

2004 - 2009

MEMORANDUM OF UNDERSTANDING

Between

THE CITY OF POMONA

And

**POMONA MID-
MANAGEMENT/CONFIDENTIAL
EMPLOYEES' ASSOCIATION (PMMCEA)**

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AGREEMENT BETWEEN

CITY OF POMONA

AND THE

POMONA MID-MANAGEMENT/CONFIDENTIAL EMPLOYEES' ASSOCIATION

This Agreement entered into this 12th day of September 2005, between the CITY OF POMONA (hereinafter referred to as "City") and POMONA MID-MANAGEMENT/CONFIDENTIAL EMPLOYEES' ASSOCIATION (hereinafter referred to as "Association").

I. RECOGNITION

The City recognizes the Association as the recognized employee organization for that unit of the City's employees as described in Appendix "B" of this Agreement (hereinafter referred to as "employee(s)" or "affected employee(s)").

II. MANAGEMENT RIGHTS

The City retains all rights not specifically delegated by this Agreement including, but not limited to, the exclusive right to determine the mission of its constituent departments; set standards of service; determine the procedures and standards of selection for employment and promotion; direct its employees; take disciplinary action for proper cause; relieve its employees from duty because of lack of work or for other legitimate reasons; maintain the efficiency of governmental operations; determine the methods, means and personnel by which government operations are to be conducted; determine the content of job classifications; take all necessary actions to carry out its mission in emergencies; and, exercise control and discretion over its organization and the technology of performing its work.

An emergency shall be considered a situation requiring necessary action for the immediate preservation of the public peace, health or safety. The determination of whether or not an emergency exists is solely within the discretion of the City and is expressly excluded from the grievance procedure.

The parties expressly agree that the City's determination to exercise those rights described herein, shall not be subject to the meet and confer process. However, the impact of exercising said rights are subject to the meet and confer process.

III. EMPLOYEE ORGANIZATION RIGHTS AND RESPONSIBILITIES

A. DUES AND BENEFIT DEDUCTIONS.

The City shall deduct dues and program contributions from the paychecks of those employees who authorize such deductions for the term of this Agreement. The language of any form by which employees authorize such deductions shall be mutually agreed upon by the City and the Association. Such deductions shall be on a bi-weekly basis which is

normally based on 24 pay periods per year. Remittance of the aggregate amount of all membership dues and benefits deductions covered hereby shall be made as designated in writing by the Association within thirty (30) days after the conclusion of the pay period in which said membership dues and benefits deductions were withheld. The Association agrees that the City shall not be liable to the Association, employees, or any party by reason of the requirements of this provision for any sums other than that constituting actual deductions made from employee's wages earned. The Association shall hold the City harmless for any and all claims, demands, suits, orders, judgments or other forms of liability that may arise out of or by reasons of actions taken by the City under this Article.

B. TIME-OFF FOR MEETING AND CONFERRING.

The City shall provide reasonable time off without loss of pay or other fringe benefits to a reasonable number [not to exceed five (5)] duly authorized Association representatives for the purpose of meeting and conferring with City representatives. However, in no case shall more than one (1) employee from any one (1) division or two (2) employees from any one (1) department be simultaneously present at meet and confer sessions. Any release from duty for said purpose shall have prior approval of the City. No Association representative shall be compensated by payment of overtime for participation in any meet and confer session. Such designated Association representatives shall be released for engaging in the meet and confer process one (1) hour before the scheduled time for commencement of the meeting and shall return to the performance of their duties not later than one (1) hour after conclusion of the meet and confer session. Representatives shall give reasonable advanced notice to their supervisors prior to attending any Association related meeting that occurs during the employee's normal working hours.

C. RELEASE TIME FOR ASSOCIATION OFFICERS.

The City shall provide for a reasonable amount of release time for Association officers to take care of Association business that the officer cannot perform during non-working hours. The City shall, in its sole discretion, determine the amount of release time that is reasonable, and the Association officer availing him/herself of release time shall not engage in said Association activities during scheduled work hours without first obtaining approval to do so from the Department Director or his/her designee.

D. USE OF CITY FACILITIES.

The City shall provide the Association with reasonable use of City facilities for membership meetings during the term of this Agreement so long as such meetings do not interfere with City services. The City may charge the Association such fees as necessary to offset the costs of providing such facilities for Association use.

E. USE OF CITY BULLETIN BOARDS.

The Association may use City bulletin boards for matters within the scope of representation of its members so long as such use does not interfere with the City's use of such bulletin boards or cause any disruption within the City service. Materials posted by

the Association shall not contain language reasonably regarded as containing personal attacks upon any City personnel. In the absence of any available bulletin board, the Association shall be given the option of providing its own bulletin board of mutually agreed upon size, type, and location.

F. ACCESS TO WORK LOCATIONS.

Association officers and officially designated representatives shall have reasonable access to employee work locations for the purpose of processing grievances as provided in this Agreement. Such access shall be restricted so as to not interfere with the normal conduct of City services, or with established City safety or security standards.

G. MEMORANDUM OF UNDERSTANDING TO EACH EMPLOYEE.

The City will provide each affected employee with a copy of the Memorandum of Understanding between the City and the Association. Each affected employee shall be held accountable for compliance with the contents of the Memorandum of Understanding.

H. PRIOR NOTICE OF CHANGE.

Except in emergency situations, the City shall provide the Association with fifteen (15) working days prior notice of significant changes in City organization, operation, policies or rules implemented in accordance with the rights and responsibilities of Article II of this Agreement which may affect employees covered by this Agreement.

IV. SALARY/CLASSIFICATION PLAN

A. NEW APPOINTMENTS.

Normally, appointments of new employees shall be made at the minimum of the appropriate pay scale/step. When the appointing authority determines that hiring of a new employee is of significant benefit to the City and can only be accomplished by hiring the applicant at a step greater than Step 1, the following procedure may be used: upon the recommendation of the Department Director an appointment may be made at Step 2 of the salary scale. The Human Resources/Risk Management Director is authorized to approve the hiring of a candidate at Step 3; and only the City Manager is authorized to approve the hiring of a candidate at Step 4 or 5.

B. THE SALARY SCALE PLAN.

The salary scale plan as described in Appendices B and C of this Agreement shall provide a salary scale for each Group "C" and "D" employee job classification. Such salary scale will be divided into five (5) salary step levels, which shall be interpreted and applied as follows:

1. FIRST STEP.

The first salary step level will be the minimum rate and normally shall be the hiring

rate. In special cases, when it is merited by experience, education, training or other qualifications, the City may approve the hiring of a candidate for employment at a higher level pursuant to Article IV.A.

2. SECOND STEP.

The second salary step level may be granted to an employee after satisfactory completion of six (6) calendar months of service during the probationary period. This second step may be granted prior to, or at the time of, satisfactory completion of the original probationary period.

3. THIRD STEP.

The third salary step level may be granted to an employee who has achieved an overall “meets standards” as determined by his/her annual performance evaluation in a given classification for one (1) additional year of service from the granting of the previous salary step increase.

4. FOURTH STEP.

The fourth salary step level may be granted to an employee who has proven to “exceed employment standards” in a given classification for one (1) additional year of service from the granting of the previous salary step increase.

5. FIFTH STEP.

The fifth salary step level may be granted to an employee who has proven to “exceed employment standards” in a given classification for one (1) additional year of service from the granting of the previous salary step increase.

6. Employees who are hired or promoted by the City at a step other than Step 1 shall advance to the next step one (1) year from the date of appointment and annually thereafter as long as the employee meets the qualifications of the next step.

C. SALARY PLAN ADMINISTRATION.

1. Employees shall be compensated on a bi-weekly basis.
2. No employee shall receive compensation of any type while on leave of absence without pay or while absent from duty without official leave.
3. If the salary scale for a particular job classification is either increased or decreased, then all employees within that classification may maintain the same salary step level in the adjusted salary scale.
4. The City may accelerate salary step advancement for individual employees at its discretion.

5. To maintain any given salary step level, an employee must continue to successfully maintain the required level of performance -- that is "meets standard", or better. All employees shall receive at least one (1) annual, written departmental performance evaluation. Additionally, the City may at any time assess an employee's performance by conducting a "special" performance evaluation. If any such written departmental performance evaluation does not demonstrate an employee's continued successful performance, that employee may be reduced in salary step level, or demoted in job classification. Any employee who has received such a reduction will receive a performance evaluation at least every 90 calendar days.

6. EVALUATION DATE DEFINED.

The evaluation date shall be the date on which an employee is to receive a performance evaluation in accordance with the salary step plan and/or the probationary period. Any change in an employee's job classification, except by virtue of a reclassification, shall be considered an event which establishes a new evaluation date.

a. This definition shall be utilized, as appropriate, throughout this Agreement unless specifically provided otherwise.

b. The evaluation date for any employee who has taken a leave of absence without pay during the employee's evaluation period for a total of eighty (80) hours or more, shall be extended by one (1) bi-weekly pay period for each 80 hours of absence.

D. THE PROBATIONARY PERIOD.

1. DEFINED. The probationary period is a working evaluation period following an employee's appointment to City service, or appointment to a new job classification, except by virtue of a reclassification, within City service. The probationary period may be re-instituted as a result of a substandard performance evaluation. The length of the probationary period shall be for twelve (12) months of continuous service unless otherwise specified by the City. In addition, said probationary period is automatically extended by the number of days that the employee has been absent for more than 20 working days with or without pay during any probationary period inclusive of the number of days an employee has worked in a light duty assignment. Only the City Manager or his/her designee may extend an employee's probationary period and then only for a maximum of six (6) months. If an employee has been on a leave of absence, the probationary period may be extended day-for-day for the length of the leave of absence.

2. Any appointment to, or within, the City service, except by virtue of a reclassification, shall not be deemed to be regular until the employee has successfully passed his/her probationary period. Such probationary period shall be considered as part of the employee's examination process, during which the City may reject any probationary employee whose performance or qualifications do not

fully meet the required standards of employment. Probationary employees shall be “at-will” and shall serve at the pleasure of the appointing officer or body unless Section IV.D.4 applies.

3. Any new hire appointment or promotion within the City service shall be tentative and subject to the probationary period during which the appointed/promoted employee may be rejected by the City without right of appeal.
4. Any promotional employee rejected during the probationary period shall be reinstated to the job classification held prior to the promotion, unless the employee is discharged from City service, as provided for in this Agreement.

E. TRAINEE LEVELS.

The City may, at its discretion, establish trainee salary scale levels and/or job classifications.

F. ACTING APPOINTMENTS.

The City may, at its discretion, appoint an employee to an “acting” capacity to fill a position vacant due to separation, extended illness, or leave without pay in a job classification different than that currently held by the employee. The employee shall receive a 5% salary increase or the minimum salary step of the higher classification, whichever is greater, effective on the 11th consecutive working day of acting service. Service in an acting capacity shall not continue for a period of time exceeding one hundred and eighty (180) calendar days, nor be considered in establishing an employee's evaluation date for the purpose of applying the salary step plan.

The City may extend an acting appointment beyond the 180 calendar days when no other qualified employee is available to serve in the acting capacity, if the employee serving in the acting capacity agrees to the extension of the acting assignment and the extension is approved by the Human Resources /Risk Management Director.

G. RECLASSIFICATION.

The City may, at its discretion, reclassify any job within City service to accommodate materially changed job duties not anticipated in the original classification and assigned or directed to be performed by the City, but not to include duties voluntarily assumed by an employee. Any such reclassification shall not alter an employee's evaluation date. Prior to a reclassification, the City's Human Resources Department may conduct a job audit and salary survey, as appropriate.

1. RECLASSIFICATION DEFINED. A reclassification is a change in job description and/or job title of a position within City service to accommodate materially changed job duties not anticipated in the original classification and assigned or directed to be performed by the City, but not to include duties voluntarily assumed by any employee. A salary scale level increase or decrease may, at the City's discretion, accompany a reclassification. Position reclassification is considered neither a

promotion nor a demotion.

H. Y-RATING.

The City may, at its discretion, Y-Rate any employee in City service. Such action shall not take effect until the employee has had sixty (60) calendar days advance notice. Upon request, the City shall meet with the employee concerning the impact of the City's decision to apply a Y-Rate to the employee.

1. Y-RATING DEFINED. Normally, Y-Rating shall mean that the salary scale for the affected employee shall remain at the same rate until the employee's salary scale equals or exceeds the Y-Rating level.

I. PROMOTION.

The City may, via a competitive process, promote any employee to a different job classification within the City service having increased duties and responsibilities, and/or higher job qualifications, and/or a higher salary scale level. Upon promotion, an employee shall receive a minimum salary increase equivalent to one (1) salary step in the employee's current (pre-promotional) job classification; provided that such increase shall be at least equivalent to the minimum and shall not exceed the maximum salary step level established for the new job classification. A promotion shall establish a new performance evaluation date for purposes of applying the salary step plan. Any promotional appointment shall be tentative and shall be subject to a probationary period.

J. DEMOTION.

The City may, in accordance with this Agreement, demote any employee to a different job classification within City service having decreased duties and responsibilities, and/or lower job qualifications, and/or a lower salary scale level. Upon demotion, an employee shall receive a minimum salary decrease equivalent to one (1) salary step in the employee's current (pre-demotion) job classification; provided that no employee shall receive a salary which exceeds the maximum salary step level established for the new job classification. A demotion shall establish a new evaluation date for purposes of applying the salary step plan and performance evaluation date and may reinstitute the probationary period.

V. COMPENSATION AND BENEFITS

A. SALARY.

Effective July 9, 2006, the City shall increase each step within the salary scale for each affected employee by three percent (3%).

Effective January 7, 2007, the City shall increase each step within the salary scale for each affected employee by one and one half percent (1.5%).

Effective July 8, 2007, the City shall increase each step within the salary scale for each affected employee by one and one half percent (1.5%).

Effective January 6, 2008, the City shall increase each step within the salary scale for each affected employee by one and one half percent (1.5%).

Effective July 6, 2008, the City shall increase each step within the salary scale for each affected employee by one and one half percent (1.5%).

Effective January 5, 2009, the City shall increase each step within the salary scale for each affected employee by one and one half percent (1.5%).

Effective the last pay period in June 2009, the City shall increase each step within the salary scale for each affected employee to the median of a current salary survey of the City's fourteen (14) salary survey cities for each classification.

B. HOURLY RATE AND MAINTENANCE OF BENEFITS DEFINED.

1. BASE HOURLY RATE.

For purposes of payroll computation, the base hourly rate for all affected employees shall be the applicable base salary as set forth in Appendix "C" multiplied by 12 and divided by 2080.

2. REGULAR HOURLY RATE.

For purposes of payroll computation, the regular hourly rate for all affected employees shall be the applicable base salary as set forth in Appendix "C" plus any applicable, additional types of pay, multiplied by 12 and divided by 2080.

3. MAINTENANCE OF BENEFITS.

The City will maintain the employee's benefits (i.e., health, dental, life insurance) as long as the employee is in a paid status for any portion of a month.

C. OVERTIME.

1. Effective September 8, 2000, current Group C employees elected to work/accrue either Overtime/Comp-time (at the straight time rate) or Executive Leave, but not both. All Group C employees joining the City/PMMCEA after August 7, 2000 shall receive Executive Leave only.
2. All Group "D" employees shall be credited for work beyond the normal regularly scheduled work week by receiving overtime pay or compensatory time at the employee's option. Any Group "D" employee working in excess of forty (40) hours in a work week shall inform the supervisor as to the method of compensation in advance of such work. Such credit shall be provided "on a time and one-half basis". For the purposes of this section, holidays and vacation shall be counted as time worked. Overtime work must be authorized in advance by the employee's immediate supervisor.
3. In no case shall accrued compensatory time exceed ninety (90) hours per eligible employee, nor shall payment for compensatory time at time of separation from City service exceed a total of 90 hours.

D. RETIREMENT.

1. The City shall provide retirement benefits for all miscellaneous (Association) employees through participation in the Public Employees' Retirement System (PERS) integrated two percent (2%) at fifty-five (55) Plan, as established by the PERS System, effective the date of the adoption of the PERS contract amendment. The following retirement benefits will be provided within that Plan:
 - a. Survivor Continuance
 - b. 1959 Survivor Benefit
 - c. "Single highest year" optional retirement benefits pursuant to Government Code Section 20024.2 will be provided to all miscellaneous (Association) employees as established by PERS.
 - d. Military Service Credit as Public Service pursuant to Government Code, Section 20930.3.
 - e. Sick Leave accrual toward retirement credit.
2. The City agrees to pay to the Public Employees Retirement System (PERS) seven percent (7%) of the employee's base salary for all miscellaneous (Association) employees, which would otherwise be the employee's normal contribution to PERS.

E. LONG-TERM DISABILITY PLAN.

The City will provide a Long-Term Disability Plan which provides sixty-six and two-thirds percent (66-2/3%) of base rate of pay for a maximum of two (2) years with a sixty (60) day waiting period. The employee will be required to utilize all available sick leave during this 60 day waiting period. If an employee exhausts available sick leave prior to the end of the sixty (60) day period, he/she shall have the option to use other accrued

leaves until the expiration of said sixty (60) day period.

F. LIFE INSURANCE.

The City shall provide each employee life insurance, in the amount of \$50,000 plus Accidental Death and Dismemberment for all employees, and shall contribute, as appropriate. .

G. DENTAL INSURANCE.

1. The City agrees to pay up to \$75 per month for dental insurance premiums for Association employee and his/her dependent(s).
2. The City will offer at least two (2) dental plans. The City has the management right to select the dental plan with the best benefits for its employees. The Association will have an opportunity to review any proposed plan changes prior to implementation.

H. VISION INSURANCE.

The City shall make available at least one (1) vision plan at no cost to the City. Those employees electing to enroll in said plan shall pay all premiums.

I. HEALTH INSURANCE.

1. Effective July 10, 2005, the City shall pay up to \$700 per month for health insurance premiums for an Association employee and his/her dependent(s).
 - a. If any other City employees' association receives a health insurance increase which exceeds the current level of the PMMCEA, the PMMCEA health insurance contribution shall be increased to equal that of the higher City employees' association.
2. 125 BENEFIT PLAN.
 - a. An IRS Code Section 125 benefit plan shall be established providing employees with the opportunity, through payroll deduction, to pay for legally permissible benefits. The City shall designate a plan administrator to administer the plan. Any and all charges, including charges for reimbursement accounts under the plan, shall be paid by the employee for whom the charge is assessed. The City shall not be responsible for the cost of administering the plan. The City shall notify employees of the flexible benefit plan and of their rights and their responsibilities under the plan. Each employee shall be offered opportunity to participate in the plan.
 - b. The 125 plan will consist of the current health insurance and dental insurance plans, plus any optional insurance benefits offered by the plan administrator. It

is mandatory that employees participate in the employee only health and dental coverage plan, unless the employee can provide proof of coverage in a plan comparable to those offered by the City.

- c. Any cost for medical and dental insurance that exceeds the City's contribution is the responsibility of the employee and the employee will cover the cost through payroll deduction (pre-tax dollars). Any balance remaining from the City's contribution will remain with the City. The purchase of optional benefits will be the responsibility of the employee through authorized payroll deduction. No City contribution will be made towards optional benefits.
3. Employees who provide the City with satisfactory proof of medical insurance coverage comparable to the City's medical insurance plan can decline, in writing, coverage on the City's medical insurance plans. The employee who declines the health insurance is entitled to receive the "employee only" premium which is equal to the least expensive City medical insurance plan.
4. Married City employees may combine the City's contribution for medical insurance to pay the cost for dependent medical insurance which exceeds the City's contribution or being covered under their spouse's City insurance plan and place the employee only premium into the City's deferred compensation plan provided for under Section 3. Any balance from the City's contribution will remain with the City.
5. The City shall continue to offer health plans through the PERS Basic and any other plan the City deems appropriate, with plan selection at the employee's option.

J. COLLATERAL BENEFIT.

The City agrees to pay up to \$100 per month to any eligible affected retiree; eligibility is as defined in the sub paragraphs below.

1. Affected employees retiring after July 1, 1987 and who are retiring with at least twenty (20) years of service with the City of Pomona shall be provided the \$100 per month retiree benefit payment for use at the retiree's option. This benefit terminates when the affected retiree becomes eligible for Medicare insurance, at age 65, or any equivalent program in force at the time of eligibility
2. This article does not diminish or alter retiree health insurance benefits provided to affected employees retiring prior to July 1, 1987.

K. DEFERRED COMPENSATION PLAN.

The City shall continue to provide for deferred compensation plans, which may be utilized by an employee on an optional basis. The City reserves the right to accept or reject any particular plan and to impose specific conditions upon the use of any plan that provides for the best interests of both the employees and the City. Such plan shall be

implemented without cost to the City.

L. SPECIAL LICENSES, PERMITS AND PHYSICAL EXAMINATIONS.

1. In those classifications that require employees to possess special licenses, permits or certifications, the City shall pay the associated renewal fee. The City shall also agree to pay for physical examination, up to \$30 or the cost equivalent to an examination performed by the City's doctor, required for renewal of Class A and Class B driver's licenses, where that type of operator's license is required as a condition of employment.
2. Employees are required to obtain and maintain any special license or permit if it is indicated as a job requirement. Any employee failing to maintain such license or permit will be placed on a thirty (30) calendar day leave. During such leave, the employee may only use vacation or compensatory time accruals. If the employee fails to obtain the license or permit during the 30 calendar day leave, the City will attempt to place that employee in a City job of equivalent or lower classification (and at a lower salary scale) which does not require the special licensing, permit, or certification (from which the employee is excluded or does not possess), provided that the employee is able to perform the duties of the new classification and if a vacant position exists. A new probationary period shall be completed unless probation was successfully completed in such classification at an earlier time. If a vacant, authorized position is not available which meets these guidelines, the employee will be separated from City service.

M. STANDBY.

Employees who are required by the City to be available to respond to emergencies, outside of their scheduled hours of work, shall receive standby pay.

1. Standby duty requires that employees so assigned:
 - a. Be ready to respond.
 - b. Be reachable by telephone or electronic pager.
 - c. Be able to report to work within thirty (30) minutes of being notified unless a different response time has been so determined by the responsible department.
 - d. Refrain from activities that may impair the employee's ability to perform the assigned duties.
2. Standby duty shall apply to Group C and D employees, and shall be compensated at the rate of two (2) hours regular pay per weekday; three (3) hours for the employee's Friday off, Saturdays, Sundays or for a designated holiday.
3. Assignments to standby duty shall be made in writing by the appointing authority.

Any person assigned to standby duty shall be given reasonable advance notice. Failure to respond may result in the loss of standby pay and/or appropriate disciplinary action.

4. Except in a declared emergency, employees not assigned to standby have no obligation to respond if called.

N. CALL BACK.

Call back is defined as an unscheduled return to duty outside of regularly scheduled work hours. However, an extension of regularly scheduled work hours does not constitute a call back.

1. All time worked on call backs shall be compensated in accordance with the overtime provisions of this Agreement. In addition to any such overtime pay, each employee called back to work shall be paid one (1) hour of compensation at straight time rate for each separate call back.
2. Computing of work time shall commence at the time the employee receives the call to return to work and shall end upon completion of the work for which he/she was called in.

O. COMMUNITY SERVICE ORGANIZATION DUES.

The City shall pay for membership dues, up to seventy-five (\$75) dollars per year, paid to any one (1) community service organization based within the City upon written request of the employee and accompanied by a valid receipt.

P. EDUCATION INCENTIVE PAY.

The City shall provide educational incentive compensation to qualifying employees for a degree from an accredited college or university when such a degree is higher than the minimum degree required for the position. No employee will be eligible for this incentive for one (1) year following completion of study in which reimbursement for tuition was made pursuant to Section Q of this Article. Said incentive shall be compensated as follows:

Associate of Arts Degree	=	2%
Bachelors Degree	=	4%
Masters Degree or higher	=	6%

Q. TUITION REIMBURSEMENT.

The City shall reimburse any requesting employee's tuition costs for enrolling in job-related, professional improvement courses offered at any accredited academic institution. To be eligible for such reimbursement, the requesting employee shall obtain prior approval of his/her respective Department Director and the Human Resources/Risk Management Director and must receive a grade of "C" or "pass" or better at the completion of the course. Such reimbursement shall not exceed \$1,000.00 during any fiscal year and shall be submitted in the year incurred. Employees who are receiving the Education Incentive Pay under Section P of this article are not eligible for this tuition reimbursement. Employees will be eligible for this program following one year after they have terminated their receipt of the Educational Incentive Pay provided for under Section P of this Article.

R. PROFESSIONAL PARTICIPATION.

The City shall pay for the annual membership cost up to one hundred fifty dollars (\$150) per year, for participating in professional organizations approved by their respective Department Director.

S. BILINGUAL PAY.

Each affected non-probationary employee (other than those on new-hire probation) who has the ability to fluently converse in one of the following languages: Spanish, Cambodian, Vietnamese, Cantonese, Korean, Mandarin, Tagalog or American sign language, and regularly uses the language in his/her work, shall receive additional compensation in the amount of five hundred dollars (\$500) per year. This additional compensation shall be paid to the qualifying employee over 24 pay periods during the fiscal year. The City reserves the right to establish standards and procedures to determine if an affected employee is qualified to receive such compensation. Multilingual compensation shall be limited to \$500 per annum.

VI. ATTENDANCE AND LEAVES

A. HOURS OF WORK.

1. WORK WEEK.

The basic work schedule shall consist of a 9/80 and/or a 5/40 work week.

- a. Police Department - Employees in the Police Department will work a 4/10 schedule; however in the event there is an urgent organizational need to temporarily modify the 4/10 work schedule, the affected employee(s) shall be notified, provided an explanation of the need for the change, the estimated length of time of the change, and shall revert back to their 4/10 work schedule as soon as possible. This is not intended to create a permanent modification of the 4/10 work schedule without the meet and confer process.

- b. Library Department - Library employees will generally work a 40-hour week consisting of four (4) 8.5 hours days and one (1) 6 hour day.
- c. Exceptions - Exceptions to this schedule can be made with mutual Agreement between Management and the affected employee.

2. Lunch periods and break periods shall be as scheduled by the City.

B. ATTENDANCE.

Employees shall work the schedule assigned unless granted official leave by the City.

C. SERVICE ANNIVERSARY DATE DEFINED.

The Service Anniversary Date for an employee who was hired during the first week of the pay period shall have his/her service anniversary date set to the beginning of the pay period. Those employees hired during the second week of the pay period shall have his/her service anniversary date set to the first day of the following pay period.

- 1. Employees will accrue 100% of their leave entitlement if they are in a paid status for the entire bi-weekly pay period; however, employees will be credited with a prorated amount of leave entitlement equivalent to the percentage of time in a paid status. For example, if the employee is only in a paid status for one (1) week of the pay period, the employee will accrue 50% of the accruals.

D. EXECUTIVE LEAVE.

- 1. Effective September 8, 2000, current Group C employees elected to work/accrue either Overtime/Comp-time (at the straight time rate) or Executive Leave, but not both. All Group C employees joining the City/PMMCEA after August 7, 2000 shall receive Executive Leave only.
- 2. Effective August 7, 2000, all eligible Group "C" employees shall receive executive leave at the rate of 3.077 hours per pay period subject to the scheduling approval of the City Manager or appropriate Department Director.
- 3. Employees working less than a full pay period shall be credited with a prorated amount of Executive Leave. (See Article VI.C. – Service Anniversary Date Defined).
- 4. Employees, with the Department Director's or designee's approval, are eligible to take Executive Leave as they accrue it.
- 5. In no case shall accrued Executive Leave exceed the amount that can be accrued for three (3) fiscal years.
- 6. Upon separation from service, employees will be compensated for a maximum of

eighteen (18) months accrual of Executive Leave.

E. SICK LEAVE.

1. DEFINED. Sick leave is leave from duty which may be granted by the City to an employee because of illness, injury, exposure to contagious disease, illness or injury requiring the employee's attendance of a member of the employee's immediate family, and medical, dental and optical appointments to the extent that such appointments are scheduled to create the least disruption in the work day.
 - a. An employee's immediate family shall consist of the employee's: spouse; children, step-children; the employee's or spouse's mother, father, brother, sister, grandchildren or grandparents or other members of the employee's family residing in the employee's home; or other members of the employee's family primarily dependent upon the employee.
2. SICK LEAVE USE.
 - a. An employee may be granted sick leave only in case of actual sickness as defined in Article VI.E.1.a. In the event that an employee recovers from any such sickness after being granted sick leave, and during the regularly scheduled hours of work, then such employee shall notify the appropriate immediate supervisor and be available to return to duty.
 - b. In order to apply for sick leave use, an employee shall notify the appropriate immediate supervisor within one (1) hour after the time established as the beginning of the employee's work day, unless the City determines that the employee's duties require more restrictive reporting.
 - c. Sick leave shall not be granted to any employee absent from duty as a result of any sickness, injury or disability purposely self-inflicted or caused by willful misconduct.
 - d. Sick leave shall not be granted to any employee absent from duty after separation from City service, or during a City authorized leave of absence, without pay, or any other absence from duty not authorized by the City.
 - e. Sick leave shall not be granted to any employee to permit an extension of the employee's vacation.
 - f. Sick leave shall not be granted to any employee during the first six (6) full calendar months of the employee's original new-hire probationary period. However, on the successful completion of the probationary period, the employee shall be credited with sick leave that would otherwise have been accrued during the probationary period as provided in this Agreement.
 - g. In the event that an employee has applied for sick leave use for three (3) or more consecutive scheduled working days, the City may require a physician's

certification stating the diagnosis of the sickness or injury, the treatment recommended for it, and an approval of the employee's intended return to work. The City may, however, require such certification regarding sick leave use at any time.

- h. Employees will not be permitted to use vacation in lieu of sick leave unless approved by the Department Director.

3. SICK LEAVE ACCRUAL.

- a. All employees shall accrue twelve (12) work days of sick leave annually, beginning on the Service Anniversary Date. Such accrual shall take place on a bi-weekly basis. (See Article VI.C. - Service Anniversary Defined)
- b. Sick leave may be accrued to a maximum of two thousand (2,000) hours except as provided in Article VI.E.3.c, d, and e.
- c. Sick leave granted by the City and used by an employee shall be deducted from the employee's accrued sick leave balance.
- d. Employees granted a leave of absence with pay or other approved leave with pay shall accrue sick leave as otherwise regularly provided by this Agreement.
- e. Sick leave shall not be accrued by any employee absent from duty after separation from City service, or during a City authorized leave of absence without pay, or any other absence from duty not authorized by the City.

4. REIMBURSEMENT FOR ACCRUED SICK LEAVE.

Upon separation, an employee shall be paid fifty percent (50%) of the employee's total accrued sick leave provided such employee has a balance on the books of not less than one hundred ninety-two (192) hours of sick leave at the time of separation. Such reimbursement shall be at the employee's regular rate of pay at the time of separation, and shall reduce the employee's total amount of accrued sick leave to zero.

5. SICK LEAVE CONVERSION PROGRAM.

- a. Any employee having a sick leave balance of 192 hours or more on November 1 of each year shall be eligible to convert accrued sick leave to vacation leave on the following basis:
 - (1) This conversion program applies to sick leave hours earned but not used in the previous 26 pay periods (eligibility period).
 - (2) Such sick leave shall be converted at the rate of two (2) sick leave hours for one (1) vacation leave hour, not to exceed 60 hours of additional vacation leave. Such conversion shall not exceed the vacation accrual cap.

- b. As an alternative to this conversion, employees may elect to sell back sick leave based on the formula in Article VI.E.5.a, (2) provided the employee has a balance of at least 200 hours of vacation leave on the books and the employee does not require additional vacation leave. Said payment shall be made by the second pay day in December of each year.

F. BEREAVEMENT LEAVE.

1. An employee is entitled to a leave of absence (per occurrence), due to the death of a member of his/her immediate family not to exceed four (4) days, or five (5) days if out-of-state travel is required.
2. No deduction shall be made from the salary of such employee nor shall such leave be deducted from leave granted by other provisions of this Agreement.
 - a. An employee's immediate family shall consist of the employee's spouse, children, step-children; the employee's or spouse's mother, father, brother, sister, grandchildren, grandparents, other members of the employee's family residing in the employee's home; or other members of the employee's family primarily dependent on the employee.
3. Additionally, employees may utilize sick leave or vacation leave if additional leave is needed due to the death of a family member as defined under Article VI.E.1.a.
4. Employees may use up to three (3) days of sick leave due to the death of a family member not defined above.

G. HOLIDAYS.

1. Employees shall receive the following paid holidays on a straight-time regular rate of pay basis:
 - a. New Year's Day, January 1;
 - b. The third Monday in January known as "Martin Luther King, Jr. Day";
 - c. The third Monday in February known as "President Day";
 - d. The last Monday in May, known as "Memorial Day";
 - e. Independence Day, July 4;
 - f. The first Monday in September, known as "Labor Day";
 - g. Veterans' Day, November 11;
 - h. The Thursday in November appointed as "Thanksgiving Day";
 - i. The day after "Thanksgiving Day";
 - j. Christmas Eve, December 24;
 - k. Christmas Day, December 25;
2. In the event that any of the above holidays falls on a Sunday, the first work day following will be observed as the holiday. In the event that any of the above

holidays falls on Saturday, the preceding working day will be observed as the holiday. Additionally, if the holiday falls on the employee's flex day, the employee shall take off the working day immediately preceding or following the holiday, with the supervisor's approval, as long as the day off falls within the same pay period.

- a. For the Christmas and New Years holidays, the City reserves the right to schedule the date of observance immediately before or after such holiday, so as to cause the least disruption to the public and to City services.
3. Employees shall be credited with two (2) working days of floating holiday time each January 1st. Except as provided herein, there shall be no carry over of a floating holiday into the next calendar year or cash payment for floating holiday time.
 - a. Floating holiday time off shall be scheduled at the City's discretion with due regard to the wishes of the employee and the City's work requirements. However, employees who have requested floating holiday time off and have been denied a reasonable opportunity to take the floating holiday off during the calendar year shall be compensated for said time.
 - b. Floating holidays may be taken in minute increments.
 - c. For purposes of this article, a work day shall equal the employee's normally scheduled daily hours of work.
 4. In the event that a holiday falls on a Group D employee's regularly scheduled work day, and the employee is required to work, then the employee shall be entitled to receive regular pay at a straight-time, hour-for-hour basis in addition to regular pay, or a day off in lieu thereof, at the City's discretion. In the event a holiday falls on an eligible Group C employee's regularly scheduled work day (See Article V.C.1 – Overtime), and the employee is required to work, then the employee shall be entitled to receive regular pay at straight time, hour-for-hour basis, and shall receive compensation at straight time for working the holiday.
 5. In the event that a holiday falls on an employee's regularly scheduled day off, and the employee is not able to take another day off, at the City's discretion, the employee shall be entitled to receive holiday pay at straight time, hour-for-hour basis. If the employee is off work on a holiday for any reason, the employee will receive Holiday Pay only and is not entitled to receive any other compensation (i.e. sick leave, vacation, etc).

H. VACATION LEAVE.

1. VACATION USE.

- a. Employees shall be entitled to annual vacation leave with pay as provided in this Agreement.
- b. Scheduling of employee's vacation leave shall be at the discretion of the City with due regard to the wishes of the employee and the work requirements of the City.
- c. Vacation leave shall not be granted to any employee after separation from City service, or during a City authorized leave of absence without pay or any other absence from duty not authorized by the City.
- d. Vacation leave shall accrue but shall not be granted to any employee during the first six (6) full calendar months of service.

2. VACATION ACCRUAL.

a. VACATION ACCRUAL RATES.

All employees shall accrue vacation leave, beginning on the Service Anniversary Date, for each bi-weekly pay period of service as a City employee as provided below. Such accrual shall take place on a bi-weekly basis.

- (1) During an employee's first three (3) full consecutive years of employment, the employee shall accrue vacation leave at the rate of 80 hours of vacation leave per year.
- (2) Beginning with an employee's fourth (4) year of employment and extending through the fifth (5) consecutive year of employment, the employee shall accrue vacation leave at a rate of 120 hours of vacation leave per year.
- (3) Employees hired prior to the adoption of this MOU and who have at least three (3) full consecutive calendar years of prior public service shall accrue vacation leave at a rate of 120 hours of vacation leave per year, for the first five (5) full consecutive years of employment.
- (4) Beginning with an employee's sixth (6) year of employment and extending through the eighth (8) full consecutive year of employment, the employee shall accrue vacation leave at the rate of 160.0 hours of vacation leave per year.
- (5) Beginning with an employee's ninth (9) year of employment and extending through the fifteenth (15) consecutive year of employment, the employee

shall accrue vacation leave at the rate of 200.0 hours of vacation leave per year.

- (6) Beginning with an employee's sixteenth (16) year of employment and extending through the remaining years of employment, the employee shall accrue vacation leave at the rate of 240.0 hours of vacation leave per year.

- b. Employees shall take annual vacation leave away from their job duties. Accrued vacation leave may not exceed the amount an employee accrues in a 36 month period, unless under special circumstances, the employee is not able to take vacation leave due to an urgent need of the City.

3. COMPENSATION FOR ACCRUED VACATION LEAVE.

Upon separation, an employee shall receive compensation for the balance of vacation leave on the books. Such compensation shall be paid at the employee's regular rate of pay at the time of separation.

4. ANNUAL VACATION BUY BACK.

Employees who have at least 300 hours of vacation leave may elect to sell back a maximum of 80 hours of vacation leave each year. Said sell back may not reduce the vacation leave balance below 300 hours. This payment shall be paid at the regular rate of pay and based on the vacation leave on the books as of the end of the first pay period in November each year with said payment to be made by the second pay day in December.

I. MILITARY LEAVE.

The State Military and Veterans Code shall govern the City's granting and the employee's use of military leave.

J. LEAVE OF ABSENCE WITHOUT PAY.

- 1. Any employee who has successfully completed the original probationary period may submit to the appropriate immediate supervisor a written request for a leave of absence without pay. A leave of absence without pay shall normally not exceed a period of one (1) year and shall be for the specific purpose of obtaining improved job training, or recuperating from an extended illness for which sick leave is not available or for attending to urgent personal affairs. However, in a case of special or extenuating circumstances, an employee may apply for additional leave for a specific period of time. Use of a leave of absence without pay for a purpose other than that requested shall be considered as an employee's automatic resignation from the City service. No leave of absence without pay shall be utilized to permit an employee to engage in non-City employment except where the employment is an internship and/or advanced training which enhances job skills. The City shall have sole discretion to approve or deny any such request or any extension of said

approved leave.

2. Any employee having been granted a leave of absence without pay, who does not report for work within three (3) work days after the expiration of said leave, shall be considered to have resigned from City service at 6:00 p.m. on the third day. Normally, no administrative or civil method shall exist by which to contest said result.
3. No employee may break up the use of accrued leave in order to retain City health insurance.

K. COMPENSATORY TIME OFF.

1. Effective September 8, 2000, any current Group "C" employee who elected to receive comp-time thereby forfeiting executive leave and any Group "D" employee may, at the employee's option, be compensated for authorized work beyond the normal regularly scheduled work hours by being credited with compensatory time off to be earned on the same basis as overtime.
2. Compensatory time off shall not be granted to any employee for services for which the employee has been otherwise compensated.
3. Employees eligible for comp-time may accrue a maximum of ninety (90) hours of compensatory time off.
4. Compensatory time off shall not be unreasonably denied but shall be scheduled at the City's discretion with due regard to the wishes of the affected employee and the City's work requirements.
5. The City may require scheduling of compensatory time off after providing the affected employee reasonable advance notice.
6. Upon separation, an employee shall receive compensation for the balance of compensatory time on the books. Such compensation shall be paid at the employee's regular rate of pay at the time of separation.

L. COMPENSATION FOR JURY DUTY.

1. An employee who receives notification to participate as a juror shall notify the supervisor the following work day. An employee of the City who is required to participate as a juror or required to participate in the jury selection process, shall be paid up to and including fifteen (15) working days of salary and benefits during each fiscal year while engaged in such activities. Any employee called to serve as a juror shall receive his/her regular compensation while on such leave, provided that the employee remits to the City any payments or fees received as a juror, except for mileage reimbursement. Employee shall provide from the courts certification of the amount of time served on jury duty each day for which jury duty leave with pay is

requested. Failure to submit proper certification may result in non-payment of jury duty pay. Employees shall return to their regular job assignment after being released from jury duty provided the employee can work at least one-half (1/2) of their shift.

2. Compensation shall extend beyond fifteen (15) working days only upon provision to the City of a certified court document showing that trial counsel and/or the Court estimated the trial for which an employee has been selected as juror, to be a fifteen (15) or more working days in duration.
3. This section is not to be interpreted as requiring an employee to work and/or serve as a juror for more than the regularly scheduled work hours in any twenty-four (24) hour period.
4. The employee shall advise the Human Resources/Risk Management Director upon receiving a court order to appear beyond the initial fifteen (15) working days as a juror. The granting of such leave with pay shall be subject to the approval of the City Manager, or designee, consistent with the requirements set forth herein.

M. ADMINISTRATIVE LEAVE.

The City places employees on administrative leave when it is the City's discretionary opinion that continuing presence at the job site would create or may tend to create a disruption to the working environment or may possibly impact the efficient operations of the Department. Administrative leave shall be paid only in those instances where the employee is otherwise fit to perform his/her duties and represents that he/she is fit to perform those duties. Any employee placed on administrative leave shall be available to report to duty within two (2) hours during the employee's normal working hours.

N. MATERNITY LEAVE

Employees who become pregnant may continue regular employment status, subject to the following restrictions:

1. As soon as the fact of pregnancy has been established, the employee shall furnish the City with a written physician's statement indicating the expected date of birth, and whether or not the employee's present state of health enables continued work. The City may, however, request an additional statement from the employee's personal physician at any time.
2. Employment may continue as long as the employee can safely and efficiently perform all job duties.
3. A female employee may apply, in writing, for a leave of absence without pay for a maximum of four (4) months beyond the birth of her child.
4. During the period that such female employee is unable to continue regular job duties

because of pregnancy, accrued leave may be used.

If the leave benefits described herein are more restrictive than those authorized by the Federal Family and Medical Leave Act of 1993 or the California Family Rights Act of 1993, then said Acts shall prevail. If the leave provisions described herein are less restrictive than provided for by the Acts, then this agreement shall prevail. Employees shall submit FMLA requests for maternity leave, thirty (30) days in advance.

O. PATERNITY LEAVE.

Fathers shall be permitted to take a maximum of forty (40) hours of earned sick leave for the birth of his child. If the leave benefits described herein are more restrictive than those authorized by the Federal Family and Medical Leave Act of 1993 or the California Family Rights Act of 1993, then said Acts shall prevail. If the leave provisions described herein are less restrictive than as provided for by the Acts, then this agreement shall prevail. Employees shall submit FMLA requests for paternity leave thirty (30) days in advance.

P. WITNESS LEAVE.

Employees shall receive regular pay for hours of absence from work resulting from being subpoenaed to testify as a witness in a work related court case. The employee shall remit to the City any payment of fees received as a witness, except that received for mileage reimbursement.

VII. INDUSTRIAL INJURIES AND ACCIDENTS

A. State of California Worker's Compensation Laws and this Agreement shall govern all aspects of duty-related injuries, illnesses and accidents. For more information, refer to the Human Resources/Risk Management Manual.

B. INJURY AND ILLNESS REPORTING.

1. All duty-related injuries or illnesses shall be reported to the appropriate immediate supervisor within 24 hours. If the employee is incapacitated or other extenuating circumstances exist, rendering the employee unable to report the injury or illness within 24 hours, then the employee or their representative shall report the injury or illness as soon as physically possible.
2. If the injury or illness occurs at the end of the work week and if an immediate supervisor is not available, then the injured employee shall leave a message on the supervisor's voicemail within 24 hours, with the following details: date/time of injury, nature of injury, how it occurred, where it occurred, if the employee sought medical treatment and if so where, and if the employee will return to work on the next work day. Then, the employee shall report to the supervisor either via telephone or in person, on the next work day, in order to receive the required paperwork and to present any doctor's note.

C. ACCIDENT REPORTING.

1. Any duty-related accident, which results in any injury or property damage, shall be reported to the appropriate immediate supervisor within one (1) hour by any accident-involved employee. If the employee is incapacitated or other extenuating circumstances exist, rendering the employee unable to report the injury or illness within 24 hours, then the employee or their representative shall report the injury or illness as soon as physically possible.
2. Any duty-related accident, which does not result in an injury or property damage, shall be reported to the appropriate immediate supervisor by any accident-involved employee by the end of the work-day schedule in which the accident occurred.

D. MEDICAL TREATMENT FOR INJURY OR ILLNESS.

Any employee suffering any duty-related injury or illness which requires immediate or continued medical treatment shall immediately seek such treatment from a City approved physician or medical facility, except as provided by State Law.

E. LEAVE OF ABSENCE FOR AN INDUSTRIAL INJURY/ILLNESS.

1. Any employee suffering from an accepted work-related injury or illness which, disables that employee from the performance of regular job duties, shall be entitled to receive full pay for up to 60 working days while the employee is disabled (off work), unless a temporary light duty assignment is available that meets the work restrictions imposed by the treating physician. If light duty is offered, the employee may decline light duty and remain off work, but is disqualified from receiving full pay under this benefit. The employee may elect to be paid from leave accruals until such time as the employee is returned to full duty by the treating physician. Any dispute regarding any such claim shall be resolved through the State Workers' Compensation Board process.

2. COMPENSATION.

Any employee granted a leave of absence for industrial disability shall receive full salary and benefits from the City for a period not to exceed 60 working days.

3. DURATION.

Any such leave of absence for industrial disability shall only extend for a period of up to sixty (60) working days.

- a. Such leave of absence for industrial disability shall not be authorized for any period beyond the actual period of duty-related disability; or, beyond the point in time that a physician declares the duty-related injury or illness to be permanent and stationary.

- b. Such leave of absence for industrial disability shall not be authorized after an employee's separation from City service.
- c. Such leave of absence for industrial disability shall not begin for three (3) calendar days following the occurrence of any duty-related injury or illness, unless the period of actual disability extends beyond fourteen (14) calendar days, or unless the job-related injury or illness requires inpatient hospitalization. During any such three (3) calendar day waiting period, sick leave or vacation may be granted.
- d. An employee may request an extension of any such leave of absence for industrial disability by using accumulated sick leave or vacation if proper medical certification has been provided.

VIII. SEPARATION FROM CITY SERVICE

- A. Separation of an employee from City service may be accomplished in any of the following alternative manners:
 - 1. Completion of work assignment or project.
 - 2. Resignation which may be either deliberate or automatic. Any deliberate resignation shall be submitted to the appropriate immediate supervisor at least fourteen (14) calendar days prior to an employee's actual separation from the City service.
 - 3. Retirement which may be either deliberate or by virtue of disability.
 - 4. Lay-off which may be initiated at the City's discretion because of a material change in job duties or organization, or a shortage of work or funds. Such action shall not take effect until any employee to be laid-off has ninety (90) calendar days advance notice. Laid off employees do not have displacement rights nor may they be displaced by any non-management/confidential employee. Upon request, the City shall meet with the employee and/or employee's representative concerning the impact of the City's decision to initiate lay-off action. Any employee having a satisfactory employment record, who is separated from City service by virtue of a lay-off, may be eligible for reappointment to their former classification in City service within one (1) year of layoff.
 - 5. Discharge as a result of disciplinary action as provided for in this Agreement.
 - 6. Death.
- B. All assigned City property and/or equipment must be returned prior to last day of employment or the replacement value will be deducted from the employee's last check.

IX. STANDARDS OF CONDUCT

- A. It is expected that all City employees shall render the best possible service and reflect credit on the City, and therefore high standards of conduct are essential.
- B. Improper conduct may be cause for disciplinary action up to and including termination of employment. The term "improper conduct" means not only any improper action by an employee in the employee's official capacity but also conduct by an employee not connected with the employee's official duties that affects the employee's ability to perform official duties, and any improper use of the position as an employee for personal advantage. In addition, improper conduct includes, but is not limited to, the following:
1. Violation of any Federal, State, or Local law directly impacting the employee's fitness for employment.
 2. Using, possessing, dealing, distributing, or being under the influence of intoxicating beverages, prescribed medication which impairs the employee's ability to perform their work, unprescribed medication, narcotics or unlawful drugs while on duty or at work locations, or reporting to work or operating City vehicles or equipment under the influence of alcohol or any unlawful or unprescribed drug.
 3. Failure or refusal to comply with a lawful order or to accept a reasonable and proper assignment from an authorized supervisor or City management official.
 4. Inefficiency, incompetence, carelessness, or negligence in the performance of duties.
 5. Sexual harassment or other unlawful harassment of another employee.
 6. Chronic or excessive absenteeism or inconsistent attendance whether excused or unexcused.
 7. Rude or discourteous treatment of other employees or the public.
 8. Dishonesty.
 9. Using the employee's position for financial gain; solicitation of work for private business, or personal acquaintance.
 10. Failure to perform duties; insubordination.
 11. Inattention to duty, tardiness, carelessness or negligence in the care and handling of City property.
 12. Loss or misuse of City funds.
 13. Improper or unauthorized use of City vehicles or equipment or misappropriation of supplies.

14. Damage to City or public property or the waste of City or public supplies through misconduct or negligence.
15. Misuse of sick leave, including using sick leave under false pretenses.
16. Furnishing false information to secure appointment, falsification of time cards, or falsification of other records and reports.
17. Absence from duty without authorized leave, failure to report after leave of absence has expired, or after such leave of absence has been disapproved, revoked, or cancelled.
18. Violation of the provisions of these rules and regulations, departmental rules and policies, or any written policies that may be prescribed by the City.
19. Acceptance by an employee of any bribe, gratuity, kickback, or other type of value when such is given in the hope or expectation of receiving preferential treatment.
20. Outside work that creates a conflict of interest with City work, or detracts from the efficiency of the employee in the effective performance of City functions.
21. Failure to obtain or maintain necessary qualification(s), certificate(s), or license(s), which is (are) required as a condition of employment.
22. Possession of an unsafe driving record for those employees required to operate City vehicles.
23. Conduct which discredits the City or City employees.
24. Breach of Confidentiality: it is recognized and acknowledged by the City and the employees of the Association that the maintenance and integrity of confidential documents, information and materials is a critical component of job performance. All employees have the legal, ethical, and professional duty and responsibility of preserving certain documents, information, and materials as confidential.

Release of confidential documents, information or material is considered a breach of the employee's duty and job responsibility in serving as a City employee. Any violation of the duty and/or job responsibility will result in immediate disciplinary action against that employee, which may include termination, suspension, or other action authorized by this MOU.
25. Or other just cause.

X. DISCIPLINE AND DISCHARGE

- A. The purpose of disciplinary action is to correct deficiencies in employee performance, to seek improvement to meet appropriate standards, and/or to correct for violation of City policies. The disciplinary process outlined below has been established to provide general guidelines for disciplining employees.
1. Discipline may be initiated for various reasons, including, but not limited to, violations of City work rules, insubordination or poor job performance. The severity of the action depends on the nature of the offense and an employee's records, and may range from verbal counseling to immediate dismissal.
 2. The normal progressive discipline procedure consists of:
 - a. Verbal counseling: An opportunity to communicate in a non-disciplinary fashion that a problem is perceived and that the supervisor is available to help solve it. (Not appealable).
 - b. Verbal reprimand: A communication to the employee that a repeat action may result in more serious discipline (Not appealable).
 - c. Written reprimand: A written communication to the employee that the same or related offense has been committed. A copy of this warning is given to the employee and one copy is filed in the employee's personnel file. Employee may submit a written response, which will be attached to the written reprimand.
 - d. Suspension: Temporary removal of an employee from his/her duties without pay for misconduct. Employees may be suspended on the spot when there is a clear threat to the safety of other employees or the public. (Managers must notify the Human Resources/Risk Management Director as soon as it is practical when instituting an on the spot suspension.) Suspensions of less than one (1) work week for management employees may be imposed for safety violations only.
 - e. Demotion: This step involves either the reduction in pay step or reduction in class.
 - f. Dismissal: The final step in the disciplinary process.
 3. Although one or more of these steps may be taken in connection with a particular employee, no formal order or system is necessary. The City reserves the right to deviate from this policy when it feels that circumstances warrant such a deviation. The City Manager or designee is vested with the authority to determine the appropriate course of action.
 4. Further steps in the discipline involving suspension, demotion or dismissal should not be taken without consulting the Department Director and the Human Resources /Risk Management Director.

5. Full authority for discipline and discharge is retained by the City. The City agrees that employees will only be disciplined or discharged for just cause. Appeals for discipline or discharge must be taken up by the employee within five (5) working days after that employee is notified of the action or the proposed action by the City.
6. The City agrees to follow the principles of corrective discipline with respect to offenses it deems to be minor; that is, a written reprimand for the first offense; disciplinary action including, but not limited to, reduction in pay, demotion, or suspension for the second offense; and, discharge for the third offense.

B. APPEALS.

1. Any regular employee subjected to any personnel action set forth herein (written reprimand, suspension, demotion, or dismissal) may appeal any decision of the Department Director or designee by filing a Notice of Appeal with the City Manager or designee within five (5) working days after his/her receipt of the decision. On receipt of such Notice of Appeal, the City Manager or designee shall schedule a meeting with the employee within (15) calendar days thereafter, and notify the employee of said date and place. In the appeal process, the employee may be self-represented or may be represented by:

- a. Any other regular employee of the City; or
- b. His/her representative

The City Manager or designee shall render a decision within thirty (30) calendar days after the disciplinary appeal meeting.

2. If the City Manager makes a finding that the personnel action was taken upon reasonable cause the employee may proceed to the advisory arbitration. If, on the other hand, the City Manager or designee finds that the Department Director's order should be rescinded, the employee shall be reinstated to his/her former position and shall receive pay and fringe benefits for all of the applicable period of time.
3. If the appeal is not resolved in the above steps, the employee may submit it to a hearing officer by filing a written request to do so with the City Manager within five (5) working days from the date a decision was rendered in the step above.
 - a. The City Manager, or designee, shall request a panel of advisory arbitrators from the California State Mediation Conciliation Service within fifteen (15) working days after receiving such a request. The City shall select three (3) advisory arbitrators from that panel. The appealing employee shall select one (1) of the three to serve as the advisory arbitrator.
 - b. The Advisory Arbitrator shall issue subpoenas to compel the attendance of witnesses, if necessary, at the request of either party.

- c. The hearing may be recorded by a certified shorthand reporter. Expenses for such recording services shall be borne by the party requesting such service. If the party who did not request a certified shorthand reporter desires a copy of the transcript, then that party shall pay the other party one-half (1/2) of all costs associated with the services of the certified shorthand reporter. Each party shall be responsible for any specialized or extraordinary services they might individually request.
 - (1) The expenses for the hearing officer shall be borne equally by the City and employee, and each party shall be responsible for all other expenses they incur.
- d. In rendering a recommendation, the Advisory Arbitrator shall be limited to the express terms of this Agreement and shall not have the power to modify, amend, or delete any terms or provisions of this Agreement. Failure of either party to insist upon compliance with any provision of this Agreement at any given time or times under any given set or sets of circumstances shall not operate to waive or modify such provision, or in any manner whatsoever to render it unenforceable, as to any other time or times or as to any other occurrence or occurrences, whether the circumstances are, are not, the same.
- e. At the hearing, both the appealing employee and the City shall have the right to be heard and to present evidence.
 - (1) Oral evidence shall be taken only on oath or affirmation.
 - (2) Each party shall have the right to call and examine witnesses, to introduce exhibits, to cross-examine opposing witnesses on any matter relevant to the issue even though the matter was not covered in the direct examination, to impeach any witness regardless of which party first called him/her to testify, and to rebut the evidence against him/her. If the respondent does not testify in his/her own behalf, he/she may be called and examined as if under cross-examination.
 - (3) The hearing need not be conducted according to technical rules relating to evidence and witnesses. Any relevant evidence shall be admitted if it is the sort of evidence on which responsible persons are accustomed to rely in the conduct of serious affairs, regardless of the existence of any common law or statutory rules that might make improper the admission of such evidence over objection in civil actions. Hearsay evidence may be used for the purpose of supplementing or explaining any direct evidence but shall not be sufficient in itself to support a finding unless it would be admissible over objection in civil actions, and irrelevant and unduly repetitious evidence shall be excluded.
- f. The City Council may, if it deems appropriate, review the recommendation rendered by an Advisory Arbitrator on the basis of an independent review of the

record of the hearing conducted in the step above. Any such City Council review must be initiated within thirty (30) working days of the City's receipt of the Advisory Arbitrator's recommendation, and any City Council action as a result of that review shall be final and binding upon the parties.

XI. GRIEVANCE PROCEDURE

- B. DEFINED. A grievance is an alleged violation of a specific clause of Federal or State Law, City Charter, City Code, City Personnel Rules and Regulations, written department rules and regulations or this Agreement. Matters for which another method of review are provided by this Agreement, by Resolution, by Ordinance, by Charter, or by State Law shall be excluded from this procedure.
- C. PROCEDURE. All grievances shall be presented in the following manner:
1. STEP 1. The aggrieved employee, who may be represented by another person, shall present the facts relative to the grievance to the appropriate immediate supervisor in writing within thirty (30) working days of the date on which the grievance arises, except as provided otherwise in this Agreement. Prior to filing any such written grievance, every effort will be made to resolve the matter informally. The supervisor shall render a decision, in writing, to the grievant within ten (10) working days from the day the grievance is presented.
 2. STEP 2. If the grievance is not resolved at Step 1, the grievant may appeal to the Department Director within five (5) working days from the date a decision was rendered in Step 1 above. Such appeal shall be in writing and shall include: a statement of the grievance and the facts relative to it; a statement of the alleged violation of the decision; and a statement of the remedy requested. Within ten (10) working days of receiving such appeal, the Department Director shall arrange a meeting between himself/herself, the aggrieved employee, the employee's representative (if applicable), and the Human Resources/Risk Management Director to review the grievance. The Department Director shall render a written decision on the grievance within fifteen (15) working days after the meeting.
 3. STEP 3. If the grievance is not resolved at Step 2, the grievant may appeal it in writing to the City Manager within five (5) working days from the date a decision was rendered in Step 2 above. The City Manager, or a designated representative, may render a decision solely on the basis of a review of the record; or may arrange a meeting between those affected before rendering a decision. The decision shall be rendered within ten (10) working days of the filing of the appeal.
 4. STEP 4. If the grievance is not resolved at Step 3, the grievant may submit it to a hearing officer by filing a written request to do so with the City Manager within five (5) working days from the date a decision was rendered in Step 3 above.
 - a. The City Manager shall request a panel of advisory arbitrators from the California State Conciliation Service within fifteen (15) working days of

receiving such a request; and, select three (3) advisory arbitrators from that panel. The aggrieved employee shall select one (1) of the three (3) to serve as the Advisory Arbitrator.

- b. The Advisory Arbitrator shall issue subpoenas to compel the attendance of witnesses, if necessary, at the request of either party.
- c. The hearing may be recorded by a certified shorthand reporter. Expenses for such recording services shall be borne by the party requesting such service. If the party who did not request a certified shorthand reporter desires a copy of the transcript, than that party shall pay the other party one-half (½) of all costs associated with the services of the certified shorthand reporter. Each party shall be responsible for any specialized or extra ordinary services they might individually request.
 - (1) Expenses for the Advisory Arbitrator’s services and the hearing shall be borne equally by the City and the employee, provided, however, that each party shall be responsible for compensating its own special or expert witnesses.
- d. In rendering a recommendation, the Advisory Arbitrator shall be limited to the express terms of this Agreement and shall not have the power to modify, amend, or delete any terms or provisions of this Agreement. Failure of either party to insist upon compliance with any provision of this document at any given time or times under any given set or sets of circumstances shall not operate to waive or modify such provision, or in any manner whatsoever to render it unenforceable, as to any other time or times or as to any other occurrence or occurrences, whether the circumstances are, or are not, the same.

5. CITY COUNCIL REVIEW.

The City Council may, if it deems appropriate, review any recommendation rendered by an Advisory Arbitrator on the basis of an independent review of the record of the hearing conducted in Step 4 above. Any such City Council review must be initiated within thirty (30) working days of the City's receipt of the Advisory Arbitrator’s recommendation, and any City Council action as a result of that review shall be final and binding upon the parties.

C. WORKING DAYS DEFINED.

As used in this process, “working days” shall mean those days of the week when the employee’s individual schedule mandates as assigned working days.

D. TIME LIMITS.

Time limits in this procedure may only be waived by mutual agreement of both parties, in writing.

- E. Any non-probationary employee receiving a complaint of misconduct and notice of recommended disciplinary action which requires a pre-determination hearing under State Law shall have five (5) working days to request a hearing before the City Manager or designee. Failure to request such a hearing shall constitute an employee's waiver of any rights to any further hearing. Any such hearing shall be conducted in accordance with relevant State Law. After such hearing, the City Manager shall issue a written decision confirming, amending, modifying, or revoking the recommended action. Any grievance/appeal of the City Manager's decision shall be initiated at Step 3 of the Grievance Procedure delineated above.

XII. NO STRIKE CLAUSE

- A. It is agreed and understood that there will be no strike, sympathy strike, work stoppage, slowdown, or refusal or failure to fully and faithfully perform job functions and responsibilities, or other interference with the operations of the City by the Association or by its officers, agents, or members during the term of this Agreement. Compliance with the request of other labor organizations to engage in such activity is included in this prohibition.
- B. The Association recognizes the duty and obligation of its representatives to comply with the provisions of this Agreement and to make every effort toward inducing its members to do so. In the event of a strike, sympathy strike, work stoppage, slow-down, picketing, or other interference with the operations of the City by Association members, the Association agrees in good faith to actively take affirmative action to cause those employees to cease such action.
- C. It is agreed and understood that any employee violating this article may be subject to disciplinary action up to and including discharge, and/or, may be considered to have automatically resigned from City service.
- D. It is understood that in the event that this article is violated, the City shall be entitled to withdraw any rights, privileges or services provided for in this Agreement or in any other City rules, regulations, resolutions and/or ordinances, from any employee and/ or the Association.

XIII. SAVINGS PROVISION

If any provision(s) of this Agreement are held to be contrary to the law by a court of competent jurisdiction, such provisions will not be deemed valid and subsisting except to the extent permitted by law, but all other provisions will continue in full force and effect.

XIV. BINDING ON SUCCESSORS

This Agreement shall be binding upon the successors and assigns of the parties hereto.

XV. MAINTENANCE OF BENEFITS

Matters specifically provided for in this MOU shall remain in full force and effect during the term of this MOU. Other matters that are within the scope of representation shall be subject to change and/or implementation only after exhaustion by the parties of the requirements of Section 7.5 of the Municipal Code.

XVI. CONCLUSIVENESS OF AGREEMENT

This Agreement contains all of the covenants, stipulations and provisions agreed upon by the parties. This Agreement is intended to supersede all prior Agreements, or Memoranda of Understanding, or contrary provisions of salary ordinances, City Code sections, or Personnel Rules or Regulations whether expressed or implied, written or oral. It shall govern the entire relationship between the parties and shall be the source of any and all rights that may be asserted by the parties. Therefore, for the term of this Agreement, neither party shall be compelled to negotiate or bargain with the other concerning any mandatory bargaining issues whether or not such issues were specifically discussed prior to the execution of this Agreement, or whether or not such issues were omitted from any discussion. The parties may, however, mutually agree to discuss, bargain, or meet and confer regarding any issue arising during the term of this Agreement.

XVII. TERM OF AGREEMENT

This Agreement shall be effective July 1, 2004 and shall continue in force and effect unless otherwise specified herein, until June 30, 2009, and from year to year thereafter, unless one (1) party serves notice on the other of its intent to modify the Agreement, one hundred and twenty (120) days or more prior to the annual expiration date.

XVIII. RATIFICATION AND EXECUTION

This Agreement shall be in full force and effect upon adoption by the City Council of the City and implementation of its terms and conditions by appropriate ordinance, resolution, or other lawful action. Subject to the foregoing, this Agreement is hereby executed by the authorized representatives of the City and the Association.

DATED: _____

DATED: _____

CITY OF POMONA

EMPLOYEES' ASSOCIATION

By _____
Douglas Dunlap, City Manager

By _____
Yvette Lama, PMMCEA President

By _____
Miles H. Crafton, Human Resources/Risk
Management Director

By _____
Chris Brown, Board Member

By _____
Carrie Cruz, Board Member

By _____
Judy Ramsey, Board Member

By _____
Samuel Segura, Board Member

By _____
Bob Blough, Chief Negotiator
SBPEA Labor Representative

APPROVED, AND ORDERED IMPLEMENTED BY THE POMONA CITY COUNCIL ON 12th DAY
OF SEPTEMBER 2005.

ATTEST BY: _____
MARIE MACIAS
CITY CLERK

BY _____
EDWARD CORTEZ
MAYOR

APPROVED AS TO FORM: _____
ARNOLD ALVAREZ-GLASMAN
CITY ATTORNEY

APPENDIX A

DEFINITION OF TERMS

1. **Acting Assignment:** Assignments to fill a position vacant due to a separation, extended illness or leave without pay in a job classification higher than the one held by the employee.
2. **Anniversary Date:** The date for an employee who was hired during the first week of the pay period shall have the date set to the beginning of the pay period. For those employees hired during the second week of the pay period shall have the date set to the first day of the following pay period.
3. **Base Hourly Rate of Pay:** The amount of pay the employee is designated to receive within the salary scale for the employee's job classification, excluding any additional types of pay, multiplied by 12 and divided by 2080.
4. **Benefits:** As defined shall mean: unemployment, Worker's Compensation coverage, vacation leave, sick leave, Public Employee Retirement System (PERS) contribution, holidays, health insurance, dental insurance, tuition reimbursement, education incentive, Life, Accidental Death and Dismemberment insurance and Long Term Disability.
5. **Classification:** Positions sufficiently similar in duties, authority, and responsibility, which permit grouping under a common title and which permit the application with equity of common standards of selection, transfer, promotion, and salary.
6. **Demotion:** The movement of an employee to a different job classification within the City service having less responsible duties, and/or lower job qualifications, and/or lower salary range level.
7. **Discharge:** Separation from the City service for a serious offense, such as willful misconduct, gross misconduct, or conduct which gives rise to a clear and present danger to the public health and safety.
8. **Disciplinary Action:** An action taken against an employee such as verbal or written reprimands, suspension from work with or without pay, demotion, reduction in pay or discharge to correct performance deficiencies.
9. **Grievance:** A disagreement between the Association and the City or between an employee and the City concerning the interpretation, application and/or enforcement of the terms of this Agreement.
10. **Layoff/Reduction in Force:** A reduction in work force, either permanent or temporary.
11. **Military Leave:** 30 days per calendar year granted to a regular full-time employee for the purpose of responding to orders to the military services as a member of the active service, a reserve unit, the National Guard, or other official unit. Calendar days used as military leave need not be consecutive.
12. **Overtime:** Approved time earned by the employee in excess of their regularly schedule shift or 40 hours per week which is earned and paid at the rate of one and one half hours for each hour of overtime which is worked and for which the employee is financially compensated. Prior approval of the Division Manager or Supervisor is required.

Appendix A
Definition of Terms (Continued)

13. **Position:** A specific employment description, whether occupied or vacant, carrying certain duties by an individual who is either a full-time or part-time employee.
14. **Probationary Period:** The probationary period shall be regarded as a part of the testing process and shall be utilized for closely observing the employee's work to determine the employee's fitness for the position.
15. **Promotion:** The movement of an employee to a different job classification within the City service having more responsible duties, and/or higher job qualifications, and/or a higher salary range level.
16. **Reclassification:** Is defined as a change in job description and/or job title of a position within the City service to accommodate materially changed job duties not anticipated in the original classification and assigned or directed to be performed by the City, but not to include duties voluntarily assumed by any employees.
17. **Regular Employee:** Employees who successfully complete their probationary period and who regularly work a minimum of 40 hours per week shall become full-time regular employees and shall be entitled to all the benefits provided herein.
18. **Regular Hourly Rate of Pay:** The amount of pay the employee is designated to receive within the salary scale for the employee's job classification, including other applicable, additional types of pay, multiplied by 12 and divided by 2080 for which the employee's specific assignment may entitle him/her.
19. **Service Period:** A service period shall be any service period in which the employee spent 80 hours in a paid status for one (1) bi-weekly pay period that (or 40 hours in each pay period as long as it) begins and ends within any given calendar month.
20. **Sick Leave:** A period of time earned and accrued by the employee which is a "qualified" benefit and which can only be used for specific sickness-related instances.
21. **Suspension:** The temporary removal of an employee (with/without pay) from City service due to disciplinary purposes.
22. **Y-Rating:** Is defined as the salary scale for the affected employee which shall remain the same until the employee's salary scale equals or exceeds the Y-rating level.

APPENDIX B

DESIGNATED PMMCEA POSITIONS

- I. Designated PMMCEA employees of the City shall include, but not be limited to, those regular, full-time employees in the following job classifications:

Group C -- Described as Line Supervisors and professional staff normally “exempt” from FLSA, but dependent upon FLSA exempt testing requirements:

Building and Safety Coordinator
Buyer
Code Compliance Supervisor
Communications Systems Manager
Contracts Coordinator
Custodial Supervisor
Engineering Associate*
Equipment Maintenance Supervisor
Facilities Maintenance Supervisor
Financial Services Manager
Housing Eligibility Supervisor
Housing Grants Administrator
Housing Grant Supervisor
Liability Claims Coordinator
Loan Services Supervisor
Management Analyst
Parks and Facilities Maintenance Supervisor
Payroll Supervisor
Police Records Manager
Principal Accountant
Principal Planner
Program Coordinator
Public Works Operations Supervisor
Recreation Supervisor
Reprographics Supervisor
Safety Officer
Senior Accountant
Senior Administrative Assistant to the City Council
Senior Buyer
Senior Civil Engineer
Senior Human Resources Analyst
Senior Librarian
Senior Management Analyst
Senior Workers’ Compensation Examiner

Appendix B
Designated PMMCEA Positions (Continued)

Supervising Building Inspector
Utility Resource Efficiency Coordinator
Utility Services Engineer
Wastewater Maintenance Supervisor
Water Distribution Supervisor
Water Production Supervisor
Water Quality Control Administrator
Water Treatment Plant Supervisor

Group D -- Described as confidential, professional and/or administrative positions normally “non-exempt” from FLSA, but dependent upon FLSA non-exempt testing requirements:

Administrative Assistant III/II/I* (“Confidential” employees only.)
Emergency Preparedness Coordinator
Family Self-Sufficiency Coordinator
Grants Coordinator
Homeless Services Coordinator
Housing Analyst
Human Resources Analyst*
Human Resources Assistant
Human Resources Technician*
Lead Customer Service Representative
Legal Administrative Assistant
Paint and Sign Crew Chief
Project Manager
Public Works Operations Crew Chief
Senior Administrative Assistant
Senior Planner
Senior Project Manager
Signal/Lighting Crew Chief
Solid Waste Crew Chief
Telecommunications Coordinator
Water Operations Crew Chief
Water Treatment Plant Crew Chief
Workers’ Compensation Examiner I/II*

* Flexible Staffing Positions