

SEIU Local 721
City of Inglewood

Memorandum of Understanding

**October 1, 2016,
through
September 30, 2020**

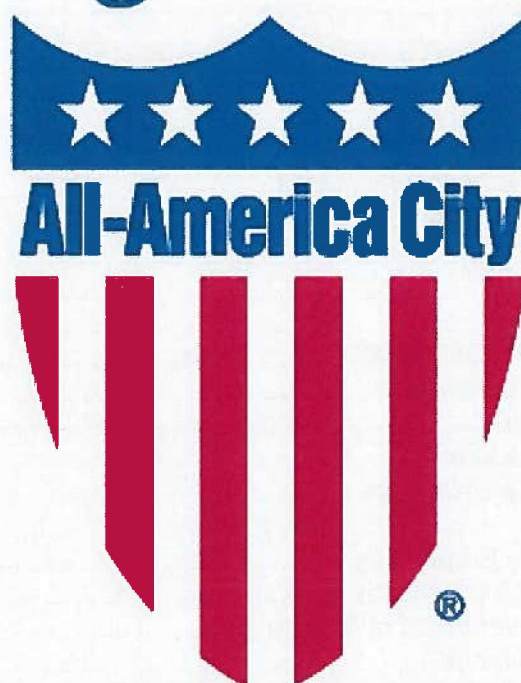


**CITY – SEIU LOCAL 721
INGLEWOOD CHAPTER
MOU**

CITY OF INGLEWOOD

Human Resources Department

Inglewood



2009

**MEMORANDUM OF UNDERSTANDING
FOR
GENERAL NON-MANAGEMENT BI-WEEKLY EMPLOYEES
REPRESENTED BY SEIU LOCAL 721**

OCTOBER 1, 2016 through SEPTEMBER 30, 2020

TABLE OF CONTENTS

ARTICLE ONE – EMPLOYEE – EMPLOYER RIGHTS	7
SECTION I - PARTIES TO MEMORANDUM OF UNDERSTANDING.....	7
SECTION II – EMPLOYER - EMPLOYEE RELATIONS RESOLUTION	7
SECTION III - RECOGNITION CLAUSE	7
SECTION IV - EMPLOYEE ORGANIZATIONAL RIGHTS AND RESPONSIBILITIES.....	7
A. Newly Hired Employees	7
B. Dues and Benefit Deductions Programs.....	7
C. List of Employees Deleted from Dues and Benefit Programs Deductions.....	7
D. Indemnification.....	8
E. Equality of Representation	8
F. Union Office Space	8
G. Union Meetings – Board of Stewards	8
H. Chapter President/Board Member Release Time	9
I. Agency Shop.....	9
J. Political Contributions.....	11
SECTION V - MANAGEMENT RIGHTS AND RESPONSIBILITIES.....	11
A. Management Rights	11
B. Authority of Third Party Neutral	12
C. Impact of Management Rights.....	12
D. Americans with Disabilities Act Provision	13
SECTION VI - NO STRIKE PROVISIONS.....	13
A. Prohibited Conduct.....	13
B. Employee Termination	13
C. Union Responsibilities	13
ARTICLE TWO – GRIEVANCE PROCEDURE	15
SECTION I - GRIEVANCE PROCEDURE.....	15
A. Definition of Grievance	15
B. MOU Grievance Procedure	15
C. Civil Service Grievance Procedure.....	15
D. Business Days	15
E. Full-Time Probationary Employees.....	15
F. Time Limits for Filing Grievance(s).....	16
G. Representation in Presentation of Grievance	16
H. Conferring About Grievance	16
I. Effect of Election of Grievance Procedure for Resolution of Individual Grievance	16
SECTION II - GRIEVANCE PROCEDURE STEPS	16
A. STEP ONE - Informal Process	16
B. STEP TWO - Formal Process/Department Head.....	17
C. STEP THREE - Advisory Arbitration.....	17
D. STEP FOUR - Final Process/City Manager (Administrative Officer)	18
E. Advisory Arbitration	19
ARTICLE THREE - SALARIES AND COMPENSATION	21
SECTION I - SALARIES FOR GENERAL BI-WEEKLY EMPLOYEES	21
A. Salary Adjustment Criteria.....	21
B. Salary Adjustment and Employee-Paid CalPERS Contributions—Effective 8/8/2014.....	21
C. Salary Schedule	21
D. Salary Adjustments	22
E. Salary Adjustment FY 2019-2020.....	22
F. Ratification Signing Bonus	22

SECTION II - PAY PLAN	22
A. Anniversary/Hire Date	22
B. Base Salary.....	22
C. Probationary Period	22
D. Step Increases	23
E. Special Step Increases.....	23
SECTION III - SUPPLEMENTAL COMPENSATION.....	23
A. Bilingual Interpretation Assignment	23
B. Night Shift Differential Assignment	24
C. Retirement	24
D. PUBLIC EMPLOYEE PENSION REFORM ACT OF 2013 (PEPRA)	25
E. ASSIGNMENT AND ACTING PAY FOR NON-SWORN EMPLOYEES	26
F. Obnoxious Pay.....	26
G. Crew Assignment Differential	26
H. Training Employees for Emergency Dispatch.....	27
I. Water Division Certification Requirements	27
J. Upgrading Fleet Maintenance Technicians/Fleet Maintenance Mechanics.....	27
K. Special Assignment Pay.....	27
L. Public Safety Dispatcher and Senior Public Safety Dispatchers	28
ARTICLE FOUR – PERMANENT PART – TIME EMPLOYEES.....	29
SECTION I - DEFINITION OF PERMANENT PART-TIME EMPLOYEES	29
SECTION II - MAINTAINING PERMANENT PART-TIME STATUS	29
A. Eligibility	29
B. Limitations.....	29
SECTION III - STEP INCREASES – PERMANENT PART-TIME EMPLOYEES	29
A. Step Increases	29
B. Special Step Increases.....	29
SECTION IV - OVERTIME – PERMANENT PART-TIME EMPLOYEES	30
SECTION V - BENEFITS – PERMANENT PART-TIME EMPLOYEES	30
A. Holiday Time – Permanent Part-Time Employees	30
B. Vacation Leave – Permanent Part-Time Employees	30
C. Sick Leave – Permanent Part-Time Employees	31
D. Retirement, Death or Termination – Permanent Part-Time Employees	31
E. Medical – Permanent Part-Time Employees	31
F. Medical Insurance Waiver – Permanent Part-Time Employees	31
G. Work Schedule - Permanent Part-Time Employees	31
H. Parking – Permanent Part-Time Employees.....	31
I. Bereavement Leave - Permanent Part-Time Employees.....	31
J. Bilingual Interpretation Assignment- Permanent Part-Time Employees.....	32
K. Uniforms – Eligible Permanent Part-Time Employees	32
SECTION VI – SPECIAL SALARY INCREASE – PERMANENT PART-TIME EMPLOYEES.....	33
SECTION VII – CalPERS PAYMENT – PERMANENT PART-TIME EMPLOYEES	33
ARTICLE FIVE - FRINGE BENEFITS	35
SECTION I - FRINGE BENEFITS ADMINISTRATION PROVISION	35
A. Administration	35
B. Selection and Funding.....	35
C. Changes	35
SECTION II - FRINGE BENEFITS.....	35
A. Medical Insurance Plan	35
B. Medical Insurance Plan Wavier	36
C. Dental Insurance Plan.....	36
D. Optical Insurance Plan	37

E.	Life Insurance Plan	37
F.	Retirement Benefits - Payable on Retirement, Termination, or Death.....	37
G.	Retiree Medical Insurance for Retired Employees (Health Benefit Plan)	38
H.	Retirees in Medicare	39
I.	Previous Retired Employee Health Benefit Plan – Eliminated	40
J.	Modified Retired Employee Health Benefit Plan – Effective July 2, 2014.....	40
K.	Retiree Health Savings (RHS) Plan – Effective July 2, 2014	41
L.	Long-Term and Short-Term Disability.....	43
M.	Library Privilege	43
N.	Parking.....	44
O.	Uniforms	44
P.	Replacing or Repairing Property of Employees	45
Q.	Safety Shoes.....	45
R.	Educational Reimbursement	46
S.	Voluntary Deferred Compensation Plan	47
ARTICLE SIX – LEAVE TIME BENEFITS		49
SECTION I – LEAVE TIME BENEFITS PROVISIONS		49
A.	Vacation Leave	49
B.	Sick Leave	50
C.	One-Time Sick Leave Conversion to 457 Plan	50
D.	Holidays	51
E.	Holiday Schedule Policy.....	52
F.	Bereavement Leave	52
G.	Maternity Leave.....	53
H.	Jury Duty.....	53
I.	Personal Leave Day.....	53
J.	Family and Medical Care Leave Policy.....	54
SECTION II – VACATION AND SICK LEAVE DONATION		54
SECTION III – LEAVE OF ABSENCE WITHOUT PAY		55
SECTION IV – EMPLOYEE VOTING RIGHTS.....		55
ARTICLE SEVEN - WORKING CONDITIONS		57
SECTION I - ACTING APPOINTMENT COMPENSATION		57
A.	Definition.....	57
B.	Policies and Procedures.....	57
SECTION II - LAYOFF AND REEMPLOYMENT POLICIES		58
A.	Layoff Procedures.....	58
B.	Transfer Job Elimination Policy	60
C.	Job Elimination.....	60
SECTION III - PERSONNEL POLICIES.....		60
A.	Inspection of Personnel Files	60
B.	Representation.....	60
C.	Seniority – Shift Assignments, Overtime and Vacations	60
SECTION V - UNIFORM REQUIREMENTS AND RESTRICTIONS		61
A.	Classes That Require Uniforms.....	61
B.	Required To Wear Uniforms.....	61
C.	Jackets and Hats.....	61
B.	Violation of Dress Requirements	62
SECTION VII - EMPLOYMENT OF RELATIVES		62
A.	Purpose	62
B.	Before Effective Date of Policy.....	63
C.	After Effective Date of Policy.....	63
D.	Applying Policy to Affected Employees	63

E.	Definition of Relatives for This Policy	63
F.	Employees Responsible For Notification of Relatives in Workplace	63
	SECTION VIII – CONTRACT SERVICES.....	63
	SECTION IX – JOINT LABOR / MANAGEMENT BI-MONTHLY MEETINGS	63
A.	Purpose	63
B.	Committee Attendees.....	64
C.	Release Time.....	64
D.	Hours Not Counted For Overtime Eligibility	64
	SECTION X – REPRIMANDS	64
	ARTICLE EIGHT - OVERTIME	65
	SECTION I – WORK WEEK / WORK SCHEDULES	65
A.	Work Week Definition.....	65
B.	Work Week for Water Treatment Plant.....	65
C.	Work Schedules	65
D.	Meal Time – Moved to Administrative Policy	66
E.	Breaks – Rest Periods - Moved to Administrative Policy	66
F.	City Rights.....	66
	SECTION II - OVERTIME PROVISIONS	66
A.	Definition of Terms	66
B.	Overtime Provisions	67
	SECTION III - COMPENSATORY TIME.....	68
A.	Definition and Accrual	68
B.	Approval for Taking Time Off.....	68
	SECTION IV - STANDBY ASSIGNMENT AND COMPENSATION	68
A.	Definition.....	68
B.	Rate of Pay	68
C.	Standby Pay – Edison Demand Response Program Water Department	69
D.	Standby – Water Division and Qualified Public Works Employees	69
	ARTICLE NINE – GENERAL PROVISIONS	71
	SECTION I – WAIVER PROVISION ON BARGAINING DURING TERM OF AGREEMENT.....	71
	SECTION II – EMERGENCY WAIVER PROVISION	71
	SECTION III – SEVERABILITY PROVISION	71
	SECTION IV – LAWS, RULES, REGULATIONS, AND AMENDMENTS	71
A.	Sole and Entire Memorandum of Understanding.....	71
B.	Civil Service and Departmental Rules and Regulations.....	71
	SECTION V – IMPASSE PROVISIONS	72
	SECTION VI – AMENDMENTS TO MEMORANDUM OF UNDERSTANDING	72
	SECTION VII – TERM OF THIS AGREEMENT.....	72
	SECTION VIII – RATIFICATION AND EXECUTION	72
	PARTNERS TO AGREEMENT	77
	APPENDIX ONE - SEIU REPRESENTED CLASSIFICATIONS.....	79
	APPENDIX TWO – HOLIDAY SCHEDULE.....	83
	APPENDIX THREE – AMENDED SALARY ORDINANCE	85
	APPENDIX FOUR – SALARY RANGE POINTS AND CORRESPONDING PAY AMOUNTS.....	87
	APPENDIX FIVE – RETIREE HEALTH SAVINGS (RHS) PAYMENT PLAN	103
	APPENDIX SIX - UPGRADING FLEET MAINTENANCE TECHNICIANS AND FLEET MAINTENANCE MECHANICS.....	105

ARTICLE ONE – EMPLOYEE – EMPLOYER RIGHTS

SECTION I - PARTIES TO MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding (hereinafter referred to as "MOU" or "Agreement," interchangeably) is made and entered into by and between the City of Inglewood, a Municipal Corporation, (hereinafter referred to as "City") and Local 721, Service Employees International Union (SEIU), (hereinafter referred to as "Union") pursuant to Government Code Section 3500 as Amended, et seq.

SECTION II – EMPLOYER - EMPLOYEE RELATIONS RESOLUTION

The Rules and Regulations governing the City's Employer-Employee Relations program pursuant to Government Code Section 3500, as Amended, et seq., is set forth in the City's Employer-Employee Relations Resolution #7177.

SECTION III - RECOGNITION CLAUSE

The City recognizes SEIU Local 721, as the recognized representative organization for all full-time and permanent part-time general non-management, non-supervisory and non-professional classifications set forth in Appendix One of this Agreement. The recognition rights of the representative designated herein shall not be subject to challenge until during a thirty (30) calendar day period running between one hundred and eighty (180) to one hundred and fifty (150) calendar days before expiration of this MOU and subject to any final court orders.

SECTION IV - EMPLOYEE ORGANIZATIONAL RIGHTS AND RESPONSIBILITIES

A. Newly Hired Employees

Within sixty (60) calendar days from the effective date of this MOU, the City shall provide the Union with a list of the names, addresses, and classifications of all employees in the unit represented by the Union. The City shall provide the Union with the name, address, and classification of any new employee thereafter within thirty (30) calendar days of hire.

B. Dues and Benefit Deductions Programs

The City shall deduct dues and benefits program premiums on a regular basis from the pay of all classifications and positions recognized to be represented by the Union who voluntarily authorize the deduction, in writing, on a form to be provided for this purpose which is mutually agreed to by the Union and the City. The City shall remit such funds to the Union within thirty (30) days following the deductions.

C. List of Employees Deleted from Dues and Benefit Programs Deductions

The City agrees that the Finance Department will provide the Union with a list, on a quarterly basis, of the names and addresses of any employees holding classifications and positions recognized to be represented by the Union who are deleted from the monthly dues and/or benefit program premium deductions and the reason therefore, if known by the City.

D. Indemnification

The Union agrees to hold the City harmless and indemnify the City against any claims, causes of action, or law suits arising out of the deductions or transmittal of such funds to the Union, except the intentional failure of the City to transmit monies deducted from employees pursuant to this Article to the Union.

E. Equality of Representation

1. Non-Interference by City

- a. The City will not interfere with, or discriminate in any way against, any employees by reason of their membership or activity required by this MOU.
- b. The City will neither encourage nor discourage membership in the Union.

2. Union Representative Responsibilities

The recognized representative employee union assumes its responsibility as designated representative and to represent all employees without discrimination, interference, restraint, or coercion.

3. Non-Discrimination Provision

- a. The parties mutually recognize and agree to protect the rights of all employees hereby to join or participate in protected Union activities or to refrain from joining or participating in protected activities as set forth in accordance with the City's Resolution #7177 Employer/Employee Relations Resolution as amended by the parties, and Government Code Sections 3500 as amended, et. seq.
- b. The City and the Union agree that they shall not discriminate against any employee because of race, color, sex, age, handicap, national origin, political or religious opinions or affiliations, union affiliation or sexual orientation. The City and the Union shall reopen any provisions of this Agreement for the purpose of complying with any final order of a Federal or State agency or court of competent jurisdiction requiring a modification or change in any provision or provisions of this Agreement in compliance with State or Federal anti-discrimination laws.
- c. Whenever the masculine gender is used in this MOU, it shall be understood to include the feminine gender.

F. Union Office Space

The City shall provide office space for the Union. The location and size of such office space shall continue to be designated by the City and may be changed by the City upon consultation and proper notification to the Union.

G. Union Meetings – Board of Stewards

The Union Board of Stewards shall have a total of seven hundred and eighty (780) work-time hours per fiscal year available for representational needs, not to include the meet and confer sessions as follows in H below.

H. Chapter President/Board Member Release Time**1. Release Time**

Each member of the Board of Stewards of the Union will receive sixty hours (60) of release time per member per fiscal year. The number of members on the Board of Stewards shall not exceed thirteen (13) members. The union's Inglewood Chapter President's release time shall be eighty (80) release time hours per City fiscal year. The Inglewood Chapter President shall submit written total release time on forms provided by the City used monthly in writing to the Human Resources Director or designee by the first work day of the next following month.

2. Board Member List

A current list of board members, including names, classifications, and the designated department or division they represent, shall be submitted to the Human Resources Director or designee as soon as reasonably possible.

3. Non-Transferable Time

One (1) member's time is not transferable to another.

4. Work Time-Off Documentation

Representational work time off will be documented by the board member and submitted through the department head to the Human Resources Director or designee and be debited to the Union. If a general employee board member needs additional time, a special request can be made by the Union to the Human Resources Director or designee for extension and the intended use of such extension.

5. Notification Time Procedure

Notification of the use of such time will be given fifteen (15) working days in advance for other representational needs. The Human Resources Director or designee will grant exceptions for emergency situations.

6. City Staffing Needs

In the event two (2) or more representatives are elected from the same Division, the Division's operational and staffing needs shall be considered before more than one (1) representative is assigned to any matter away from the worksite. Under no circumstance shall the Division's staffing be compromised or impeded by the assignment of representatives pursuant to Sections G and H of this Article One.

I. Agency Shop

1. All permanent part-time and full-time bargaining unit employees who chose not to become members of the Union, shall be required to pay to the Union a representation service fee that represents each such employee's proportionate share of the Union's cost of meeting and conferring and administering the MOU beginning ninety (90) days after a majority vote of all bargaining unit members in support of this provision. Such representation service fee shall in no event exceed the regular, periodic membership dues paid by unit employees.
2. The vote shall be taken by secret ballot election in which all permanent part-time and full-time employees may vote. The vote shall be taken by the State Conciliation Services or any other entity or individual(s) agreed to by the Union and the City.

ARTICLE ONE

3. A unit employee who is subject to the payment of a representation service fee hereunder shall have the right to object to any part of that fee payable by him or her which is claimed to represent the employee's additional pro rata share of expenditures by the Union that is in aid of activities or causes of a partisan political or ideological nature, or that is applied towards the cost of benefits available only to members of the Union, or that is utilized for expenditures that are not necessarily or reasonably incurred for the purpose of performing the duties incident to meeting and conferring or administering the MOU.
4. Prior to a unit employee having any obligation to pay a representation service fee hereunder, the Union must have given sufficient financial information to such unit employees to allow them to gauge the propriety of the Union's representation service fee. This information must be updated by the Union and provided to unit employees and the City at least annually. The financial information must itemize and adequately describe all categories of expenses, and the information must be verified as complete and accurate by a qualified independent auditor. The information must cover local expenditures as well as uses made by county, state, national and international organizations with which the local Union is directly or indirectly affiliated and to whom the local Union transmits a portion of its dues and/or representation service fee funds.
5. The Union shall make available, at its expense, an expeditious administrative appeals procedure to unit employees who object to the payment of any portion of the representation service fee. Such procedure shall provide for a prompt decision to be made by an impartial decision-maker jointly selected by the Union and the objecting employee(s). A copy of such procedure shall be made available by the Union to non-Union member unit employees and the City.
6. Any employee who is a member of a religious body whose traditional tenets or teaching include objections to joining or financially supporting employee organizations shall not be required to financially support the Union. Such employee, in lieu of representation service fee, shall instruct the City in writing, with a copy to the Union, to deduct and pay a sum equal to the representation service fee to a non-religious, non-labor charitable organization selected by such employee, or, in the absence of such selection, as agreed upon the Union and the City.
7. When an authorized agent of the City is served with written notice by a concerned unit employee or employees, or by the Union, that a dispute exists between such unit employee or employees and the Union involving claimed violation of employee rights with respect to (a) representation service fee expenditures or obligations by the Union, or (b) employee exemption pursuant to paragraph 4 of this section above, the City shall thereafter deposit such disputed dues or fees in an interest bearing escrow or comparable account pending final resolution of the dispute, and shall so advise in writing the employee or employees and the Union. The City shall not be obligated to take any other or further action pending final resolution of the dispute.

ARTICLE ONE

8. Final resolution as used in this subdivision shall mean resolution of the dispute by way of legally binding settlement agreement between the employee(s) and the Union, or non-appealable final judgment of an administrative agency and/or court of competent jurisdiction. The sole obligation of the City with respect to such disputes is as set forth in this paragraph. The City shall not be made a party to administrative or court proceedings except to the limited extent where such administrative body and/or court determine such to be necessary for the purpose of enforcing its order or judgment. In such event, the City shall be entitled to payment of its attorney fees and costs by the Union.
9. The Union agrees to indemnify and defend the City and its officers, employees and agents against any and all claims, proceedings and liability arising, directly or indirectly, out of any actions taken or not taken by or on behalf of the City under this Section.

J. Political Contributions

The City agrees to allow bargaining unit members to make voluntary political donations to the SEIU, Local 721 Political Action Committee through payroll deduction. Employees wishing to participate shall notify the City, in writing, indicating the amount to be deducted for said purpose and the duration during which deductions will be made.

SECTION V - MANAGEMENT RIGHTS AND RESPONSIBILITIES

A. Management Rights

The City reserves, retains, and is vested with, solely and exclusively, all rights of Management which have not been expressly abridged by specific provisions of this Memorandum of Understanding or by law to manage the City, as such rights existed prior to the execution of this MOU. The sole and exclusive rights of management, as they are not abridged by this agreement or by law, shall include but not be limited to the following rights.

1. To manage the City generally and to determine the issues of policy.
2. To determine the existence or nonexistence of facts which are the basis of the Management decision.
3. To determine the necessity and organization of any service or activity conducted by the City, and to expand or diminish services.
4. To determine the nature, manner, means, technology, and extent of services to be provided to the public.
5. To determine types of equipment or technology to be used.
6. To determine and/or change the facilities, methods, technology, means, organizational structure, and size and composition of the work force, and to allocate and assign work by which the City operations are to be conducted.
7. To determine and change the number of locations, relocations, and types of operations, processes, and materials to be used in carrying out all City functions including, but not limited to, the right to contract for or subcontract any work or operation of the City.

ARTICLE ONE

8. To assign work to and schedule employees in accordance with requirements as determined by the City, and to establish and change work schedules and assignments upon reasonable notice.
9. To lay off employees from duties because of lack of work or funds, or under conditions where continued work would be ineffective or non-productive.
10. To establish and modify productivity and performance programs and standards.
11. To discharge, suspend, demote, reprimand, withhold salary increases and benefits, or otherwise discipline employees for cause.
12. To determine minimum qualifications, skills, abilities, knowledge, selection procedures and standards, and job classifications, and to reclassify employees in accordance with this MOU and applicable resolutions and codes of the City.
13. To hire, transfer, promote, and demote employees for non-disciplinary reasons in accordance with this MOU and applicable resolutions and codes of the City.
14. To determine policies, procedures, and standards for selection, training, and promotion of employees in accordance with this MOU and applicable resolutions and codes of the City.
15. To establish reasonable employee performance standards, including but not limited to quality and quantity standards, and to require compliance therewith.
16. To maintain order and efficiency in its facilities and operations.
17. To establish and promulgate and/or modify rules and regulations to maintain order and safety and health in the City, which are not in contravention with this MOU.
18. To restrict the activity of an employee organization on municipal property and on municipal time except as set forth in this MOU and other applicable laws.
19. To take any and all necessary action to carry out the mission of the City in emergencies.

B. Authority of Third Party Neutral

All management rights, powers, authority, and functions, whether heretofore or hereinafter exercised, shall remain vested exclusively with the City. No third party neutral shall have the authority to diminish any of the management rights, which are included in this section.

C. Impact of Management Rights

Where required by law the City agrees prior to implementation to meet and confer with the Union over the impact of the exercise of a management right upon wages, hours, and other terms and conditions of employment of its members unless the impact consequences of the exercise of a management right upon the Union members is provided for in this MOU, Civil Service Rules and Regulations, or departmental rules and regulations.

D. Americans with Disabilities Act Provision

In recognition of the parties' joint responsibility under the ADA, it is agreed that the City shall be permitted to implement reasonable accommodations and take such other actions necessary to comply with the Act.

SECTION VI - NO STRIKE PROVISIONS

A. Prohibited Conduct

The Union, its officers, agents, representatives, and/or unit members agree that during the term of this agreement they will not call, cause, engage in or condone any strike, walkout, work stoppage, slowdown, sickout, blue flu, or honor any other job action by any other employees of the City or any other employers by withholding or refusing to perform services; nor shall the City lock out employees in the absence of the aforesaid prohibited activities.

B. Employee Termination

Any employee who participates in any conduct prohibited in Subsection A, above shall be subject to discharge or other disciplinary action by the City, regardless of whether the Union carries out in good faith its responsibilities set forth below.

C. Union Responsibilities

1. In the event that the Union, its officers, agents, representatives, and/or members engage in any of the conduct prohibited in Subsection A, Prohibited Conduct, the Union shall immediately instruct any persons engaging in such conduct that their conduct is in violation of this MOU and unlawful, and they must immediately cease engaging in conduct prohibited in Subsection A, Prohibited Conduct, and return to work.
2. If the Union performs all of the responsibilities in good faith set forth in Subsection A, Prohibited Conduct, its officers, agents, and representatives shall not be liable for damages for prohibited conduct performed by employees who are covered by this agreement in violation of Subsection A, Prohibited Conduct.

ARTICLE TWO – GRIEVANCE PROCEDURE

SECTION I - GRIEVANCE PROCEDURE

A. Definition of Grievance

Grievance shall be defined as a dispute between a unit employee, group of unit employees, the Union on behalf of an individual employee or group of employees, and the City, regarding the application or interpretation of specific expressed provisions of this MOU, Civil Service Rules and Regulations, and/or departmental rules and regulations.

B. MOU Grievance Procedure

1. The following Grievance Procedure is this MOU's procedure for all full-time probationary and permanent status employees covered by this agreement.
2. This Grievance Procedure is this MOU's procedure for permanent part-time employees regarding provisions of this MOU that specifically apply to such employees.

C. Civil Service Grievance Procedure

1. Employee may choose to utilize the City-wide Grievance Procedure set forth in the City's Civil Service Rules or the following grievance procedure set forth in this MOU.
2. Only one of the grievance procedures may be utilized and must be declared prior to the application of the selected grievance procedures.

D. Business Days

Business days, for the purpose of the Grievance Procedure, shall mean Monday through Thursday, including recognized City holidays.

E. Full-Time Probationary Employees

Full-time probationary employees may file a grievance for non-disciplinary cases under this procedure but shall not have the right to file grievances processed under this procedure involving termination, discharge, demotion, suspension without pay, or performance ratings. Probationary employees may be discharged, demoted, or suspended without pay in accordance with Civil Service Rules and Regulations.

F. Time Limits for Filing Grievance(s)

Time limits for filing formal written grievances herewith shall be adhered to based on the time needed by the City or Union to research, investigate and respond to the specifics of the grievance, or may be extended by mutual agreement by both parties evidenced in writing or by e-mail. Failure of the grieving party to comply with any of the time limits set forth hereunder shall constitute a waiver and bar to further processing of the grievance.

G. Representation in Presentation of Grievance

The grieving party may request the assistance of another person of his/her own choosing in preparing and presenting the grievance at any level of review, or may be represented by his/her recognized employee organization, or may represent themselves.

H. Conferring About Grievance

The employee and his/her representative, if any, may use a reasonable amount of work time, as determined by the appropriate management supervisor, in conferring about and presenting a grievance.

I. Effect of Election of Grievance Procedure for Resolution of Individual Grievance

Where grieving party has elected to utilize the MOU's grievance procedures set forth herein, the grieving party shall be foreclosed from utilizing any other procedure in Civil Service Rules (such as the Civil Service Board of Review) within the City for resolution of a complaint based upon the same facts as the grievance.

SECTION II - GRIEVANCE PROCEDURE STEPS

A. STEP ONE - Informal Process

1. The grievant shall discuss his/her grievance with his/her immediate supervisor on an informal basis in an effort to resolve the grievance at that level. The grievant has the obligation to present the grievance to his/her immediate supervisor within ten (10) business days following the day when the event upon which the grievance is based occurred, or when the grievant should have reasonably known of the grievance. If the grievant fails to present the grievance within (10) ten business days from the date of the event, the grievance shall be waived.
2. The immediate supervisor shall meet with the grievant to identify the issues(s) and discuss possible solutions. The immediate supervisor shall respond verbally to the issue(s) within ten (10) business days following the meeting with the employee, unless additional time to respond is needed by the immediate supervisor. The length of the extended time should be mutually agreed to by immediate supervisor and the grievant.
3. Failure by the immediate supervisor to respond by the ten (10) business days or extended time shall entitle the grievant to process the issue to Step Two – Formal Process.

B. STEP TWO - Formal Process/Department Head

1. If the grievance is not settled at Step One, the grievant may serve written notice of the grievance, on a form provided by the City, upon his/her department head. Failure of the grievant to serve such written notice within ten (10) business days following presentation of the grievance to his/her immediate supervisor shall constitute a waiver of the grievance.
2. If the written grievance is served, the department head or designee shall meet with the grievant and shall render a decision and comments in writing to the grievant and his/her representative within ten (10) business days following receipt of the grievance, pursuant to the time limits for filing grievances set forth in this article unless additional time is needed to review, research and respond to the written grievance by the Department Head or designee or the Union.
3. Failure by the Department Head to respond in writing by the ten (10) business days or extended time shall entitle the grievant to process the grievance to Step Four – Final Process (City Manager).

C. STEP THREE - Advisory Arbitration

Advisory Arbitration only for Discharges, Demotions, or Suspensions without pay:

1. If the grievance is not resolved in Step Two, or if no answer has been received within the time limits established in Step Two, the grievant must within seven (7) business days present the grievance in writing to the Human Resources Director or designee for processing. Failure of the grievant to take this action will constitute a waiver and bar to the grievance.
2. The only disciplinary cases which can be appealed to the Board of Review or Advisory Arbitration shall be limited to discharges, demotions, or suspensions without pay. All other grievances shall bypass Step Three of the grievance procedures and advance to Step Four. A grievant who chooses Advisory Arbitration as set forth in this article shall be deemed to have made a choice for Advisory Arbitration and shall be deemed to have waived his rights of appeal under the Civil Service Board of Review.
3. The Human Resources Director or designee will process eligible disciplinary grievances cases as set forth in Section II, C.2 above by invoking either the City's Civil Service Board of Review (referred to "Board" hereafter) or the Advisory Arbitration process with said impartial arbitrator being jointly selected by both parties within the shortest possible time, not to exceed ten (10) business days from the date the grievant submitted the written disciplinary grievance to the Human Resources Director for processing in Step Three, unless external constraints prohibit compliance, where upon the earliest date available shall apply.
4. The Advisory Arbitrator shall be selected from a list of nine (9) arbitrators from the American Arbitration Association within five (5) business days after receipt of said list by both parties. If a mutual agreement cannot be reached at a meeting of the two parties as to selection of an arbitrator, then each party shall strike off a name from the list on an alternating basis until one name remains, which person shall become the Advisory Arbitrator. The party to have the first opportunity to strike a name from the list of nine arbitrators shall be determined by lot. The priority of striking names shall alternate from one (1) party to the other each time

ARTICLE TWO

Advisory Arbitration is invoked by the same parties. The appointment of an Advisory Arbitrator shall be on a case-by-case basis.

5. The Civil Service Board of Review or Advisory Arbitrator shall adhere to the rules of evidence so far as is practicable in the conduct of an administrative proceeding. The Board or Advisory Arbitrator shall not hear witnesses or take evidence out of the presence of the other party. The arbitrator shall be bound by the express terms and conditions of the MOU, as well as the Civil Service Rules and Regulations, and departmental rules and regulations in determining the validity of the discharge, demotion, or suspension without pay, shall not have the authority to recommend any additions or subtractions from the MOU or any provisions of the Civil Service Rules and Regulations, or departmental rules, regulations, and procedures. Moreover, the Board or Advisory Arbitrator shall be limited to ascertaining whether or not the individual grievant was discharged, demoted, or suspended without pay in violation of this MOU, Civil Service Rules and Regulations, or departmental rules and regulations. The Board or Advisory Arbitrator shall be strictly bound by the time limits set forth in the grievance procedure and shall not question or entertain any grievance in which employees have not adhered to such time limits.
6. Employees called, as witnesses shall be scheduled to be released from duty to testify at the hearings. So that arrangements can be made for employees to be released from duty without causing interference with the normal operations and efficiency of the department, the grievant must submit a list of witnesses, the estimated time that their testimonies will take, and the hearing date to the Human Resources Director with a copy to the department head five (5) days prior to the scheduled arbitration date.
7. The findings of fact and the recommendations of the Board or Advisory Arbitrator shall be transmitted to the involved parties and the City Manager (Administrative Officer).
8. The arbitrator's fee and any mutually agreed upon expenses shall be borne one-half (½) by the grieving employee and one-half (½) by the City. Calling of witnesses by either party shall be done with a reasonable amount of restraint.

D. STEP FOUR - Final Process/City Manager (Administrative Officer)

1. If the formal written grievance (as set forth in Section II.C, which is a non-Board or Advisory Case) is submitted to the City Manager (Administrative Officer) for review and settlement, the City Manager (Administrative Officer), in all non-Board of Review or non-arbitral cases, may elect the methods he/she considers appropriate for the study of the issues and shall render a written decision to the parties within fifteen (15) business days, unless additional time is needed to review, research and respond to the final Step Grievance by the City Manager (Administrative Officer) or designee.
2. For all cases involving Advisory Arbitration recommendations, the City Manager (Administrative Officer) shall review the entire matter within fifteen (15) business days after receipt of arbitrator's recommendations and render his/her decision. The decision of the City Manager (Administrative Officer) shall be final.
3. All cases involving the Board's recommendation shall follow procedures set forth in the Civil Service Rules.

E. Advisory Arbitration

The City Council terminated any and all reference and use of Binding Arbitration and reverted to the Board of Review or Advisory Arbitration after September 30, 2016.

ARTICLE THREE - SALARIES AND COMPENSATION**SECTION I - SALARIES FOR GENERAL BI-WEEKLY EMPLOYEES****A. Salary Adjustment Criteria**

When considering salary adjustments for unit employees the following are some of the criteria to be considered:

1. Internal classification relationships
2. Total compensation analysis
3. Labor market conditions
4. Financial condition of the City
5. Cost of living analysis

B. Salary Adjustment and Employee-Paid CalPERS Contributions—Effective 8/8/2014

1. Effective on or about August 18, 2014, the salary ranges for all full-time unit employees shall increase by ten (10) range points (e.g., twenty [20] half-points) on the salary range scale meaning all full-time unit employees will move up in salary by remaining at the same step within their range. See Appendix Four for a complete list of all ranges and corresponding pay rates.
2. Effective on or about August 18, 2014, all full-time “Classic Members of CalPERS” as defined in Article Three, Section III – Supplemental Compensation, C. Retirement, Paragraph 5 who are in employee classifications set forth in the City’s Salary Ordinance attached as Appendix Three shall pay eight percent (8%) of the CalPERS employee rate, which is the full 100% CalPERS employee rate plus an additional two percent (2%) or two (2) points of the City’s CalPERS employer rate.
3. All full-time “New Members of CalPERS” as described by Article Three, Section III – Supplemental Compensation, C. Retirement, Paragraph 6, shall pay fifty percent (50%) of the normal cost of CalPERS employer rate, which is currently six and one-fourth percent (6.25%) for miscellaneous employees, plus three and three-fourths percent (3.75%) of the employer rate (for a total of ten percent [10%]).
4. Permanent Part-Time Employees in classifications covered by this MOU shall receive a salary adjustment of four (4) range points (e.g., eight [8] half-points) as defined in Article Four.
5. Permanent Part-Time Employees shall continue to pay the CalPERS employee rate of eight percent (8%).
6. All payments to CalPERS by unit employees are on a pre-tax basis.

C. Salary Schedule

The salary schedule included the ten (10) range point (e.g., twenty [20] half-points) salary increase for unit employees is set forth in the amended 2016-17 Salary Ordinance located in Appendix Three of this agreement.

D. Salary Adjustments

7. Effective the pay period that includes October 1, 2016, all unit employees shall receive a five percent (5%) [five (5) range points] salary adjustment above their base salary.
8. Effective the pay period that includes October 1, 2018, all unit employees shall receive a five percent (5%) [five (5) range points] salary adjustment above their base salary.

E. Salary Adjustment FY 2019-2020

1. Should the City's General Fund project a surplus wherein on-going (e.g., expected to endure five [5] years or more) revenues exceed expenditures by more than twenty-five million (\$25,000,000) by the end of FY 2018-19 over the previous FY 2017-18 General Fund net surplus, SEIU and the City agree to reopen negotiations with the City on possible salary adjustments for their unit employees and initiate a salary and benefits survey. Under no circumstances will the use of unobligated General Fund reserves in either year be used in the calculation of revenues.
2. It is understood by both SEIU and the City that no salary adjustments can be implemented and be effective unless it is mutually agreed to in writing by both SEIU and the City.

F. Ratification Signing Bonus

Upon ratification and implementation of this MOU between SEIU and the City, all unit employees who are employed by the City as of September 30, 2016, shall receive a one-time, taxable, non-PERSable (in a separate check) one thousand dollars (\$1,000) to be received on December 12, 2016.

SECTION II - PAY PLAN

A. Anniversary/Hire Date

Anniversary date is defined as the date on which the employee was hired in his/her current classification. Hire date is defined as the date on which the employee was first hired as a full-time employee with the City.

B. Base Salary

Base salary is defined as the salary range assigned to any classification exclusive of retention incentive, deferred compensation, and any bonus or assignment differentials.

C. Probationary Period

1. All initial and promotional appointments for full-time positions in the classified service shall subject to a one (1) year probationary period.
2. Promotional appointees may be granted permanent status before the one (1) year probationary period expires if the appointing authority objectively determines that the

ARTICLE THREE

appointee has sufficiently met all the standards and requirements of the higher promoted position.

- 3. The appointing authority should review the issue of permanent status quarterly as part of the performance evaluation for the promotional appointees.
- 4. Time served in any acting capacity shall not be applied towards any time to be served towards the probationary period time status on that same classification in an acting capacity unless authorized by the employees appointing authority.
- 5. If a unit employee is on probationary status in a lower classification and gets promoted to a higher classification, but in that higher classification does not pass probation, the affected employee shall be returned to the lower classification and shall serve the remaining balance of the probation in the lower classification.

D. Step Increases

Newly hired or promoted unit employees shall receive a five (5) range point (e.g., ten [10] half-points) salary increase at the beginning of the payroll period in which the unit employee's years of service anniversary date for their current classification falls, in the time period specified.

STEPS	1	2	3	4	5	6	7	8
Time Period	After One Year	After One Year	After One Year	After One Year	After One Year	After One Year	After One Year	After One Year
Step Increase	Five (5) Range Points	Five (5) Range Points	Five (5) Range Points	Five (5) Range Points	Five (5) Range Points	Five (5) Range Points	Five (5) Range Points	Five (5) Range Points

E. Special Step Increases

The City Council may, in order to adjust justified inequities or to recognize unusually meritorious service, grant special step increases within an employee's salary schedule. Detailed reasons for such special step increases, and the respective dates thereof, must appear in the minutes of the City Council.

SECTION III - SUPPLEMENTAL COMPENSATION

A. Bilingual Interpretation Assignment

A qualified eligible unit employee who is responsible for bilingual interpretation of a language spoken in the City which represents at least ten percent (10%) of the City's population per the latest U.S. Census information or the City Manager's approval for another language which is needed to be spoken for job related reasons, and performs this duty on a regular basis and whose use of the language is of significant benefit to the operations of the department or City as determined by the department head, shall receive assignment pay according to the following rules:

ARTICLE THREE

1. To be eligible for bilingual assignment pay a unit employee must pass a language proficiency test which is related to the duties and responsibilities of the employee's position and be designated for such assignment by the employee's department head.
2. The qualifying test is conducted through the Human Resources Department and need not be written, but must test verbal skills in communication with non-English speaking persons.
3. The City shall pay each designated unit employee forty dollars (\$40) per pay period for the duration of the bi-lingual assignment.

B. Night Shift Differential Assignment

1. Night shift differential assignments is for time worked between 5:00 p.m. and 7:00 a.m. of the next day as qualified in this section.
2. The City shall pay a night shift differential of five (5) range points (e.g., ten [10] half-points) per pay period for the following employees:
 - a. All full-time unit employees for all hours worked during a regular daily work schedule, which includes at least three (3) hours between 5:00 p.m. and 7:00 a.m.
 - d. Unit employees assigned to Street Sweeping Operations shall be paid for all hours worked during a daily work schedule, which includes two (2) hours prior to 7:00 a.m.

C. Retirement

1. The City provides retirement coverage through the California Public Employees' Retirement System (CalPERS).
2. The City's contribution is established by the Public Employees' Retirement System and varies.
3. The employee's contribution is eight (8%) percent of the total required contribution to the System. The contribution rate for the employee is governed by State legislation.
4. Effective July 1, 2006, the City shall pay the following:
 - a. Eight percent (8%) of the employee's CalPERS contribution to CalPERS on account of benefits payable under that Retirement System to each employee with two or more years of full-time City service.
 - b. The City shall pay two (2) and four-fifths (4/5) percent (2.80%) of the employee's contribution for each employee with less than two (2) years of full-time service.
5. Effective on or about August 18, 2014, and in conjunction with the implementation of the ten (10) range point (e.g., twenty [20] half-point) salary increase, all full-time "Classic Employees" (defined as those full-time unit employees hired prior to January 1, 2013, or those already enrolled in CalPERS without a six [6] month break in employment from a CalPERS agency if hired on or after January 1, 2013) shall pay the full eight percent (8%), which is one hundred percent (100%) of the employee CalPERS rate, and two (2) points of the CalPERS employer rate for a total CalPERS employee payment of ten percent (10%). This provision supersedes Item 4 b above.

ARTICLE THREE

6. New full-time unit employees, who are not classified as "Classic Employees" by CalPERS, hired on or after January 1, 2013, shall pay fifty percent (50%) of the normal cost of CalPERS employer rate, which is currently six and one-fourth percent (6.25%) for miscellaneous employees. Effective the pay period beginning on or about August 18, 2014, New Members of CalPERS shall begin paying an additional three and three-fourths percent (3.75%) for miscellaneous employees, which coincides with the salary increases described above.
7. The City provides the following additional retirement benefits for Classic Members of CalPERS:
 - a. One-year highest compensation as specified in Government Code Section 20042.
 - b. Military service credit as specified in Government Code Section 21024.
 - c. Pre-Retirement Optional Settlement 2 Death Benefit as specified in Government Code Section 21548.
8. For all unit employees hired before December 14, 2010:
 - a. The City shall provide the 3% @ 60 Formula in accordance with Government Code, Section 21354.3 for all unit employees hired prior to December 14, 2010.
 - b. All unit employees (not promoted employees or employees re-hired from a City layoff re-employment list) hired on or after December 14, 2010, shall receive the 2.5% @ 55 PERS formula in accordance with Government Code Section 21354.4.

D. PUBLIC EMPLOYEE PENSION REFORM ACT OF 2013 (PEPRA)

1. Purpose

The Public Employee Pension Reform Act of 2013 (PEPRA) limits the pension benefits to new employees and increases flexibility for employees and employer cost savings.

2. PEPRA

- a. This provision affects new members of CalPERS as of January 1, 2013 (or new hires with a break in CalPERS service of more than six [6] months).
- b. Effective January 1, 2013, the City implemented a new retirement formula (2% @ 62) for new unit members joining CalPERS in accordance with Government Code Section 7522.20 as required by the Public Employee Pension Reform Act of 2013 (PEPRA).
- c. Final compensation is based on any thirty-six (36) consecutive months of employment in accordance with Government Code Section 20037.
- d. New member must pay greater of fifty percent (50%) of "Normal Cost" or contribution rate of similarly situated employees.
- e. No EPMC's for new members.
- f. The earliest retirement age shall be 52 with five (5) years of service.

E. ASSIGNMENT AND ACTING PAY FOR NON-SWORN EMPLOYEES

CalPERS requires that the City specifically clarify how assignment and acting pays are administered by the City and reported to CalPERS. This information is provided for in Appendix Four. Acting Pay is considered pensionable; however, assignment pay is not.

F. Obnoxious Pay

1. Definition

City defines obnoxious pay to be granted to certain unit employees based on their job assignments dealing with physical obnoxious materials or substances.

2. Compensation

The City shall pay eligible unit members seventeen dollars (\$17) obnoxious assignment per pay-period to the following unit employees in the classifications who meet the requirements of this section:

Custodian	Painter
Custody Officer	Park Maintenance Technician
Facilities Construction & Repair Technician	Park Maintenance Worker
Facilities Construction & Repair Worker	Property Officer
Fleet Maintenance Mechanic I	Public Works Service Worker
Fleet Maintenance Mechanic II	Construction Inspector
Fleet Maintenance Mechanic III	Senior Custodian
Fleet Services Technician	Senior Tree Trimmer
Forensic Specialist	Senior Forensic Specialist
Graffiti Abatement Worker	Stormwater Runoff Investigator
Heavy Equipment Operator	Traffic Paint Worker
Lead Facilities Construction & Repair Worker	Traffic Systems Technician
Lead Park Maintenance Worker	Traffic Systems Worker
Lead Stormwater Runoff Investigator	Tree Trimmer
Lead Street Repair Worker	Water Operations Worker I
Lead Traffic Paint Worker	Traffic Systems Worker II
Lead Traffic Systems Worker	Water Treatment Plant Mechanic
Lead Tree Trimmer	Water Treatment Plant Operator
Lead Water Operations Worker	

G. Crew Assignment Differential

Unit employees who are assigned for one (1) or more work days to direct the work of a crew of three (3) or more individuals who are temporarily working for the City under such specially funded or unfunded programs such as Federal or State programs or court referrals, and whose regular job duties do not normally include directing or supervising the work of others, shall be paid five percent (5%) above their base pay for the length they are required to perform such supervisory duties.

H. Training Employees for Emergency Dispatch

Unit employees who are assigned by the Police Chief or designee to provide formal instruction to City employees in the performance of their job duties to dispatch City employees for emergencies shall receive an additional three (3) range points (e.g., six [6] half-points) above their base pay for each pay period in which at least two (2) days of that pay period had been spent providing such training.

I. Water Division Certification Requirements

1. Water Distribution Certification

- a) All new Water Division employees who work with Water Distribution on or after October 1, 2016 must be certified in D1, D2, and/or D3 certification as a qualifying minimum job requirement per State requirements.
- b) Current Water Division employees who work in Water Distribution are encouraged to be certified also in D1, D2, and D3 and the City will provide training and assistance for them to pass the State California Test.

2. Water Treatment Certification

All current and new Water Division employees who work with Water Treatment are currently required to be certified in T1 and T2 as a qualifying minimum job requirement, per State requirements.

J. Upgrading Fleet Maintenance Technicians/Fleet Maintenance Mechanics

The upgrading of Fleet Maintenance Technicians and Fleet Maintenance Mechanics to be ASE Certified as Fleet Maintenance Mechanics I is set forth in Appendix Six of this MOU.

K. Special Assignment Pay

1. On occasion, a City employee may volunteer, or otherwise agree, to perform special projects or other additional duties outside the scope of his/her normal responsibilities. In event that these duties do not result in an acting appointment, the City Manager (Administrative Officer) shall have the authority to grant Special Assignment Pay as compensation if the unit employee performs these duties consistently for more than twenty (20) consecutive working days and the unit employee's department head has submitted a written request to give the unit employee such pay.
2. The Special Assignment Pay can be requested in one (1) to ten (10) range point (e.g., two [2] to twenty [20] half-point) increments not to exceed ten (10) range points (e.g., twenty [20] half-points) for additional responsibilities for a period up to twelve (12) months. The department head's written request will clearly define the nature of additional duties and the start and end dates for the Special Assignment Pay. In the event the department head believes the assignment warrants an extension beyond the twelve (12) month period set forth above, a new written request must be provided to the City manager (Administrative Officer).
3. Unit employee shall not be eligible for "acting" appointments or supervisory differential compensation during the time they receive Special Assignment Pay. Request for the

ARTICLE THREE

special pay may not result in a deficit to the requesting department's total operating budget.

4. The Special Assignment Pay shall not be used to compensate unit employees for working long hours, stellar performance, or as a way to increase a unit employee's pay when the employee has reached his/her classification's maximum salary step. Special Assignment Pay is not available to employees whose duties have changed as a result of an accretion of duties. Nothing in this provision, however, shall be construed to prevent a unit employee or a City Manager (Administrative Officer) from pursuing a request for reclassification, provided the request is in compliance with City rules regarding reclassification.

L. Public Safety Dispatcher and Senior Public Safety Dispatchers

In recognition of the significant issue regarding and retaining qualified Public Safety Dispatchers to continue to maintain effective public safety and emergency services, the following special salary range adjustment has been implemented.

1. Upon the adoption, by the Mayor and City Council, of the new Salary Ordinance for fiscal year 2016-17, the salary range points of both the Public Safety Dispatcher and Senior Public Safety Dispatcher shall be adjusted twenty-five (25%) in lieu and in replacement of special assignment pay.
2. In the future, if recruitment and retention for Public Safety Dispatcher and Senior Public Safety Dispatcher continues to be an issue, the City reserves the right to provide additional special assignment pay as warranted.

ARTICLE FOUR – PERMANENT PART – TIME EMPLOYEES

SECTION I - DEFINITION OF PERMANENT PART-TIME EMPLOYEES

Permanent part-time employees shall be defined as those employees after having worked two thousand and eighty (2080) hours, who then work more than twenty (20) hours per week, but less than forty (40) hours per week for the next forty-eight (48) weeks per each subsequent calendar year.

SECTION II - MAINTAINING PERMANENT PART-TIME STATUS

A. Eligibility

1. To maintain permanent part-time status, all current employees must continue to work at least twenty (20) hours per week for at least forty-eight (48) weeks per each subsequent calendar year.
2. Since 2010, the City no longer permits the authorization to create Permanent Part-Time employees.

B. Limitations

1. If the City makes work available or the hours are not available and the employee does not meet the minimum requirements stated above in this article, their eligibility provided for in this MOU for permanent part-time status and benefits shall cease effective January 1st of the immediate next calendar year.
2. To regain permanent part-time status the affected part-time employee must again meet the criteria set forth in this Article Four.

SECTION III - STEP INCREASES – PERMANENT PART-TIME EMPLOYEES

A. Step Increases

1. Permanent part-time employees shall be hired at salary step 1;
2. Advanced to step 2 after completing 1040 hours of work;
3. Advanced to step 3 after completing an additional 2080 hours of work;
4. Advanced to step 4 after completing an additional 2080 hours of work;
5. Advanced to step 5 after completing an additional 2080 hours of work;
6. Advanced to step 6 after completing an additional 2080 hours of work;
7. Advanced to step 7 after completing an additional 2080 hours of work.

B. Special Step Increases

Department heads, with the approval of the Human Resources Director or designee, may grant a special five (5) range point (e.g., ten [10] half-point) step increase within a permanent part-time employee's salary range in order to adjust justified inequities or to recognize

ARTICLE FOUR

unusually meritorious service. Detailed justification for such special step or merit increase must be submitted to the Human Resources Director for final approval.

SECTION IV - OVERTIME – PERMANENT PART-TIME EMPLOYEES

Permanent part-time employees are eligible for payment of overtime of time and one-half (1½) for all hours worked in excess of forty (40) hours in their scheduled workweek. A workweek is a fixed and regularly recurring period of time consisting of seven (7) consecutive 24-hour days.

SECTION V - BENEFITS – PERMANENT PART-TIME EMPLOYEES

Permanent part-time status employees will be eligible for the following benefits per anniversary year as long as they maintain the hours worked per calendar year as set forth in the definition of permanent part-employee in Section I above.

A. Holiday Time – Permanent Part-Time Employees

1. Eligible permanent part-time employees will receive an annual total of fifty six (56) hours for the following holidays: MLK Day, Memorial Day, July 4, Labor Day, Thanksgiving Day, Christmas Day, and New Year's Day.
2. The eligible permanent part-time employee shall receive overtime of time and one-half (1½) pay for all hours actually worked on any of the seven (7) designated holidays up to the number of hours of their regularly assigned shift, and shall receive straight time for all hours thereafter actually worked.
3. In addition, permanent part-time employees who work on the seven (7) designated holidays shall receive straight time pay for the number of hours the employee is regularly assigned to work.

B. Vacation Leave – Permanent Part-Time Employees

1. Eligible permanent part-time employees will receive a total of forty-eight (48) hours vacation time per every twelve (12) months year. All unused accrued vacation leave time shall be paid in full upon termination of employment or death while employed.
2. Effective June 1, 2006, the annual vacation accrual rate for permanent part-time employees will be as follows:

<u>Service Time</u>	<u>Vacation Accrual</u>
Up to 59 months	Less than five (5) years of service shall receive 48 hours per year
60 months to 119 months	At five (5) years of service shall receive 64 hours per year
120 months to 179 months	At ten (10) years of service shall receive 80 hours per year
180 months and after	At fifteen (15) years of service shall receive 96 hours per year

C. Sick Leave – Permanent Part-Time Employees

Eligible permanent part-time employees will receive a total of forty-eight (48) hours sick leave per year.

D. Retirement, Death or Termination – Permanent Part-Time Employees

Eligible permanent part-time employees shall not be eligible for payment of accrued sick leave upon retirement, death, or termination.

E. Medical – Permanent Part-Time Employees

1. The City contracts for Health Insurance Services program to make available to eligible permanent part-time employees the medical benefits plans available under the program.
2. Eligible permanent part-time employees who elect not to obtain medical coverage for him or herself shall be required to complete necessary written certification that he/she waives medical coverage from City plan, in order to select the medical insurance waiver in Section F.
3. Enrollment for eligible permanent part-time employees shall occur as provided in program requirements.

F. Medical Insurance Waiver – Permanent Part-Time Employees

Effective May 1, 2009, the City shall provide all eligible permanent part-time employees who elect to waive their medical coverage in lieu of participating in one of the City's sponsored group benefit plans a one hundred dollars (\$100) per month Medical Waiver.

G. Work Schedule - Permanent Part-Time Employees

Permanent part-time employees work on a schedule beneficial to both the employee and the employer. The permanent part-time program, by definition, can be abolished and replaced with full-time positions as determined by the administration. Nothing contained herein shall be construed as guaranteeing to any employee a minimum number of hours per day, days per week, weeks per year, or any other guarantee of work.

H. Parking – Permanent Part-Time Employees

The City will provide free parking to permanent part-time employees. The City will determine assignment and location.

I. Bereavement Leave - Permanent Part-Time Employees

1. Eligible permanent part-time employees may have up to three (3) days of bereavement leave with pay not to exceed eight (8) hours per day when death occurs in their immediate family.
2. Immediate family shall mean the employee's spouse; the spouse's and employee's children, foster children, step children, parents or foster parents, step-parents, grandparents, and siblings, legal guardian and conservator; and all degree of relatives not listed but living in the household of the employee.

ARTICLE FOUR

3. Only sixteen (16) hours of sick leave may be used for bereavement travel time per occurrence, and not more than thirty two (32) working hours of sick leave may be used for this purpose in any one fiscal year.

J. Bilingual Interpretation Assignment- Permanent Part-Time Employees

1. Purpose

- a. A qualified eligible permanent part-time employee who is responsible for bilingual interpretation of a language spoken in the City which represents at least ten percent (10%) of the City's population per the latest U.S. Census information or the City Manager's approval for another language which is needed to be spoken for job related reasons, and performs this duty on a regular basis and whose use of the language is of significant benefit to the operations of the department or City as determined by the department head, shall receive assignment pay according to the following rules:
 - 1) To be eligible for bilingual assignment pay a unit employee must pass a language proficiency test which is related to the duties and responsibilities of the employee's position and be designated for such assignment by the employee's department head.
 - 2) The qualifying test is conducted through the Human Resources Department and need not be written, but must test verbal skills in communication with non-English speaking persons.
 - 3) The City shall pay each designated unit employee forty dollars (\$40) per pay period for the duration of the bi-lingual assignment.

K. Uniforms – Eligible Permanent Part-Time Employees

1. The City shall provide an initial three hundred and seventy-five dollar (\$375) uniform allowance to all permanent part-time non-sworn employees in the Police Department and Code Enforcement Officers who are required to wear uniforms in the performance of their duties.
2. The uniform allowance provided may only be used to pay for the purchase of or maintenance of required uniforms.
3. Receipts of the purchase and maintenance must be maintained by the affected eligible permanent part-time employee and be provided to the City upon request by their manager or supervisor.
4. In addition, the City may provide uniforms allowance of two hundred and ninety-three dollars (\$293) for all eligible permanent part-time employees required to wear uniforms in departments other than the Police Department.
5. Uniform allowance is payable once annually during the last pay period in each fiscal year.

SECTION VI – SPECIAL SALARY INCREASE – PERMANENT PART-TIME EMPLOYEES

Effective on or about August 18, 2014, all permanent part-time employees in classifications covered by this MOU hired on or before January 1, 2014, shall receive a four (4) range point (e.g., eight [8] half-point) salary increase.

SECTION VII – CalPERS PAYMENT – PERMANENT PART-TIME EMPLOYEES

Permanent Part-Time Employees shall continue to pay the CalPERS employee rate of eight percent (8%).

ARTICLE FIVE - FRINGE BENEFITS

SECTION I - FRINGE BENEFITS ADMINISTRATION PROVISION

A. Administration

The City reserves the right to select, change, administer, or fund any fringe benefits programs involving insurance that now exist or may exist in the future during the term of this MOU.

B. Selection and Funding

In the administration of fringe benefits programs involving insurance, the City shall have the right to select any insurance carrier or other method providing coverage to fund the benefits provided in Section II during the term of this MOU.

C. Changes

The City shall consult with the Union prior to any change of insurance carrier or method of funding coverage for any fringe benefits provided in Section II during the term of this MOU. No changes in insurance carrier or methods of funding coverage shall result in the reduction of benefits to any employee covered by this Agreement.

SECTION II - FRINGE BENEFITS

A. Medical Insurance Plan

1. The City contracts for Health Insurances Services Program to make available to active unit employees and eligible retirees the medical benefits available under the program.
2. An active full-time unit employee who elects not to obtain coverage for him or herself shall be required to complete necessary written certification that he/she has medical coverage under another medical plan.
3. Enrollment shall occur as provided in program requirements.
4. All newly hired unit employee(s) are required to pay their first month's medical insurance plan premium.
5. Unit employees and Retirees Hired Before December 14, 2010
 - a. Unit employees and retirees hired before December 14, 2010, shall be "grandfathered" into the medical plan of their current enrollment, regardless of which plan is chosen, excluding the former 90/60 Plan.
 - b. Those individuals "grandfathered" in a plan who experience a qualifying event for a change in insurance coverage (i.e. marriage, birth, adoption, etc.) are allowed to retain their current medical plan with no additional out-of-pocket cost.
6. Unit Employees Hired Before December 14, 2010
 - a. Unit employees hired before December 14, 2010, shall receive a maximum City contribution of the Kaiser HMO Employee plus Family Plan rate Plan, which is non-refundable.

ARTICLE FIVE

- b. All unit employees and retirees, including new employees, may purchase a plan with a total cost higher than the Kaiser HMO Employee Plus Family (except for the Aetna 90/60 plan) during the annual open enrollment period. The unit employee shall pay all the difference between the Kaiser Family Plan, whatever is the current unit employee's enrollment status (employee only, employee plus one, or employee plus family, two or more dependents) and the higher-costing plan.
 - c. At no time shall unit employee(s) be able to enroll in the Aetna 90/60 plan after January 1, 2009.
 - d. Effective January 1, 2017, the Aetna 90/60 Plan will be eliminated totally. This means all active and retired employees who were enrolled in the Aetna 90/60 Plan will no longer be in this Plan after December 31, 2016.
7. Unit Employees and Retirees Hired After December 14, 2010
- a. All unit employees (not promoted employees or employees rehired from a City layoff re-employment list) hired on or after December 14, 2010 shall pay five percent (5%) of the monthly medical premiums and the City shall pay ninety-five percent (95%) of the total monthly medical insurance premiums for eligible unit employee based on their enrollment eligibility up to the Kaiser Medical Plan family rate (based on the number of dependents enrolled, if any).
 - b. All unit employees hired on or after December 14, 2010, who chose to participate in another City medical plan, will pay all the difference in the monthly premium costs, which are higher than the Kaiser (HMO Employee Plus Family) medical plan.

B. Medical Insurance Plan Wavier

1. Effective May 1, 2009, the City shall pay all active full-time unit employees who elect to waive medical coverage in writing in lieu of participating in one of the City's sponsored group medical insurance plans, two hundred dollars (\$200) per month Medical Waiver.
2. Employees who waive medical insurance plan coverage after paying the first month's premium of selected plan shall be eligible to re-enroll in a City offered plan during open enrollment and/or following a qualifying event under the guidelines set forth in Section II, of this Article Five.

C. Dental Insurance Plan

1. The City shall provide a dental plan for employees and their dependents. Premiums and all premium increases in cost shall be borne by the City during the term of this MOU.
2. The plan has a deductible of twenty-five dollars (\$25) per person per year (maximum one hundred dollars (\$100) per family annually) on charges other than examination, cleaning, and x-rays.
3. Examination, cleaning once every six (6) months, and one full-mouth x-ray series annually are covered at eighty percent (80%).

ARTICLE FIVE

4. Fillings, extractions, root canals, and certain other routine items are covered at eighty percent (80%).
5. Prosthetic work is covered at fifty percent (50%).
6. The City agrees to provide orthodontics coverage at one hundred percent (100%) up to two thousand dollars (\$2,000) per eligible dependent with no deductible.

D. Optical Insurance Plan

1. The City shall provide a vision care plan for unit employees and their dependents.
2. All premiums and premium increases in cost shall be borne by the City during the term of this MOU.

E. Life Insurance Plan

The City shall pay the premiums for the following life insurance policies for unit each employee:

1. A \$5,000 whole life policy, which is effective after one (1) year of uninterrupted service.
2. A term life policy equal to one-and-one-half (1½) times the employee's annual base salary not to exceed \$300,000.

F. Retirement Benefits - Payable on Retirement, Termination, or Death

1. Life Insurance - Retiree

- a. Retiring employees, or those employees who terminate, may elect to convert group life coverage to individual coverage.
- b. Such conversion is subject to acceptance by the carrier.
- c. Necessary arrangements must be made with the City and the insurance company before the effective termination date.
- d. Cost of life insurance continuance upon retirement will be borne by the employee.

2. Vacation Leave – Accumulated - Retiree

The City will pay for all duly accumulated unused vacation leave to employees who terminate their employment with the City at the employee's base hourly rate, exclusive of retention incentive, deferred compensation, or any other bonus or assignment differential as further set forth in Article Six of this agreement.

3. Sick Leave – Accumulated - Retiree

- a. At retirement, termination after ten (10) years of service, or death, fifty percent (50%) of duly accumulated unused, uncompensated sick leave will be paid off at the employee's base hourly rate (exclusive of retention incentive, deferred compensation, or any other bonus or assignment differential) as further set forth in Article Six of this agreement.

- b. Employees who are discharged for cause from City employment shall not be eligible for this sick leave payoff benefit.

G. Retiree Medical Insurance for Retired Employees (Health Benefit Plan)

For all unit employees who retired prior to July 2, 2014, the following Health Benefit Plan is provided:

1. Participation in Retired Employee Medical Insurance Plan

The City shall provide unit employees who retire from City service with the opportunity to participate in the City's then approved group medical insurance plans provided that they have duly selected to continue said City medical insurance coverage into retirement, and provided the insurance carrier accepts the retiring unit employee for coverage.

2. Medical Insurance Benefit Option for Retiring Employees: All Existing Employees Hired "BEFORE" July 1, 1990 – Tier 1

a. Full-Time Employees hired before July 1, 1990

- 1) For employees hired before July 1, 1990, who have twenty-five (25) consecutive years of full-time service as a City employee, the City shall pay one hundred percent (100%) of the premium for an eligible employee. To add "plus one" to the insurance coverage the employee may elect to trade in eight hundred (800) hours of accrued sick and/or vacation time.
- 2) For employees hired before July 1, 1990, who have twenty (20) consecutive years of full-time service as a City employee, the City shall pay seventy-five percent (75%) of the premium for an eligible employee. To add "plus one" to the insurance coverage the employee may elect to trade in eight hundred (800) hours of accrued sick and/or vacation time.
- 3) For employees hired before July 1, 1990, who have fifteen (15) consecutive years of full-time service as a City employee, the City shall pay fifty percent (50%) of the premium for an eligible employee. To add "plus one" to the insurance coverage the employee may elect to trade in eight hundred (800) hours of accrued sick and/or vacation time.

3. Medical Insurance Benefit Option for Retiring Employees: All Existing Employees Hired "ON OR AFTER" July 1, 1990 – Tier 2

- a. For employees hired on or after July 1, 1990, who have twenty-five (25) consecutive years of full-time service as a City employee, the City shall pay one hundred percent (100%) of the premium for an eligible employee or eligible employee plus one only if the employee elects to trade in one thousand (1000) hours of accumulated sick and/or vacation leave time.

ARTICLE FIVE

- b. For employees hired on or after July 1, 1990, who have twenty (20) consecutive years of full-time service as a City employee, the City shall pay seventy-five percent (75%) of the premium for an eligible employee or eligible employee plus one, only if the employee elects to trade in one thousand (1000) hours of accumulated sick and/or vacation time.
 - c. For employees hired on or after July 1, 1990, who have fifteen (15) consecutive years of full-time service as a City employee, the City shall pay fifty percent (50%) of the premium for an eligible employee or eligible employee plus one, only if the employee elects to trade in one thousand (1000) hours of accumulated sick and/or vacation time.
4. **Medical Insurance Benefit Option for Retiring Employees** – All Unit Employees (not promoted employees or employees rehired from a City layoff re-employment list) hired on or after December 14, 2010 – Tier 3
- a. All unit employees hired on or after December 14, 2010, may only earn the Retired Medical Benefit Plan with the City per the current MOU requirement of the entire employee program and medical insurance paying up to the Kaiser employee only rate:

Per MOU, Exchange Sick/Vacation Leave Hours for Retiree Medical Plan	Years of Service	City's Monthly Contribution for Retired Employees hired on or after December 14, 2010.
N/A	1 to 5 years 12 months to 60 months	No City contribution, but employee may participate
Exchange 500 SL/VAC Hours	5 to 10 years 61 months to 120 months	30% of Kaiser employee only rate
Exchange 600 SL/VAC Hours	10 to 15 years 121 months to 180 months	60% of Kaiser employee only rate
Exchange 700 SL/VAC Hours	15 to 20 years 181 months to 240 months	80% of Kaiser employee only rate
Exchange 800 SL/VAC Hours	20+ years 241 months or more	100% of Kaiser employee only rate

- b. Continues mandatory Medicare enrollment at age 65.
- c. Employee may pay difference to enroll in any plan up to the 80/60 PPO, and for spouse or family coverage.

H. Retirees in Medicare

Retirees who retired from the City on or before July 2, 2014, shall be required under the applicable medical plan to pay for coverage under Medicare, the City will reimburse such retiree for the premium for such mandatory Medicare coverage, against written verification of payment, up to a maximum amount equal to the premium contributions provided for under subsection A., of this Section Two of this Article without taking into account any reduction in such medical premiums occasioned by the Medicare coverage.

I. Previous Retired Employee Health Benefit Plan – Eliminated

Due to the overwhelming unfunded liability of the City's current Retired Employee Health Benefit Plan, which was available for eligible full-time unit employees prior to July 2, 2014, shall be eliminated effective July 2, 2014, for all current and future eligible full-time unit employees who retire from the City and shall be replaced by the following new modified Retired Employee Health Benefit Plan as set forth below.

J. Modified Retired Employee Health Benefit Plan – Effective July 2, 2014

In exchange for the elimination of the previous Retired Employee Health Benefit Plan, effective July 2, 2014, a new modified Retired Employee Health Benefit Plan for all eligible full-time unit employees who retire from the City on or after July 2, 2014, is provided as follows:

1. TIER 1: Eligible Full-time Unit Employees with More than Twenty (20) Years of Service

Eligible full-time unit employees who have twenty (20) years or more (240 months or more) of consecutive full-time years of service as a City of Inglewood employee as of July 2, 2014, and retire from the City with a non-industrial service retirement shall receive a monthly stipend from the City for up to fifteen (15) years of up to three hundred and fifty dollars (\$350) per month paid towards the employee-only category HMO health benefit plan premium beginning from the date of retirement unless a one-time conversion election is chosen at retirement whereby forty percent (40%) of the value deferred (e.g., [15 years x 12 months x \$350] x 40% = \$25,200) into the unit employee's 457 Plan as a tax-deferred contribution with any excess being deferred into the unit employee's RHS Plan as a tax-free contribution.

2. IRS Imposed Maximum Contribution Limits

Because the Internal Revenue Service (IRS) imposes maximum contribution limits for deferred compensation plans, a retiring unit employee who opts to receive the one-time forty (40%) value (e.g., \$25,200) in lieu of the fifteen-year stipend, will have as much of the \$25,200 deferred into his/her 457 Plan. Once the IRS-imposed annual contribution limit is reached, any leftover funds (e.g., the excess) will be deferred into the retiring unit employee's Retiree Health Savings (RHS) Plan.

3. Limitations

- a. This retiree medical stipend/allotment will be terminated forever if at any time the retiree fails to pay the difference between the stipend/allotment and the cost of the City's monthly medical insurance premium.

ARTICLE FIVE

- b. This is a fixed capped benefit and is only for unit employees who satisfy the requirements as set forth above for the given years of full-time service to the City at the time of MOU ratification and adoption. As such, non-qualifying unit employees do not eventually become qualified nor do existing employees increase their monthly stipend/allotment based upon additional future years of service to the City meaning there shall be no pyramiding of this fixed benefit.
- c. A unit employee who is retired from the City and is receiving a stipend/allotment as set forth in this section and becomes deceased, the remaining stipend/allotment eligibility shall continue toward the benefit of his/her declared beneficiary(ies) in writing at the time of retirement from the City provided said beneficiary(ies) maintain(s) the City's medical coverage.
- d. If there is (are) no declared beneficiary(ies) in writing, the remaining portion of the stipend/allotment, if any, shall cease as set forth from the date on the retired employee's death certificate.

4. TIER 2: Eligible Full-time Unit Employees with Less Than 20 Years' Service

Eligible full-time unit employees who have less than twenty (20) years (less than 240 months) of consecutive full-time years of service as a City of Inglewood employee as of July 2, 2014, and retire from the City with a non-industrial service retirement shall receive no monthly stipend from the City.

K. Retiree Health Savings (RHS) Plan – Effective July 2, 2014

1. Employee RHS

An Employee Retiree Health Savings Plan (RHS) account shall be created for all full-time unit employees.

2. Full-time unit employee Contributions to Employee RHS Plan

Effective July 2, 2014, each unit employee shall make an annual contribution of one percent (1%) of his/her base salary to his/her RHS plan. This contribution will be made in twenty-four (24) increments to coincide with each "non-free" pay period (e.g., there are twenty-six [26] pay periods per year, however, two [2] of them do not have voluntary deductions taken from them). The employee contribution shall begin the first pay period after the RHS Plan has been implemented. Note: The percentage from each "non-free" pay period shall equal approximately 1.08333.

3. Match Contributions to Employee RHS Plan (per pay period 24 per year)

The City shall make a matching annual contribution to each unit employee's RHS Plan of one percent (1%) of base salary. This contribution will be made in twenty-four (24) increments to coincide with each "non-free" pay period (e.g., there are twenty-six [26] pay periods per year, however, two [2] of them do not have voluntary deductions taken from them). The employer contribution shall coincide with the employee contribution defined in Item 2 above and begin the first pay period after the RHS Plan has been implemented. Note: The percentage from each "non-free" pay period shall equal approximately 1.08333.

4. One-Time, Lump Sum Contribution to Employee 457/RHS Plan by City

For full-time unit employees, effective July 2, 2014, the City shall make a one-time, lump sum contribution be paid out in three (3) equal installments to the unit employee's 457 Deferred Compensation Plan (with any excess deferred into the unit employee's RHS Plan) with first payment occurring on or about September 5, 2014, and every year thereafter, in an amount specified in the table below corresponding to the employee's full-time consecutive years of service to the City with a five (5) year vesting schedule (e.g., twenty percent [20%] per year) for unit employees with less than five (5) years of full-time consecutive service to the City (See Appendix Five):

Years of Full-time Consecutive Service (as of July 2, 2014)	Lump Sum Payment	Annual Installment Amount
TIER 1—36 full-time unit employees Greater than 20 Years (> 240 months and < 300 months)	\$0 Stipend in Lieu	\$0 Stipend in Lieu
TIER 2—29 full-time unit employees Greater than 15 years but less than 20 Years (> 180 months and < 240 months)	\$4,200	\$1,400
TIER 3—48 full-time unit employees Greater than 10 years but less than 15 Years (> 120 months and < 180 months)	\$2,200	\$733.33
TIER 4—91 full-time unit employees Less than 10 Years (< 120 months)	\$1,500	\$500

5. Vesting Requirements

To qualify for one hundred percent (100%) of the Lump Sum Contributions, full-time unit employees must possess five (5) years of full-time consecutive years of service with the City.

- a. Unit employees with less than five (5) years of full-time consecutive years of service with the City shall vest in an amount of twenty percent (20%) per year of said one time lump sum up to a maximum of 100% after five (5) years of total full-time consecutive years of service with the City.
- b. Unit employees who terminate prior to possessing at least five (5) years of full-time consecutive years of service to the City will only be eligible to keep the prorated amount of the lump sum plus any earnings on the total amount of the lump sum. Any unvested amount maintained and/or returned to the City will be processed in accordance with the governing RHS Plan documents.

6. ONE-TIME, SICK LEAVE HOURS CONVERSION TO 457 PLAN

a. Creation of the "Sick-Leave-to-457 Conversion Bank"

For all full-time unit employees, up to 1,000 hours of existing accumulated sick leave hours greater than 100 hours (e.g., the minimum sick leave hours to be left on the books) shall be transferred to a "Sick-Leave-to-457 Conversion Bank" on or about September 5, 2014, where it will be frozen at 100% value (instead of 50%) (e.g., each hour multiplied by the full-time unit employee's current base hourly rate as of August 18, 2014).

b. Cash-out Process for the "Sick-Leave-to-457 Conversion Bank"

At the end of each fiscal year (e.g., on or about September 30th), the City shall cash out 1/6 of the value of the "Sick-Leave-to-457 Conversion Bank" and deposit that amount into the full-time unit employee's respective 457 Plan with any excess being deferred into his or her RHS Plan. This will be done each year for six (6) consecutive fiscal years or until the balance in the "Sick-Leave-to-457 Conversion Bank" is brought to zero (see item c below).

c. Sick Leave Hardship Transfer Clause

Should a full-time unit employee exhaust their sick leave bank and where he or she needs to use the sick leave contained in his or her "Sick-Leave-to-457 Conversion Bank" on an hour-for-hour basis for time off, he or she can present to Human Resources a form requesting a set number of the hours in the "Sick-Leave-to-457 Conversion Bank" be transferred to their existing sick leave bank for purposes of time off; such request by the employee shall be granted. The employee acknowledges that in doing so, this eliminates a portion of the benefit associated with cashing out that sick leave at 100% value, as hours cannot be "added back" to the "Sick-Leave-to-457 Conversion Bank."

d. Termination Prior to Complete Conversion

Any full-time unit employee who terminates his or her employment with the City prior to the completion of the conversion of sick leave hours to his or her 457 Plan shall have the remaining balance in his or her "Sick-Leave-to-457 Conversion Bank" at 100% converted upon departure with any excess being deferred to the unit employee's RHS Plan.

e. Elimination of PPO Health Benefit Plans

Effective January 1, 2015, it is understood the City may not offer any PPO Health Benefit Plan option as a health benefit plan, and thereafter the City may only make health benefit plan premium contributions for eligible full-time unit employees enrolled in a HMO Health Benefit Plan.

L. Long-Term and Short-Term Disability

1. Effective October 1, 2016, the City will take over the administration and selection of insurance carriers for the long-term disability and short-term disability insurance coverage for unit employees.
2. The City will continue to pay up to thirty dollars (\$30) per month toward employees premiums enrolled in the long-term and short-term disability coverage.
3. The employees who are enrolled in the Long-Term Disability Plan and the Short-Term Disability Plan are required to pay any monthly premium costs which exceed the thirty dollar (\$30) the City pays.

M. Library Privilege

Employees who are non-residents of Inglewood may be allowed the privilege of using the library services without charge.

N. Parking

1. The City will provide free parking for all full-time employees covered by this Agreement.
2. The City will determine assignment and location.

O. Uniforms

1. Recreation Uniforms

The City will purchase an original set of uniforms for employees in the Recreation Division according to City policy from the City Manager's office.

2. Uniforms for Specific Positions

- a. The City will provide an annual three hundred and seventy-five dollars (\$375) uniform allowance to 1) all full-time and permanent part-time non-sworn employees in the Police Department who are required to wear uniforms in the performance of their job duties. 2) Code Enforcement Officers, Lead Storm Water Investigators, Storm Water Investigators, and Parking Enterprise Service Representatives who are required to wear uniforms in the performance of their job duties.
- b. Effective July 1, 2000, the City will provide an initial three hundred and seventy-five dollars (\$375) uniform allowance to all full-time and permanent part-time non-sworn employees in the Police Department and Code Enforcement Officers who are required to wear uniforms in the performance of job duties.

3. Replacement Uniform Allowance – Non-Sworn Police Employees – Required To Wear Uniforms

- a. In addition to the annual uniform allowance, the City will provide a one-time uniform replacement allowance of three hundred and thirty dollars (\$330) for all full-time Police Non-Sworn employees required to wear uniforms.
- b. Uniform allowance is payable once annually during the last pay period in each fiscal year.

4. Field Personnel Uniforms

- a. The City will provide a uniform for field personnel in the Parks Division, Public Works Engineering Division, Parks, Recreation and Community Services Department and Public Services Department who are required to wear uniforms. The uniform will include pants, shirts, two jackets, and one hat.

- b. Pants and shirts will be provided and laundered by the City.
- c. One (1) uniform jacket will be replaced on an "as-needed" basis as determined by the City during the life of the agreement.

P. Replacing or Repairing Property of Employees

1. Policy and Procedures

- a. City shall provide for the payment of the costs of replacing or repairing property or the prostheses of an employee (which are eyeglasses, hearing aids, dentures, watches, or articles of clothing necessarily worn or carried by the employee) when any such items are lost or damaged in the line of duty without fault or neglect of the employee.
- b. If the items are damaged beyond repair, the actual value of such items will be paid within the specifications of this policy.
- c. Proof of ownership of such items must be shown in writing or by other reasonable evidence by the employee to the City, and the loss or damage to the items occurring while in the line of assigned duty must be verified by the employee's immediate supervisor.

2. Reimbursement Schedule

- a. The reimbursement of items damaged within time noted (from the date of original purchase) shall be as follows:

<u>Time Period</u>	<u>Percent of Reimbursement</u>
0-18 months	75% of present list price
18-36 months	60% of present list price
36-48 months	50% of present list price
48 months or more	25% of present list price

- b. The maximum reimbursement for lost or damaged watches shall not exceed one hundred dollars (\$100).

Q. Safety Shoes

The City will provide safety boots/shoes subject to the following provisions:

1. Eligibility

Eligibility for meeting CalOSHA standards safety boots/shoes shall be limited to those who are subject to safety hazards requiring protective footwear, as determined by the Human Resources Director.

2. Approval

Decisions as to the employee's eligibility and number of pairs of footwear needed shall initially be determined by the division head, subject to the approval of the Human Resources Director.

3. Replacement on "As-Needed" Basis Limitations

Safety footwear may be replaced on an annual "as-needed" basis, as determined by the division head, with final approval by the Human Resources Director.

4. Return of Shoes

When the City replaces an employee's safety footwear, the pair being replaced must be returned to the City.

5. Resoled/Re-heeled Shoes

Any pair of safety footwear that can be re-soled and/or re-heeled without decreasing overall function of such footwear will be repaired at City's expense. During the period of time when the shoes are being repaired, the employee shall wear safety foot guards, as provided by the City.

6. Replacement with another Pair of Shoes

If the safety footwear is in such condition that it would impair or impede the wear-ability to the employee, the City will replace shoes with another pair. Should the resoling or re-heeling of the shoes take longer than five working days, the City will replace shoes with another pair.

7. Limitation on Style

The City will limit the styles (CalOSHA standards such as Red Wing or approved equal quality) of safety footwear it provides to appropriate functional and utilitarian styles as determined by division heads with the approval of the Human Resources Director.

8. Preference of Style

Should an employee for personal preference wish to purchase a more costly style of footwear exceeding one hundred fifty dollars (\$150) from other than the approved vendor, the employee will pay the difference between the City's cost of the footwear and cost of the footwear selected by the employee, provided that the new style and quality is approved by the Human Resources Director.

R. Educational Reimbursement

1. The City will reimburse full-time permanent unit employees who have successfully passed their probation in their current classification, who attend an accredited public or private institution for academic credit for credit or courses up to a maximum of four hundred dollars (\$400) per employee per fiscal year.
2. Payable expenses shall be tuition and books.

ARTICLE FIVE

3. The subject matter of the courses must be job related directly to their job duties and responsibilities and functions with the City or be a required course for a degree and contribute to the performance of that employee in his present City position, a possible promotional position, or transfer.
4. Classes must be taken while employed with the City in a full-time capacity to be eligible for educational reimbursement.
5. Each request for reimbursement must be approved in advance by the department head. Reimbursement shall be contingent upon successful completion of the course with a passing grade (C or higher).
6. This educational reimbursement policy shall supersede any reference to educational reimbursement that is referred in the City's Civil Service Rules.

S. Voluntary Deferred Compensation Plan

The City provides a voluntary deferred compensation plan as per standards approved for all full-time employees who elect to participate.

ARTICLE SIX – LEAVE TIME BENEFITS

SECTION I – LEAVE TIME BENEFITS PROVISIONS

A. Vacation Leave

1. Vacation leave is accumulated yearly and is computed on the basis of the employee's hire date as a full-time unit employee, and is payable at the unit employee's base hourly rate (exclusive of retention incentive, deferred compensation, or any other bonus or assignment differential).
2. Annual vacation, which is not used in any one (1) year, may be accumulated for use in succeeding years.
3. Unit employees who must change their vacation date due to department request shall not be subject to loss of vacation if they should have more accumulated vacation than allowed upon reaching their hire date anniversary.
4. If a legal City holiday occurs while a unit employee is on vacation, such holiday time shall not be deducted from the amount of vacation to which the employee is entitled.
5. The City agrees to pay for all accumulated vacation leave to employees who terminate.
6. In cases where there are disputes in employee vacation requests, due consideration shall be given to seniority of service of the parties involved.
7. **Vacation Hours – Cash-out 12-month Period**
 - a. Vacation hours accumulated in excess of two hundred and forty (240) hours are redeemable at base salary for up to a maximum of eighty (80) hours once in any twelve (12) month period.
 - b. The vacation accumulation schedule is as follows:

Years of Service	Vacation Hours Earned	Hourly Rate Per Pay Period	Vacation Hours Available for Use
1	80	3.077	0
2	96	3.692	80
3	112	4.308	96
4	128	4.923	112
5	128	4.923	128
6	128	4.923	128
7	128	4.923	128
8	128	4.923	128
9	144	5.538	128
10	144	5.538	144
11	144	5.538	144
12	144	5.538	144
13	144	5.538	144
14	144	5.538	144
15	160	6.154	144
16	160	6.154	160
17	176	6.769	160
18	176	6.769	176
19	176	6.769	176

ARTICLE SIX

c. The vacation accumulation schedule for employees hired after July 1, 1996, is as follows:

Years of Service	Vacation Hours Earned	Hourly Rate Per Pay Period	Vacation Hours Available for Use
1	80	3.077	0
2	80	3.077	80
3	96	3.692	80
4	96	3.692	96
5	96	3.692	96
6	112	4.308	96
7	112	4.308	112
8	112	4.308	112
9	128	4.308	112
10	128	4.923	128
11	128	4.923	128
12	136	5.231	128
13	136	5.231	136
14	136	5.231	136
15	144	5.538	136
16	144	5.538	144
17	144	5.538	144
18	144	5.538	144
19	144	5.538	144
20	160	6.154	144

8. Vacation Leave – Accumulated: Cash-out Upon Termination

The City will pay for all duly accumulated unused vacation hours to employees who terminate their employment with the City at the employee's base hourly rate, exclusive of retention incentive, deferred compensation, or any other bonus or assignment differential.

B. Sick Leave

1. Unit employees shall accrue Sick Leave at nine (9) hours per month.
2. At retirement, death, or termination after ten (10) years of service, fifty percent (50%) of accumulated sick leave is payable at the employee's base rate (exclusive of retention incentive, deferred compensation, or any other bonus or assignment differentials). Employees who are discharged for cause from City service shall not be eligible for this benefit.
3. Employees who are incapacitated due to serious illness or injury while on vacation leave shall have such time charged against sick leave when they promptly notify their supervisor and substantiate such request upon return to work from sick leave.

C. One-Time Sick Leave Conversion to 457 Plan

The specific details of the one-time sick leave conversion plan are set forth in Article Five.

D. Holidays**1. Holidays Recognized**

All full-time probationary or permanent status employees are eligible for the following thirteen (13) holidays:

- a. New Year's Day
- b. Martin Luther King Jr. Day (3rd Monday in January)
- c. Washington's Birthday (3rd Monday in February)
- d. Cesar Chavez Day (March 31st)
- e. Memorial Day (last Monday in May)
- f. Independence Day
- g. Labor Day (1st Monday in September)
- h. Veteran's Day (November 11th)
- i. Thanksgiving Day
- j. Day After Thanksgiving Day
- k. Christmas Eve Day
- l. Christmas Day
- m. New Year's Eve Day

2. Holiday Hours

Holidays falling on Monday through Thursday shall be paid at nine (9) hours and holidays falling on Friday shall be paid at eight (8) hours, or the equivalent number of hours to the employee's assigned work schedule.

3. Floating Holiday

- a. The City provides one (1) floating holiday per each calendar year to all full-time unit employees.
- b. This floating holiday must be utilized on or before December 31st of each calendar year or it will be eliminated.

4. Friday Holiday

Friday is a holiday when regular holiday falls on Saturday.

5. Monday Holiday

Monday is a holiday when regular holiday falls on Sunday.

6. Two (2) Consecutive Holidays Policy

- a. In instances of two (2) consecutive holidays where the first day of the regular holiday is Friday and the second day of the regular holiday is Saturday, employees shall receive holiday time off on either the preceding Thursday or the following Monday.
- b. In instances of two (2) consecutive holidays where the first day of the regular holiday is Sunday and the second day of the regular holiday is Monday, employees shall receive holiday time off on either the preceding Friday or the following Tuesday.

ARTICLE SIX

- c. In instances of two (2) consecutive holidays falling on Saturday and Sunday, half of the employees shall observe the holiday on the preceding Friday and half of the employees shall observe the holiday on the following Tuesday. Employees shall observe Monday as a holiday.
- d. In cases where there are disputes in employee holiday requests with regard to the above stated policy, due consideration shall be given to the seniority of service of the parties involved.
- e. In instances when a holiday falls on a day that City Hall is closed (i.e., weekend, furlough Friday, flex Friday's etc.), unit employees shall receive holiday time off on either the preceding Thursday or the following Monday. Or they shall receive eight (8) hours of compensatory time to be used within the same fiscal year earned.
- f. This policy shall not be applicable to Thanksgiving holidays.
- g. Overtime shall be paid for work on holidays in accordance with Article Eight of this Agreement.

7. Holiday Schedule – COMMS and Jail Section Unit Employees

- a. If unit employees in the COMMS or Jail Section unit working the 3/12 work schedule works a designated holiday as set forth in this MOU, they shall be paid overtime at time and one-half at their base pay for all hours scheduled to work.
- b. If the unit employee in the COMMS or Jail Section unit working the 3/12 work schedule take the holiday time off from their work scheduled work day, they shall be paid the equivalent number of hours of their assigned work schedule.

E. Holiday Schedule Policy – Closed City Hall Last Two (2) Weeks of the Year (Appendix Two)

The year-ending holiday schedule policy is attached in Appendix Two.

F. Bereavement Leave

- 1. All full-time General Bi-Weekly employees may have up to twenty-seven (27) hours; three (3) days of bereavement leave pay when death occurs in their immediate family.
- 2. Immediate family shall mean the employee's spouse; the spouse's and employee's children, foster children, step children, parents or foster parents, step-parents, grandparents, siblings; legal guardian and conservator, and all degree of relatives not listed but living in the household of the employee.
- 3. Only eighteen (18) working hours of sick leave may be used for bereavement travel time per occurrence, and not more than thirty-six (36) hours of sick leave may be used for this purpose in any one fiscal year.

G. Maternity Leave

1. A pregnant employee may work as long as she is able to perform the duties assigned to her classification. The employee will be required to submit a report from her personal physician stating:
 - a. How long she may continue to perform her assigned duties without risk of injury to herself, others, or the unborn child.
 - b. When she may return to work after the termination of her pregnancy.
2. The City will grant a six (6) month maternity leave of absence without pay during which time the City will continue its portion of medical, health, dental, and life insurance premiums for the employee.
3. The employee has the option (immediately before or after) to use her accumulated sick leave in conjunction with her maternity leave of absence.

H. Jury Duty

1. Full pay for jury duty will be limited to ten (10) calendar days in any one calendar year. The employee must give the City any fees received as a juror, excluding mileage fees, in exchange for their regular paycheck.
2. This time may be extended should a formal request be submitted to the Human Resources Director by the Jury Commissioner.

I. Personal Leave Day

1. Subject to the provisions described as follows, one (1) personal leave day shall be credited to each unit member's account effective January 1st of each year or such later date during the year that the unit member is first employed by the City.
2. No personal leave time shall be converted to cash.
3. If the personal leave described herein is not utilized on or before December 31st of each year then it shall be eliminated from each employee's personal leave account and there shall be no substitute of any other benefit in lieu thereof.
4. Eligibility to accrue and/or utilize the personal leave described herein is contingent upon the unit member being employed by the City on the date that the leave is accrued and/or utilized.
5. Utilization of this personal leave shall be subject to all use and approval rules, regulations and restrictions, which apply to use of vacation time.
6. Compensated time off by use of personal leave shall be in the number of hours equal to the employee's scheduled daily hours of work on the date that the personal leave is used.
7. Payroll shall credit this personal leave day in an account separate and distinct from "other leaves" and the employee's payroll check shall show this separate accounting.

ARTICLE SIX

8. Newly hired unit employees may not be eligible for the one (1) personal leave day with pay until they have been employed with the City for at least one (1) full-time service year with the City and receive a performance evaluation that was rated satisfactory or higher.

J. Family and Medical Care Leave Policy

1. To the extent not already provided for under current leave policies and provisions, the City will provide family and medical care leave for eligible employees as required by State and Federal law. The following provisions set forth certain of the rights and obligations with respect to such leave. Rights and obligations, which are not specifically set forth below, are set forth in the Department of Labor regulations implementing the Federal Family and Medical Leave Act of 1993 ("FMLA") and the regulations of the California Family Rights Act ("CFRA") (Government Code § 12945.2). Unless otherwise provided by this article, "Leave" under this article shall mean leave pursuant to the FMLA and CFRA.
2. An employee is eligible for leave if he/she has been employed for at least twelve (12) months and has worked at least twelve hundred, fifty (1250) hours during the twelve (12) month period immediately preceding the commencement of leave.
3. Eligible employees are entitled to a total of twelve (12) work weeks of leave during any twelve (12) month period measured forward from the date an employee's leave first begins. An employee's entitlement to leave for birth or placement of a child for adoption or foster care expires twelve (12) months after the birth or placement.
4. If an employee requests leave for any reason permitted under the law, he/she must exhaust all accrued leaves (except sick leave) in connection with the leave. The exhaustion of accrued leave will run concurrently with the leave. If an employee requests leave for his/her own serious health condition, in addition to exhausting other accrued leaves, the employee shall also concurrently exhaust sick leave.

SECTION II – VACATION AND SICK LEAVE DONATION

Unit employees (donors) will be permitted to transfer accumulated vacation and sick time only, to one (1) or more employees in an SEIU represented job classification. Unit employee's (recipient's) vacation and sick leave account balances are subject to the following conditions:

- a. The recipient or his/her spouse, children or step-children have sustained a life threatening or debilitating illness, injury, or condition.
- b. The recipient has exhausted all accumulated vacation and sick leave.
- c. The donations must be a minimum of two (2) hours, and thereafter in whole hour increments.
- d. The recipient shall continue to accrue vacation and sick time as currently prescribed in this MOU.
- e. The total leave donation received by the recipient shall not exceed seven hundred fifty (750) hours. If the recipient exhausts all of the donated leave due to conditions specified in number one above, donations may be reinstated with restrictions stated herein.

ARTICLE SIX

- f. The recipients of family care leave will be allowed to use all hours received, within the limits of his/her policy, notwithstanding any limits established for family medical leave set forth elsewhere in this MOU.
- g. A donor offering the transfer must maintain a minimum accrued vacation and sick leave balance of forty (40) hours after any transfer.
- h. Any unused vacation and sick leave time, under the name of the recipient, shall be subject to cash payment at the time of retirement or separation from the City of Inglewood as prescribed in this MOU.
- i. A form exercising this elected donation shall be completed prior to the transfer.
- j. The names of all donors shall remain confidential.

SECTION III – LEAVE OF ABSENCE WITHOUT PAY

Unit employees who are on leave of absence without pay (unpaid status) for more than thirty (30) calendar days shall be required to pay for all of their insurance premiums and other costs by the City, unless the City is required to pay for these costs by law or other MOU provisions, including but not limited to maternity leave.

SECTION IV – EMPLOYEE VOTING RIGHTS

Employees may be granted time off to vote in elections as permitted in the State Election Code 14000 as follows:

- a) If a voter doesn't have sufficient time outside of working hours to vote in elections, the voter, without loss of pay, may take off enough working time that, when added to the voting time available outside of working hours, will enable the voter to vote.
- b) No more than two (2) hours of time taken off for voting shall be without loss of pay. The time off for voting shall be only at the beginning or end of the regular working shift, whichever allows the most free time for voting and the least time off from the regular working shift, unless otherwise mutually agreed.
- c) If the employee on the third (3rd) working day prior to the day of election, knows or has reason to believe that time off will be necessary to be able to vote on election day, the employee shall give the employer at least two (2) working days' notice that time off for voting is desired, in accordance with this section.

ARTICLE SEVEN - WORKING CONDITIONS

SECTION I - ACTING APPOINTMENT COMPENSATION

A. Definition

An acting status employee is a probationary or permanent status City employee who is appointed to perform the responsibilities of a vacated or newly-created full-time position of a higher level than that currently held by the employee. A vacated position shall mean one from which the incumbent employee has been given extended leave of one (1) pay period or more, or has terminated.

B. Policies and Procedures

9. **Authority for Appointments**

The appointing authority for acting appointments will be the City Manager (Administrative Officer) or his/her designee.

10. **Types of Appointments**

Acting appointments may be made only to fulfill the responsibilities of the vacated position until such time as an appropriate selection procedure is held and a permanent appointment is made, or until such time as the incumbent has returned to duty.

11. **Extension of Appointments**

Acting appointments may not be extended for a period greater than ninety (90) days without special approval of the City Manager.

12. **Limitation on Appointments**

Acting appointments may not be made in excess of authorized strength or budgeted funds without approval of the City Council.

13. **Appointment/Assignment Pay**

Upon assignment of acting duty status, an employee will begin to earn a salary which is equal to Step A of the salary assigned to the acting position, but shall at all times receive at least five (5) range points (e.g., ten [10] half-points) above the salary of the employee's permanent position.

14. **Benefit Accrual**

While working in an acting capacity, employees will continue to accrue and have recorded general, special merit, or normal salary step increases in the employee's permanent position. However, such salary increases will be paid only to maintain a minimum of five (5) range points (e.g., ten [10] half-points) differential above the salary to which an employee is entitled in his permanent position.

15. Appointments While Maintaining Current Responsibilities

Employees who are appointed to a higher level position on an acting basis, while also fulfilling the responsibilities of their permanent position, will at all times earn a salary which is at least ten (10) range points (e.g., twenty [20] half-points) more than the salary to which they are entitled in their permanent position.

SECTION II - LAYOFF AND REEMPLOYMENT POLICIES

A. Layoff Procedures

The City Council or City Manager (Administrative Officer) may separate any employee or class of positions without prejudice because of financial or economic conditions of the City, reduction of work, or abandonment of activities. The City shall give such employees not less than two weeks advance notice of separation and the reason therefore. However, no permanent full-time employee shall be separated from a department while emergency, seasonal, probationary, part-time, or temporary employees are employed and serving in the same positions in the department. The conditions of layoff shall be as follows.

1. Order of Separation

The principal criterion used in determining the order of separation and bumping rights shall be seniority (time worked within a class within the City), provided the employee presently possesses the skills, ability, and qualifications to perform the job. Furthermore, seniority shall govern unless the following criteria show that ability, merit, and record of the employees considered for layoff are not equal.

- a. Last four performance evaluations ratings
- b. History of written disciplinary actions
- c. Attendance record -- tardiness and unexcused absences
- d. In the event the less senior employee in the position in the class to be laid off has superior skills, ability, qualifications, merit, and record, as determined in the above manner, then the more senior employee shall be laid off.
- e. The City shall have the burden of establishing the above criteria.

2. Bumping Rights

- a. Seniority within the City, for bumping or layoff purposes, is determined by time worked within a classification in the City. For example, if you were hired as a Special Enforcement Officer (SEO) in 1985 and promoted to Senior SEO in 1990, you will have five years seniority as an SEO and approximately fourteen (14) years seniority as a Senior SEO as of 1999. Your total City seniority would be 14 years. If you are laid off or voluntarily demoted from the position of Senior SEO, you would bump back to a SEO position with fourteen (14) years of seniority, within the class series (see below).
- b. Within the classification area of Human Resources Management, there is the concept of Series Classifications. Under this concept an employer recognizes the increasing levels

ARTICLE SEVEN

of responsibility complexity, and skill associated with various classes of work within a classification series.

c. Examples of class series within the City's Classification Plan are:

- 1) Tree Trimmer
- 2) Public Safety Dispatcher
- 3) Library Clerk
- 4) Senior Tree Trimmer
- 5) Senior Public Safety Dispatcher
- 6) Senior Library Clerk
- 7) Lead Tree Trimmer
- 8) Public Safety Dispatcher Supervisor
- 9) Tree Maintenance Supervisor

d. In instances where employees began their career at the entry-level classification within a class series and subsequently promoted within the series, that seniority accrued at the higher classification will be combined with that at the lower classification so that they would retain seniority over employees hired into the lower classification after them. Employees with greater overall seniority within the class series are not eligible to bump into positions/classifications that they have never occupied. If an employee transfers or promotes to a budgeted position outside the class series and subsequently returns to a classification/position within the series, service outside would not be counted toward seniority within the class series.

3. Offer of Reassignment

An employee's appointment shall not be terminated as a result of a layoff before he has been made reasonable offer of reassignment, if such offer is immediately possible. This provision shall not apply to employees who are laid off for thirty (30) calendar days or less.

4. Laid Off Employees on Re-employment Register

The names of permanent employees who have been laid off due to reduction in force shall be placed on an appropriate layoff/re-employment list according to date separated, and shall be eligible for re-employment. The last employee laid off, who has the most seniority in that classification, shall be the first employee on the list to be called back, with other employees listed in sequential order thereafter. Each employee on a layoff/re-employment list shall remain on that list for one year, at which time the list expires unless extended by the City Manager (Administrative Officer). The City Manager (Administrative Officer) can extend the active period of re-employment lists or individual employees' eligibility on such lists for a six (6) month period as he determines to be in the best interest of the City.

5. Appointment of Laid-Off Employees to Lower Class

The City Manager (Administrative Officer) may approve the appointment of an employee who is to be laid off to an existing vacancy in a lower class for which he is qualified without requiring an examination, provided the appropriate appointing authority so appoints.

B. Transfer Job Elimination Policy

The intent of this policy is to avoid use of the layoff procedure by providing for voluntary transfer(s) prior to layoffs. Any employee in a classification in which a position has been designated for elimination may request a transfer to a vacant position for which he is qualified. Such transfer shall be subject to approval by the City Manager (Administrative Officer). In cases where the transfer was necessitated by said proposed job elimination, the service time in the position to which the employee has transferred shall be credited to service time in the position from which the employee transferred. The salary step and range assigned to the transferred employee shall be in accordance with the City's Civil Service Rules and Regulations and the compensation plan.

C. Job Elimination

Any full-time general bi-weekly employee with less than ten (10) years of full-time service and satisfactory or above performance rating whose job is eliminated and employment terminated shall receive base compensation for one (1) pay period and thirty-three percent (33%) of unused sick leave as severance pay, and two weeks' notice.

SECTION III - PERSONNEL POLICIES

A. Inspection of Personnel Files

1. The City shall, at reasonable times and upon the request of an employee, permit that employee to inspect personnel files which are used or have been used to determine the employee's qualifications for employment, promotion, additional compensation, disciplinary action or termination.
2. This section does not apply to the records of an employee relating to the investigation of a possible criminal offense. It shall not apply to letters of reference.

B. Representation

Employees shall be entitled to have a Union representative present, upon request, at any and all meetings or interrogations in accordance with Government Code Section 3500.

C. Seniority – Shift Assignments, Overtime and Vacations

Seniority for unit members shall be the first criteria considered when assigning shift assignments, overtime, and vacation scheduling among members who share a single job classification within a department/division. Seniority shall be based solely on the full-time service time spent in the unit by classification.

SECTION IV – INTERNET AND TELEPHONE USE

A. Usage

Internet usage during employee assigned work schedule is not authorized unless it is work related.

B. Improper Use

Unauthorized or improper use of internet, electronic games, etc., may result in terminating access, and depending on the severity of the improper use, may result in disciplinary action, up to and including termination (refer to City Internet Usage Policy).

C. Personal Calls

Calls of a personal nature should be kept to a minimum in both quantity and duration during work hours.

D. Limitations

1. Employees are not to text and/or talk on the cell phone while driving any City vehicle.
2. Acceptance of personal collect calls is not permitted.

E. City-Wide Policy

Refer to the City's Internet and Telephone Usage Policy for more details.

SECTION V - UNIFORM REQUIREMENTS AND RESTRICTIONS

A. Classes That Require Uniforms

The City Manager will establish and review the type of uniform dress and/or employee classifications that require uniforms.

B. Required To Wear Uniforms

1. Unit employees required to wear uniforms to perform their duties must wear uniform pants and shirt while on duty unless permission to do otherwise has been received from the immediate supervisor.
2. The following uniform requirements shall be observed at all times:
 - a. Shirts must remain tucked in.
 - b. T-shirts are not permissible as an outer garment.
 - c. Nametags and logos shall not be removed.

C. Jackets and Hats

1. Jackets and hats are optional dress, but if worn, they must be of the type purchased by the City.
2. Jackets and hats shall remain clean and unadorned.

SECTION VI – DRESS CODE AND PERSONAL APPEARANCE

A. Appropriate Dress

1. Field and office workers not required to wear uniforms shall dress appropriately. T-shirts with slogans shall not be permitted as appropriate office attire unless properly worn underneath a blouse, polo, or button down shirt.

2. **Personal Hygiene**

Employees shall exercise good judgment with personal hygiene.

3. **City Identification Card**

Employees must have their City-issued identification card on their person at all times while on duty. Identification cards are non-transferrable and may not be used by anyone, other than the assigned employee to access City facilities, parking structure, office, etc.

4. **City-Required Attire**

Where applicable, any and all City-required attire such as uniform steel-toe shoes, jackets, vests, etc., are to be addressed in the individual divisions/sections by the manager or supervisors to include the scheduling of acquiring these items.

B. Violation of Dress Requirements

1. Unit employees who are on duty and do not comply with requirements in this section may be subject to disciplinary action.
2. On the first occurrence the unit employee will be given an oral warning; on the second, a written reprimand; and on the third, one (1) day suspension without pay.
3. Further occurrences will result in additional progressive discipline.

SECTION VII - EMPLOYMENT OF RELATIVES

A. Purpose

In order to minimize problems relating to supervision, morale, safety and security, it is necessary to regulate the employment of relatives by the City. Therefore, applicants will not be hired and employees will not be placed into positions if the result would be that:

1. One (1) person would be supervised by or be in the chain of command of a relative;
2. One (1) person would participate in making, or advising on, employment decisions concerning a relative;
3. One person would be employed in the same department or division as a relative and, if for reasons of supervision, morale, safety or security, it is determined that the work involves potential conflicts of interest or other hazards greater for relatives than for non-relatives;

B. Before Effective Date of Policy

Employees who are working for the City prior to the effective date of this Policy under circumstances which would violate the provisions of paragraph A., 1, 2, and 3 above, will not have their employment circumstances modified on account of this policy provided these circumstances do not, in the judgment of the City, create a problem of supervision, morale, safety or security. Should one of these employees become separated from employment by the City and later reapply, he/she will not be eligible for rehire in circumstances which would create a violation of paragraph A., 1, 2, and 3 of this Policy.

C. After Effective Date of Policy

Employees of the City who become relatives after the effective date of this policy and work in circumstances, which violate the provisions of paragraph A., 1, 2, and 3 above will be subject to this Regulation. In such circumstances, the City will make reasonable efforts to reassign job duties so as to minimize problems of supervision, safety, security or morale.

D. Applying Policy to Affected Employees

If no reasonable effort will alleviate the problem of supervision, safety, security or morale, the City will determine whether, and under what circumstances, an employee may be permitted to remain in his/her current position. In applying this paragraph, the City will choose which of the employees will be affected, with primary consideration given to the operational needs of the City, including interests of economy, efficiency and effectiveness, and giving consideration to the work history and seniority of the employees affected.

E. Definition of Relatives for This Policy

For purposes of this policy "relatives" includes: spouse; a spousal type relationship which has, however, not been legally certified; parent (including foster, step, in-law); sibling (including foster, step, adoptive and in-law); children (including adoptive, foster or step); grandparent or grandchild; aunt or uncle; niece or nephew; and any other relative living in the same household as the employee.

F. Employees Responsible For Notification of Relatives in Workplace

Employees are responsible for advising their immediate supervisor if they are related or become related to another employee or City Council member.

SECTION VIII – CONTRACT SERVICES

The City agrees to notify the Union within thirty (30) calendar days prior to any decision to contract out bargaining unit work, or its intent, and to schedule a meet and confer regarding the impact.

SECTION IX – JOINT LABOR / MANAGEMENT BI-MONTHLY MEETINGS

A. Purpose

The purpose of the Bi-Monthly Joint Labor Management meetings is to improve Labor Relations between the City and SEIU LOCAL 721 by addressing new and on-going workplace issues to help solve problems and increase employee productivity and morale.

B. Committee Attendees

The City and the Union shall each appoint attendees that shall not exceed up to four (4) representatives to attend these meetings. Other interested parties may attend the Committee meetings by mutual agreement of the parties.

C. Release Time

Unit employees and any other involved parties attending meetings for the Union shall be entitled to up to two (2) hours of straight time pay for attendance at these meetings.

D. Hours Not Counted For Overtime Eligibility

Time spent in Committee meetings shall not be considered hours worked for overtime purposes. Meetings shall be scheduled so as not to interfere with City operations.

SECTION X – REPRIMANDS

Reprimands (as defined in Civil Service Rules) will be removed from a unit employee's personnel record after four (4) years as long as the unit employee has had no further disciplinary measures on the same disciplinary subject during this four year period. Notwithstanding the foregoing, such oral reprimands may be used for impeachment after the four (4) year period.

ARTICLE EIGHT - OVERTIME

SECTION I – WORK WEEK / WORK SCHEDULES

A. Work Week Definition

1. Workweek is a fixed and regularly recurring period of time consisting of the following:
 - a) Forty (40) hours in seven (7) consecutive days (e.g., seven consecutive 24-hour periods);
or
 - b) Eighty (80) hours worked over fourteen (14) consecutive (24 hour periods) days, except as further modified in this MOU (per 9/80 schedule).
2. Nothing contained herein shall be construed as guaranteeing to any employee a minimum number of hours per day, days per week, weeks per year, or any other guarantee of work.

B. Work Week for Water Treatment Plant

The workweek for employees assigned to shift work schedules in the Water Treatment Plant shall consist of eighty (80) hours in fourteen (14) consecutive days (fourteen consecutive 24-hour periods).

C. Work Schedules**1. 9/80, 4/10, 5/40, or 3/12 Work Schedule**

All unit employees shall be assigned to work one of the following: 9/80, 4/10, 5/40, or 3/12 Work Schedule: It is understood that the City may have alternate work schedules which unit employees may work. These work schedules include the 9/80, 4/10, 5/40, or 3/12 work schedule.

2. 3/12 Work Schedule – COMMS/Jail Section Unit Employees

- a. **Work Schedule:** Unit employees in COMMS and Jail Section will be assigned to work the 3/12 work schedule.
- b. **Payback:** Unit employees assigned to the 3/12 work schedule shall be responsible to pay back eight (8) hours to the City every pay period.
- c. **Work Shifts:** Unit employees will work one of two shifts decided by seniority: Shift A – 0600-1800 or Shift B – 1800-0600. Work days and days off will be decided by Police Management in accordance with the needs of the Police Communications Division.
- d. **Overtime / Comp Time:** Overtime and compensatory time will continue to be paid at time and one-half (1½), unless prohibited by another provision in the MOU.
- e. **3/12 Work Schedule Status**

Police Management will continue to review the 3/12 work schedule and may return to another work schedule if the 3/12 work schedule is found to increase operational issues such as, but not limited to, increased sick leave usage and/or employee fatigue

ARTICLE EIGHT

issues, communication problems such as response time, accidents, increased IODs or an increase in costs such as overtime costs.

f. **Meal Time / Rest Periods**

All paid meal time and rest periods for COMMS/Jail Section Unit employees shall be taken within their assigned twelve (12) hour work schedule, unless emergencies occur which would prevent a meal time or rest period during the employees assigned work schedule.

D. **Meal Time – Moved to Administrative Policy**

The policy language for meal breaks is set forth in a City-wide Administrative Policy, which may be further promulgated by Department Rules and Regulations and in compliance with State Law.

E. **Breaks – Rest Periods - Moved to Administrative Policy**

The policy language for meal breaks is set forth in a City-wide Administrative Policy, which may be further promulgated by Department Rules and Regulations and in compliance with State Law.

F. **City Rights**

1. The City has the right to establish, modify, or change working schedules and work weeks.
2. The City shall notify employees of any such changes or modifications within five (5) calendar days except in emergencies.

SECTION II - OVERTIME PROVISIONS

A. **Definition of Terms**

The following terms shall be understood to be defined as follows:

1. **Employees** - Shall mean all full-time unit employees covered by this MOU.
2. **Hours Worked** - Shall be considered, as the time the City requires a unit employee to work. Hours worked shall specifically exclude sick leave, standby time, call back time, and any leave benefit, which is granted, without pay.
3. **Regular Hourly Rate of Pay** - Shall be based on employee's assigned bi-weekly salary range adjusted for a forty (40) hour work week, depending on assignments, and shall not include retention incentive, deferred compensation, assignment bonuses, or assignment differentials.

B. Overtime Provisions

The following provisions shall be considered overtime and be compensated accordingly:

1. Regular Overtime

- a. Overtime shall be paid at one and one-half (1½) times the unit employee's regular base hourly rate of pay for all hours worked in excess of forty (40) hours within the employee's assigned work week.
- b. Where the City requires job training on the unit employee's time or during the employee's regular work time, such time shall not be counted toward the computation of overtime. Assigned job training to maintain job standards, either on the employee's time or during the employee's regular work time, shall be compensated at the employee's regular base straight-time hourly rate of pay.
- c. This provision shall not apply to Water Treatment Plant Operators who are eligible for overtime only for all hours worked in excess of eighty (80) hours within any fourteen (14) consecutive 24-hour periods.

2. Call-Back Overtime

Full-time unit employees who are called back to duty after they have completed their normal work schedule and have left work, or are on their day off shall receive overtime compensation for all hours worked during such assignment.

3. Holiday Overtime

Full-time unit employees shall receive overtime pay for all hours actually worked on the holiday. In addition, full-time employees who work on a holiday shall receive holiday pay, which consists of straight time pay for the number of hours the employee is regularly assigned to work.

4. Library Overtime

Library employees who work on Sundays shall not receive overtime compensation at time and one-half for all hours worked on Sunday, except if they meet the regular overtime requirements as set forth in B1 above.

5. Overtime Accrual

Overtime of less than eighteen (18) minutes per day shall not be considered for overtime computations and shall be disregarded for payroll purposes. Overtime of at least eighteen (18) minutes per day, and not more than thirty (30) minutes per day, will be compensated as thirty (30) minutes (5/10 hour per day). Overtime work extending beyond thirty (30) minutes per day and consuming no more than one (1) hour per day will be compensated as one (1) hour per day. All overtime worked beyond one (1) hour per day will accrue in units of six (6) minutes (tenths of an hour).

6. Authority of City

Nothing herein is intended to limit or restrict the authority of the City to require any unit employee to perform overtime work, except that the City should make reasonable efforts to secure volunteers to work overtime.

SECTION III - COMPENSATORY TIME

A. Definition and Accrual

1. Compensatory time is defined as time off in lieu of overtime pay which may be granted by the City upon request of the full-time unit employee and with prior approval of the supervisor.
2. Full-time unit employees covered by this agreement may accrue compensatory time in lieu of overtime pay at the rate of one and one-half (1 ½).
3. The maximum accrual of total compensatory time may not exceed a total on record of forty (40) hours per fiscal year.
4. The unused compensatory time, not to exceed forty (40) hours, is payable the second paycheck in January, at the employee's base hourly rate in effect for the employee at the date of accrual of such compensatory time.

B. Approval for Taking Time Off

A unit employee wishing to take compensatory time off must give reasonable notice to the City and obtain the prior approval of his supervisor.

SECTION IV - STANDBY ASSIGNMENT AND COMPENSATION

A. Definition

Standby is defined as the time when an employee is directed by an authorized supervisor to be available for work on an on-call basis during a specified off-duty period of time. An employee assigned to standby must be able to be reached at any time during the assignment by a designated telephone number.

B. Rate of Pay

1. Payment

An employee assigned to standby shall be paid at one and one half times (1 ½) the regular rate for the following periods of time:

- a. Two (2) hours of pay for each sixteen (16) hours of weekday standby; and
- b. Four (4) hours of pay for each twenty-four (24) hours of weekend and holiday standby.

2. Call Back From Standby Assignment

- a. A unit employee who is called back to work during an authorized standby assignment shall be entitled to receive the minimums described in this Paragraph B, if hours worked, including travel time up to one hour, equal an amount that is the same or less than B above.
- b. A unit employee who is called back to work during an authorized standby assignment and whose hours worked, including travel time of up to one hour, exceeds the minimums established in B above, the employee shall have the total hours reported and paid as call-back hours.
- c. There shall be no pyramiding of standby and callback pay.

3. Call Back from Standby - Senior Forensic and Forensic Employees

- a. Due to the frequent callbacks for unit employees in the classification of Senior Forensic Specialist and Forensic Specialist, when they are on standby assignment and are called back to work, they shall receive one hour (1) of overtime standby pay for weekday standby assignment and two (2) hours of overtime standby pay for weekend standby assignment.
- b. Should they be called back to work while on standby assignment, they shall also be paid overtime (time-and-a-half) for all other hours worked in excess of the one (1), hour standby pay for weekday assignments and all hours worked in excess of the two (2) hours for weekend assignments.

C. Standby Pay – Edison Demand Response Program Water Department

- 1. Unit employees in the Water Department – Water Production Treatment Section, who are on voluntary standby assignment for Edison Demand Response Program, shall be paid time and one-half (1½) for 0.12 hours granted for every hours assigned on standby, which is two (2) hours per day (2:15 p.m. – 4:15 p.m.), Monday through Friday, per each seven (7) day week.
- 2. The following is the pay formula, which is 1.5 overtime x hourly rate for each hours of Standby Duty.

$$(Overtime 1.5 \times 0.12^*) \times (2 \text{ hours}) = (0.36 \text{ hours total}) \times (\text{employee rate})$$

* Percentage of the 16-hour standby worked per week on current standby policy.

D. Standby – Water Division and Qualified Public Works Employees

All new employees assigned to the Water Division and other qualified employees in the Public Works Department must participate in the Water standby assignment.

ARTICLE NINE – GENERAL PROVISIONS

SECTION I – WAIVER PROVISION ON BARGAINING DURING TERM OF AGREEMENT

Except as specifically provided for in this agreement or by mutual agreement in writing during the term of this Memorandum of Understanding, the parties hereto mutually agree not to seek to negotiate or bargain with respect to any matters pertaining to rates, wages, hours, and terms and conditions of employment, whether or not covered by this MOU or in the negotiations leading thereto, and irrespective of whether or not matters were discussed or were even within the contemplation of the parties hereto during negotiations leading to this MOU, and any rights in that respect are hereby expressly waived during the term of this agreement.

SECTION II – EMERGENCY WAIVER PROVISION

In the event of circumstances beyond the control of the City, such as acts of God, fire, flood, insurrection, civil disorder, national emergency, or similar circumstances, the provisions of this MOU, which restrict the City's ability to respond to these emergencies, shall be suspended for the duration of such emergency. After the emergency is declared over, the Union shall have the right to meet and confer with the City regarding the impact on employees of the suspension of these provisions in the MOU.

SECTION III – SEVERABILITY PROVISION

Should any provision of this MOU be found to be inoperative, void, or invalid by a court of competent jurisdiction, all other provisions of this MOU shall remain in full force and effect for the duration of this MOU.

SECTION IV – LAWS, RULES, REGULATIONS, AND AMENDMENTS

A. Sole and Entire Memorandum of Understanding

It is the intent of the parties hereto that the provisions of this MOU shall supersede all prior agreements and MOU's, oral or written, expressed or implied, between the parties; and shall govern their entire relationship and shall be the sole source of any and all rights or claims which may be asserted hereunder or otherwise. This MOU is not intended to cover any matters preempted by Federal or State Law or City Charter.

B. Civil Service and Departmental Rules and Regulations

It is understood and agreed that there exist within the City, in written form, Civil Service Rules and Regulations, and departmental rules, regulations, and procedures. Except as specifically modified by this MOU, these rules and regulations and any subsequent amendments thereto shall be in full force and effect during the term of this MOU. Before any new or subsequent amendments to these Civil Service Rules and Regulations and/or departmental rules, regulations, and procedures directly affecting wages, hours, and/or terms and conditions of employment are implemented, the City shall meet and confer with the Union regarding such changes in accordance with Government Code Section 3500 et seq. Nothing provided herein shall prevent the City from implementing such rules and regulations provided it has met and conferred with the Union as required by law, provided employee benefits are not diminished unless agreed to by the Union.

SECTION V – IMPASSE PROVISIONS

The impasse procedure to be utilized for resolving impasses between the City and the Union evolving from meet and confer sessions, or over the interpretation or the application of a currently existing MOU, or as relating to matters within the scope of representation and evolving from meet and confer sessions for a New MOU shall be the impasse procedure set forth in the City of Inglewood's Employer-Employee Relations Resolution, or as set further required by law.

SECTION VI – AMENDMENTS TO MEMORANDUM OF UNDERSTANDING

The provisions of this MOU can be amended, supplemented, rescinded, or otherwise altered only by mutual agreement in writing, hereafter signed by the designated representatives of the City, SEIU Local 721, and City Manager.

SECTION VII – TERM OF THIS AGREEMENT

The term of this new Memorandum of Understanding shall be from October 1, 2016 through September 30, 2020.

SECTION VIII – RATIFICATION AND EXECUTION


The City and the Union acknowledge that this Memorandum of Understanding shall not be in full force and effect until ratified by its membership and adopted in the form of a resolution by the City Council of the City of Inglewood. Subject to the foregoing, this Memorandum of Understanding is hereby executed by the authorized representatives of the City and the Union and entered into this 27th day of September, 2016.

THIS PAGE INTENTIONALLY LEFT BLANK

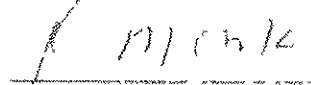
THIS PAGE INTENTIONALLY LEFT BLANK

PARTNERS TO AGREEMENT

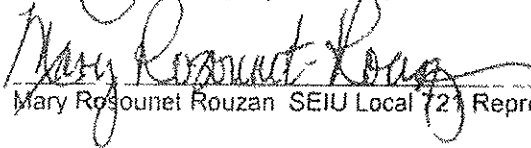
**SEIU LOCAL 721 GENERAL
EMPLOYEES – INGLEWOOD CHAPTER**


David Saunders, SEIU Local 721 Chief Negotiator

Joseph Watson SEIU Local 721 President
Inglewood Chapter



Kevin Monk WSO - SEIU Local 721


Alicia Howard, SEIU Local 721 Representative


Mary Rosounet Rouzan SEIU Local 721 Representative


John Ochoa, SEIU Local 721 Representative


Dean Dhain SEIU Local 721 Representative


Jerome Foster, SEIU Local 721 Representative


Paulita Richards, SEIU Local 721 Representative

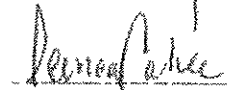
CITY OF INGLEWOOD


John F. Hoffman City's Chief Negotiator


Jose G. Cortes, Human Resources Director


Michael D. Falkow Assistant City Manager


David L. Esparza Assistant City Manager / CFO


Leonca Cahoe, Assistant Human Resources
Manager

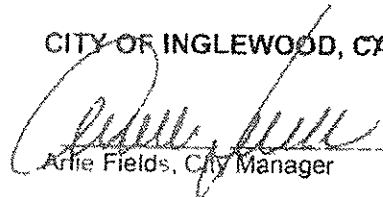
EXECUTION OF AGREEMENT

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed this 30th day of September 2016

SEIU LOCAL 721 GENERAL EMPLOYEES


Joseph Watson, Inglewood Chapter President

CITY OF INGLEWOOD, CALIFORNIA


Arlie Fields, City Manager

**APPENDIX ONE - SEIU REPRESENTED CLASSIFICATIONS
GENERAL NON-MANAGEMENT CLASSIFICATIONS
(as of October 1, 2016)**

Job Class Code	Job Classification Title
201	Account Clerk
219	Backflow Prevention/Plumbing Technician
210	Building Inspector
211	Building Inspector Trainee
226	Building Permit Technician
218	Buyer
207	Cashier
231	Civilian Investigative Specialist
337	Code Enforcement Officer
239	Code Enforcement Trainee
232	Communications Technician
225	Community Outreach Coordinator
390	Community Services Officer
220	Concrete Finisher
222	Construction Assistant
212	Construction Inspector
229	Construction Technician
401	Courier
310	Custodian
366	Custody Officer
242	Customer Service Representative
247	Desk Officer
255	Drafting Technician
200	Driver
224	Engineering Technician
314	Enterprise Services Representative
214	Facilities Construction & Repair Technician
216	Facilities Construction & Repair Worker
270	Fleet Maintenance Mechanic I
370	Fleet Maintenance Mechanic II
470	Fleet Maintenance Mechanic III
266	Fleet Maintenance Technician
295	Food Services Delivery Coordinator
204	Forensic Specialist
213	GIS Technician
272	Graffiti Abatement Worker
265	Heavy Equipment Operator
273	Housing Aide
274	Housing Assistant
275	Housing Inspector

APPENDIX ONE

324	Human Resources Assistant
381	Human Services Program Liaison
301	HVAC Mechanic
398	Inventory Control Specialist
286	Lead Facilities Construction & Repair Technician
303	Lead Graffiti Abatement Worker
383	Lead Maintenance Worker
300	Lead Park Maintenance Worker
269	Lead Stormwater Runoff Investigator
287	Lead Street Repair Worker
391	Lead Traffic Paint Worker
393	Lead Traffic Signal & Street Lighting Technician
415	Lead Tree Trimmer
418	Lead Water Operations Worker
289	Library Assistant
290	Library Support Clerk
302	Maintenance Worker
306	Maintenance Worker Trainee
411	Network & Telecommunications Technician
285	Painter
288	Paint Contracts Coordinator
312	Park Maintenance Technician
313	Park Maintenance Worker
223	Parking Meter Technician
320	Payroll Technician
227	Planning Technician
346	Police Officer Trainee
341	Police Records Assistant
282	Police Training Program Assistant
343	Property Officer
230	Public Safety Dispatcher
338	Public Works Service Worker
249	Purchasing Assistant
423	Recreation Facilities Coordinator
348	Recreation Leader I
349	Recreation Leader II
328	Recreation Specialist
250	Reprographics Operator
350	Revenue Inspector
208	RSI Program Assistant
376	RSIP Eligibility Inspector
369	Sanitation Services Assistant
202	Senior Account Clerk
345	Senior Building Inspector
385	Senior Code Enforcement Officer
396	Senior Community Services Officer

251	Senior Construction Inspector
221	Senior Custodian
416	Senior Customer Service Representative
368	Senior Engineering Technician
203	Senior Forensic Specialist
307	Senior HVAC Mechanic
361	Senior Library Support Clerk
388	Senior Public Safety Dispatcher
380	Senior Recreation Leader
378	Senior Reprographics Operator
352	Senior Revenue Inspector
395	Senior Tree Trimmer
394	Senior Water Treatment Plant Operator
209	Staff Assistant
399	Storekeeper
238	Stormwater Runoff Investigator
262	Street Sweeper Operator
402	Subpoena Clerk
205	Technical Support Specialist I
215	Technical Support Specialist II
246	Technical Support Specialist III
408	Traffic Paint Worker
404	Traffic Systems Technician
412	Traffic Systems Worker
362	Transportation Scheduler
413	Tree Trimmer
421	Water Meter Repair Technician
422	Water Meter Service Worker
235	Water Operations Worker I
236	Water Operations Worker II
353	Water Treatment Plant Mechanic
425	Water Treatment Plant Operator

SEIU Employee Relations Confidential Job Classifications

The following classes in the SEIU unit are designated to be employee relations confidential positions and therefore (per the City's employer-employee relations resolution-Appendix One of this agreement) are not allowed to represent employees in the SEIU represented general non-management classifications for employee relations purposes, unless authorized in writing by the City.

Job Class Code	Job Classification Title
209	Staff Assistant – Human Resources Department
324	Human Resource Assistant
246	Technical Support Specialist III
215	Technical Support Specialist II
205	Technical Support Specialist I

APPENDIX TWO – HOLIDAY SCHEDULE

City Policy to Close City Hall During the Last Two Weeks of December Including the New Year's Day Observance

Background

For many years now, the City has closed and will continue to close City hall during the last two (2) weeks of the calendar year (e.g. "End-of-year Closure") with authorized essential staff permitted to work as approved by the City Manager. This policy has been found to be very well received throughout the entire City organization.

Continuation of Policy

In an effort to ensure that all full-time, non-sworn City employees are able to spend time with their families during the holidays and to avoid scheduling conflicts among employees, the City Council has authorized the continued implementation of this practice going forward until such time as Council might take action in the alternative.

MOU Provisions

The existing, respective MOU provisions will continue to apply as far as the need to use accrued leave time (e.g., compensatory, sick, vacation, etc.) for the days that are recognized City holidays for which employees might be entitled to paid time off. The following table provides a five-year projection of the dates City Hall will be closed and the hours of leave that will need to be used by full-time employees.

City Hall Closure Dates (Four-Year Projection)	Accrued Leave Needed
Monday, December 19, 2016 through and including Monday, January 2, 2017	54 hours
Monday, December 18, 2017 through and including Monday, January 1, 2018	54 hours
Monday, December 17, 2018 through and including Tuesday, January 1, 2019	62 hours
Monday, December 23, 2019 through and including Friday, January 3, 2020	44 hours

Limitations

Should it be necessary for an employee to work during this week (e.g., it must be authorized in advance and approved in writing by the employee's Department Head and the City Manager), the affected employee would not be required to use leave time during the workdays of the closure.

In addition, it should be noted that the Friday after Thanksgiving is an open City Hall Friday. Therefore, eight (8) hours of holiday time would be utilized; however, if it is a closed City Hall Friday, unit employees would receive eight (8) hours of comp time to be used within the same fiscal year earned. However, unit employees assigned to the COMMS and/or Jail Section are covered in Article Six, Section 1 D.7 of this MOU.

Permanent Part-Time

In accordance with the SEIU LOCAL 721 MOU, permanent part-time employees only receive seven (7) designated holidays (e.g., 56 hours of holiday time), which includes Christmas Day and New Year's Day. Therefore, all eligible permanent part-time employees will receive 16 hours of pay (e.g., two [2] days) during the two-week closure. Provided they have accrued sick time and/or vacation time, eligible permanent part-time employees may elect to use their accrued leave to cover the remaining days during this closure in order to receive their typical full pay, which cannot exceed the normal number of hours worked in previous pay periods.

APPENDIX THREE – AMENDED SALARY ORDINANCE

FOR GENERAL NON-MANAGEMENT, NON-SUPERVISORY EMPLOYEES

(The Salary Ordinances are amended to show the ten [10] range point increase across the board in exchange for full-time unit employees paying ten percent [10%] of the cost of CalPERS).

APPENDIX FOUR – SALARY RANGE POINTS AND CORRESPONDING PAY AMOUNTS

The California Public Employee Retirement System (CalPERS) has notified the City of Inglewood that it requires specific clarification to the way in which our employee Memorandums of Understanding (MOUs) describe pay that is considered as part of compensation subject to retirement calculations (e.g., “PERSable” or pensionable earnings).

The City currently, and has for more than four (4) decades, determined compensation based upon ranges set forth using a complex, exponential-based calculation wherein hourly base rates are calculated using “range points” that are defined as two (2) half points and listed in half-point ($\frac{1}{2}$ -point) increments.

A range point-based system creates a structure whereby any components of salary such as special assignment pay, acting pay, POST pay, longevity pay, etc., can be expressed as a number of range points and simply summed up and added to the salary range of a given position to determine the total amount of compensation to be paid. This eliminates any mathematical issues associated with creating an order by which certain components of salary are computed.

For example, if you take 100 times 8%, you obtain 8.

If you then add the 8 to back to the 100, you obtain 108.

If you have another component of 12% that you want to multiply by the 108, you'd obtain 12.96.

If you add that back to the 108, you'd obtain 120.96.

If, however, you first added the 12% to the 8% to get 20%, you would only obtain 120 if you multiplied 20% by 100 and added the result back.

Thus, you would lose the compounding effect.

This would get more pronounced as the number of components gets larger.

APPENDIX FOUR

The following table illustrates how the range points equate to percentages based on the compounding effect:

Range Points	Percentage Value
0.5	0.5010%
1.0	1.0000%
1.5	1.5060%
2.0	2.0100%
2.5	2.5211%
3.0	3.0301%
3.5	3.5463%
4.0	4.0604%
4.5	4.5817%
5.0	5.1010%
5.5	5.6276%
6.0	6.1520%
6.5	6.6838%
7.0	7.2135%
7.5	7.7507%
8.0	8.2857%
8.5	8.8282%
9.0	9.3685%
9.5	9.9165%
10.0	10.4622%
10.5	11.0156%
11.0	11.5668%
11.5	12.1258%
12.0	12.6825%
12.5	13.2470%
13.0	13.8093%
13.5	14.3795%
14.0	14.9474%
14.5	15.5233%
15.0	16.0969%
15.5	16.6785%
16.0	17.2579%
16.5	17.8453%
17.0	18.4304%

Range Points	Percentage Value
17.5	19.0238%
18.0	19.6147%
18.5	20.2140%
19.0	20.8109%
19.5	21.4162%
20.0	22.0190%
20.5	22.6303%
21.0	23.2392%
21.5	23.8566%
22.0	24.4716%
22.5	25.0952%
23.0	25.7163%
23.5	26.3461%
24.0	26.9735%
24.5	27.6096%
25.0	28.2432%
25.5	28.8857%
26.0	29.5256%
26.5	30.1746%
27.0	30.8209%
27.5	31.4763%
28.0	32.1291%
28.5	32.7911%
29.0	33.4504%
29.5	34.1190%
30.0	34.7849%
30.5	35.4602%
31.0	36.1327%
31.5	36.8148%
32.0	37.4941%
32.5	38.1829%
33.0	38.8690%
33.5	39.5647%
34.0	40.2577%

Range Points	Percentage Value
34.5	40.9604%
35.0	41.6603%
35.5	42.3700%
36.0	43.0769%
36.5	43.7937%
37.0	44.5076%
37.5	45.2316%
38.0	45.9527%
38.5	46.6839%
39.0	47.4123%
39.5	48.1508%
40.0	48.8864%
40.5	49.6323%
41.0	50.3752%
41.5	51.1286%
42.0	51.8790%
42.5	52.6399%
43.0	53.3978%
43.5	54.1663%
44.0	54.9318%
44.5	55.7080%
45.0	56.4811%
45.5	57.2650%
46.0	58.0459%
46.5	58.8377%
47.0	59.6263%
47.5	60.4261%
48.0	61.2226%
48.5	62.0303%
49.0	62.8348%
49.5	63.6506%
50.0	64.4632%

As you can see, the actual percentage value becomes greater as the number of range points increases. This is a result of the compounding effect of the formula.

The following is an Excel-based formula that can be used to determine the corresponding salary given a specific range point value (referred to below as *RangePoint*):

$$3426 * ((1.01^{(\text{ROUND}(\text{RangePoint}-0.5, 0)) - 1}) * ((1.001)^{(\text{RangePoint} - \text{ROUND}(\text{RangePoint}-0.5, 0)) / 0.1}))$$

The following table shows the pay values corresponding to the range points used. To determine a pay rate, all applicable range points are added together and the resulting pay rate corresponding to that number of range points determines the pay amount, which is subject to retirement calculations.

To achieve the same value using percentages, you can simply add up all the salary components in terms of range points, locate the corresponding percentage value in the table above, and then multiply that percentage times the hourly, monthly, or annual salary value that corresponds to the salary range value in the table below.

For example, if an employee is currently at salary range 290 (which corresponds to \$60,660.10 annually) and has eight (8) range points of special assignment pay, twelve (12) range points for longevity, and seven-and-one-half (7½) range points for POST Certificate Pay, he/she would have the following:

$$290 + 8 + 12 + 7.5 = 317.5 \text{ range points}$$

Looking at the table below, 317.5 range points corresponds to an annual salary of \$79,753.66.

Using the percentage method, you would use the base salary range value of 290, which is \$60,660.10 annually, and multiply it by the corresponding percentage in the table above that equates to 27.5 range points, which is 31.4763%.

As such, you would have the following:

$$\$60,660.10 \times 0.314763 = \$19,093.56$$

Now, adding the two (2) components together, you would get the following:

$$\$60,660.10 + \$19,093.56 = \$79,753.66$$

As you can see, the values are the same.

APPENDIX FOUR

Salary Range	Annual Salary	Monthly Salary	Hourly Pay Rate
1.0	\$ 3,420,000	\$ 285,000	\$ 1,644
1.5	\$ 3,437,134	\$ 286,428	\$ 1,652
2.0	\$ 3,454,200	\$ 287,850	\$ 1,661
2.5	\$ 3,471,506	\$ 289,292	\$ 1,669
3.0	\$ 3,488,742	\$ 290,729	\$ 1,677
3.5	\$ 3,506,221	\$ 292,185	\$ 1,686
4.0	\$ 3,523,629	\$ 293,636	\$ 1,694
4.5	\$ 3,541,283	\$ 295,107	\$ 1,703
5.0	\$ 3,558,866	\$ 296,572	\$ 1,711
5.5	\$ 3,576,696	\$ 298,058	\$ 1,720
6.0	\$ 3,594,454	\$ 299,538	\$ 1,728
6.5	\$ 3,612,463	\$ 301,039	\$ 1,737
7.0	\$ 3,630,399	\$ 302,533	\$ 1,745
7.5	\$ 3,648,587	\$ 304,049	\$ 1,754
8.0	\$ 3,666,703	\$ 305,559	\$ 1,763
8.5	\$ 3,685,073	\$ 307,089	\$ 1,772
9.0	\$ 3,703,370	\$ 308,614	\$ 1,780
9.5	\$ 3,721,924	\$ 310,160	\$ 1,789
10.0	\$ 3,740,404	\$ 311,700	\$ 1,798
10.5	\$ 3,759,143	\$ 313,262	\$ 1,807
11.0	\$ 3,777,808	\$ 314,817	\$ 1,816
11.5	\$ 3,796,735	\$ 316,395	\$ 1,825
12.0	\$ 3,815,586	\$ 317,965	\$ 1,834
12.5	\$ 3,834,702	\$ 319,558	\$ 1,844
13.0	\$ 3,853,742	\$ 321,145	\$ 1,853
13.5	\$ 3,873,049	\$ 322,754	\$ 1,862
14.0	\$ 3,892,279	\$ 324,357	\$ 1,871
14.5	\$ 3,911,779	\$ 325,982	\$ 1,881
15.0	\$ 3,931,202	\$ 327,600	\$ 1,890
15.5	\$ 3,950,897	\$ 329,241	\$ 1,899
16.0	\$ 3,970,514	\$ 330,876	\$ 1,909
16.5	\$ 3,990,406	\$ 332,534	\$ 1,918
17.0	\$ 4,010,219	\$ 334,185	\$ 1,928
17.5	\$ 4,030,310	\$ 335,859	\$ 1,938
18.0	\$ 4,050,321	\$ 337,527	\$ 1,947
18.5	\$ 4,070,613	\$ 339,218	\$ 1,957
19.0	\$ 4,090,824	\$ 340,902	\$ 1,967
19.5	\$ 4,111,319	\$ 342,610	\$ 1,977
20.0	\$ 4,131,733	\$ 344,311	\$ 1,986
20.5	\$ 4,152,433	\$ 346,036	\$ 1,996

Salary Range	Annual Salary	Monthly Salary	Hourly Pay Rate
21.0	\$ 4,173,050	\$ 347,754	\$ 2,006
21.5	\$ 4,193,957	\$ 349,496	\$ 2,016
22.0	\$ 4,214,780	\$ 351,232	\$ 2,026
22.5	\$ 4,235,897	\$ 352,991	\$ 2,036
23.0	\$ 4,256,928	\$ 354,744	\$ 2,047
23.5	\$ 4,278,255	\$ 356,521	\$ 2,057
24.0	\$ 4,299,498	\$ 358,291	\$ 2,067
24.5	\$ 4,321,038	\$ 360,087	\$ 2,077
25.0	\$ 4,342,492	\$ 361,874	\$ 2,088
25.5	\$ 4,364,248	\$ 363,687	\$ 2,098
26.0	\$ 4,385,917	\$ 365,493	\$ 2,109
26.5	\$ 4,407,891	\$ 367,324	\$ 2,119
27.0	\$ 4,429,777	\$ 369,148	\$ 2,130
27.5	\$ 4,451,970	\$ 370,997	\$ 2,140
28.0	\$ 4,474,074	\$ 372,840	\$ 2,151
28.5	\$ 4,496,490	\$ 374,707	\$ 2,162
29.0	\$ 4,518,815	\$ 376,568	\$ 2,173
29.5	\$ 4,541,454	\$ 378,455	\$ 2,183
30.0	\$ 4,564,003	\$ 380,334	\$ 2,194
30.5	\$ 4,586,869	\$ 382,239	\$ 2,205
31.0	\$ 4,609,643	\$ 384,137	\$ 2,216
31.5	\$ 4,632,738	\$ 386,061	\$ 2,227
32.0	\$ 4,655,740	\$ 387,978	\$ 2,238
32.5	\$ 4,679,065	\$ 389,922	\$ 2,250
33.0	\$ 4,702,297	\$ 391,858	\$ 2,261
33.5	\$ 4,725,856	\$ 393,821	\$ 2,272
34.0	\$ 4,749,320	\$ 395,777	\$ 2,283
34.5	\$ 4,773,114	\$ 397,760	\$ 2,295
35.0	\$ 4,796,813	\$ 399,734	\$ 2,306
35.5	\$ 4,820,845	\$ 401,737	\$ 2,318
36.0	\$ 4,844,781	\$ 403,732	\$ 2,329
36.5	\$ 4,869,054	\$ 405,754	\$ 2,341
37.0	\$ 4,893,229	\$ 407,769	\$ 2,353
37.5	\$ 4,917,744	\$ 409,812	\$ 2,364
38.0	\$ 4,942,162	\$ 411,847	\$ 2,376
38.5	\$ 4,966,922	\$ 413,910	\$ 2,388
39.0	\$ 4,991,583	\$ 415,965	\$ 2,400
39.5	\$ 5,016,591	\$ 418,049	\$ 2,412
40.0	\$ 5,041,499	\$ 420,125	\$ 2,424
40.5	\$ 5,066,757	\$ 422,230	\$ 2,436

APPENDIX FOUR

Salary Range	Annual Salary	Monthly Salary	Hourly Pay Rate
41.0	\$ 5,091,914	\$ 424,326	\$ 2,448
41.5	\$ 5,117,425	\$ 426,452	\$ 2,460
42.0	\$ 5,142,833	\$ 428,569	\$ 2,473
42.5	\$ 5,168,599	\$ 430,717	\$ 2,485
43.0	\$ 5,194,261	\$ 432,855	\$ 2,497
43.5	\$ 5,220,285	\$ 435,024	\$ 2,510
44.0	\$ 5,246,204	\$ 437,184	\$ 2,522
44.5	\$ 5,272,488	\$ 439,374	\$ 2,535
45.0	\$ 5,298,666	\$ 441,556	\$ 2,547
45.5	\$ 5,325,212	\$ 443,768	\$ 2,560
46.0	\$ 5,351,653	\$ 445,971	\$ 2,573
46.5	\$ 5,378,465	\$ 448,205	\$ 2,586
47.0	\$ 5,405,169	\$ 450,431	\$ 2,599
47.5	\$ 5,432,249	\$ 452,687	\$ 2,612
48.0	\$ 5,459,221	\$ 454,935	\$ 2,625
48.5	\$ 5,486,572	\$ 457,214	\$ 2,638
49.0	\$ 5,513,813	\$ 459,484	\$ 2,651
49.5	\$ 5,541,437	\$ 461,786	\$ 2,664
50.0	\$ 5,568,951	\$ 464,079	\$ 2,677
50.5	\$ 5,596,852	\$ 466,404	\$ 2,691
51.0	\$ 5,624,641	\$ 468,720	\$ 2,704
51.5	\$ 5,652,820	\$ 471,068	\$ 2,718
52.0	\$ 5,680,887	\$ 473,407	\$ 2,731
52.5	\$ 5,709,349	\$ 475,779	\$ 2,745
53.0	\$ 5,737,696	\$ 478,141	\$ 2,759
53.5	\$ 5,766,442	\$ 480,537	\$ 2,772
54.0	\$ 5,795,073	\$ 482,923	\$ 2,786
54.5	\$ 5,824,106	\$ 485,342	\$ 2,800
55.0	\$ 5,853,024	\$ 487,752	\$ 2,814
55.5	\$ 5,882,348	\$ 490,196	\$ 2,828
56.0	\$ 5,911,554	\$ 492,630	\$ 2,842
56.5	\$ 5,941,171	\$ 495,098	\$ 2,856
57.0	\$ 5,970,670	\$ 497,556	\$ 2,871
57.5	\$ 6,000,583	\$ 500,049	\$ 2,885
58.0	\$ 6,030,376	\$ 502,531	\$ 2,899
58.5	\$ 6,060,589	\$ 505,049	\$ 2,914
59.0	\$ 6,090,680	\$ 507,557	\$ 2,928
59.5	\$ 6,121,194	\$ 510,100	\$ 2,943
60.0	\$ 6,151,587	\$ 512,632	\$ 2,957
60.5	\$ 6,182,406	\$ 515,201	\$ 2,972

Salary Range	Annual Salary	Monthly Salary	Hourly Pay Rate
61.0	\$ 6,213,103	\$ 517,759	\$ 2,987
61.5	\$ 6,244,230	\$ 520,353	\$ 3,002
62.0	\$ 6,275,234	\$ 522,936	\$ 3,017
62.5	\$ 6,306,673	\$ 525,556	\$ 3,032
63.0	\$ 6,337,986	\$ 528,166	\$ 3,047
63.5	\$ 6,369,739	\$ 530,812	\$ 3,062
64.0	\$ 6,401,366	\$ 533,447	\$ 3,078
64.5	\$ 6,433,437	\$ 536,120	\$ 3,093
65.0	\$ 6,465,380	\$ 538,782	\$ 3,108
65.5	\$ 6,497,771	\$ 541,481	\$ 3,124
66.0	\$ 6,530,033	\$ 544,169	\$ 3,139
66.5	\$ 6,562,749	\$ 546,896	\$ 3,155
67.0	\$ 6,595,334	\$ 549,611	\$ 3,171
67.5	\$ 6,628,376	\$ 552,365	\$ 3,187
68.0	\$ 6,661,287	\$ 555,107	\$ 3,203
68.5	\$ 6,694,660	\$ 557,888	\$ 3,219
69.0	\$ 6,727,900	\$ 560,658	\$ 3,235
69.5	\$ 6,761,607	\$ 563,467	\$ 3,251
70.0	\$ 6,795,179	\$ 566,265	\$ 3,267
70.5	\$ 6,829,223	\$ 569,102	\$ 3,283
71.0	\$ 6,863,131	\$ 571,928	\$ 3,300
71.5	\$ 6,897,515	\$ 574,793	\$ 3,316
72.0	\$ 6,931,762	\$ 577,647	\$ 3,333
72.5	\$ 6,966,490	\$ 580,541	\$ 3,349
73.0	\$ 7,001,080	\$ 583,423	\$ 3,366
73.5	\$ 7,036,155	\$ 586,346	\$ 3,383
74.0	\$ 7,071,090	\$ 589,258	\$ 3,400
74.5	\$ 7,106,517	\$ 592,210	\$ 3,417
75.0	\$ 7,141,801	\$ 595,150	\$ 3,434
75.5	\$ 7,177,582	\$ 598,132	\$ 3,451
76.0	\$ 7,213,219	\$ 601,102	\$ 3,468
76.5	\$ 7,249,358	\$ 604,113	\$ 3,485
77.0	\$ 7,285,352	\$ 607,113	\$ 3,503
77.5	\$ 7,321,851	\$ 610,154	\$ 3,520
78.0	\$ 7,358,205	\$ 613,184	\$ 3,538
78.5	\$ 7,395,070	\$ 616,256	\$ 3,555
79.0	\$ 7,431,787	\$ 619,316	\$ 3,573
79.5	\$ 7,469,020	\$ 622,418	\$ 3,591
80.0	\$ 7,506,105	\$ 625,509	\$ 3,609
80.5	\$ 7,543,711	\$ 628,643	\$ 3,627

APPENDIX FOUR

Salary Range	Annual Salary	Monthly Salary	Hourly Pay Rate
81.0	\$ 7,581,166	\$ 631,764	\$ 3,645
81.5	\$ 7,619,148	\$ 634,929	\$ 3,663
82.0	\$ 7,656,978	\$ 638,081	\$ 3,681
82.5	\$ 7,695,339	\$ 641,278	\$ 3,700
83.0	\$ 7,733,547	\$ 644,462	\$ 3,718
83.5	\$ 7,772,293	\$ 647,691	\$ 3,737
84.0	\$ 7,810,883	\$ 650,907	\$ 3,755
84.5	\$ 7,850,016	\$ 654,168	\$ 3,774
85.0	\$ 7,888,992	\$ 657,416	\$ 3,793
85.5	\$ 7,928,516	\$ 660,710	\$ 3,812
86.0	\$ 7,967,882	\$ 663,990	\$ 3,831
86.5	\$ 8,007,801	\$ 667,317	\$ 3,850
87.0	\$ 8,047,561	\$ 670,630	\$ 3,869
87.5	\$ 8,087,879	\$ 673,990	\$ 3,888
88.0	\$ 8,128,036	\$ 677,336	\$ 3,908
88.5	\$ 8,168,758	\$ 680,730	\$ 3,927
89.0	\$ 8,209,316	\$ 684,110	\$ 3,947
89.5	\$ 8,250,445	\$ 687,537	\$ 3,967
90.0	\$ 8,291,410	\$ 690,951	\$ 3,986
90.5	\$ 8,332,950	\$ 694,412	\$ 4,006
91.0	\$ 8,374,324	\$ 697,860	\$ 4,026
91.5	\$ 8,416,279	\$ 701,357	\$ 4,046
92.0	\$ 8,458,067	\$ 704,839	\$ 4,066
92.5	\$ 8,500,442	\$ 708,370	\$ 4,087
93.0	\$ 8,542,648	\$ 711,887	\$ 4,107
93.5	\$ 8,585,446	\$ 715,454	\$ 4,128
94.0	\$ 8,628,074	\$ 719,006	\$ 4,148
94.5	\$ 8,671,301	\$ 722,608	\$ 4,169
95.0	\$ 8,714,355	\$ 726,196	\$ 4,190
95.5	\$ 8,758,014	\$ 729,834	\$ 4,211
96.0	\$ 8,801,498	\$ 733,458	\$ 4,231
96.5	\$ 8,845,594	\$ 737,133	\$ 4,253
97.0	\$ 8,889,513	\$ 740,793	\$ 4,274
97.5	\$ 8,934,050	\$ 744,504	\$ 4,295
98.0	\$ 8,978,409	\$ 748,201	\$ 4,317
98.5	\$ 9,023,390	\$ 751,949	\$ 4,338
99.0	\$ 9,068,193	\$ 755,683	\$ 4,360
99.5	\$ 9,113,624	\$ 759,469	\$ 4,382
100.0	\$ 9,158,875	\$ 763,240	\$ 4,403
100.5	\$ 9,204,761	\$ 767,063	\$ 4,425

Salary Range	Annual Salary	Monthly Salary	Hourly Pay Rate
101.0	\$ 9,250,463	\$ 770,872	\$ 4,447
101.5	\$ 9,296,808	\$ 774,734	\$ 4,470
102.0	\$ 9,342,968	\$ 778,581	\$ 4,492
102.5	\$ 9,389,776	\$ 782,481	\$ 4,514
103.0	\$ 9,436,398	\$ 786,366	\$ 4,537
103.5	\$ 9,483,674	\$ 790,306	\$ 4,559
104.0	\$ 9,530,762	\$ 794,230	\$ 4,582
104.5	\$ 9,578,511	\$ 798,209	\$ 4,605
105.0	\$ 9,626,069	\$ 802,172	\$ 4,628
105.5	\$ 9,674,296	\$ 806,191	\$ 4,651
106.0	\$ 9,722,330	\$ 810,194	\$ 4,674
106.5	\$ 9,771,039	\$ 814,253	\$ 4,698
107.0	\$ 9,819,553	\$ 818,296	\$ 4,721
107.5	\$ 9,868,749	\$ 822,396	\$ 4,745
108.0	\$ 9,917,749	\$ 826,479	\$ 4,768
108.5	\$ 9,967,437	\$ 830,620	\$ 4,792
109.0	\$ 10,016,926	\$ 834,744	\$ 4,816
109.5	\$ 10,067,111	\$ 838,926	\$ 4,840
110.0	\$ 10,117,095	\$ 843,091	\$ 4,864
110.5	\$ 10,167,782	\$ 847,315	\$ 4,888
111.0	\$ 10,218,266	\$ 851,522	\$ 4,913
111.5	\$ 10,269,460	\$ 855,788	\$ 4,937
112.0	\$ 10,320,449	\$ 860,037	\$ 4,962
112.5	\$ 10,372,155	\$ 864,346	\$ 4,987
113.0	\$ 10,423,654	\$ 868,638	\$ 5,011
113.5	\$ 10,475,876	\$ 872,990	\$ 5,036
114.0	\$ 10,527,890	\$ 877,324	\$ 5,061
114.5	\$ 10,580,635	\$ 881,720	\$ 5,087
115.0	\$ 10,633,169	\$ 886,097	\$ 5,112
115.5	\$ 10,686,441	\$ 890,537	\$ 5,138
116.0	\$ 10,739,501	\$ 894,958	\$ 5,163
116.5	\$ 10,793,306	\$ 899,442	\$ 5,189
117.0	\$ 10,846,896	\$ 903,908	\$ 5,215
117.5	\$ 10,901,239	\$ 908,437	\$ 5,241
118.0	\$ 10,955,365	\$ 912,947	\$ 5,267
118.5	\$ 11,010,251	\$ 917,521	\$ 5,293
119.0	\$ 11,064,918	\$ 922,077	\$ 5,320
119.5	\$ 11,120,354	\$ 926,696	\$ 5,346
120.0	\$ 11,175,568	\$ 931,297	\$ 5,373
120.5	\$ 11,231,557	\$ 935,963	\$ 5,400

APPENDIX FOUR

Salary Range	Annual Salary	Monthly Salary	Hourly Pay Rate
121.0	\$ 11,287,323	\$ 940,610	\$ 5,427
121.5	\$ 11,343,873	\$ 945,323	\$ 5,454
122.0	\$ 11,400,196	\$ 950,016	\$ 5,481
122.5	\$ 11,457,312	\$ 954,776	\$ 5,508
123.0	\$ 11,514,198	\$ 959,517	\$ 5,536
123.5	\$ 11,571,885	\$ 964,324	\$ 5,563
124.0	\$ 11,629,340	\$ 969,112	\$ 5,591
124.5	\$ 11,687,603	\$ 973,967	\$ 5,619
125.0	\$ 11,745,634	\$ 978,803	\$ 5,647
125.5	\$ 11,804,480	\$ 983,707	\$ 5,675
126.0	\$ 11,863,090	\$ 988,591	\$ 5,703
126.5	\$ 11,922,524	\$ 993,544	\$ 5,732
127.0	\$ 11,981,721	\$ 998,477	\$ 5,760
127.5	\$ 12,041,750	\$ 1,003,479	\$ 5,789
128.0	\$ 12,101,538	\$ 1,008,462	\$ 5,818
128.5	\$ 12,162,167	\$ 1,013,514	\$ 5,847
129.0	\$ 12,222,554	\$ 1,018,546	\$ 5,876
129.5	\$ 12,283,789	\$ 1,023,649	\$ 5,906
130.0	\$ 12,344,779	\$ 1,028,732	\$ 5,935
130.5	\$ 12,406,627	\$ 1,033,886	\$ 5,965
131.0	\$ 12,468,227	\$ 1,039,019	\$ 5,994
131.5	\$ 12,530,693	\$ 1,044,224	\$ 6,024
132.0	\$ 12,592,909	\$ 1,049,409	\$ 6,054
132.5	\$ 12,656,000	\$ 1,054,667	\$ 6,085
133.0	\$ 12,718,838	\$ 1,059,903	\$ 6,115
133.5	\$ 12,782,560	\$ 1,065,213	\$ 6,145
134.0	\$ 12,846,027	\$ 1,070,502	\$ 6,176
134.5	\$ 12,910,385	\$ 1,075,865	\$ 6,207
135.0	\$ 12,974,487	\$ 1,081,207	\$ 6,238
135.5	\$ 13,039,489	\$ 1,086,624	\$ 6,269
136.0	\$ 13,104,232	\$ 1,092,019	\$ 6,300
136.5	\$ 13,169,884	\$ 1,097,490	\$ 6,332
137.0	\$ 13,235,274	\$ 1,102,940	\$ 6,363
137.5	\$ 13,301,583	\$ 1,108,465	\$ 6,395
138.0	\$ 13,367,627	\$ 1,113,969	\$ 6,427
138.5	\$ 13,434,599	\$ 1,119,550	\$ 6,459
139.0	\$ 13,501,303	\$ 1,125,109	\$ 6,491
139.5	\$ 13,568,945	\$ 1,130,745	\$ 6,524
140.0	\$ 13,636,316	\$ 1,136,360	\$ 6,556
140.5	\$ 13,704,634	\$ 1,142,053	\$ 6,589

Salary Range	Annual Salary	Monthly Salary	Hourly Pay Rate
141.0	\$ 13,772,679	\$ 1,147,723	\$ 6,621
141.5	\$ 13,841,681	\$ 1,153,473	\$ 6,655
142.0	\$ 13,910,406	\$ 1,159,201	\$ 6,688
142.5	\$ 13,980,097	\$ 1,165,008	\$ 6,721
143.0	\$ 14,049,510	\$ 1,170,793	\$ 6,755
143.5	\$ 14,119,898	\$ 1,176,658	\$ 6,788
144.0	\$ 14,190,005	\$ 1,182,500	\$ 6,822
144.5	\$ 14,261,097	\$ 1,188,425	\$ 6,856
145.0	\$ 14,331,905	\$ 1,194,325	\$ 6,890
145.5	\$ 14,403,708	\$ 1,200,309	\$ 6,925
146.0	\$ 14,475,224	\$ 1,206,269	\$ 6,959
146.5	\$ 14,547,745	\$ 1,212,312	\$ 6,994
147.0	\$ 14,619,977	\$ 1,218,331	\$ 7,029
147.5	\$ 14,693,223	\$ 1,224,435	\$ 7,064
148.0	\$ 14,766,176	\$ 1,230,515	\$ 7,099
148.5	\$ 14,840,155	\$ 1,236,680	\$ 7,135
149.0	\$ 14,913,838	\$ 1,242,820	\$ 7,170
149.5	\$ 14,988,557	\$ 1,249,046	\$ 7,206
150.0	\$ 15,062,977	\$ 1,255,248	\$ 7,242
150.5	\$ 15,138,442	\$ 1,261,537	\$ 7,278
151.0	\$ 15,213,606	\$ 1,267,801	\$ 7,314
151.5	\$ 15,289,827	\$ 1,274,152	\$ 7,351
152.0	\$ 15,365,742	\$ 1,280,479	\$ 7,387
152.5	\$ 15,442,725	\$ 1,286,894	\$ 7,424
153.0	\$ 15,519,400	\$ 1,293,283	\$ 7,461
153.5	\$ 15,597,152	\$ 1,299,763	\$ 7,499
154.0	\$ 15,674,594	\$ 1,306,216	\$ 7,536
154.5	\$ 15,753,124	\$ 1,312,760	\$ 7,574
155.0	\$ 15,831,340	\$ 1,319,278	\$ 7,611
155.5	\$ 15,910,655	\$ 1,325,888	\$ 7,649
156.0	\$ 15,989,653	\$ 1,332,471	\$ 7,687
156.5	\$ 16,069,761	\$ 1,339,147	\$ 7,726
157.0	\$ 16,149,550	\$ 1,345,796	\$ 7,764
157.5	\$ 16,230,459	\$ 1,352,538	\$ 7,803
158.0	\$ 16,311,045	\$ 1,359,254	\$ 7,842
158.5	\$ 16,392,764	\$ 1,366,064	\$ 7,881
159.0	\$ 16,474,156	\$ 1,372,846	\$ 7,920
159.5	\$ 16,556,691	\$ 1,379,724	\$ 7,960
160.0	\$ 16,638,897	\$ 1,386,575	\$ 7,999
160.5	\$ 16,722,258	\$ 1,393,522	\$ 8,040

APPENDIX FOUR

Salary Range	Annual Salary	Monthly Salary	Hourly Pay Rate
161.0	\$ 16,805,286	\$ 1,400,441	\$ 8.079
161.5	\$ 16,889,481	\$ 1,407,457	\$ 8.120
162.0	\$ 16,973,339	\$ 1,414,445	\$ 8.160
162.5	\$ 17,058,376	\$ 1,421,531	\$ 8.201
163.0	\$ 17,143,072	\$ 1,428,589	\$ 8.242
163.5	\$ 17,228,959	\$ 1,435,747	\$ 8.283
164.0	\$ 17,314,503	\$ 1,442,875	\$ 8.324
164.5	\$ 17,401,249	\$ 1,450,104	\$ 8.366
165.0	\$ 17,487,648	\$ 1,457,304	\$ 8.408
165.5	\$ 17,575,261	\$ 1,464,605	\$ 8.450
166.0	\$ 17,662,525	\$ 1,471,877	\$ 8.492
166.5	\$ 17,751,014	\$ 1,479,251	\$ 8.534
167.0	\$ 17,839,150	\$ 1,486,596	\$ 8.577
167.5	\$ 17,928,524	\$ 1,494,044	\$ 8.619
168.0	\$ 18,017,541	\$ 1,501,462	\$ 8.662
168.5	\$ 18,107,809	\$ 1,508,984	\$ 8.706
169.0	\$ 18,197,717	\$ 1,516,476	\$ 8.749
169.5	\$ 18,288,888	\$ 1,524,074	\$ 8.793
170.0	\$ 18,379,694	\$ 1,531,641	\$ 8.836
170.5	\$ 18,471,776	\$ 1,539,315	\$ 8.881
171.0	\$ 18,563,491	\$ 1,546,958	\$ 8.925
171.5	\$ 18,656,494	\$ 1,554,708	\$ 8.969
172.0	\$ 18,749,126	\$ 1,562,427	\$ 9.014
172.5	\$ 18,843,059	\$ 1,570,255	\$ 9.059
173.0	\$ 18,936,617	\$ 1,578,051	\$ 9.104
173.5	\$ 19,031,490	\$ 1,585,957	\$ 9.150
174.0	\$ 19,125,983	\$ 1,593,832	\$ 9.195
174.5	\$ 19,221,805	\$ 1,601,817	\$ 9.241
175.0	\$ 19,317,243	\$ 1,609,770	\$ 9.287
175.5	\$ 19,414,023	\$ 1,617,835	\$ 9.334
176.0	\$ 19,510,415	\$ 1,625,868	\$ 9.380
176.5	\$ 19,608,163	\$ 1,634,014	\$ 9.427
177.0	\$ 19,705,520	\$ 1,642,127	\$ 9.474
177.5	\$ 19,804,244	\$ 1,650,354	\$ 9.521
178.0	\$ 19,902,575	\$ 1,658,548	\$ 9.569
178.5	\$ 20,002,287	\$ 1,666,857	\$ 9.616
179.0	\$ 20,101,601	\$ 1,675,133	\$ 9.664
179.5	\$ 20,202,310	\$ 1,683,526	\$ 9.713
180.0	\$ 20,302,617	\$ 1,691,885	\$ 9.761
180.5	\$ 20,404,333	\$ 1,700,361	\$ 9.810

Salary Range	Annual Salary	Monthly Salary	Hourly Pay Rate
181.0	\$ 20,505,643	\$ 1,708,804	\$ 9.858
181.5	\$ 20,608,376	\$ 1,717,365	\$ 9.908
182.0	\$ 20,710,699	\$ 1,725,892	\$ 9.957
182.5	\$ 20,814,460	\$ 1,734,538	\$ 10.007
183.0	\$ 20,917,806	\$ 1,743,151	\$ 10.057
183.5	\$ 21,022,605	\$ 1,751,884	\$ 10.107
184.0	\$ 21,126,984	\$ 1,760,582	\$ 10.157
184.5	\$ 21,232,831	\$ 1,769,403	\$ 10.208
185.0	\$ 21,338,254	\$ 1,778,188	\$ 10.259
185.5	\$ 21,445,159	\$ 1,787,097	\$ 10.310
186.0	\$ 21,551,637	\$ 1,795,970	\$ 10.361
186.5	\$ 21,659,611	\$ 1,804,968	\$ 10.413
187.0	\$ 21,767,153	\$ 1,813,929	\$ 10.465
187.5	\$ 21,876,207	\$ 1,823,017	\$ 10.517
188.0	\$ 21,984,825	\$ 1,832,069	\$ 10.570
188.5	\$ 22,094,969	\$ 1,841,247	\$ 10.623
189.0	\$ 22,204,673	\$ 1,850,389	\$ 10.675
189.5	\$ 22,315,918	\$ 1,859,660	\$ 10.729
190.0	\$ 22,426,719	\$ 1,868,893	\$ 10.782
190.5	\$ 22,539,078	\$ 1,878,256	\$ 10.836
191.0	\$ 22,650,987	\$ 1,887,582	\$ 10.890
191.5	\$ 22,764,468	\$ 1,897,039	\$ 10.944
192.0	\$ 22,877,497	\$ 1,906,458	\$ 10.999
192.5	\$ 22,992,113	\$ 1,916,009	\$ 11.054
193.0	\$ 23,106,272	\$ 1,925,523	\$ 11.109
193.5	\$ 23,222,034	\$ 1,935,170	\$ 11.164
194.0	\$ 23,337,334	\$ 1,944,778	\$ 11.220
194.5	\$ 23,454,255	\$ 1,954,521	\$ 11.276
195.0	\$ 23,570,708	\$ 1,964,226	\$ 11.332
195.5	\$ 23,688,797	\$ 1,974,066	\$ 11.389
196.0	\$ 23,806,415	\$ 1,983,868	\$ 11.445
196.5	\$ 23,925,685	\$ 1,993,807	\$ 11.503
197.0	\$ 24,044,479	\$ 2,003,707	\$ 11.560
197.5	\$ 24,164,942	\$ 2,013,745	\$ 11.618
198.0	\$ 24,284,924	\$ 2,023,744	\$ 11.675
198.5	\$ 24,406,591	\$ 2,033,883	\$ 11.734
199.0	\$ 24,527,773	\$ 2,043,981	\$ 11.792
199.5	\$ 24,650,657	\$ 2,054,221	\$ 11.851
200.0	\$ 24,773,051	\$ 2,064,421	\$ 11.910
200.5	\$ 24,897,164	\$ 2,074,764	\$ 11.970

APPENDIX FOUR

Salary Range	Annual Salary	Monthly Salary	Hourly Pay Rate
201.0	\$ 25,020.781	\$ 2,085.065	\$ 12.029
201.5	\$ 25,146.135	\$ 2,095.511	\$ 12.089
202.0	\$ 25,270.989	\$ 2,105.916	\$ 12.150
202.5	\$ 25,397.597	\$ 2,116.466	\$ 12.210
203.0	\$ 25,523.699	\$ 2,126.975	\$ 12.271
203.5	\$ 25,651.573	\$ 2,137.631	\$ 12.332
204.0	\$ 25,778.936	\$ 2,148.245	\$ 12.394
204.5	\$ 25,908.088	\$ 2,159.007	\$ 12.456
205.0	\$ 26,036.725	\$ 2,169.727	\$ 12.518
205.5	\$ 26,167.169	\$ 2,180.597	\$ 12.580
206.0	\$ 26,297.092	\$ 2,191.424	\$ 12.643
206.5	\$ 26,428.841	\$ 2,202.403	\$ 12.706
207.0	\$ 26,560.063	\$ 2,213.339	\$ 12.769
207.5	\$ 26,693.129	\$ 2,224.427	\$ 12.833
208.0	\$ 26,825.664	\$ 2,235.472	\$ 12.897
208.5	\$ 26,960.061	\$ 2,246.672	\$ 12.962
209.0	\$ 27,093.921	\$ 2,257.827	\$ 13.026
209.5	\$ 27,229.661	\$ 2,269.138	\$ 13.091
210.0	\$ 27,364.860	\$ 2,280.405	\$ 13.156
210.5	\$ 27,501.958	\$ 2,291.830	\$ 13.222
211.0	\$ 27,638.508	\$ 2,303.209	\$ 13.288
211.5	\$ 27,776.978	\$ 2,314.748	\$ 13.354
212.0	\$ 27,914.893	\$ 2,326.241	\$ 13.421
212.5	\$ 28,054.747	\$ 2,337.896	\$ 13.488
213.0	\$ 28,194.042	\$ 2,349.504	\$ 13.555
213.5	\$ 28,335.295	\$ 2,361.275	\$ 13.623
214.0	\$ 28,475.983	\$ 2,372.999	\$ 13.690
214.5	\$ 28,618.648	\$ 2,384.887	\$ 13.759
215.0	\$ 28,760.743	\$ 2,396.729	\$ 13.827
215.5	\$ 28,904.834	\$ 2,408.736	\$ 13.897
216.0	\$ 29,048.350	\$ 2,420.696	\$ 13.966
216.5	\$ 29,193.883	\$ 2,432.824	\$ 14.036
217.0	\$ 29,338.834	\$ 2,444.903	\$ 14.105
217.5	\$ 29,485.821	\$ 2,457.152	\$ 14.176
218.0	\$ 29,632.222	\$ 2,469.352	\$ 14.246
218.5	\$ 29,780.680	\$ 2,481.723	\$ 14.318
219.0	\$ 29,928.544	\$ 2,494.045	\$ 14.389
219.5	\$ 30,078.486	\$ 2,506.541	\$ 14.461
220.0	\$ 30,227.830	\$ 2,518.986	\$ 14.533
220.5	\$ 30,379.271	\$ 2,531.606	\$ 14.605

Salary Range	Annual Salary	Monthly Salary	Hourly Pay Rate
221.0	\$ 30,530.108	\$ 2,544.176	\$ 14.678
221.5	\$ 30,683.064	\$ 2,556.922	\$ 14.751
222.0	\$ 30,835.409	\$ 2,569.617	\$ 14.825
222.5	\$ 30,989.895	\$ 2,582.491	\$ 14.899
223.0	\$ 31,143.763	\$ 2,595.314	\$ 14.973
223.5	\$ 31,299.794	\$ 2,608.316	\$ 15.048
224.0	\$ 31,455.201	\$ 2,621.267	\$ 15.123
224.5	\$ 31,612.792	\$ 2,634.399	\$ 15.198
225.0	\$ 31,769.753	\$ 2,647.479	\$ 15.274
225.5	\$ 31,928.919	\$ 2,660.743	\$ 15.350
226.0	\$ 32,087.450	\$ 2,673.954	\$ 15.427
226.5	\$ 32,248.209	\$ 2,687.351	\$ 15.504
227.0	\$ 32,408.325	\$ 2,700.694	\$ 15.581
227.5	\$ 32,570.691	\$ 2,714.224	\$ 15.659
228.0	\$ 32,732.408	\$ 2,727.701	\$ 15.737
228.5	\$ 32,896.398	\$ 2,741.366	\$ 15.816
229.0	\$ 33,059.732	\$ 2,754.978	\$ 15.894
229.5	\$ 33,225.362	\$ 2,768.780	\$ 15.974
230.0	\$ 33,390.329	\$ 2,782.527	\$ 16.053
230.5	\$ 33,557.615	\$ 2,796.468	\$ 16.133
231.0	\$ 33,724.233	\$ 2,810.353	\$ 16.214
231.5	\$ 33,893.191	\$ 2,824.433	\$ 16.295
232.0	\$ 34,061.475	\$ 2,838.456	\$ 16.376
232.5	\$ 34,232.123	\$ 2,852.677	\$ 16.458
233.0	\$ 34,402.090	\$ 2,866.841	\$ 16.539
233.5	\$ 34,574.444	\$ 2,881.204	\$ 16.622
234.0	\$ 34,746.111	\$ 2,895.509	\$ 16.705
234.5	\$ 34,920.189	\$ 2,910.016	\$ 16.789
235.0	\$ 35,093.572	\$ 2,924.464	\$ 16.872
235.5	\$ 35,269.391	\$ 2,939.116	\$ 16.956
236.0	\$ 35,444.507	\$ 2,953.709	\$ 17.041
236.5	\$ 35,622.085	\$ 2,968.507	\$ 17.126
237.0	\$ 35,798.952	\$ 2,983.246	\$ 17.211
237.5	\$ 35,978.306	\$ 2,998.192	\$ 17.297
238.0	\$ 36,156.942	\$ 3,013.078	\$ 17.383
238.5	\$ 36,338.089	\$ 3,028.174	\$ 17.470
239.0	\$ 36,518.511	\$ 3,043.209	\$ 17.557
239.5	\$ 36,701.470	\$ 3,058.456	\$ 17.645
240.0	\$ 36,883.697	\$ 3,073.641	\$ 17.733
240.5	\$ 37,068.484	\$ 3,089.040	\$ 17.821

APPENDIX FOUR

Salary Range	Annual Salary	Monthly Salary	Hourly Pay Rate
241.0	\$ 37,252,533	\$ 3,104,378	\$ 17,910
241.5	\$ 37,439,169	\$ 3,119,931	\$ 18,000
242.0	\$ 37,625,059	\$ 3,135,422	\$ 18,089
242.5	\$ 37,813,561	\$ 3,151,130	\$ 18,180
243.0	\$ 38,001,309	\$ 3,166,776	\$ 18,270
243.5	\$ 38,191,696	\$ 3,182,641	\$ 18,361
244.0	\$ 38,381,323	\$ 3,198,444	\$ 18,453
244.5	\$ 38,573,613	\$ 3,214,468	\$ 18,545
245.0	\$ 38,765,136	\$ 3,230,428	\$ 18,637
245.5	\$ 38,959,349	\$ 3,246,612	\$ 18,730
246.0	\$ 39,152,787	\$ 3,262,732	\$ 18,823
246.5	\$ 39,348,943	\$ 3,279,079	\$ 18,918
247.0	\$ 39,544,315	\$ 3,295,360	\$ 19,012
247.5	\$ 39,742,432	\$ 3,311,869	\$ 19,107
248.0	\$ 39,939,758	\$ 3,328,313	\$ 19,202
248.5	\$ 40,139,857	\$ 3,344,988	\$ 19,298
249.0	\$ 40,339,156	\$ 3,361,596	\$ 19,394
249.5	\$ 40,541,255	\$ 3,378,438	\$ 19,491
250.0	\$ 40,742,547	\$ 3,395,212	\$ 19,588
250.5	\$ 40,946,668	\$ 3,412,222	\$ 19,686
251.0	\$ 41,149,973	\$ 3,429,164	\$ 19,784
251.5	\$ 41,356,135	\$ 3,446,345	\$ 19,883
252.0	\$ 41,561,472	\$ 3,463,456	\$ 19,981
252.5	\$ 41,769,696	\$ 3,480,808	\$ 20,082
253.0	\$ 41,977,087	\$ 3,498,091	\$ 20,181
253.5	\$ 42,187,393	\$ 3,515,616	\$ 20,282
254.0	\$ 42,396,858	\$ 3,533,072	\$ 20,383
254.5	\$ 42,609,267	\$ 3,550,772	\$ 20,485
255.0	\$ 42,820,827	\$ 3,568,402	\$ 20,587
255.5	\$ 43,035,359	\$ 3,586,280	\$ 20,690
256.0	\$ 43,249,035	\$ 3,604,086	\$ 20,793
256.5	\$ 43,465,713	\$ 3,622,143	\$ 20,897
257.0	\$ 43,681,525	\$ 3,640,127	\$ 21,001
257.5	\$ 43,900,370	\$ 3,658,364	\$ 21,106
258.0	\$ 44,118,340	\$ 3,676,528	\$ 21,211
258.5	\$ 44,339,374	\$ 3,694,948	\$ 21,317
259.0	\$ 44,559,524	\$ 3,713,294	\$ 21,423
259.5	\$ 44,782,768	\$ 3,731,897	\$ 21,530
260.0	\$ 45,005,119	\$ 3,750,427	\$ 21,637
260.5	\$ 45,230,595	\$ 3,769,216	\$ 21,745

Salary Range	Annual Salary	Monthly Salary	Hourly Pay Rate
261.0	\$ 45,455,170	\$ 3,787,931	\$ 21,853
261.5	\$ 45,682,901	\$ 3,806,908	\$ 21,963
262.0	\$ 45,909,722	\$ 3,825,810	\$ 22,072
262.5	\$ 46,139,730	\$ 3,844,978	\$ 22,183
263.0	\$ 46,368,819	\$ 3,864,068	\$ 22,293
263.5	\$ 46,601,128	\$ 3,883,427	\$ 22,404
264.0	\$ 46,832,507	\$ 3,902,709	\$ 22,516
264.5	\$ 47,067,139	\$ 3,922,262	\$ 22,628
265.0	\$ 47,300,833	\$ 3,941,736	\$ 22,741
265.5	\$ 47,537,810	\$ 3,961,484	\$ 22,855
266.0	\$ 47,773,841	\$ 3,981,153	\$ 22,968
266.5	\$ 48,013,188	\$ 4,001,099	\$ 23,083
267.0	\$ 48,251,579	\$ 4,020,965	\$ 23,198
267.5	\$ 48,493,320	\$ 4,041,110	\$ 23,314
268.0	\$ 48,734,095	\$ 4,061,175	\$ 23,430
268.5	\$ 48,978,253	\$ 4,081,521	\$ 23,547
269.0	\$ 49,221,436	\$ 4,101,786	\$ 23,664
269.5	\$ 49,468,036	\$ 4,122,336	\$ 23,783
270.0	\$ 49,713,650	\$ 4,142,804	\$ 23,901
270.5	\$ 49,962,716	\$ 4,163,560	\$ 24,021
271.0	\$ 50,210,787	\$ 4,184,232	\$ 24,140
271.5	\$ 50,462,343	\$ 4,205,195	\$ 24,261
272.0	\$ 50,712,895	\$ 4,226,075	\$ 24,381
272.5	\$ 50,966,967	\$ 4,247,247	\$ 24,503
273.0	\$ 51,220,024	\$ 4,268,335	\$ 24,625
273.5	\$ 51,476,637	\$ 4,289,720	\$ 24,748
274.0	\$ 51,732,224	\$ 4,311,019	\$ 24,871
274.5	\$ 51,991,403	\$ 4,332,617	\$ 24,996
275.0	\$ 52,249,546	\$ 4,354,129	\$ 25,120
275.5	\$ 52,511,317	\$ 4,375,943	\$ 25,246
276.0	\$ 52,772,042	\$ 4,397,670	\$ 25,371
276.5	\$ 53,036,430	\$ 4,419,703	\$ 25,498
277.0	\$ 53,299,762	\$ 4,441,647	\$ 25,625
277.5	\$ 53,566,794	\$ 4,463,900	\$ 25,753
278.0	\$ 53,832,760	\$ 4,486,063	\$ 25,881
278.5	\$ 54,102,462	\$ 4,508,539	\$ 26,011
279.0	\$ 54,371,087	\$ 4,530,924	\$ 26,140
279.5	\$ 54,643,487	\$ 4,553,624	\$ 26,271
280.0	\$ 54,914,798	\$ 4,576,233	\$ 26,401
280.5	\$ 55,189,922	\$ 4,599,160	\$ 26,534

APPENDIX FOUR

Salary Range	Annual Salary	Monthly Salary	Hourly Pay Rate
281.0	\$ 55,463,946	\$ 4,621,996	\$ 26.665
281.5	\$ 55,741,821	\$ 4,645,152	\$ 26.799
282.0	\$ 56,018,586	\$ 4,668,215	\$ 26.932
282.5	\$ 56,299,239	\$ 4,691,603	\$ 27.067
283.0	\$ 56,578,771	\$ 4,714,898	\$ 27.201
283.5	\$ 56,862,232	\$ 4,738,519	\$ 27.338
284.0	\$ 57,144,559	\$ 4,762,047	\$ 27.473
284.5	\$ 57,430,854	\$ 4,785,904	\$ 27.611
285.0	\$ 57,716,005	\$ 4,809,667	\$ 27.748
285.5	\$ 58,005,162	\$ 4,833,764	\$ 27.887
286.0	\$ 58,293,165	\$ 4,857,764	\$ 28.026
286.5	\$ 58,585,214	\$ 4,882,101	\$ 28.166
287.0	\$ 58,876,096	\$ 4,906,341	\$ 28.306
287.5	\$ 59,171,066	\$ 4,930,922	\$ 28.448
288.0	\$ 59,464,857	\$ 4,955,405	\$ 28.589
288.5	\$ 59,762,777	\$ 4,980,231	\$ 28.732
289.0	\$ 60,059,506	\$ 5,004,959	\$ 28.875
289.5	\$ 60,360,405	\$ 5,030,034	\$ 29.019
290.0	\$ 60,660,101	\$ 5,055,008	\$ 29.164
290.5	\$ 60,964,009	\$ 5,080,334	\$ 29.310
291.0	\$ 61,266,702	\$ 5,105,559	\$ 29.455
291.5	\$ 61,573,649	\$ 5,131,137	\$ 29.603
292.0	\$ 61,879,369	\$ 5,156,614	\$ 29.750
292.5	\$ 62,189,385	\$ 5,182,449	\$ 29.899
293.0	\$ 62,498,163	\$ 5,208,180	\$ 30.047
293.5	\$ 62,811,279	\$ 5,234,273	\$ 30.198
294.0	\$ 63,123,144	\$ 5,260,262	\$ 30.348
294.5	\$ 63,439,392	\$ 5,286,616	\$ 30.500
295.0	\$ 63,754,376	\$ 5,312,865	\$ 30.651
295.5	\$ 64,073,786	\$ 5,339,482	\$ 30.805
296.0	\$ 64,391,920	\$ 5,365,993	\$ 30.958
296.5	\$ 64,714,524	\$ 5,392,877	\$ 31.113
297.0	\$ 65,035,839	\$ 5,419,653	\$ 31.267
297.5	\$ 65,361,669	\$ 5,446,806	\$ 31.424
298.0	\$ 65,686,197	\$ 5,473,850	\$ 31.580
298.5	\$ 66,015,286	\$ 5,501,274	\$ 31.738
299.0	\$ 66,343,059	\$ 5,528,588	\$ 31.896
299.5	\$ 66,675,439	\$ 5,556,287	\$ 32.055
300.0	\$ 67,006,490	\$ 5,583,874	\$ 32.215
300.5	\$ 67,342,193	\$ 5,611,849	\$ 32.376

Salary Range	Annual Salary	Monthly Salary	Hourly Pay Rate
301.0	\$ 67,676,555	\$ 5,639,713	\$ 32.537
301.5	\$ 68,015,615	\$ 5,667,968	\$ 32.700
302.0	\$ 68,353,320	\$ 5,696,110	\$ 32.862
302.5	\$ 68,695,771	\$ 5,724,648	\$ 33.027
303.0	\$ 69,036,853	\$ 5,753,071	\$ 33.191
303.5	\$ 69,382,729	\$ 5,781,894	\$ 33.357
304.0	\$ 69,727,222	\$ 5,810,602	\$ 33.523
304.5	\$ 70,076,556	\$ 5,839,713	\$ 33.691
305.0	\$ 70,424,494	\$ 5,868,708	\$ 33.858
305.5	\$ 70,777,322	\$ 5,898,110	\$ 34.028
306.0	\$ 71,128,739	\$ 5,927,395	\$ 34.197
306.5	\$ 71,485,095	\$ 5,957,091	\$ 34.368
307.0	\$ 71,840,026	\$ 5,986,669	\$ 34.538
307.5	\$ 72,199,946	\$ 6,016,662	\$ 34.712
308.0	\$ 72,558,427	\$ 6,046,536	\$ 34.884
308.5	\$ 72,921,945	\$ 6,076,829	\$ 35.059
309.0	\$ 73,284,011	\$ 6,107,001	\$ 35.233
309.5	\$ 73,651,165	\$ 6,137,597	\$ 35.409
310.0	\$ 74,016,851	\$ 6,168,071	\$ 35.585
310.5	\$ 74,387,676	\$ 6,198,973	\$ 35.763
311.0	\$ 74,757,020	\$ 6,229,752	\$ 35.941
311.5	\$ 75,131,553	\$ 6,260,963	\$ 36.121
312.0	\$ 75,504,590	\$ 6,292,049	\$ 36.300
312.5	\$ 75,882,869	\$ 6,323,572	\$ 36.482
313.0	\$ 76,259,636	\$ 6,354,970	\$ 36.663
313.5	\$ 76,641,697	\$ 6,386,808	\$ 36.847
314.0	\$ 77,022,232	\$ 6,418,519	\$ 37.030
314.5	\$ 77,408,114	\$ 6,450,676	\$ 37.215
315.0	\$ 77,792,454	\$ 6,482,705	\$ 37.400
315.5	\$ 78,182,195	\$ 6,515,183	\$ 37.588
316.0	\$ 78,570,379	\$ 6,547,532	\$ 37.774
316.5	\$ 78,964,017	\$ 6,580,335	\$ 37.963
317.0	\$ 79,356,083	\$ 6,613,007	\$ 38.152
317.5	\$ 79,753,657	\$ 6,646,138	\$ 38.343
318.0	\$ 80,149,644	\$ 6,679,137	\$ 38.533
318.5	\$ 80,551,194	\$ 6,712,600	\$ 38.727
319.0	\$ 80,951,140	\$ 6,745,928	\$ 38.919
319.5	\$ 81,356,706	\$ 6,779,725	\$ 39.114
320.0	\$ 81,760,651	\$ 6,813,388	\$ 39.308
320.5	\$ 82,170,273	\$ 6,847,523	\$ 39.505

APPENDIX FOUR

Salary Range	Annual Salary	Monthly Salary	Hourly Pay Rate
321.0	\$ 82,578,258	\$ 6,881,521	\$ 39,701
321.5	\$ 82,991,976	\$ 6,915,998	\$ 39,900
322.0	\$ 83,404,040	\$ 6,950,337	\$ 40,098
322.5	\$ 83,821,896	\$ 6,985,158	\$ 40,299
323.0	\$ 84,238,081	\$ 7,019,840	\$ 40,499
323.5	\$ 84,660,114	\$ 7,055,010	\$ 40,702
324.0	\$ 85,080,462	\$ 7,090,038	\$ 40,904
324.5	\$ 85,506,716	\$ 7,125,560	\$ 41,109
325.0	\$ 85,931,266	\$ 7,160,939	\$ 41,313
325.5	\$ 86,361,783	\$ 7,196,815	\$ 41,520
326.0	\$ 86,790,579	\$ 7,232,548	\$ 41,726
326.5	\$ 87,225,401	\$ 7,268,783	\$ 41,935
327.0	\$ 87,658,485	\$ 7,304,874	\$ 42,144
327.5	\$ 88,097,655	\$ 7,341,471	\$ 42,355
328.0	\$ 88,535,070	\$ 7,377,922	\$ 42,565
328.5	\$ 88,978,631	\$ 7,414,886	\$ 42,778
329.0	\$ 89,420,420	\$ 7,451,702	\$ 42,991
329.5	\$ 89,868,417	\$ 7,489,035	\$ 43,206
330.0	\$ 90,314,624	\$ 7,526,219	\$ 43,420
330.5	\$ 90,767,102	\$ 7,563,925	\$ 43,638
331.0	\$ 91,217,771	\$ 7,601,481	\$ 43,855
331.5	\$ 91,674,773	\$ 7,639,564	\$ 44,074
332.0	\$ 92,129,948	\$ 7,677,496	\$ 44,293
332.5	\$ 92,591,520	\$ 7,715,960	\$ 44,515
333.0	\$ 93,051,248	\$ 7,754,271	\$ 44,736
333.5	\$ 93,517,436	\$ 7,793,120	\$ 44,960
334.0	\$ 93,981,760	\$ 7,831,813	\$ 45,184
334.5	\$ 94,452,610	\$ 7,871,051	\$ 45,410
335.0	\$ 94,921,578	\$ 7,910,132	\$ 45,635
335.5	\$ 95,397,136	\$ 7,949,761	\$ 45,864
336.0	\$ 95,870,794	\$ 7,989,233	\$ 46,092
336.5	\$ 96,351,107	\$ 8,029,259	\$ 46,323
337.0	\$ 96,829,502	\$ 8,069,125	\$ 46,553
337.5	\$ 97,314,618	\$ 8,109,552	\$ 46,786
338.0	\$ 97,797,797	\$ 8,149,816	\$ 47,018
338.5	\$ 98,287,765	\$ 8,190,647	\$ 47,254
339.0	\$ 98,775,775	\$ 8,231,315	\$ 47,488
339.5	\$ 99,270,642	\$ 8,272,554	\$ 47,726
340.0	\$ 99,763,532	\$ 8,313,628	\$ 47,963
340.5	\$ 100,263,349	\$ 8,355,279	\$ 48,204

Salary Range	Annual Salary	Monthly Salary	Hourly Pay Rate
341.0	\$ 100,761,168	\$ 8,396,764	\$ 48,443
341.5	\$ 101,265,982	\$ 8,438,832	\$ 48,686
342.0	\$ 101,768,779	\$ 8,480,732	\$ 48,927
342.5	\$ 102,278,642	\$ 8,523,220	\$ 49,172
343.0	\$ 102,786,467	\$ 8,565,539	\$ 49,417
343.5	\$ 103,301,428	\$ 8,608,452	\$ 49,664
344.0	\$ 103,814,332	\$ 8,651,194	\$ 49,911
344.5	\$ 104,334,443	\$ 8,694,537	\$ 50,161
345.0	\$ 104,852,475	\$ 8,737,706	\$ 50,410
345.5	\$ 105,377,787	\$ 8,781,482	\$ 50,662
346.0	\$ 105,901,000	\$ 8,825,083	\$ 50,914
346.5	\$ 106,431,565	\$ 8,869,297	\$ 51,169
347.0	\$ 106,960,010	\$ 8,913,334	\$ 51,423
347.5	\$ 107,495,881	\$ 8,957,990	\$ 51,681
348.0	\$ 108,029,610	\$ 9,002,468	\$ 51,937
348.5	\$ 108,570,840	\$ 9,047,570	\$ 52,198
349.0	\$ 109,109,906	\$ 9,092,492	\$ 52,457
349.5	\$ 109,656,548	\$ 9,138,046	\$ 52,719
350.0	\$ 110,201,005	\$ 9,183,417	\$ 52,981
350.5	\$ 110,753,113	\$ 9,229,426	\$ 53,247
351.0	\$ 111,303,015	\$ 9,275,251	\$ 53,511
351.5	\$ 111,860,645	\$ 9,321,720	\$ 53,779
352.0	\$ 112,416,045	\$ 9,368,004	\$ 54,046
352.5	\$ 112,979,251	\$ 9,414,938	\$ 54,317
353.0	\$ 113,540,206	\$ 9,461,684	\$ 54,587
353.5	\$ 114,109,043	\$ 9,509,087	\$ 54,860
354.0	\$ 114,675,608	\$ 9,556,301	\$ 55,133
354.5	\$ 115,250,134	\$ 9,604,178	\$ 55,409
355.0	\$ 115,822,364	\$ 9,651,864	\$ 55,684
355.5	\$ 116,402,635	\$ 9,700,220	\$ 55,963
356.0	\$ 116,980,588	\$ 9,748,382	\$ 56,241
356.5	\$ 117,566,662	\$ 9,797,222	\$ 56,522
357.0	\$ 118,150,394	\$ 9,845,866	\$ 56,803
357.5	\$ 118,742,328	\$ 9,895,194	\$ 57,088
358.0	\$ 119,331,898	\$ 9,944,325	\$ 57,371
358.5	\$ 119,929,752	\$ 9,994,146	\$ 57,659
359.0	\$ 120,525,216	\$ 10,043,768	\$ 57,945
359.5	\$ 121,129,049	\$ 10,094,087	\$ 58,235
360.0	\$ 121,730,469	\$ 10,144,206	\$ 58,524
360.5	\$ 122,340,340	\$ 10,195,028	\$ 58,817

APPENDIX FOUR

Salary Range	Annual Salary	Monthly Salary	Hourly Pay Rate
361.0	\$ 122,947.773	\$ 10,245.648	\$ 59.110
361.5	\$ 123,563.743	\$ 10,296.979	\$ 59.406
362.0	\$ 124,177.251	\$ 10,348.104	\$ 59.701
362.5	\$ 124,799.380	\$ 10,399.948	\$ 60.000
363.0	\$ 125,419.024	\$ 10,451.585	\$ 60.298
363.5	\$ 126,047.374	\$ 10,503.948	\$ 60.600
364.0	\$ 126,673.214	\$ 10,556.101	\$ 60.901
364.5	\$ 127,307.848	\$ 10,608.987	\$ 61.206
365.0	\$ 127,939.946	\$ 10,661.662	\$ 61.510
365.5	\$ 128,580.926	\$ 10,715.077	\$ 61.818
366.0	\$ 129,219.345	\$ 10,768.279	\$ 62.125
366.5	\$ 129,866.736	\$ 10,822.228	\$ 62.436
367.0	\$ 130,511.539	\$ 10,875.962	\$ 62.746
367.5	\$ 131,165.403	\$ 10,930.450	\$ 63.060
368.0	\$ 131,816.654	\$ 10,984.721	\$ 63.373
368.5	\$ 132,477.057	\$ 11,039.755	\$ 63.691
369.0	\$ 133,134.821	\$ 11,094.568	\$ 64.007
369.5	\$ 133,801.828	\$ 11,150.152	\$ 64.328
370.0	\$ 134,466.169	\$ 11,205.514	\$ 64.647
370.5	\$ 135,139.846	\$ 11,261.654	\$ 64.971
371.0	\$ 135,810.831	\$ 11,317.569	\$ 65.294
371.5	\$ 136,491.244	\$ 11,374.270	\$ 65.621
372.0	\$ 137,168.939	\$ 11,430.745	\$ 65.947
372.5	\$ 137,856.157	\$ 11,488.013	\$ 66.277
373.0	\$ 138,540.628	\$ 11,545.052	\$ 66.606
373.5	\$ 139,234.718	\$ 11,602.893	\$ 66.940
374.0	\$ 139,926.035	\$ 11,660.503	\$ 67.272
374.5	\$ 140,627.066	\$ 11,718.922	\$ 67.609
375.0	\$ 141,325.295	\$ 11,777.108	\$ 67.945
375.5	\$ 142,033.336	\$ 11,836.111	\$ 68.285
376.0	\$ 142,738.548	\$ 11,894.879	\$ 68.624
376.5	\$ 143,453.670	\$ 11,954.472	\$ 68.968
377.0	\$ 144,165.933	\$ 12,013.828	\$ 69.311
377.5	\$ 144,888.206	\$ 12,074.017	\$ 69.658
378.0	\$ 145,607.593	\$ 12,133.966	\$ 70.004
378.5	\$ 146,337.088	\$ 12,194.757	\$ 70.354
379.0	\$ 147,063.669	\$ 12,255.306	\$ 70.704
379.5	\$ 147,800.459	\$ 12,316.705	\$ 71.058
380.0	\$ 148,534.305	\$ 12,377.859	\$ 71.411
380.5	\$ 149,278.464	\$ 12,439.872	\$ 71.768

Salary Range	Annual Salary	Monthly Salary	Hourly Pay Rate
381.0	\$ 150,019.648	\$ 12,501.637	\$ 72.125
381.5	\$ 150,771.248	\$ 12,564.271	\$ 72.486
382.0	\$ 151,519.845	\$ 12,626.654	\$ 72.846
382.5	\$ 152,278.961	\$ 12,689.913	\$ 73.211
383.0	\$ 153,035.043	\$ 12,752.920	\$ 73.575
383.5	\$ 153,801.750	\$ 12,816.813	\$ 73.943
384.0	\$ 154,565.394	\$ 12,880.449	\$ 74.310
384.5	\$ 155,339.768	\$ 12,944.981	\$ 74.683
385.0	\$ 156,111.048	\$ 13,009.254	\$ 75.053
385.5	\$ 156,893.166	\$ 13,074.430	\$ 75.429
386.0	\$ 157,672.158	\$ 13,139.347	\$ 75.804
386.5	\$ 158,462.097	\$ 13,205.175	\$ 76.184
387.0	\$ 159,248.880	\$ 13,270.740	\$ 76.562
387.5	\$ 160,046.718	\$ 13,337.227	\$ 76.946
388.0	\$ 160,841.369	\$ 13,403.447	\$ 77.328
388.5	\$ 161,647.185	\$ 13,470.599	\$ 77.715
389.0	\$ 162,449.782	\$ 13,537.482	\$ 78.101
389.5	\$ 163,263.657	\$ 13,605.305	\$ 78.492
390.0	\$ 164,074.280	\$ 13,672.857	\$ 78.882
390.5	\$ 164,896.294	\$ 13,741.358	\$ 79.277
391.0	\$ 165,715.023	\$ 13,809.585	\$ 79.671
391.5	\$ 166,545.257	\$ 13,878.771	\$ 80.070
392.0	\$ 167,372.173	\$ 13,947.681	\$ 80.467
392.5	\$ 168,210.709	\$ 14,017.559	\$ 80.871
393.0	\$ 169,045.895	\$ 14,087.158	\$ 81.272
393.5	\$ 169,892.817	\$ 14,157.735	\$ 81.679
394.0	\$ 170,736.354	\$ 14,228.029	\$ 82.085
394.5	\$ 171,591.745	\$ 14,299.312	\$ 82.496
395.0	\$ 172,443.717	\$ 14,370.310	\$ 82.906
395.5	\$ 173,307.662	\$ 14,442.305	\$ 83.321
396.0	\$ 174,168.155	\$ 14,514.013	\$ 83.735
396.5	\$ 175,040.739	\$ 14,586.728	\$ 84.154
397.0	\$ 175,909.836	\$ 14,659.153	\$ 84.572
397.5	\$ 176,791.146	\$ 14,732.596	\$ 84.996
398.0	\$ 177,668.934	\$ 14,805.745	\$ 85.418
398.5	\$ 178,559.058	\$ 14,879.921	\$ 85.846
399.0	\$ 179,445.624	\$ 14,953.802	\$ 86.272
399.5	\$ 180,344.648	\$ 15,028.721	\$ 86.704
400.0	\$ 181,240.080	\$ 15,103.340	\$ 87.135
400.5	\$ 182,148.095	\$ 15,179.008	\$ 87.571

APPENDIX FOUR

Salary Range	Annual Salary	Monthly Salary	Hourly Pay Rate
401.0	\$ 183,052.481	\$ 15,254.373	\$ 88.006
401.5	\$ 183,969.576	\$ 15,330.798	\$ 88.447
402.0	\$ 184,883.006	\$ 15,406.917	\$ 88.886
402.5	\$ 185,809.271	\$ 15,484.106	\$ 89.331
403.0	\$ 186,731.836	\$ 15,560.986	\$ 89.775
403.5	\$ 187,667.364	\$ 15,638.947	\$ 90.225
404.0	\$ 188,599.154	\$ 15,716.596	\$ 90.673
404.5	\$ 189,544.038	\$ 15,795.336	\$ 91.127
405.0	\$ 190,485.146	\$ 15,873.762	\$ 91.579
405.5	\$ 191,439.478	\$ 15,953.290	\$ 92.038
406.0	\$ 192,389.997	\$ 16,032.500	\$ 92.495
406.5	\$ 193,353.873	\$ 16,112.823	\$ 92.959
407.0	\$ 194,313.897	\$ 16,192.825	\$ 93.420
407.5	\$ 195,287.412	\$ 16,273.951	\$ 93.888
408.0	\$ 196,257.036	\$ 16,354.753	\$ 94.354
408.5	\$ 197,240.286	\$ 16,436.690	\$ 94.827
409.0	\$ 198,219.606	\$ 16,518.301	\$ 95.298
409.5	\$ 199,212.689	\$ 16,601.057	\$ 95.775
410.0	\$ 200,201.802	\$ 16,683.484	\$ 96.251
410.5	\$ 201,204.815	\$ 16,767.068	\$ 96.733
411.0	\$ 202,203.820	\$ 16,850.318	\$ 97.213
411.5	\$ 203,216.864	\$ 16,934.739	\$ 97.700
412.0	\$ 204,225.859	\$ 17,018.822	\$ 98.186
412.5	\$ 205,249.032	\$ 17,104.086	\$ 98.677
413.0	\$ 206,268.117	\$ 17,189.010	\$ 99.167
413.5	\$ 207,301.523	\$ 17,275.127	\$ 99.664
414.0	\$ 208,330.798	\$ 17,360.900	\$ 100.159
414.5	\$ 209,374.538	\$ 17,447.878	\$ 100.661
415.0	\$ 210,414.106	\$ 17,534.509	\$ 101.161
415.5	\$ 211,468.283	\$ 17,622.357	\$ 101.667
416.0	\$ 212,518.247	\$ 17,709.854	\$ 102.172
416.5	\$ 213,582.966	\$ 17,798.581	\$ 102.684
417.0	\$ 214,643.430	\$ 17,886.952	\$ 103.194
417.5	\$ 215,718.796	\$ 17,976.566	\$ 103.711
418.0	\$ 216,789.864	\$ 18,065.822	\$ 104.226
418.5	\$ 217,875.984	\$ 18,156.332	\$ 104.748
419.0	\$ 218,957.763	\$ 18,246.480	\$ 105.268
419.5	\$ 220,054.743	\$ 18,337.895	\$ 105.796
420.0	\$ 221,147.341	\$ 18,428.945	\$ 106.321
420.5	\$ 222,255.291	\$ 18,521.274	\$ 106.854

Salary Range	Annual Salary	Monthly Salary	Hourly Pay Rate
421.0	\$ 223,358.814	\$ 18,613.234	\$ 107.384
421.5	\$ 224,477.844	\$ 18,706.487	\$ 107.922
422.0	\$ 225,592.402	\$ 18,799.367	\$ 108.458
422.5	\$ 226,722.622	\$ 18,893.552	\$ 109.001
423.0	\$ 227,848.326	\$ 18,987.361	\$ 109.542
423.5	\$ 228,989.848	\$ 19,082.487	\$ 110.091
424.0	\$ 230,126.809	\$ 19,177.234	\$ 110.638
424.5	\$ 231,279.747	\$ 19,273.312	\$ 111.192
425.0	\$ 232,428.077	\$ 19,369.006	\$ 111.744
425.5	\$ 233,592.544	\$ 19,466.045	\$ 112.304
426.0	\$ 234,752.358	\$ 19,562.697	\$ 112.862
426.5	\$ 235,928.470	\$ 19,660.706	\$ 113.427
427.0	\$ 237,099.882	\$ 19,758.323	\$ 113.990
427.5	\$ 238,287.755	\$ 19,857.313	\$ 114.561
428.0	\$ 239,470.881	\$ 19,955.907	\$ 115.130
428.5	\$ 240,670.632	\$ 20,055.886	\$ 115.707
429.0	\$ 241,865.589	\$ 20,155.466	\$ 116.282
429.5	\$ 243,077.338	\$ 20,256.445	\$ 116.864
430.0	\$ 244,284.245	\$ 20,357.020	\$ 117.444
430.5	\$ 245,508.112	\$ 20,459.009	\$ 118.033
431.0	\$ 246,727.088	\$ 20,560.591	\$ 118.619
431.5	\$ 247,963.193	\$ 20,663.599	\$ 119.213
432.0	\$ 249,194.359	\$ 20,766.197	\$ 119.805
432.5	\$ 250,442.825	\$ 20,870.235	\$ 120.405
433.0	\$ 251,686.302	\$ 20,973.859	\$ 121.003
433.5	\$ 252,947.253	\$ 21,078.938	\$ 121.609
434.0	\$ 254,203.165	\$ 21,183.597	\$ 122.213
434.5	\$ 255,476.726	\$ 21,289.727	\$ 122.825
435.0	\$ 256,745.197	\$ 21,395.433	\$ 123.435
435.5	\$ 258,031.493	\$ 21,502.624	\$ 124.054
436.0	\$ 259,312.649	\$ 21,609.387	\$ 124.670
436.5	\$ 260,611.808	\$ 21,717.651	\$ 125.294
437.0	\$ 261,905.775	\$ 21,825.481	\$ 125.916
437.5	\$ 263,217.926	\$ 21,934.827	\$ 126.547
438.0	\$ 264,524.833	\$ 22,043.736	\$ 127.175
438.5	\$ 265,850.105	\$ 22,154.175	\$ 127.813
439.0	\$ 267,170.081	\$ 22,264.173	\$ 128.447
439.5	\$ 268,508.606	\$ 22,375.717	\$ 129.091
440.0	\$ 269,841.782	\$ 22,486.815	\$ 129.732
440.5	\$ 271,193.692	\$ 22,599.474	\$ 130.382

APPENDIX FOUR

Salary Range	Annual Salary	Monthly Salary	Hourly Pay Rate
441.0	\$ 272,540.200	\$ 22,711.683	\$ 131.029
441.5	\$ 273,905.629	\$ 22,825.469	\$ 131.685
442.0	\$ 275,265.602	\$ 22,938.800	\$ 132.339
442.5	\$ 276,644.686	\$ 23,053.724	\$ 133.002
443.0	\$ 278,018.258	\$ 23,168.188	\$ 133.663
443.5	\$ 279,411.132	\$ 23,284.261	\$ 134.332
444.0	\$ 280,798.441	\$ 23,399.870	\$ 134.999
444.5	\$ 282,205.244	\$ 23,517.104	\$ 135.676
445.0	\$ 283,606.425	\$ 23,633.869	\$ 136.349
445.5	\$ 285,027.296	\$ 23,752.275	\$ 137.032
446.0	\$ 286,442.489	\$ 23,870.207	\$ 137.713
446.5	\$ 287,877.569	\$ 23,989.797	\$ 138.403
447.0	\$ 289,306.914	\$ 24,108.910	\$ 139.090
447.5	\$ 290,756.345	\$ 24,229.695	\$ 139.787
448.0	\$ 292,199.983	\$ 24,349.999	\$ 140.481
448.5	\$ 293,663.908	\$ 24,471.992	\$ 141.185
449.0	\$ 295,121.983	\$ 24,593.499	\$ 141.886
449.5	\$ 296,600.547	\$ 24,716.712	\$ 142.596
450.0	\$ 298,073.203	\$ 24,839.434	\$ 143.304
450.5	\$ 299,566.553	\$ 24,963.879	\$ 144.022
451.0	\$ 301,053.935	\$ 25,087.828	\$ 144.737
451.5	\$ 302,562.218	\$ 25,213.518	\$ 145.463
452.0	\$ 304,064.474	\$ 25,338.706	\$ 146.185
452.5	\$ 305,587.840	\$ 25,465.653	\$ 146.917
453.0	\$ 307,105.119	\$ 25,592.093	\$ 147.647
453.5	\$ 308,643.719	\$ 25,720.310	\$ 148.386
454.0	\$ 310,176.170	\$ 25,848.014	\$ 149.123
454.5	\$ 311,730.156	\$ 25,977.513	\$ 149.870
455.0	\$ 313,277.932	\$ 26,106.494	\$ 150.614
455.5	\$ 314,847.458	\$ 26,237.288	\$ 151.369
456.0	\$ 316,410.711	\$ 26,367.559	\$ 152.121
456.5	\$ 317,995.932	\$ 26,499.661	\$ 152.883
457.0	\$ 319,574.819	\$ 26,631.235	\$ 153.642
457.5	\$ 321,175.892	\$ 26,764.658	\$ 154.411
458.0	\$ 322,770.567	\$ 26,897.547	\$ 155.178
458.5	\$ 324,387.650	\$ 27,032.304	\$ 155.956
459.0	\$ 325,998.272	\$ 27,166.523	\$ 156.730
459.5	\$ 327,631.527	\$ 27,302.627	\$ 157.515
460.0	\$ 329,258.255	\$ 27,438.188	\$ 158.297
460.5	\$ 330,907.842	\$ 27,575.654	\$ 159.090

Salary Range	Annual Salary	Monthly Salary	Hourly Pay Rate
461.0	\$ 332,550.838	\$ 27,712.570	\$ 159.880
461.5	\$ 334,216.921	\$ 27,851.410	\$ 160.681
462.0	\$ 335,876.346	\$ 27,989.696	\$ 161.479
462.5	\$ 337,559.090	\$ 28,129.924	\$ 162.288
463.0	\$ 339,235.109	\$ 28,269.592	\$ 163.094
463.5	\$ 340,934.681	\$ 28,411.223	\$ 163.911
464.0	\$ 342,627.461	\$ 28,552.288	\$ 164.725
464.5	\$ 344,344.028	\$ 28,695.336	\$ 165.550
465.0	\$ 346,053.735	\$ 28,837.811	\$ 166.372
465.5	\$ 347,787.468	\$ 28,982.289	\$ 167.206
466.0	\$ 349,514.273	\$ 29,126.189	\$ 168.036
466.5	\$ 351,265.343	\$ 29,272.112	\$ 168.878
467.0	\$ 353,009.415	\$ 29,417.451	\$ 169.716
467.5	\$ 354,777.996	\$ 29,564.833	\$ 170.566
468.0	\$ 356,539.509	\$ 29,711.626	\$ 171.413
468.5	\$ 358,325.776	\$ 29,860.481	\$ 172.272
469.0	\$ 360,104.904	\$ 30,008.742	\$ 173.127
469.5	\$ 361,909.034	\$ 30,159.086	\$ 173.995
470.0	\$ 363,705.954	\$ 30,308.829	\$ 174.859
470.5	\$ 365,528.124	\$ 30,460.677	\$ 175.735
471.0	\$ 367,343.013	\$ 30,611.918	\$ 176.607
471.5	\$ 369,183.405	\$ 30,765.284	\$ 177.492
472.0	\$ 371,016.443	\$ 30,918.037	\$ 178.373
472.5	\$ 372,875.239	\$ 31,072.937	\$ 179.267
473.0	\$ 374,726.608	\$ 31,227.217	\$ 180.157
473.5	\$ 376,603.992	\$ 31,383.666	\$ 181.060
474.0	\$ 378,473.874	\$ 31,539.489	\$ 181.959
474.5	\$ 380,370.032	\$ 31,697.503	\$ 182.870
475.0	\$ 382,258.612	\$ 31,854.884	\$ 183.778
475.5	\$ 384,173.732	\$ 32,014.478	\$ 184.699
476.0	\$ 386,081.199	\$ 32,173.433	\$ 185.616
476.5	\$ 388,015.469	\$ 32,334.622	\$ 186.546
477.0	\$ 389,942.011	\$ 32,495.168	\$ 187.472
477.5	\$ 391,895.624	\$ 32,657.969	\$ 188.411
478.0	\$ 393,841.431	\$ 32,820.119	\$ 189.347
478.5	\$ 395,814.580	\$ 32,984.548	\$ 190.295
479.0	\$ 397,779.845	\$ 33,148.320	\$ 191.240
479.5	\$ 399,772.726	\$ 33,314.394	\$ 192.198
480.0	\$ 401,757.643	\$ 33,479.804	\$ 193.153
480.5	\$ 403,770.453	\$ 33,647.538	\$ 194.120

APPENDIX FOUR

Salary Range	Annual Salary	Monthly Salary	Hourly Pay Rate
481.0	\$ 405,775.220	\$ 33,814.602	\$ 195.084
481.5	\$ 407,808.158	\$ 33,984.013	\$ 196.062
482.0	\$ 409,832.972	\$ 34,152.748	\$ 197.035
482.5	\$ 411,886.239	\$ 34,323.853	\$ 198.022
483.0	\$ 413,931.302	\$ 34,494.275	\$ 199.005
483.5	\$ 416,005.102	\$ 34,667.092	\$ 200.002
484.0	\$ 418,070.615	\$ 34,839.218	\$ 200.995
484.5	\$ 420,165.153	\$ 35,013.763	\$ 202.002
485.0	\$ 422,251.321	\$ 35,187.610	\$ 203.005
485.5	\$ 424,366.804	\$ 35,363.900	\$ 204.023
486.0	\$ 426,473.834	\$ 35,539.486	\$ 205.035
486.5	\$ 428,610.472	\$ 35,717.539	\$ 206.063
487.0	\$ 430,738.572	\$ 35,894.881	\$ 207.086
487.5	\$ 432,896.577	\$ 36,074.715	\$ 208.123
488.0	\$ 435,045.958	\$ 36,253.830	\$ 209.157
488.5	\$ 437,225.543	\$ 36,435.462	\$ 210.205
489.0	\$ 439,396.418	\$ 36,616.368	\$ 211.248
489.5	\$ 441,597.798	\$ 36,799.817	\$ 212.307
490.0	\$ 443,790.382	\$ 36,982.532	\$ 213.361
490.5	\$ 446,013.776	\$ 37,167.815	\$ 214.430

Salary Range	Annual Salary	Monthly Salary	Hourly Pay Rate
491.0	\$ 448,228.286	\$ 37,352.357	\$ 215.494
491.5	\$ 450,473.914	\$ 37,539.493	\$ 216.574
492.0	\$ 452,710.569	\$ 37,725.881	\$ 217.649
492.5	\$ 454,978.653	\$ 37,914.888	\$ 218.740
493.0	\$ 457,237.674	\$ 38,103.140	\$ 219.826
493.5	\$ 459,528.440	\$ 38,294.037	\$ 220.927
494.0	\$ 461,810.051	\$ 38,484.171	\$ 222.024
494.5	\$ 464,123.724	\$ 38,676.977	\$ 223.136
495.0	\$ 466,428.152	\$ 38,869.013	\$ 224.244
495.5	\$ 468,764.961	\$ 39,063.747	\$ 225.368
496.0	\$ 471,092.433	\$ 39,257.703	\$ 226.487
496.5	\$ 473,452.611	\$ 39,454.384	\$ 227.621
497.0	\$ 475,803.357	\$ 39,650.280	\$ 228.752
497.5	\$ 478,187.137	\$ 39,848.928	\$ 229.898
498.0	\$ 480,561.391	\$ 40,046.783	\$ 231.039
498.5	\$ 482,969.008	\$ 40,247.417	\$ 232.197
499.0	\$ 485,367.005	\$ 40,447.250	\$ 233.350
499.5	\$ 487,798.698	\$ 40,649.892	\$ 234.519
500.0	\$ 490,220.675	\$ 40,851.723	\$ 235.683

APPENDIX FIVE – RETIREE HEALTH SAVINGS (RHS) PAYMENT PLAN

It is understood and agreed to by both the City and SEIU Local 721 Inglewood Chapter that any lump sum payment provided to eligible unit employees as set forth in Article Five, Section II, Paragraph K. Retiree Health Savings (RHS) Plan, Item 4. One-Time, Lump Sum Contribution to Employee RHS Plan by City with said payments spread out in time, which may exceed the term limits of this MOU that expires September 30, 2016, shall remain in full force and effect and survive the expiration of this MOU and continue to be paid incrementally until the eligible unit employee has received his/her full lump sum installment amount as set forth above.

APPENDIX SIX - UPGRADING FLEET MAINTENANCE TECHNICIANS AND FLEET MAINTENANCE MECHANICS

(Effective August 24, 2016)

BACKGROUND

The City and SEIU have agreed to terms and conditions for the upgrading of Fleet Maintenance Technicians to be certified Automotive Service Excellence (ASE) Fleet Maintenance Mechanics. It is understood that this upgrading is mandated due to the new and advance mechanical and technological requirements which must be now adhered to in order to maintain the upgraded City Fleet of vehicles.

TERMS AND CONDITIONS

The following are the terms and conditions for the Fleet Maintenance Technicians and Fleet Maintenance Mechanics to achieve their required ASE certification and advancement to Fleet Maintenance Mechanics I.

REQUIREMENTS

1. They must be ASE Certified in the following categories:
 - A-1 - Engine Repair Certification
 - A-6 - Electrical/Electronic Certification
 - A-7 – Heating and Air Conditioning Certification
 - A-8 – Engine Performance Certification
2. Each ASE certification is a required written examination consisting of 50 questions.
3. ASE Certification can be taken online and the City will provide release time for the employees to take their ASE tests in the City's IT Training Room.
4. The City will pay for all ASE testing and certification cost for the employees' upgrade to Fleet Maintenance Mechanics I.
5. All affected employees will be provided ASE pre-test guidelines.
6. The City will provide work-study time for employees to prepare to take ASE Certification tests.
7. Affected employees can take up to three (3) ASE Certification tests in one (1) day.

QUALIFICATION TIME REQUIREMENTS

1. It is understood that four (4) Fleet Maintenance Technicians must take and pass all required ASE Requirements as set forth in this agreement before March 1, 2017.
2. This provides for a six (6) month period (August 2016 through February 2017) of time for all affected employees to study, take, and pass ASE examinations and to be certified in all ASE required categories as set forth in this agreement.
3. Affected employees who have been certified in some but not all required ASE categories before March 1, 2017 may be granted an extension of time by the City not to exceed three (3) months.
4. No further time extension would be granted unless serious mitigating circumstances occur, which may justify providing an extension of time not to exceed a total of twelve (12), months by or before August 31, 2017, to complete and obtain the required ASE Certification with the approval of the Human Resources Director.

PROMOTION TO FLEET MAINTENANCE MECHANIC I

1. Upon being certified in all ASE requirements set forth in this agreement, these ASE qualified employees will need to apply and take a promotional oral examination and be placed on a Civil Service eligibility list for Fleet Maintenance Mechanic I.
2. The Public Works Director will then receive the eligibility list and appoint all the former Fleet Maintenance Technicians and Fleet Maintenance Mechanics on the eligible list to be Fleet Maintenance Mechanics I.

COMPENSATION

1. All Fleet Maintenance Mechanics I who were Fleet Maintenance Technicians shall be placed in City salary step 296.5, which will represent a twenty-nine percent (29%) increase from their former salary step of 267.5.
2. All Fleet Maintenance Mechanics I who were Fleet Maintenance Mechanics shall be placed in City salary step 296.5, which will represent a five percent (5%) salary step increase from their former salary of 291.5.

FLEET MAINTENANCE MECHANIC II

1. The new Fleet Maintenance Mechanic II classification requires ASE Certification in all ASE categories A-1 through A-9 and/or must be an ASE Certified master truck mechanic.
2. If any current Fleet Maintenance Technicians or meet all the ASE requirements (A-1 through A-9) and then are appointed to Fleet Maintenance Mechanic II, they could receive a salary increase of thirty-nine percent (39%). Qualified Fleet Maintenance Mechanics who are appointed to Fleet Maintenance Mechanic II could receive a salary increase of fifteen percent (15%).

LIMITATIONS

1. If any of the Fleet Maintenance Technicians cannot pass the ASE Certification requirements as set forth in this agreement, the City will make a good faith effort to place these affected employees in other vacant positions in the organization for which they are qualified to do the work and meet the minimum requirements of the position.
2. However, should there be no vacant positions to which these non-certified ASE employees could be transferred, then their positions would be eliminated and they would be placed on a reemployment layoff list.

SUMMARY

In summary, this agreement recognizes the critical need to provide job-related mechanical and technological services for the City's Fleet of vehicles, while providing a positive and financial rewarding upgrade for our City's Fleet Maintenance Technicians and Fleet Maintenance Mechanics.

**City of Inglewood
Upgrading Fleet Maintenance Technicians
to
Fleet Maintenance Mechanic I
August 2016**

<u>Classification</u>	<u>Current Status</u>	<u>Current Salary Step</u>		<u>% Difference in Salary Steps</u>
Fleet Maintenance Technician (4 incumbent)	- No ASE Certified skills/ knowledge required	267.5		
Fleet Maintenance Mechanic (2 incumbents)	- No ASE Certified skills/ knowledge required	291.5		+24%
		New Salary Steps		% Difference in Salary Steps
	<u>Proposed</u>	<u>New Salary Step</u>	<u>Fleet Maintenance Technician</u>	<u>Fleet Maintenance Mechanic</u>
Fleet Maintenance Mechanic I - New	<p style="text-align: center;"><u>"New" Fleet Maintenance Mechanic I</u></p> <p>Must be ASE Certified in the following subjects:</p> <ul style="list-style-type: none"> • A1 – Engine Repair Certification • A6 – Electrical/Electronic Certification • A7 – Heating and Air Conditioning Certification • A8 – Engine Performance Certification <p>*Each certification is a required examination consisting of 50 questions each</p>	296.5	+29%	+5%
		New Salary Steps		% Difference in Salary Steps
		<u>New Salary Step</u>	<u>Fleet Maintenance Technician</u>	<u>Fleet Maintenance Mechanic</u>
Fleet Maintenance Mechanic II – New	<p style="text-align: center;"><u>"New" Fleet Maintenance Mechanic II</u></p>	306.5	+39%	+15%

APPENDIX SIX

	Must be master ASE Certified covering all subjects A1 through A9 and/or be master truck ASE Certified			
Public Works supervisor - Fleet	<p><u>"Existing" Public Works Supervisor – Fleet</u></p> <ul style="list-style-type: none"> Existing Class unfilled – (currently acting position filled by Chris Long) Public Works currently using funds from position to under fill with temporary office assistance in Fleet Maintenance Division Must be master ASE Certified covering all subjects A1 through A9 and/or be master truck ASE Certified 	*327.0	*+20.5%	*Public Works Supervisor salary step is higher than "new" Fleet Maintenance Mechanic II. (306.5)

City of Inglewood

October 1, 2016, through September 30, 2020



SEIU Local 721

1545 Wilshire Blvd Ste 100

Los Angeles, CA 90017-4510

Questions? Call the Member Connection (877) 721-4YOU

www.seiu721.org

[facebook.com/seiu721](https://www.facebook.com/seiu721) twitter.com/seiu721