

CITY OF GARDEN GROVE
MEMORANDUM OF UNDERSTANDING
PURSUANT TO THE CALIF-MMB ACT
2006-2009
BY AND BETWEEN
THE GARDEN GROVE EMPLOYEES LEAGUE
CHAPTER OF ORANGE COUNTY EMPLOYEES ASSOCIATION
AND
CITY OF GARDEN GROVE

THIS MEMORANDUM OF UNDERSTANDING has been prepared pursuant to Resolution No. 4066-7I as amended of the City of Garden Grove, which Resolution is generally identified as the "EMPLOYEE RELATIONS RESOLUTION" and the Government Code Sections 3500 through 3510 as amended, which is generally referred to as the Meyers-Milias-Brown Act.

This Agreement has been developed as a result of the requests of the Employees League. The items in this Agreement are subject to the approval of the City Manager and the City Council of the City of Garden Grove and will be placed into effect upon the taking of administrative action by the City Manager's Office and the adoption of the necessary ordinances and resolutions by the City Council, if acceptable to them, in accordance with the terms and conditions hereinafter set forth.

The term of this Memorandum of Understanding shall be effective from the date of its approval by the City Council of the City of Garden Grove, by one or more resolutions, and until September 30, 2009.

LEAGUE/CITY
TABLE OF CONTENTS

<u>ARTICLE</u>	<u>PAGE</u>
I. Recognition and Rights.....	3
II. Salary and Compensation.....	9
III. Fringe Benefits.....	13
IV. Work Schedules and Overtime.....	18
V. Leave Policy.....	21
VI. Equipment and Safety.....	30
VII. Working Conditions.....	33
VIII. Discipline/Grievance/Discharge/Layoff/Probationary Period.....	35
IX. General Provisions.....	38
 <u>EXHIBITS</u>	
A. Represented Classifications/Salary Range Schedule.....	40
B. Fringe Benefit Formula.....	44
C. Sick Leave Pay Off.....	46
D. Tuition Reimbursement Program.....	48
E. Grievance Procedure.....	52
F. Disciplinary Appeal Procedure.....	53
INDEX.....	55

ARTICLE I
RECOGNITION AND RIGHTS

1. RECOGNITION

For the purpose of collective bargaining with respect to wages, hours of work and other conditions of employment, the City recognizes the League Chapter of OCEA as exclusive representative of all employees in the representative bargaining unit described in Exhibit "A," for the duration of this Agreement.

2. STEWARDS

a. Functions and Responsibilities of Stewards

The City agrees to grant reasonable access to employee work locations of officially designated stewards for the purpose of processing grievances and in accordance with this Memorandum of Understanding. Each steward, upon notification to his or her immediate supervisor, may be permitted to leave his or her regular work schedule during working hours, for reasonable periods of time to perform the following functions with pay:

- (1) To represent to a supervisor, a request for a grievance which the steward has been requested by any employee, or group of employees, to present to such a supervisor.
- (2) Investigate any request for adjustment of grievances in the steward's division, and present such request for adjustment to the supervisor of the employee who initiated the grievance request.
- (3) Attend meetings with Management when the steward's presence is necessary to present the grievance for adjustment.

b. Steward Appointments

- (1) The League may be represented by one Shop Steward in each division of the following areas: Water Operations, Street Division, Parks Division, Vehicle Maintenance Division, and Building Maintenance Division.
- (2) Three additional stewards will be recognized by the City to be used in a trainee capacity or to substitute for full-time stewards. The League agrees that only one steward may represent an employee at one time.
- (3) Stewards shall be selected in such a manner as the League may determine.
- (4) The League shall notify the employer in writing of the names of all stewards who are authorized to represent the employees in the bargaining unit.

c. Job Safety by Steward

No steward shall leave his or her job or area of assignment while his or her presence is necessary for the safe and effective operation of his or her job; the determination to be made by the steward's immediate supervisor or department director.

d. Reporting

Each steward shall report to his or her supervisor the time leaving his or her work location to perform such duties as set forth herein. The steward shall report to the supervisor immediately upon completion of these duties.

e. Management Responsibility

When the presence of a steward is desired by an employee, or group of employees, for the presentation and/or adjustment of a grievance and/or dispute, the employee or group of employees shall make a request to their immediate supervisor. The supervisor shall arrange for a steward to be present as soon as possible, consistent with safe and efficient operating requirements.

f. Notification of Other Supervisors

Prior to entering any area in the fulfillment of their duties set forth herein, the steward shall notify the supervisor of that area of his or her presence and the reason for his or her business in that area.

g. Discrimination

- (1) The employer agrees that stewards shall not be hindered, coerced, restrained or interfered with in the performance of their duties and responsibilities provided in the Memorandum of Understanding.
- (2) The League understands and agrees that each steward is employed to perform full-time work for the employer and that each steward will not leave his or her work location during working hours, unless he or she gains permission from his or her immediate supervisor.
- (3) The League and the employer agree hereto that each will cooperate with the other and reduce to a minimum the actual time spent by stewards in the performance of their duties under this Memorandum of Understanding.
- (4) One of the five stewards of the bargaining unit shall be the Chief Steward and, as such, may assist the stewards in the adjustment of grievances.

3. EMPLOYEE RIGHTS

The League agrees with the objective of achieving the highest standards of employee performance and service consistent with safety, good health and a sustained effort. To this end, the League and employer will use their best efforts to effectuate these objectives.

4. PEACEFUL PERFORMANCE

In the event of a work stoppage, the League, its officers, agents and representatives shall do everything within their power to end or avert the same. Violation hereof will subject violator to legal and equitable judicial relief.

- a. All strikes, including but not limited to work stoppages, sitdowns, slowdowns, and feigned or pretended illnesses during the course of a labor dispute, shall be unlawful.
- b. The consideration for the signing of the Memorandum of Understanding by the City Manager is work done in the designated manner by the designated personnel at the designated time and place.
- c. Participation in a strike against the City shall be deemed an unauthorized absence subject to disciplinary action.
- d. Any recognized employee organization, whose members go on strike against the City, shall cease to be recognized at the time fifty (50) percent of its members go on strike, and that employee organization shall not be entitled to seek recognition for a period of one (1) year from the date of the next recognition period.

5. MANAGEMENT FUNCTIONS

All Management rights and functions except those which are clearly and expressly limited in this Memorandum of Understanding shall remain vested exclusively in the City. It is expressly recognized merely by way of illustration and not by way of limitation that such rights and functions include, but are not limited to:

- a. Manage the City.
- b. Schedule working hours.
- c. Establish, modify or change work schedules or standards.
- d. Institute changes in procedures.
- e. Direct the work force, including the right to hire, promote, demote, transfer, suspend, discipline or discharge any employee.
- f. Determine the location of any new facilities, buildings, departments, divisions, or subdivisions thereof, and the relocation, sale, leasing or closing of facilities, departments, divisions, or subdivisions thereof.
- g. Determine services to be rendered.
- h. Determine the layout of buildings and equipment and materials to be used therein.
- i. Determine processes, techniques, methods, and means of performing work.
- j. Determine the size, character and use of inventories.
- k. Determine financial policy including accounting procedure.
- l. Determine the administrative organization of the system.
- m. Determine selection, promotion, or transfer of employees.
- n. Determine the size and characteristics of the work force.
- o. Determine the allocation and assignment of work to employees.
- p. Determine policy affecting the selection of new employees.
- q. Determine the establishment of quality and quantity standards and the judgment of quality and quantity of work required.

- r. Determine administration of discipline.
- s. Determine control and use of City property, materials, and equipment.
- t. Schedule work periods and determine the number and duration of work periods.
- u. Establish, modify, eliminate or enforce rules and regulations.
- v. Place work with outside firms.
- w. Determine the kinds and numbers of personnel necessary.
- x. Determine the methods and means by which such operations are to be conducted.
- y. Require employees, where necessary, to take in-service training courses during working hours.
- z. Determine duties to be included in any job classification.
- aa. Determine the necessity of overtime and the amount of overtime required.
- bb. Take any necessary action to carry out the mission of the City in cases of any emergency.
- cc. Prescribe a uniform dress to be worn by designated employees.

The exercise of the foregoing powers, rights, authority, duties, and responsibilities by the City, the adoption of policies, rules, regulations and practices in furtherance thereof, and the use of judgment and discretion in connection therewith, shall be limited only by the specific and express terms of this contract, and then only to the extent such specific and express terms are in conformance with law.

By the addition of this article to the agreement, the parties do not intend to add to or subtract from the appeal and grievance rights formerly possessed by the employees.

6. CONSULTATION

The employer shall consult with their employees concerning their work with the purpose of assisting each employee to overcome any difficulties or otherwise improve their work or their working conditions.

7. PAYROLL DEDUCTIONS

- a. Membership dues of League members in this Representation Unit and insurance premiums for such League sponsored insurance programs shall be deducted by the City from the pay warrants of such members. The City shall promptly transmit the dues and insurance premiums so deducted to League. There shall be only one League deduction per pay period.
- b. The League shall notify the City, in writing, as to the amount of dues uniformly required of all members of the League and also the amount of insurance premiums required of employees who choose to participate in such programs. Once per fiscal year, the City will, upon written request of the League, change the amount of the League deduction for the purposes of any change in League dues. Any other changes in the League dues deduction amount shall be made only upon written request of the employee via the City-authorized payroll deduction card.
- c. Whenever the League notifies the City that there has been a change in the amount required to be deducted for membership dues, the League shall provide certification that the dues paying members of the unit have been notified of such change.

- d. The City assumes no responsibility for keeping itemized records of deductions. The League agrees to hold the City harmless and indemnify the City in any litigation arising out of conformance to this Section.
- e. On October 1 of each year, the City shall provide the League with a listing of all current employees in this Unit. Such list shall include employee name, job classification and department.
- f. The City, upon the request of the League, will provide a quarterly listing of all new employees hired into classifications represented by this unit. The League will provide general information, including copies of this MOU, to the City for inclusion in new employee orientation information packets.

8. BULLETIN BOARDS

The City agrees to provide a bulletin board in the employees' lunch room at the Municipal Service Center, one in the hallway outside the locker room at the Municipal Service Center, and one in the custodian's room at City Hall.

The bulletin boards shall be used for the following:

- a. recreational, social and related League bulletins;
- b. scheduled League meetings;
- c. reports of official business of the League;
- d. classified ads and personal announcements of League members; and
- e. any other written material which has been approved and initialed by the City.

Posted notices shall not be obscene, defamatory, or of a partisan political nature, nor shall they pertain to public issues which do not involve the City or its relationship with City employees.

9. LEAGUE LEAVE WITH PAY

The City shall allow the League a cumulative total of twenty-five (25) hours leave with pay each calendar year in order for League members to attend related functions or meetings. The League President shall request approval in advance from the department director or his or her designee to use this leave.

10. LEAGUE LEAVE WITHOUT PAY

A request for leave without pay for League purposes shall be treated as leave for personal reasons.

11. JOB DESCRIPTIONS

The employer shall maintain job descriptions setting forth job duties in each classification within the bargaining unit represented by the League. A copy of each job description shall be available to the League. The duties of each classification shall be descriptive of the work performed in that classification.

12. DISCRIMINATION

The employer shall not discriminate against any employee because of membership in the League or activities related thereto, or against race, creed, color, national origin, religious beliefs, political affiliation, sex, age, marital status, or handicap.

The League shall not discriminate against any employee because of his or her refusal to join the League, or become involved in the lawful activities related thereto, or against race, creed, color, national origin, religious belief, political affiliation, sex, age, marital status, or handicap.

13. TEMPORARY EMPLOYEES

By way of clarification, temporary employees in classifications represented by this unit are not eligible for the fringe benefits, paid leave policies, or bonus pay programs (eg., tuition reimbursement, etc.) that are available under this Memorandum of Understanding.

14. CONTENTS OF PERSONNEL FILE

- a. Adverse statements shall not be included in an employee's official personnel file unless a copy is provided to the employee.
- b. An employee shall have the right to copy the pertinent parts of his or her official personnel file in any case where the employee disputes some issue related to performance or is contesting disciplinary action.
- c. An employee shall have the right to respond in writing to any information contained in his or her official personnel file, such reply to become a permanent part of such employee's official personnel file.
- d. The employee and/or his or her representatives, with written authorization from the employee shall have access to the employee's personnel file upon proper request.

ARTICLE II
SALARY AND COMPENSATION

1. WAGES

The City agrees to pay the represented classifications listed in Exhibit A at the salary range (E) numbers listed.

a. FIRST YEAR (October 1, 2006 – September 30, 2007)

Effective October 7, 2006, a new top step will be added to the salary ranges of all represented classifications covered by this agreement. In addition, the "A" step of the former ranges will be phased out.

Each employee who, on October 7, 2006, has successfully completed one year or more of service at the old "G" step of the salary range of the classification then occupied shall advance to the new "G" step .

All other unit employees shall be placed in the new salary range according to their then current salary rate (e.g., an employee who was at the old "C" step will now be at the new "B" step) and be eligible to advance to the next step of their classification as soon as they have successfully completed one year of service at their current salary level. The old "A" step will be phased out after all current "A" step employees have satisfactorily completed six (6) months of service and been recommended for a merit increase. Until all current "A" step employees have reached their initial eligibility date for moving to the new "A" step (i.e., new "A" step eligibility date), new employees will be hired at a "Y" rate (i.e., old "A" step), then moved up to the new "A" step based upon standards for merit advancement on their new "A" step eligibility date.

b. SECOND YEAR (OCTOBER 1, 2007 – SEPTEMBER 30, 2008)

Effective October 6, 2007, a new top step will be added to the salary ranges of all represented classifications covered by this agreement. In addition, the "A" step of the former ranges will be phased out.

Each employee who, on October 6, 2007, has successfully completed one year or more of service at the old "G" step of the salary range of the classification then occupied shall advance to the new "G" step .

All other unit employees shall be placed in the new salary range according to their then current salary rate (e.g., an employee who was at the old "C" step will now be at the new "B" step) and be eligible to advance to the next step of their classification as soon as they have successfully completed one year of service at their current salary level. The old "A" step will be phased out after all current "A" step employees have satisfactorily completed six (6) months of service and been recommended for a merit increase. Until all current "A" step employees have reached their initial eligibility date for moving to the new "A" step (i.e., new "A" step eligibility date), new employees will be hired at a "Y" rate (i.e., old "A" step), then moved up to the new "A" step based upon standards for merit advancement on their new "A" step eligibility date.

c. THIRD YEAR (OCTOBER 1, 2008 – SEPTEMBER 30, 2009)

Effective October 11, 2008, the salary ranges of the classifications in this unit will receive a cost of living adjustment (COLA) based on the Consumer Price Index (CPI), not to exceed four and one-half percent (4 ½%). The CPI to be used is the All Urban Consumers for the Los Angeles-Riverside-Orange County, CA Area (not seasonally adjusted), for the twelve-month period as of August 2008.

2. SALARY INCREASES

a. Salary Step Increases

All salary step increases will become effective on the first day of the pay period in which the employee's anniversary date occurs, unless there is a postponement.

In the event of a postponement, the effective date of the step increase will be the first day of the pay period in which the increase is authorized.

b. Salary Increase Upon Promotion

The phrase "at least five percent higher" in Section 2.44.210 of the Municipal Code is clarified, through rounding, to mean "at least 4.5 percent higher".

c. Salary Increase Upon Appointment to a Position in an Acting Capacity

The phrase "less than five percent higher" in Section 2.44.230 of the Municipal Code is clarified, through rounding, to mean "less than 4.5 percent higher."

3. LEAD PERSON PAY

Lead person pay shall be paid at five-percent (5%) above base salary when assigned such duties by the department director, excluding employees in the classification of Heavy Equipment Operator.

4. ASSIGNMENT PAY - CHEMICAL APPLICATION

Park Maintenance Worker(s) and/or Senior Park Maintenance Worker(s) regularly assigned by the department director to perform chemical application functions (other than application of chemicals with a manual sprayer), shall be paid an additional three percent (3%) of base salary while assigned to perform such functions. In the event that an employee is filling in for the employee(s) regularly assigned to such functions, the employee filling in will be eligible to receive such premium pay only under the criteria and limitations set forth in Section 14 of this Article (Acting Pay).

An additional two percent (2%) of base salary shall be paid to the regularly assigned position(s) referred to above for obtaining a Pest Control Advisor license.

5. ASSIGNMENT PAY - CONCRETE FINISHING

Senior Street Maintenance Worker(s), assigned by the department director to perform concrete finishing functions, shall be paid an additional three percent (3%) of base salary while assigned to perform such functions.

6. ASSIGNMENT PAY - HEAVY EQUIPMENT

Any day that an employee is assigned as the primary operator to operate the road grader, the articulating front loader, the backhoe or the flailmower, or is assigned to and operates this equipment for more than one hour per day, he or she will be paid the daily rate for the Heavy Equipment Operator classification at the step level to which he or she is assigned to his or her regular position. (Example: If assigned to Step D of Senior Street Maintenance Worker, employee shall receive a daily wage at Step D of Heavy Equipment Operator.) In the event the employee is assigned to work in the classification of Heavy Equipment Operator on an acting basis, the employee will receive compensation under the criteria specified in Section 14 (Acting Pay) of this Article. The Senior Water Service Worker classification is not eligible for this assignment pay.

7. ASSIGNMENT PAY - IRRIGATION REPAIR & MAINTENANCE

Park Maintenance Worker(s) and/or Senior Park Maintenance Worker(s) regularly assigned by the department director to perform irrigation repair and maintenance functions on a Citywide basis shall be paid an additional five percent (5%) of base salary while assigned to perform such functions.

8. ASSIGNMENT PAY - TREE TRIMMER

Street Maintenance Worker(s) regularly assigned by the department director to perform tree trimming functions shall be paid an additional five percent (5%) of base salary while assigned to perform such functions.

Senior Street Maintenance Worker(s) regularly assigned by the department director to perform tree trimming functions shall be paid an additional six percent (6%) of base salary while assigned to perform such functions.9.

9. ASSIGNMENT PAY - STORM DRAIN MAINTENANCE

Street Maintenance Workers and Senior Street Maintenance Workers assigned to conduct storm drain maintenance who have been designated as "authorized entrants" under the City's Permit-Required Confined Space Entry Program shall be paid an additional five percent (5%) of base salary any day they are required to perform "entrant" duties within a permit-required designated confined space (as identified in the written program).

10. ASSIGNMENT PAY - EFFECT OF ABSENCES

During an absence from duty for a period in excess of 30 calendar days, excluding vacations, an employee receiving assignment pay or lead person pay shall not be entitled to such compensation. This reduction in pay shall be implemented in the first full pay period following such absence and shall be reinstated upon the employee's return to his or her former position.

11. ACTING PAY

Whenever an employee is assigned by the department director to fulfill, in an acting capacity, the full responsibilities of a vacant position within the unit that is a higher level than the employee's present position, he or she shall be compensated in accordance with Municipal Code Section 244.230, as clarified in Section 2(c) of this Article.

The department director shall not be required to begin acting pay compensation for those assignments of ten (10) working days or less.

For the purpose of this section, a "vacant position" shall mean those positions unfilled due to resignation, termination, long-term illness, long-term injury leave or long term leave of absence without pay only.

At the sole discretion of the department director, acting pay may be applied to positions, which are unfilled due to other circumstances, including but not limited to jury duty and military leave.

A person appointed in an acting capacity shall be eligible to receive merit increases in his or her regular position during the acting appointment, but shall not be entitled to merit increases in the position, which he or she holds in an acting capacity.

12. TUITION REIMBURSEMENT

The City will provide a Tuition Reimbursement Program to qualified employees as described in Exhibit "D." The former Educational Incentive Program will be phased out and will no longer be open to employees not currently receiving benefits from the program. Those employees currently receiving benefits from the Educational Incentive Program may continue to participate in the program until they become ineligible or elect to participate in the Tuition Reimbursement Program. Once an employee who had been receiving benefits from the Educational Incentive Program becomes ineligible to participate in the former Educational Incentive Program, they may not requalify for that program.

13. BILINGUAL PAY

Effective July 6, 2002, the City will pay seventy dollars (\$70) per pay period to a designated bilingual employee required to utilize his/her bilingual abilities (Vietnamese, Korean, Spanish and/or any other language designated by the City Manager) on City business. Determination of capability shall be made by qualifying tests established by the City. An employee so designated by the City shall be required to translate at any time. An employee may cease to be in a designated position as a result of transfer, promotion, or other reassignment.

ARTICLE III
FRINGE BENEFITS

1. RETIREMENT PLAN

- a. Every employee in the competitive service shall participate in the Public Employees' Retirement System retirement plan as adopted by the City Council. Participation shall begin immediately upon employment. Such participation in the retirement plan continues until the employee terminates employment with the City for any reason, and shall then cease under the terms of said plan.
- b. Effective November 19, 1994, the City will no longer pay the employee's seven percent (7%) contribution to the Public Employees' Retirement System.

Effective November 19, 1994, the employee shall begin to pay the "Employee's Contribution" to the Public Employees' Retirement System (PERS). The City shall allow these contributions to be treated as "pick-up" in accordance with Section 414(h)2 of the Internal Revenue Service and applicable Government Code sections. These "pick-up" contributions, to the extent permissible, shall be treated as deferred income to the employee for federal and state tax purposes.

The Garden Grove Employees League and each and all of its members shall indemnify and hold the City harmless from any and all claims, demands, suits, actions, liabilities, or judgments of any kind whatsoever arising out of or in connection with the actions to be taken and/or the "pick-up" contributions to be made by the City pursuant hereto.

Any future income tax obligations resulting from the "pick-up" contributions shall be the exclusive responsibility of the employee. In the event the Internal Revenue Service shall change its current position and determine that such contributions constitute salary, not deferred compensation, any resulting tax obligations shall be the exclusive responsibility of the employee and the City shall not be held responsible therefor.

- c. The City currently contracts with PERS for the following benefits to the miscellaneous retirement plan.
 - (1) Section 21251.132 (2% at 55 Full formula for local miscellaneous members).
 - (2) Section 20024.2 (Highest Year).
 - (3) Section 20862.8 (Credit for Unused Sick Leave).
 - (4) Employee pays the entire "Employee Contribution".
- d. By June 30, 2006 of Fiscal Year 2005-2006, the City shall amend its contract with PERS to add the following benefits to the miscellaneous retirement plan.

Section 21354.4 (2.5% at 55 Full formula for local miscellaneous members – Active Members Only).

Effective at the time of this amendment, miscellaneous employees will pay an additional one percent (1%) employee contribution with the total employee contribution increasing to eight percent (8%).

2. HEALTH INSURANCE

Except as provided in Section 4 of this Article, the City shall contribute on behalf of each employee and each eligible retiree, the PERS mandatory amount per month toward the payment of premiums for health insurance under the PERS Health Insurance program. For calendar year 2006, the amount is \$64.60, for 2007 the amount will be \$80.80, and for 2008 the amount will be \$97.00. Beginning January 2009, the amount will be adjusted annually to reflect any change in the medical care component of the Consumer Price Index

Retiring employees and their dependents shall have available the ability to continue to participate in the PERS Health Insurance program. The eligibility of participation shall be determined by the PERS program.

3. CAFETERIA PLAN

The City shall make a monthly fringe benefit contribution to each eligible member of the unit to be used toward the cafeteria plan. These funds shall only be used for eligible plans included within the cafeteria plan. The plan includes health, dental, flexible health and child care reimbursement, deferred compensation, supplemental LTD plans and cash.

All employees must enroll in one of the PERS health program plans unless they submit to the City both (1) proof of health coverage and (2) sign a health insurance waiver. Employees who fail to complete both requirements shall not be allowed to utilize their cafeteria plan contributions for any other eligible plans.

An employee who selects the option of not enrolling in one of the PERS health program plans and who meets the conditions outlined in (3-b) above shall receive a \$100.00 per month credit either payable in cash, contributed to the employee's account with the City's deferred compensation plan, flexible health and child care reimbursements, or supplemental LTD plan. This credit shall be provided to such employee once a year in December.

4. CITY FRINGE BENEFIT CONTRIBUTION

- a. Effective January 1, 2007, the City shall provide a "base" \$660.00 per month composite fringe benefit contribution, which includes the PERS mandatory monthly contribution described in Section 2 of this Article.
- b. Effective January 1, 2008, the City shall provide a "base" \$718.00 per month composite fringe benefit contribution, which includes the PERS mandatory monthly contribution described in Section 2 of this Article.
- c. Effective January 1, 2009, the City shall provide a "base" \$756.50 per month composite fringe benefit contribution, which includes the PERS mandatory monthly contribution described in Section 2 of this Article.

- d. The League agrees to annually modify the City's monthly composite contribution as outlined in Exhibit B.
- e. Those employees who select the cafeteria plan option of cash or deferred compensation shall be provided the difference once a year in December, either through a cash payment or contribution to the employee's account with the City's deferred compensation plan.
- f. The City and League agree to share the PERS mandatory monthly contribution for retirees (as described in 2 above). The League will pay, from their fringe benefit contribution, \$5.00 per month per retiree and the City will pay the remaining contribution. The League's contribution will be made as an adjustment to their annual composite rate.

5. LIFE INSURANCE

The City will provide term life insurance benefits equal to the individual's annual salary rounded to the next \$1,000.

6. LONG-TERM DISABILITY

The City will provide a long-term disability insurance program which will provide up to 2/3 of base salary (\$6,000 maximum) after the employee has been disabled for 90 calendar days or has used all of his or her accrued sick leave, whichever is longer.

7. MEDICARE

Effective April 1, 1986, all newly hired employees must be covered under MEDICARE. All newly hired employees will have a deduction from their paycheck to cover the cost of MEDICARE. The deduction and salary requirements are determined by federal regulations.

In the event that any or all of the provisions of MEDICARE are no longer applicable to local government, due to either legislation or judicial action(s), the benefits set forth in this section so effected shall be null and void and the City's requirement to provide those benefits shall cease.

8. SOCIAL SECURITY (FICA)

In the event that all or part of the employees in this unit become covered by Social Security (FICA), Medicare, or any similar system during the term of the MOU, nothing in this MOU shall be construed to require the City to pay any contribution on behalf of any employee or to furnish any related benefits. Nothing in this MOU shall be construed to require the employee to pay any contribution on behalf of the City. The City and the League will meet and confer to discuss the impact of such action.

Should Federal legislation mandate Social Security (FICA) upon "new" hires into the bargaining unit, the City and the League acknowledge that the current PERS retirement plan will not be available to those new hires, and the City and the League will immediately begin to meet to discuss alternative retirement plans for these "new" hires.

9. MILEAGE REIMBURSEMENT

When an employee is authorized to use his or her vehicle, the City agrees to guarantee a minimum of one dollar (\$1.00) per round trip when an employee represented by the League uses his or her private vehicle to perform call-back duty functions. After the first four miles, the employee will be compensated at the rate of thirty-seven and one-half cents (\$.375) per mile. This amount equals the allowable IRS reimbursement rate and will not be reported as taxable income. Should the IRS reimbursement rate be adjusted, the amount listed above shall be similarly adjusted, prospectively, to the new IRS rate, but only after the City has received official notification of the new IRS rates.

10. REQUIRED CERTIFICATIONS

The City shall reimburse the employee for the cost of obtaining and/or renewing certificates or licenses required by the City during the period the employee is employed by the City. This reimbursement shall only be paid for test(s) which are passed and for which a certificate is either issued or renewed. Any required driver's license, however, is specifically excluded from this section.

11. DRIVER'S LICENSE

The City will reimburse to the employee the difference between the cost of a commercial driver's license (Class A, B or C) and the cost of a non-commercial Class C driver's license when required by the department director to obtain and/or maintain such commercial license.

12. CONTINUATION OF FRINGE BENEFITS

The City shall continue to pay its designated cafeteria contribution toward the cost of the medical and dental insurance premiums for up to 12 weeks in a 12-month period of a leave of absence without pay for employees who are on such status due to illness, injury, or pregnancy disability only. This time is not in addition to the time provided for under the FMLA or CFRA. Should such leave continue longer than 12 weeks, or in the case of any other type of leave of any length, the employee shall become liable for the full cost of these insurance premiums in order to continue uninterrupted coverage.

If an employee fails to return to work after his/her leave entitlement has been exhausted or expires, the City shall have the right to recover its share of health and dental plan premiums for the entire leave period, unless the employee does not return because of the continuation, recurrence, or onset of a serious health condition of the employee.

ARTICLE IV
WORK SCHEDULES AND OVERTIME

1. WORK WEEK

Employees shall be scheduled on the basis of a "9/80" work schedule encompassing a fourteen (14) calendar day period. During one (1) seven (7) day period, the employee shall work five (5) days with two (2) days off. During the other seven (7) day period, the employee shall work four (4) days with three (3) days off. One (1) of the nine (9) work days shall be eight (8) hours and the remaining days shall be nine (9) work hours. Production employees in the Water Section assigned to work weekends shall retain their current work schedule.

2. LUNCH BREAKS AND REST PERIODS

a. Lunch Breaks

Employees shall be allowed a thirty-minute lunch break near the middle of the work shift. Such lunch breaks shall not be considered hours worked. The supervisor may require an employee to work through his or her lunch period. If the thirty minutes has not been taken as time off, by mutual agreement between the employee and supervisor, before the end of the week, the time shall be paid or banked in accordance with the City's overtime policy.

b. Rest Periods

Employees shall be allowed one rest period of ten minutes for every four consecutive hours of work. Such rest periods shall be scheduled in accordance with the requirements of the department, and shall be considered hours worked. At the discretion of the department director two rest periods may be combined and taken together.

3. OVERTIME

All work performed in excess of 40 hours per week will be paid at one and one-half times the straight hourly rate or compensation time accrued at one and one-half times.

At the discretion of the department director, employee may be allowed to accrue at the overtime rate, up to a maximum of eighty (80) hours of compensatory time in lieu of cash payment in any one fiscal year. Should the accrual exceed 80 hours at any time, the excess will be paid in cash during the payroll period in which it is accrued. At the end of each fiscal year, any hours in excess of fifty (50) will be paid out in cash.

Any "In lieu" holiday hours shall be in excess of this limit. The scheduling of compensatory time off shall be at the discretion of the department director or his or her designee.

4. CALL BACK

Call-back opportunities shall be made available to qualified full time employees on a rotating basis provided, however, that an employee who on two (2) consecutive occasions declines a call back, shall be taken off the primary call back list for a period of six (6) months and shall be returned to that list only if such employee so requests, in writing, following such six (6) month period. When sufficient full-time employees are not available, or not willing, to perform call back work, call back opportunities may be offered to part-time employees.

Off-duty employees recalled to work shall receive a minimum of two (2) hours of overtime, but shall not receive more than two (2) hours of overtime pay per any two (2) hour period.

5. STANDBY

An employee may be assigned to be on standby from Wednesday afternoon to the following Wednesday morning. During the week which Fridays are scheduled off (due to the 9/80 schedule), the employee scheduled to work standby commencing on that Wednesday, will have their work schedule adjusted to accommodate the forty (40) hour work week.

For being on standby, an employee is paid a total of four (4) hours of straight time for the five (5) work days and eight (8) hours on each day of the weekend. If a holiday occurs during the standby period, an employee shall receive eight (8) hours of straight time instead of one (1) hour for that day.

6. STANDBY - CHLORINE GAS RESPONSE TEAM

Effective December 18, 2004, the employee assigned to standby for the Chlorine Gas Response Team from Wednesday afternoon to the following Wednesday morning shall be paid a total of one (1) hour for each regular work day and eight (8) hours for each day of the week-end (Saturday and Sunday). This will total twenty-one (21) hours of standby pay for a regular week of standby. Employees assigned to standby for the shortened work week will receive one (1) hour for each regular work day and eight (8) hours for each weekend day (Saturday, Sunday and the off-Friday). This will total twenty-eight (28) hours for the shortened week of standby. All employees on the Chlorine Gas Response Team standby will work the same 9/80 schedule as other water employees not assigned to any other standby schedule.

7. SCHEDULED SHIFT CHANGES

The City agrees to give five (5) working days notice on scheduled shift changes whenever practical, but in no event will the City give less than three (3) working days notice; unless shorter notice is agreed upon by the employee. This provision does not apply in regard to the City's need to staff the "minimal service crews" needed to work on the Friday off day of the 9/80 work week.

8. WORK DAYS - CHRISTMAS TO NEW YEARS

The majority of City facilities will be closed on the work days between Christmas and New Year's Day. Employees will be required to use holiday, vacation, compensatory time or leave without pay during this period.

9. WORK SCHEDULES DETERMINATION

Notwithstanding any other provision in this MOU, the City reserves the exclusive right to determine unilaterally, such issues relating to work schedules and alternative work schedules (eg., 9/80 Plans, and Christmas/New Year's work week) as start times, scheduling and assignments to such schedules.

10. PAY PERIOD ADJUSTMENT

The City retains the right to adjust the pay periods, including the ability to continue to have the Friday after Thanksgiving Day remain an off-Friday for most employees under the 9/80 work schedule.

11. ABSENCE FROM WORK

Employees are required to use all reasonable efforts to schedule all non-work related activities, such as routine medical, dental, or other health-related appointments, auto repair and any other type of appointments that may otherwise necessitate the employee's absence from work, for their regularly scheduled days off.12.

12. SMALL SPILLS TEAM CALL-BACK

Employees who are listed on the Small Spills Team who are called out by the Police or Fire departments for response to small spills will be paid a minimum of three (3) hours of compensation at time and one-half for any one incident (but shall not receive more than three (3) hours of overtime pay per any three (3) hour period).

ARTICLE V
LEAVE POLICY

1. VACATION LEAVE

a. Basis of Accrual

Every full-time regular and full-time interim employee shall be entitled to a paid vacation leave of eighty (80) hours following one year of full-time service with the City. Following the completion of the first year of service, every employee, except part-time and temporary appointments, shall be allowed ten (10) hours vacation leave with pay for each full month of continuous service in which the employee has worked or has been authorized leave of absence with pay. Accrual of vacation leave after the one year of employment period will begin with the first of the month nearest the one year completion date of said service. Following the completion of the ninth year of service, every employee except part-time and temporary appointments shall be allowed twelve (12) hours vacation with pay for each full month of continuous service in which the employee has worked or has been on authorized leave of absence with pay. Following the completion of the fourteenth year of service, every employee except part-time and temporary appointments shall be allowed fourteen (14) hours vacation leave with pay for each full month of continuous service in which the employee has worked or has been on authorized leave of absence with pay. Following the completion of the nineteenth year of service, every employee except part-time and temporary appointments shall be allowed seventeen and one-quarter (17.25) hours vacation with pay for each full month of continuous service in which the employee has worked or has been on authorized leave of absence with pay. Following the completion of the twenty-fourth year of service, every employee except part-time and temporary appointments shall be allowed twenty and one-half (20.50) hours vacation with pay for each full month of continuous service in which the employee has worked or has been on authorized leave of absence with pay.

b. Vacation Accrual

Every full-time regular and full-time interim employee shall be entitled to accrue vacation earned during two full calendar years of employment. If for some specific reason an employee wishes to accrue vacation leave in excess of the limits established herein, he or she must submit a request in writing to his or her department listing these reasons. The department director and City Manager shall review and may grant such request if it is in the best interest of the City. The excess of the limit shall be determined by the department director and the City Manager.

c. Vacation Scheduling

Vacation shall be scheduled by the department director or his or her designee with consideration given to the written request(s) of those employees requesting specific vacation period(s). Whenever practicable, all requests for vacation leave of eighty (80) hours or more in duration shall be submitted for approval fourteen (14) calendar days in advance. For vacation leave of forty (40) hours up to eighty (80) hours in duration, a request must be submitted, whenever practicable, five (5) calendar days in advance. Vacation leave requests for less

than forty (40) hours must be submitted, whenever practicable, no less than forty-eight (48) hours in advance.

d. Effects of Holiday on Vacation Leave

In the event one or more authorized municipal holidays falls within a vacation leave, such holiday shall not be charged as vacation leave, and the vacation will be extended accordingly.

e. Effect of Leave of Absence on Accrual of Vacation Leave

The granting of any leave of absence without pay exceeding fifteen (15) consecutive calendar days shall cause the employee's annual vacation earned during the calendar year to be reduced proportionately for each month or major portion of a month that the employee is on leave of absence without pay.

f. Compensation for City Work During Vacation Prohibited

No person shall be permitted to work for compensation for the City in any capacity during the time of his or her paid vacation leave from City service.

g. Vacation Pay at Separation

Any employee with regular or interim status separating from the City service who has accrued vacation leave shall be entitled to pay in lieu of such vacation. When separation is caused by death of an employee, payment shall be made to the estate of such employee or, in applicable cases, as provided by the Probate Code of the State.

h. Illness or Injury During Vacation

If an employee is eligible for a vacation, but absent from work because of sickness or injury at the time he or she is scheduled to begin his or her vacation, he or she may, with the approval of the department director, reschedule the vacation for a later date.

i. Vacation Preference

Employees may split their vacation periods into two or more parts; but until each employee in the bargaining unit has had an opportunity to express their first choice vacation period, second and third choices will not be scheduled. Opportunity to request vacation time off will be made commencing with the month of January.

j. Advance Vacation Pay

Whenever an employee's payday falls within a vacation period of at least four (4) consecutive workdays, employees shall be entitled to receive their paychecks prior to leaving on their scheduled vacation, upon a two-week advance written request to the Controller. Employees using Direct Payroll Deposit are not eligible for advance vacation pay.

k. Vacation Buy-Back

Effective December 31, 2006, and each December 31st thereafter, employees may convert up to eighty (80) hours of unused vacation benefit at their then (December 31) hourly rate of pay into cash, provided that they have utilized at least eighty (80) hours of vacation benefits, forty (40) hours of which have been taken consecutively, in the calendar year ending on said December 31, and have remaining after such conversion at least eighty (80) hours of unused vacation benefits.

2. HOLIDAYS

a. Authorized Holidays

Every full-time regular and full-time interim employee shall be entitled to nine (9) hours pay for the following holidays each calendar year and such other days or portions of days as may be designated by action of the City Council:

- * January 1st (New Year's Day)
- Third Monday of February (President's Day)
- Last Monday of May (Memorial Day)
- ** July 4th (Independence Day)
- First Monday in September (Labor Day)
- Fourth Thursday in November (Thanksgiving Day)
- * December 25th (Christmas Day)
- * Two (2) work days during the week between Christmas and New year's
- *** Two (2) Floating holidays

- * The specific day that City employees will observe these holidays will be designated by the City Manager six (6) months prior to actual observation.
- ** Any year that July 4th falls on a closed Friday, Saturday or Sunday, employees shall receive an "In lieu" holiday of nine (9) hours of compensatory time that must be used between July 1st and December 31st of that year.
- ***One (1) Floating holiday will be added effective January 1, 2007. One (1) Floating holiday will be added effective January 1, 2009.

The request for use of Floating holidays shall be approved by the department director or his or her designee each year. All holidays must be used by December 31st of each year.

b. Procedure if Holiday Falls on Regular Day Off

When a holiday falls on a regular day off, said employees shall be entitled to equivalent time off in lieu of the holiday. Determination of when such time off may be taken shall be made by mutual agreement.

c. Employees Required to Work on Holiday

Any employee whose work schedule and assignment of duties requires him or her to work on an authorized holiday shall receive additional compensation, either

time off or pay, for such work at time and one-half the rate at which he or she is employed. Determination of when such time off may be taken shall be made by mutual agreement. For purposes of this section, "authorized" holiday is defined as the actual calendar date of the holiday and not necessarily the date the holiday is observed by the City.

d. Eligibility for Holiday Pay

An employee must work or be on paid leave status or regularly scheduled day off on both the work day prior to and work day following an authorized holiday in order to be eligible for holiday pay. The only exception is between the Christmas - New Year's period when an employee may take leave without pay and not lose eligibility for those holidays. When an authorized holiday occurs during an employee's paid leave, the employee shall receive holiday pay for that day which will not be charged against his or her paid leave.

Should an employee request use of paid sick leave on the day prior to and/or after an authorized holiday, the department director may, where he or she has reason to believe the employee is abusing sick leave, require a doctor's certificate or other satisfactory proof of illness before holiday pay is granted. In such instance, the department director, or his or her designee, shall request such certificate and/or proof of illness on the date(s) for which such sick leave is requested.

3. SICK LEAVE

a. Accrual of Sick Leave

Every full-time regular and full-time interim employee shall be allowed eight (8) hours sick leave with pay for each calendar month of actual continuous service dating from the first of the month nearest the commencement of said service. Such accruals shall be cumulative.

b. Family Sick Leave

Forty-eight (48) hours of normally accrued sick leave may be permitted to be used in any calendar year for family sick leave in lieu of personal sick leave. Only members of the employee's immediate family (legal spouse, dependent children, dependent sibling [residing with employee] and/or dependent parents) who may/may not live in the employee's household, but who require the employee's presence for the purpose of receiving medical care, shall qualify for family sick leave benefit; or, to the extent an employee is required to care for a below school-age child, or a dependent child below ten years of age in the case of school holidays or school breaks, where the spouse who customarily and on a daily basis is that child's primary caretaker, is medically disabled from performing that function.

c. Proof of Illness

(1) The Personnel Director may require a certificate issued by a licensed physician or other satisfactory proof of illness before any type of sick leave is granted for any absence of three (3) consecutive working days or more.

If the sick leave request equals five (5) or more working days, the Personnel Director may also designate a licensed physician to conduct the physical examination and such examination shall be conducted at City expense. Employees shall be required to complete a sick leave verification form when returning to work after utilizing sick leave.

- (2) Notwithstanding (1) above, the Personnel Director may require a certificate issued by a licensed physician or other satisfactory proof of illness before any type of sick leave pay is granted for absences of any duration if, prior to the beginning of the absence, the Personnel Director has issued a letter to the individual employee stating that such certification will be required.
- (3) Such a letter may be issued by the Personnel Director whenever an employee demonstrates any of the following:
 - (a) Excessive use of sick leave
 - (b) Abuse of sick leave
 - (c) Excessive tardiness
 - (d) Unacceptable patterns of absence or tardiness, eg., chronic absences on Friday or Monday, or chronic absences on days preceding or following holidays or vacation days.
- (4) Notwithstanding the above sections, the Personnel Director may require a certificate issued by a licensed physician or other satisfactory proof of illness before any type of sick leave pay is granted to any employee who has missed work when the Personnel Director has reasonable cause to believe that the employee has missed work due to a job action.

d. Effect of Leave of Absence on Sick Leave Accrual

The granting of any leave of absence without pay exceeding fifteen consecutive calendar days shall cause the employee's normal rate of sick leave accumulation to be extended by the number of calendar days for which such leave of absence has been granted less the first fifteen calendar days of such leave.

e. Annual Sell Back

Once every fiscal year during the month of July, an employee who has accumulated 240 unused sick leave hours, shall be eligible to sell back to the City one-half of his or her annual accrued but unused sick leave hours (in excess of 240 hours) at the rate of \$.70 on the dollar based upon the hourly rate of pay in effect as of June 30. The remaining one-half of annual accrued but unused sick leave hours will remain in the employee's bank of accumulated sick leave. The employee may instead convert the equivalent amount of hours, after the \$.70 on the dollar conversion, to vacation pay. (See Exhibit C.)

f. Payoff at Retirement

At the time of an employee's service or disability retirement, the City shall pay to him or her an amount equal to 50% of his or her total accumulated but unused sick leave hours, provided that the 50% pay out under this provision may be applied to no more than 1,000 hours accumulated but unused sick leave. The

remaining accumulated but unused sick leave hours will be used toward the extension of his or her service period under the PERS retirement system, per PERS rules. (See Exhibit C)

At the written request of the employee, 100% of accumulated but unused sick leave hours may be used toward the extension of his or her service period under PERS rules and no payout will occur.

4. ON-THE-JOB INJURY LEAVE, COMPENSATION

a. Workers' Compensation Leave

Employees compelled to be absent from duty on account of injury or illness arising out of and in the course of employment shall receive a paid leave of absence for work time lost, but not to exceed the first three (3) calendar days.

b. Temporary Disability

(1) If an employee is eligible to receive temporary disability payments under the California Workers' Compensation Law, the City shall apply his or her accumulated unused sick leave in a prorated amount equal to the difference between his or her regular salary and the temporary disability payment.

(2) The employee, under such system, shall be entitled to receive a cumulative total of up to six (6) months supplemental compensation for absences following and related to the occurrence of a specific injury regardless of his or her initial unused accrued sick leave balance. This supplemental compensation shall cease at the end of the cumulative six (6) months, regardless of whether there is any remaining accumulated but unused sick leave balance. At that time, the employee may still be eligible for temporary disability payments under the Workers' Compensation Law.

c. Accrual of Leave Benefits

Any regular employee shall continue to accrue vacation, holidays and sick leave and to earn eligibility for consideration for merit salary increases during an absence resulting from an on-the-job injury, providing he or she receives compensation payments under the provisions of the California Workers' Compensation Law. A probationary employee shall be entitled to the same benefits as a regular employee except he or she shall not continue to earn eligibility for consideration for merit salary increases.

5. BEREAVEMENT LEAVE

Whenever any employee, except those with temporary appointments, is compelled to be absent from duty by reason of death or critical illness where death appears imminent, of members of the employee's extended family (father, mother, brother, sister, spouse, children, mother-in-law, father-in-law, step-parent, grandmother, grandfather, grandchildren, legal guardian or ward), such person shall be entitled to a one-time per family member leave of absence with pay, for up to four (4) working days. In the event an employee is required to travel a one way distance greater than

five hundred (500) miles, an additional workday may be granted subject to the approval of the department director.

6. MILITARY LEAVE

Military leave with pay shall be granted in accordance with provisions of the Military and Veterans Code of the State. An employee entitled to military leave shall give his or her department director an opportunity within the limits of military regulations to determine when such leave shall be taken. The employee shall as soon as practicable notify his or her supervisor upon receipt of military orders and present a copy of the orders to his or her department director prior to taking such leave. The department director shall in turn advise the Personnel Services Director of such military orders.

7. NON-INDUSTRIAL DISABILITY LEAVE

An employee who is temporarily incapable of performing the full range of duties of his or her position due to illness, injury, or pregnancy disability must provide a medical certificate from his or her treating physician certifying that the medical leave is necessary and the employee is unable to perform his or her job duties, specific limitations/restrictions, the beginning date and anticipated ending date of such limitations/restrictions. Should the employee need to take a leave of absence due to such disability, he or she must use all accrued paid leave prior to requesting leave without pay, provided that the use of sick leave in the case of pregnancy disability is optional to the employee prior to use of leave without pay. A medical certificate from the employee's treating physician stating the requirement for leave and anticipated length of leave must be submitted to the Personnel Services Director prior to authorization for such leave. Upon return to work from a disability leave, a medical certificate with specific comment on limitations/restrictions (or lack of such) must be submitted to the Personnel Services Director.

8. JURY DUTY

- a. An employee called for jury duty shall as soon as practicable notify his or her department director of the required duty dates upon receipt of such notice. Employees serving on jury duty in courts which have established a "call-in" system are requested to use this "call-in" process.
- b. An employee will not be paid additional salary on days he or she is required to be in attendance at court for jury duty on an observed City holiday. For any regular work day or part of regular work day that an employee is not required to be in court, he or she shall report to the City for duty; however, if an employee is excused from jury duty after returning from the scheduled lunch break, he or she is not required to report back to work. Employees must account to their department director for any time off due to illness or any other reason(s) while on jury duty.
- c. The City will pay the salary for up to fifteen (15) work days in a calendar year of a regular or probationary employee who is required to serve jury duty if he or she remits to the City his or her compensation for such jury duty and submits written documentation of attendance at court. If he or she does not remit this compensation and submit certified documentation of attendance, he or she shall be paid only for the time he or she actually worked in his or her City position.

Notification of requirement to serve on jury duty and intent to remit compensation for such shall be made in writing to the employee's department director prior to such service.

9. TIME OFF FOR EXAMINATIONS

All persons in the competitive service shall be entitled to necessary time off with pay for the purpose of taking qualifying or promotional examinations pertaining to positions in the competitive service of the City.

10. LEAVE OF ABSENCE WITHOUT PAY

a. General Policy

Any employee may be granted a leave of absence without pay upon the approval of the City Manager pursuant to the recommendation of his or her department director and the Personnel Services Director, except that in case of a leave of absence without pay of fifteen consecutive calendar days or less, the approval of the City Manager shall not be required. A leave without pay may be granted for any of the following reasons:

- (1) Illness or Disability
- (2) Pregnancy
- (3) To take a course of study which will increase the employee's usefulness on return to his or her position in the City's service
- (4) For personal reasons acceptable to the City Manager and/or Personnel Services Director and department director.

b. Authorization Procedure

Requests for leave of absence without pay shall be made upon forms prescribed by the Personnel Services Director and shall state specifically the reason for the request, the date when it is desired to begin the leave and the probable date of return. The request shall normally be initiated by the employee but may be initiated by his or her department director and upon written recommendation of the department director that it be granted, modified or denied shall be promptly transmitted to the Personnel Services Director. The Personnel Services Director shall then make his or her recommendation in writing and transmit the request to the City Manager unless the request is for a leave of fifteen consecutive calendar days or less in which case the action of the Personnel Services Director shall be final. A copy of any approved request for leave of absence without pay shall be delivered promptly to the Controller.

c. Length of Leave and Extension

A leave of absence without pay may be made for a period not to exceed one year provided that the City Manager may extend such leave for an additional period up to one year. Procedure in granting extensions shall be the same as that in

granting the original leave provided that the request for extension is made not later than fourteen (14) calendar days prior to the expiration of the original leave.

d. Return from Leave

When an employee intends to return from an authorized leave of absence without pay either before or upon the expiration of such leave, he or she shall contact his or her department director at least fourteen calendar days prior to the day he or she plans to return. The department director shall promptly notify the Personnel Services Director of the employee's intention.

e. Leave Without Pay

An employee shall utilize all his or her vacation and/or compensatory time off prior to taking an authorized leave of absence without pay except in cases of League leave without pay as authorized by the department director.

11. ABSENCE NOTIFICATION PROCEDURES

a. Advance Notice

Whenever possible an employee shall notify his or her department director or immediate supervisor in advance of the date he or she expects to be absent from duty and the reasons for such absence.

b. Notification on Day of Absence

Any employee who is absent from duty shall report the reason for such absence to his or her department director or immediate supervisor prior to the start of the work shift. This provision applies any time an employee is going to be late or absent from his or her work shift.

c. Failure to Provide Notice

An employee who is absent without notice may be considered to have abandoned his or her position and therefore may be terminated from City service.

ARTICLE VI
EQUIPMENT AND SAFETY

1. SAFETY EQUIPMENT

a. Safety Shoes

Any employee represented by the League who is required to wear steel-toed safety shoes shall be entitled to a reimbursement of up to one hundred ninety dollars (\$190) per fiscal year for the purchase or repair of approved shoes upon presentation of receipt of such purchase/repair. Employees in the classification of Water Service Worker who are assigned to Meter Reading and Customer Service shall be required to wear work shoes approved by the department director and shall be entitled to a reimbursement of up to one hundred dollars (\$100) per fiscal year upon presentation of receipt of such purchase.

b. Prescription Safety Glasses

Any employee represented by the League who is required to wear safety glasses shall be entitled to a reimbursement of up to one-hundred fifty dollars (\$150.00) beginning July, 2000, towards the purchase of prescription safety glasses upon presentation of receipt of such purpose. An employee may exercise this option once each fiscal year.

2. SAFETY COMMITTEE

The City continues to be concerned for the safety of all employees.

a. The League will appoint one member of the Employees' League to be a member of the Citywide Safety Committee.

b. The League will appoint one member of the Employees' League to be a member of the Advisory Incident Analysis Committee established by the Public Works Department.

3. MONTHLY MEETINGS

The City will meet with the League upon the request of the City or the League, in order to maintain and foster a favorable working relationship between the parties.

4. WORKING IN INCLEMENT WEATHER

Employees required to work in inclement weather shall be provided adequate foul weather clothing and equipment.

5. FIRST AID AND CPR TRAINING

The City will provide First Aid and CPR training to full-time employees represented by this unit.

6. CONVENIENCE EQUIPMENT

The City agrees to provide a microwave oven, vending machines, and an ice machine at the Municipal Service Center for employees.

7. OPERATION OF A FRONT LOADER

The City agrees to develop and provide a training program to any League employee who is required to operate an articulating front loader or backhoe. Said program shall be implemented by the Public Works Director, utilizing a qualified operator who has operated such equipment on a regular basis. An employee must complete the training program prior to operating an articulating front loader or backhoe.

8. TOOL ALLOWANCE

Effective October 1, 2006, employees working in the classifications of Equipment Service Worker, Small Engines Mechanic Equipment Mechanic and Fire Apparatus Mechanic in the Vehicle Maintenance Division shall be required to provide all hand tools necessary in order to properly perform their work. The tools to be supplied shall include such tools as wrenches (up to 1-1/8") sockets (up to 1-1/8" and 1/2 square drive), screwdrivers, hammers, pliers, punches, line wrenches (up to 3/4"), drills, taps and dies (of 1/2 inch or less), Torex fastener drivers (up to T-27), metric combination wrenches (6mm to 19mm, 3/8" drive), metric socket set (9mm to 19mm, 3/8" drive), metric socket set (10mm to 25mm, 1/2" drive), metric ignition wrenches (4mm to 9mm), digital multimeter, standard ignition wrenches (up to 5/16"), pneumatic impact wrenches (3/8" and 1/2" drive), and other tools as necessary.

Employees in the classifications of Equipment Mechanic and Fire Apparatus Mechanic who supply their own hand tools as required by the Equipment Maintenance Supervisor, shall be paid up to six hundred dollars (\$600.00) reimbursement annually as a tool replacement allowance. Employees in the classifications of Equipment Service Worker and Small Engines Mechanic shall be paid up to three hundred dollars (\$300.00) reimbursement annually as a tool replacement allowance for supplying tools designated by the City. This payment shall be made in September of each year for the purpose of tool purchase and replacement, upon receipt of proof of purchase of such tools.

Effective October 1, 2008, employees in the classifications of Equipment Mechanic and Fire Apparatus Mechanic shall receive up to eight hundred dollars (\$800.00) per year reimbursement and employees in the classifications of Small Engines Mechanic and Equipment Service Worker shall receive up to four hundred dollars (\$400.00) per year reimbursement for the purchase of required tools, as described above.

The determination as to which new or replacement hand tools employees shall provide shall be the result of agreement between the Equipment Maintenance Supervisor and the Shop Steward. If the Equipment Maintenance Supervisor and Shop Steward cannot reach an agreement, the final determination on who shall purchase the tool(s) will rest with the Public Works Director.

The City will provide special tools as necessary such as pullers, scopes, engine stands, presses, grinders, benches, jacks, jack stands, 3/4 inch socket drive, wrenches above 1-1/8 inch.

All tool maintenance and replacement of tools shall be the responsibility of the employee. Any losses or claims for damages shall be handled on an individual basis through the City's claims board. It is the responsibility of the employee to file such claims as required by those claims procedures.

9. UNIFORMS

The City provides uniforms for the purpose of safety and identification. All employees who are required to wear uniforms issued by the City must wear the complete uniform (pants, shirt and safety shoes) during working hours. A clean uniform shall be worn each work day maintaining a neat appearance to the extent possible. City emblems shall not be removed nor shall uniforms be worn during off-duty hours. Uniforms, or other approved attire, shall remain consistent with the department's standard and guidelines.

ARTICLE VII
WORKING CONDITIONS

1. EMPLOYMENT MEDICAL AND/OR PHYSICAL EXAMINATION

Any employee in the competitive service may be required to take and pass a medical and/or physical examination whenever, in the judgment of the appointing authority, it would be in the best interest of the City to make such a requirement. Employees who, in the opinion of the medical examiner, are physically incapable of meeting the normal requirements of their positions may be assigned to a class for which they are suitable. All employment examinations required by the City shall be conducted at City expense.

2. TRAINING

For on-the-job training purposes, the City may assign an employee to a higher classification in order to learn the duties of that classification. The individual employee will be made aware of the program to be carried out and the training period will not continue for more than six months. The individual assigned will continue to receive compensation at the rate to which he or she is assigned in his or her regular position while in the training capacity. Selection of the individual will be from a list of volunteers based on job performance experiences and related factors. Full time employees will be given preference for training whenever practical.

3. POSITION RECRUITMENTS

Position recruitments shall be open for at least six (6) work days and shall be posted on the League bulletin boards, with at least one location being a locked board. Present employees wishing to be considered for such openings shall so indicate to the Personnel Services Director. As between present employees, preference shall be given on the basis of qualifications as determined by Management. If a posted recruitment is not filled within one month after the closing date of the posting, applicants who are present employees shall be advised of the reasons thereof.

4. OUTSIDE EMPLOYMENT NOTIFICATION

The provisions of Section 2.44.360 of the Garden Grove Municipal Code shall apply to employees represented by the League.

An employee in the competitive service shall not engage in any employment, activity or enterprise which is inconsistent, incompatible or in conflict with his or her duties, functions or responsibilities as a City employee, nor shall he or she engage in any outside business or employment activity which will directly or indirectly contribute to the lessening of his or her effectiveness as a City employee. Employees are encouraged to seek advice related to this restriction prior to making a commitment to become involved in any employment, activity or enterprise.

5. DRIVER RECORD INFORMATION

All unit employees who are required to drive a City vehicle will be subject to the provisions of the Department of Motor Vehicles' Employer Pull Notice Program for Governmental Agencies.

ARTICLE VIII
DISCIPLINE, GRIEVANCE, LAYOFF AND PROBATIONARY PERIOD

1. DISCIPLINARY ACTIONS

If an employee is a dues-paying member of the League as indicated by City records, the City agrees to contact the League, upon the employee's approval, when a member is either dismissed, suspended or demoted. The City will follow notice and procedures required by law prior to implementing disciplinary proceedings. The appeal procedure is described in Exhibit F.

2. PERFORMANCE

Should any employee be taken to task for such things as judgment, action, or lack of action involving dereliction of duty or behavior, disturbing to the harmonious relations of the group in which the employee works, which, if continued, could lead to disciplinary action or discharge, then Management will discuss such conduct, behavior or omissions with the employee concerned. If it is deemed necessary to attach a statement of these occurrences to the employee's personnel file, the employer will give the employee a written copy. Any document pertaining to disciplinary action and which is placed in the employee's personnel file, shall be subject to the City's grievance procedure.

3. DISCHARGES

In the event an employee is discharged, the employer shall give the employee a copy of the charges in writing and explain the due process for recourse. An employee who has been discharged for any reason shall have the right to contact his or her steward or League representative immediately. The employer will forward a copy of all charges to the League upon request by the employee.

4. GRIEVANCE PROCEDURE

The grievance procedure is described in Exhibit E.

5. LAYOFF PROCESS

City Code Section 2.44.400 states, in part, "Seniority and competency shall be observed in effecting a reduction in personnel. Layoff shall be made within classes of positions for layoff purposes, competency shall be determined by the head of the department." The layoff process shall be utilized on a departmental basis.

Step 1

Within the classification, employees will be ranked by seniority and ranked by competency in classification. After six months an employee carries seniority in the new position with him or her into the new classification. Seniority is computed from date of probationary appointment to full-time position, whether City or federally funded.

Step 2

The department director will determine, based on official personnel records and/or qualified testing procedures, where applicable, the individual selected for layoff in the classification. The department director will utilize a combination of the seniority and competency of the individual in making this determination. The Personnel Services Director will confer with the League if qualified testing is to take place.

Step 3

An individual laid off from a particular classification may "bump" into a classification for which he or she is qualified (qualification is presumed where the person has held the position previously with the City or where a lower position is in a normal line of promotion). After an employee is informed of an impending layoff or "bump down", he or she must inform the Personnel Services Director within five working days of his or her intent to take the option of the layoff or the "bump down".

Step 4

The process will be repeated at the next classification level where an employee bumps in and creates an overage in that classification.

Step 5

When the "bump down" reaches the lowest classification in the series, determination for layoff will be made by seniority and competency.

6. SENIORITY

Seniority is defined as the length of continuous paid employment with the City. Seniority shall be retained but shall not accrue during periods of leave without pay.

7. PROBATIONARY PERIOD

a. Initial Probationary Period

Every person receiving an appointment to the competitive service which has not been designated as a temporary position shall be required to serve a probationary period of twelve (12) months, commencing on the date of appointment.

b. Probationary Period Following Promotion

- (1) Regular Employee: A regular employee who is promoted shall serve a probationary period of six (6) months in the new position to which he or she has been promoted commencing on the date of such promotion. This probationary period may be extended for up to an additional six (6) month period, upon action of the department director.
- (2) Probationary Employee: A probationary employee who is promoted to a position in a class with a higher salary range shall complete the probationary period of six (6) months required of employees with regular status who have been promoted. This probationary period may be extended for up to an additional six (6) month period, upon action of the department director.

- (3) When a department manager reasonably concludes that an employee's six (6) month probationary period is insufficient to allow the manager to evaluate the performance of the employee, the department manager may recommend in writing to the department director that the probationary period be extended for up to a six (6) month period. The department director shall have exclusive authority over any such extension. In the event the probationary period is so extended, the affected employee shall have an opportunity to discuss the extension with his or her department director. During the extension period the employee shall remain in probationary status, unless the department director removes the employee from probationary status prior to the end of the extended probationary period.

If the department director wishes to extend a probationary period, he or she shall so notify the affected employee in writing before the end of the original six (6) month probationary period.

c. Extension of Probationary Period - Special Requirements

In addition, the department director may, at his or her sole discretion, extend the employee's probationary period for periods of time beyond the limits provided above for the sole purpose of allowing an employee to acquire any certification or license required for the employee's position. Under such an extension, the employee will be deemed probationary for the sole purpose of acquiring such certificate or license (i.e., the employee shall have absolutely no expectation, whatsoever, of continued employment if the certificate or license is not acquired within the time frame extension set by the department director). The employee will not be deemed probationary for purposes other than the acquisition of a required certificate or license during this extension period.

ARTICLE IX
GENERAL PROVISIONS

1. SAVING CLAUSE

If any provision of this Agreement or the application of such provisions to any person or circumstances be ruled contrary to law, by any Federal or State court, or duly authorized agency, the remainder of this Agreement will remain in full force and effect.

2. FULL UNDERSTANDING

It is intended that this Agreement sets forth the full and entire understanding of the parties regarding the matters set forth herein, and any other prior or existing understanding or agreements by the parties, whether formal or informal, regarding any such matters are hereby superseded or terminated in their entirety.

Except as specifically provided herein, it is agreed and understood that each party hereto voluntarily and unqualifiedly waives its right, and agrees that the other shall not be required, to negotiate with respect to any subject or matter covered herein during the term of this Agreement.

Any agreement, alteration, understanding, variation, waiver, or modification of any of the terms or provisions contained herein shall not be binding upon the parties hereto unless made and executed in writing by all parties hereto, and if required, approved and implemented by the City Council.

The waiver of any breach, term or condition of this Agreement by either party shall not constitute a precedent in the future enforcement of all its terms and provisions.

Copies of the following documents are incorporated herein by reference:

- a. Meyers-Milias-Brown Act
- b. City Council Resolution No. 4066-71 as amended -- Employee Relations
- c. Chapter 2.44 of the Garden Grove Municipal Code, revised, entitled Personnel System

DATED: _____

CITY OF GARDEN GROVE

GARDEN GROVE EMPLOYEES LEAGUE
CHAPTER OF THE ORANGE COUNTY
EMPLOYEES ASSOCIATION

By _____
LES M. JONES II
Chief Negotiator

By _____
KYLE MOYA
Chapter President

By _____
LARRY LYKINS
OCEA Chief Negotiator

APPROVED:

MATTHEW FERTAL, City Manager

EXHIBIT A

GARDEN GROVE EMPLOYEES' LEAGUE

<u>Represented Classification</u>	<u>Salary Range</u>	
	<u>Effective 10/7/06</u>	<u>Effective 10/6/07</u>
Custodian	U108*	U108
Equipment Mechanic	U141	U141
Equipment Service Worker	U117	U117
Fire Apparatus Mechanic	U147	U147
Heavy Equipment Operator	U141*	U141
Maintenance Repair Helper	U122	U122
Maintenance Repair Worker	U138	U138
Park Maintenance Worker	U122*	U127**
Senior Park Maintenance Worker	U132*	U137**
Senior Sewer Maintenance Worker	U132*	U137*
Senior Street Maintenance Worker	U132*	U137**
Senior Traffic Signal Electrician	U163	U163
Senior Water Production Operator	U152*	U157**
Senior Water Service Worker	U141*	U146**
Sewer Maintenance Worker	U127*	U132**
Small Engines Mechanic	U127	U127
Street Maintenance Worker	U127*	U132**
Traffic Signal Electrician	U143	U143
Utility Worker	U107*	U112**
Water Customer Service Worker	U133	U138**
Water Production Electrician	U163	U163
Water Production Mechanic	U147	U147
Water Production Operator	U137*	U142**
Water Service Worker	U127*	U132**

* Equity adjustment effective 10/7/06

** Equity adjustment effective 10/6/07

Salary Range Schedule – Effective October 7, 2006 – October 5, 2007

CODE	A-STEP	B-STEP	C-STEP	D-STEP	E-STEP	F-STEP	G-STEP
U101	2487	2612	2742	2880	3024	3175	3334
U102	2512	2638	2770	2908	3054	3206	3366
U103	2537	2664	2798	2937	3084	3238	3400
U104	2563	2691	2826	2967	3115	3271	3435
U105	2588	2718	2854	2996	3146	3304	3469
U106	2614	2745	2882	3026	3178	3337	3504
U107	2640	2773	2911	3057	3210	3370	3539
U108	2667	2800	2940	3087	3242	3404	3574
U109	2694	2828	2970	3118	3274	3438	3610
U110	2720	2857	2999	3149	3307	3472	3646
U111	2748	2885	3029	3181	3340	3507	3682
U112	2775	2914	3060	3213	3373	3542	3719
U113	2803	2943	3090	3245	3407	3577	3756
U114	2831	2972	3121	3277	3441	3613	3794
U115	2859	3002	3152	3310	3475	3649	3831
U116	2888	3032	3184	3343	3510	3686	3870
U117	2917	3063	3216	3376	3545	3723	3909
U118	2946	3093	3248	3410	3581	3760	3948
U119	2975	3124	3280	3444	3617	3797	3987
U120	3005	3155	3313	3479	3653	3835	4027
U121	3035	3187	3346	3514	3689	3874	4068
U122	3066	3219	3380	3549	3726	3912	4108
U123	3096	3251	3414	3584	3763	3952	4150
U124	3127	3283	3448	3620	3801	3991	4191
U125	3158	3316	3482	3656	3839	4031	4233
U126	3190	3349	3517	3693	3877	4071	4275
U127	3222	3383	3552	3730	3916	4112	4318
U128	3254	3417	3588	3767	3955	4153	4361
U129	3287	3451	3624	3805	3995	4195	4405
U130	3320	3485	3660	3843	4035	4237	4449
U131	3353	3520	3696	3881	4075	4279	4493
U132	3386	3556	3733	3920	4116	4322	4538
U133	3420	3591	3771	3959	4157	4365	4583
U134	3454	3627	3808	3999	4199	4409	4629
U135	3489	3663	3846	4039	4241	4453	4676
U136	3524	3700	3885	4079	4283	4497	4722
U137	3559	3737	3924	4120	4326	4542	4769
U138	3595	3774	3963	4161	4369	4588	4817
U139	3630	3812	4003	4203	4413	4634	4866
U140	3667	3850	4043	4245	4457	4680	4914
U141	3703	3889	4083	4287	4502	4727	4963
U142	3741	3928	4124	4330	4547	4774	5013
U143	3778	3967	4165	4373	4592	4822	5063

U144	3816	4006	4207	4417	4638	4870	5114
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Salary Range Schedule – Effective October 7, 2006 – October 5, 2007

U145	3854	4047	4249	4461	4684	4919	5165
U146	3892	4087	4291	4506	4731	4968	5216
U147	3931	4128	4334	4551	4779	5017	5268
U148	3971	4169	4378	4596	4826	5068	5321
U149	4010	4211	4421	4642	4875	5118	5374
U150	4050	4253	4466	4689	4923	5169	5427
U151	4091	4295	4510	4736	4973	5221	5482
U152	4132	4338	4555	4783	5022	5273	5537
U153	4173	4382	4601	4831	5073	5326	5592
U154	4215	4426	4647	4879	5123	5379	5648
U155	4257	4470	4693	4928	5174	5433	5705
U156	4300	4515	4740	4977	5226	5488	5762
U157	4343	4560	4788	5027	5278	5542	5819
U158	4386	4605	4836	5077	5331	5598	5878
U159	4430	4651	4884	5128	5385	5654	5937
U160	4474	4698	4933	5179	5438	5710	5996
U161	4519	4745	4982	5231	5493	5767	6055
U162	4564	4792	5032	5284	5548	5825	6116
U163	4610	4840	5082	5336	5603	5883	6177

Salary Range Schedule – Effective October 6, 2007 – October 10, 2008

CODE	A-STEP	B-STEP	C-STEP	D-STEP	E-STEP	F-STEP	G-STEP
U101	2612	2742	2880	3024	3175	3334	3501
U102	2638	2770	2908	3054	3206	3366	3534
U103	2664	2798	2937	3084	3238	3400	3570
U104	2691	2826	2967	3115	3271	3435	3607
U105	2718	2854	2996	3146	3304	3469	3642
U106	2745	2882	3026	3178	3337	3504	3679
U107	2773	2911	3057	3210	3370	3539	3716
U108	2800	2940	3087	3242	3404	3574	3753
U109	2828	2970	3118	3274	3438	3610	3791
U110	2857	2999	3149	3307	3472	3646	3828
U111	2885	3029	3181	3340	3507	3682	3866
U112	2914	3060	3213	3373	3542	3719	3905
U113	2943	3090	3245	3407	3577	3756	3944
U114	2972	3121	3277	3441	3613	3794	3984
U115	3002	3152	3310	3475	3649	3831	4023
U116	3032	3184	3343	3510	3686	3870	4064
U117	3063	3216	3376	3545	3723	3909	4104
U118	3093	3248	3410	3581	3760	3948	4145
U119	3124	3280	3444	3617	3797	3987	4186
U120	3155	3313	3479	3653	3835	4027	4228
U121	3187	3346	3514	3689	3874	4068	4271
U122	3219	3380	3549	3726	3912	4108	4313
U123	3251	3414	3584	3763	3952	4150	4358
U124	3283	3448	3620	3801	3991	4191	4401
U125	3316	3482	3656	3839	4031	4233	4445
U126	3349	3517	3693	3877	4071	4275	4489
U127	3383	3552	3730	3916	4112	4318	4534
U128	3417	3588	3767	3955	4153	4361	4579
U129	3451	3624	3805	3995	4195	4405	4625
U130	3485	3660	3843	4035	4237	4449	4671
U131	3520	3696	3881	4075	4279	4493	4718
U132	3556	3733	3920	4116	4322	4538	4765
U133	3591	3771	3959	4157	4365	4583	4812
U134	3627	3808	3999	4199	4409	4629	4860
U135	3663	3846	4039	4241	4453	4676	4910
U136	3700	3885	4079	4283	4497	4722	4958
U137	3737	3924	4120	4326	4542	4769	5007
U138	3774	3963	4161	4369	4588	4817	5058
U139	3812	4003	4203	4413	4634	4866	5109
U140	3850	4043	4245	4457	4680	4914	5160
U141	3889	4083	4287	4502	4727	4963	5211
U142	3928	4124	4330	4547	4774	5013	5264
U143	3967	4165	4373	4592	4822	5063	5316

U144	4006	4207	4417	4638	4870	5114	5370
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Salary Range Schedule – Effective October 6, 2007 – October 10, 2008

U145	4047	4249	4461	4684	4919	5165	5423
U146	4087	4291	4506	4731	4968	5216	5477
U147	4128	4334	4551	4779	5017	5268	5531
U148	4169	4378	4596	4826	5068	5321	5587
U149	4211	4421	4642	4875	5118	5374	5643
U150	4253	4466	4689	4923	5169	5427	5698
U151	4295	4510	4736	4973	5221	5482	5756
U152	4338	4555	4783	5022	5273	5537	5814
U153	4382	4601	4831	5073	5326	5592	5872
U154	4426	4647	4879	5123	5379	5648	5930
U155	4470	4693	4928	5174	5433	5705	5990
U156	4515	4740	4977	5226	5488	5762	6050
U157	4560	4788	5027	5278	5542	5819	6110
U158	4605	4836	5077	5331	5598	5878	6172
U159	4651	4884	5128	5385	5654	5937	6234
U160	4698	4933	5179	5438	5710	5996	6296
U161	4745	4982	5231	5493	5767	6055	6358
U162	4792	5032	5284	5548	5825	6116	6422
U163	4840	5082	5336	5603	5883	6177	6486

CITY FRINGE BENEFIT FORMULA

1. CITY COMPOSITE/BASE FIGURE

The composite City cost shall be calculated as of January 1, 2007, to be \$660.00. This "base" figure may be changed as provided in Article III, Section 4, and as set forth below.

2. "NO COST" CONCEPT

The League agrees to modify annually the City's composite health benefit contribution. This shall be known as the "adjusted" composite cost and is based on the costs of the following:

- a. Actives: The actual annual City total cafeteria benefit contribution to all enrolled unit employees and those not enrolled, but eligible for the \$100.00 monthly credit. This amount will be calculated each June by totaling the costs for the previous twelve (12) months.
- b. Retirees: The actual annual City total cost of all enrolled unit retirees in the PERS Health program. This amount will be calculated each June by totaling the City costs for the previous twelve (12) months.
- c. Administration: Fifty percent (50%) of the cost of the PERS administrative charge for both actives and retirees of the unit. This amount will be calculated each June by totaling the costs for the previous 12 months.

3. ADJUSTED COST

These three (3) costs shall be totaled together and divided by 12. The quotient shall then be divided by the number of unit employees to produce the "Adjusted" composite figure for the unit.

4. MODIFYING THE "ADJUSTED" CITY HEALTH BENEFIT COMPOSITE FIGURE

- a. Should the "Adjusted" cost figure from the previous twelve (12) months be more than the "base" figure, the next annual City contribution shall be modified by subtracting the excess from the base figure (see Example #1).

Example #1

Adjusted Cost (\$665.00): Base (\$660.00)

Excess = \$5.00

December 1, 2007 composite figure shall be \$655.00

$(\$660.00 - \$5 = \$655.00)$

- b. Should the "Adjusted" cost figure from the previous twelve (12) months be less than the "base" figure, the next annual City contribution shall be modified by adding the savings to the base figure (see Example #2).

Example #2

Adjusted Cost (\$655.00): Base (\$660.00)

December 1, 2007 composite figure shall be \$665.00

$(\$660.00 + \$5 = \$665.00)$

SICK LEAVE PAY OFF1. ANNUAL SELL BACK

- a. Employee A has accumulated 328 unused sick leave hours as of June 30. During the fiscal year, he or she has accrued 96 sick leave hours and used 8 hours. He or she is eligible to sell back 44 sick leave hours in July at the rate of \$.70 on the dollar or employee may choose to convert this equivalent amount of hours, after the \$.70 on dollar conversion, to vacation hours.

If he or she elects to sell back all 44 eligible hours, 284 hours will remain in his or her sick leave bank until used or time of retirement.

Calculation:

328 unused hours in sick leave bank (June 30)

96 hours accrued - 8 hours used = 88 unused hours during fiscal year

88 hours divided by 2 = 44 hours eligible for annual sell back

(30.8 hours converted to vacation hours)

328 hours - 44 hours = 284 hours remaining in sick leave bank

- b. Employee B has accumulated 248 unused sick leave hours as of June 30. During the fiscal year, he or she has accrued 96 sick leave hours and did not use any. Although he or she would ordinarily qualify to sell back 48 hours (one-half of 96 accrued but unused sick leave hours), he/she can actually sell back only 8 hours in order to maintain the qualifying bank of 240 hours. If he or she elects to sell back all 8 eligible hours, 240 hours will remain in his or her sick leave bank until used or time of retirement.

Calculation:

248 unused hours in sick leave bank (June 30)

96 hours accrued - 0 hours used = 96 unused hours during fiscal year

96 hours divided by 2 = 48 hours "ordinarily" eligible for annual sell back

248 bank hours - 240 minimum required hours = 8 hours eligible for annual sell back (5.6 hours converted to vacation hours)

248 - 8 hours = 240 hours remaining in sick leave bank

- c. Employee C has accumulated 450 unused sick leave hours as of June 30. During the fiscal year, he or she has accrued 96 sick leave hours and used 100 hours. Although he or she has accumulated more than the minimum 240 unused hours required to qualify for this benefit, he or she has used more than he or she accrued during the fiscal year. This disqualifies the employee from participating in this benefit for this fiscal year.

Calculation:

450 unused hours in sick leave bank (June 30)

96 hours accrued - 100 hours used = 0 unused hours for fiscal year

2. PAY OFF AT RETIREMENT

- a. At time of retirement, Employee D has 680 accumulated but unused sick leave hours. He or she will be paid for 340 hours (50% of 680 hours) at his or her base salary hourly rate and the remaining 340 hours will be reported to PERS for inclusion in calculation of total service period.
- b. At time of retirement, Employee F has 1,050 accumulated but unused sick leave hours. He or she will be paid for 500 hours (50% of 1,000 hours) at his or her base salary hourly rate and 550 hours will be reported to PERS for inclusion in calculation of total service period.

TUITION REIMBURSEMENT PROGRAM

TUITION REIMBURSEMENT PROGRAM

1. ELIGIBILITY

All regularly appointed full time employees who have passed their initial probationary period are eligible to receive tuition reimbursement. Courses must commence after passing the initial probationary period.

2. COURSE ELIGIBILITY

Courses must be in excess of the educational standards for the position. An example of this would be job-related college or university courses when the specification for the classification calls for high school graduation.

Courses must be taken at colleges or universities accredited by one of the six regional accreditation bodies for the United States (as approved by the Department of Education), including the Western Association of Schools and Colleges, the Northwest Association of Colleges and Universities, the Middle States Commission on Higher Education, the New England Association of Schools and Colleges, the North Central Association of Colleges and Schools, and the Southern Association of Schools and Colleges. Credits given for non-classroom assignments such as life experiences, military training, and professional training are not reimbursable. While on-line courses from accredited institutions are acceptable, correspondence courses are not eligible for reimbursement.

Coursework must be related to the employee's current occupation or to a City classification to which the employee may reasonably expect promotion.

No coursework beyond the Master's Degree level or any law school coursework is eligible for reimbursement.

Each course must be identified as to whether it is a core course or a recommended elective for the approved major.

Courses that duplicate previously taken courses are not eligible.

Courses are required for the completion of the pre-approved job-related major. An example would be general education or elective requirements to the major as stated in the college/university catalog. Remedial courses or those taken as required for non-approval major shall not be eligible.

Employees who currently have a Bachelor's/Master's degree may be authorized to take an undergraduate/graduate course in a specialized field directly related to the duties of their classification.

Courses are not taken on City time and must be certified that they are taken on the employee's off-duty time.

Courses must be approved by the Department Director and the Personnel Department before commencement of the class.

3. REIMBURSABLE EXPENSES

The City shall reimburse employees for tuition, registration fees and texts/materials and lab fees required for the eligible courses. Expenses for parking, travel, meals, non-course fees (e.g., student association fees, insurance fees), processing fees, transcript fees, materials and any other costs are not reimbursable.

Employees shall be reimbursed up to the dollar amount charged for the same number of units per term by the California State University system with a maximum of \$2,000 per fiscal year, effective January 1, 2007, for courses completed during that particular fiscal year. Effective January 1, 2008, the maximum of \$2,400 per fiscal year will be available for reimbursement. The difference between the City's maximum reimbursement during any fiscal year and the amount of any actual reimbursement received by the employee during that fiscal year shall not be carried over or be available for use by the employee in any subsequent fiscal year.

Funds received from any outside sources for the same purpose, such as a scholarship, grant or Veteran's Educational Benefits, must be applied toward the cost of the tuition/fees before the City's tuition reimbursement plan shall apply.

Reimbursement shall be made upon completion of the course with a minimum final grade of "C" or its equivalent, i.e., a pass in a pass/fail course will be considered equivalent to a "C." Graduate level courses require a minimum grade of "B" for reimbursement. No reimbursement shall be made for audited or incomplete courses.

Employees must submit from the attendant institution a bona fide certification of fees paid and grade achieved in order to have their application considered for reimbursement. These documents must accompany the reimbursement application form in order to be processed.

Application for reimbursement must be submitted within three months of the completion of the approved course in order to be considered for reimbursement.

Upon separation from employment, employees shall be required to reimburse the City for any funds received under this program for courses completed during the last 12 months of employment. This payback provision does not apply to employees who are laid off by the City.

The tuition reimbursement may be a taxable benefit depending upon the provisions of the Internal Revenue Code. The individual employee will be responsible for any tax liability.

EDUCATIONAL INCENTIVE PROGRAM

The Education Incentive Program is being phased out and is only available to qualified employees receiving this benefit before June 30, 1999.

1) QUALIFICATION - College Units

In order to be eligible to receive the flat-rate incentive bonus of \$50 per month, the employee must satisfactorily complete fifteen (15) semester or equivalent units of career-oriented, college level course work. Satisfactory completion means receiving a grade of "C" or better if course is graded, or "Credit" if no grade is given. These units must have been completed while employed with the City in a classification represented by this unit, must have been taken on the employee's off-duty time and at his or her own expense, and must be approved by the Personnel Office. Three (3) of the fifteen (15) units must have been earned during the two (2) year period preceding qualification. Units will be approved if they meet the following guidelines: (1) are directly related to the employee's position or normal promotional career opportunities within the City, as determined by the Personnel Office; or (2) are creditable toward a college degree from an accredited college or university. Without prior approval, no guarantee can be given that course work will be accepted.

The date of initial qualification of this incentive bonus pay shall be the date which proof of completion of fifteen (15) units is submitted to the Personnel Office. Compensation of this bonus shall begin at the beginning of the pay period in which proof of qualification is submitted. Forms for application of qualification shall be provided by the Personnel Office and must be completed by the employee and submitted to the Personnel Office with proof of qualification. A grade card, transcript, or appropriate form signed by the instructor shall serve as proof of qualification. Qualification shall continue for a two (2) year period from the date of initial qualification.

2) CONTINUATION OF QUALIFICATION

In order to maintain qualification of this incentive bonus pay, the employee must recertify every two (2) years by satisfactorily completing three (3) career-oriented semester or equivalent units prior to the conclusion of the two (2) year qualification period. Satisfactory completion means receiving a grade of "C" or better if course is graded, or "Credit" if no grade is given. These units must be approved by the Personnel Office and completed on the employee's off-duty time and at his or her own expense. Units will be approved if they meet the following guidelines: (1) are directly related to the employee's position, as determined by the Personnel Office; or (2) are creditable toward a college degree from an accredited college or university. Without prior approval, no guarantee can be given that course work will be accepted for continuation of qualification in this program. Proof of completion of approved course work must be submitted to the Personnel Office prior to the conclusion of the two (2) year qualification period in order to maintain uninterrupted payment of this incentive bonus pay. Forms for application of qualification for continuation of this bonus pay shall be provided by the Personnel Office and must be completed by the employee and submitted to the Personnel Office with proof of qualification. A grade card, transcript, or appropriate form signed by the instructor shall serve as proof of

qualification. A new two (2) year qualification period will begin from the date of completion of the course used for continuation of qualification.

If qualification for continuation is not maintained every two (2) years, payment of this incentive bonus pay will discontinue at the conclusion of the last-approved continuation period. To be eligible for reinstatement of this incentive bonus pay, the employee must meet the following "Requalification" requirements.

3) REQUALIFICATION

For requalification of eligibility to receive the incentive bonus pay, the employee must complete the requirements as described under "Continuation of Qualification". Requalification and compensation under this incentive bonus pay program will start at the beginning of the pay period in which proof of such requalification is received by the Personnel Office. This requalification will begin a new two (2) year qualification period.

4) QUALIFICATION - College Degree

An employee may qualify for the flat-rate incentive bonus of \$50 per month if he or she has obtained a college degree from an accredited college or university in a field directly related to his or her current position at a level higher than that required of his or her current position. By way of example, qualification will be approved if the employee's position requires a high school diploma and he or she obtains an Associate of Arts (AA) or Associate of Science (AS) degree; or obtains a Bachelor of Arts (BA) or Bachelor of Science (BS) when his or her position requires an AA/AS; or obtains a Master of Arts (MA) or Master of Science (MS) when his or her position requires a BA/BS.

A diploma or official transcript shall serve as proof of qualification. The date of initial qualification shall be the date which proof of qualification is submitted to the Personnel Office. Qualification shall continue until such time as the employee terminates City employment or is transferred/promoted to another position within the City which requires a higher level educational degree.

GRIEVANCE PROCEDURE

The following procedure is incorporated herein by reference to Resolution No. 4066-71 as amended:

It is the philosophy of the City of Garden Grove that there should be free verbal communication between employee and supervisor. It is the intent of this policy to lay out a normal chain of command grievance procedure, which will preserve the integrity of the organizational structure and at the same time provide employees a known means of voicing a grievance. A grievance may be presented by an individual employee or by a representative of a group of employees.

(a) A grievance is any difference of opinion concerning the interpretation of this Resolution or documents adopted pursuant thereto, or of rules and regulations governing personnel practices or working conditions. The grievance process set out herein shall not be applicable to matters covered by Municipal Code Section 2.44.370 thru 2.44.390 (Disciplinary Actions & Appeal Procedure).

(b) When an employee feels he has a grievance, as defined in Section (a) above, he may initiate formal action to secure review of the grievance by top management. Such action should be used, however, only after informal appeal through discussion with the immediate supervisors has not been successful. It is the spirit and intent of this procedure that all grievances be settled quickly and fairly without any subsequent discrimination against employees who may seek to adjust a grievance, real or imagined.

(c) If the problem cannot be resolved between the employee and the supervisor, the employee may, within seven (7) calendar days from the date of receiving the answer from his supervisor, request and be granted an interview with the division head in order to discuss the grievance.

(d) If the division head and employee cannot reach a solution to the grievance, the employee may, within seven (7) calendar days from the date of receiving the answer from the division head, request and be granted an interview with the department director.

(e) If the department director and employee are unable to arrive at a satisfactory solution, the employee may, within fourteen (14) calendar days from the date of the decision by the department director, submit two (2) copies of the grievance in writing, one copy to the department director and one copy to the employee's immediate supervisor, to be transmitted through the chain of command.

(f) If the department director receives the grievance in writing, he and the City Manager will jointly review the grievance and respond to the employee within fourteen (14) calendar days. The response shall be in writing and will be considered an expression of management's viewpoint, and shall be final.

(g) If the time limit at any step should elapse, the grievance shall be considered withdrawn. Time limits may be extended by mutual consent.

DISCIPLINARY APPEAL PROCEDURE

The following procedure is incorporated herein by reference to Garden Grove Municipal Code Section 2.44.390.

The appeals procedure set forth in Garden Grove Municipal Code Section 2.44.390 ("Appeals Procedure") shall not be available for disciplines of less than a full day; provided, however, that in the event a discipline of a day or more is issued as part of progressive discipline, and such level of progressive discipline relies on a previous incident for which the Appeals Procedure was not available ("Previous Incident"), the employee may raise the propriety of the Previous Incident, but only as part of the determination of the propriety of the discipline of a day or more, and only if the employee, on a timely basis, exhausted the administrative remedies available to them in the Grievance Procedure for the Previous Incident.

2.44.390 Appeal Procedure. The appeal procedure described herein shall apply to cases of disciplinary action or in individual classification problems, resulting in demotion or otherwise affecting the regular full-time employee. It shall not be applicable to those positions which may be deemed exempt by council resolution or to probationary employees.

(1) Following a review of a proposed disciplinary action by the employee's immediate supervisor and department director, the personnel officer, where indicated, shall cause to be served on the employee affected, by registered mail or personal delivery, a statement signed by the department director or personnel officer of the specific charges against the employee or the reason for the classification action. This statement shall clearly inform the employee that he or she has the right, within seven (7) working days after receipt of this notice, to request a hearing on the charges or classification action by filing the request with the City Manager.

(2) If within the seven (7) day appeal period the employee involved does not file said appeal, unless good cause for the failure is shown, the action of the City Manager shall be considered conclusive and shall take effect as prescribed by him or her.

(3) If within the seven (7) day appeal period the employee involved files such notice of appeal, there shall be created an ad hoc personnel appeals board, who shall be selected as follows:

(A) The City Council shall appoint one person, not directly or indirectly involved in municipal operations;

(B) The appellant shall appoint one person, not directly or indirectly involved in municipal operations;

(C) Both of the above members of the ad hoc personnel appeals board shall select a third member from a panel submitted by the American Arbitration Association. The board shall select its own chairman;

(D) Both the City and the League acknowledge the right to waive upon mutual agreement the tri-partite ad hoc personnel appeals board, as described in Section 2.44.390 of the Municipal Code.

(4) Within five (5) days after the formation of the ad hoc personnel appeals board it shall fix the hearing date. This hearing shall be a public hearing, unless the employee requests a closed hearing.

(5) At least seventy-two hours prior to the hearing the employee shall have the right to submit to the City Manager the names and addresses of witnesses to testify in his or her behalf. These witnesses shall be subpoenaed by the City Manager for their presence at the hearing.

(6) The employee shall have the right to be represented at the hearing, which shall not be bound by technical rules of evidence.

(7) Within five (5) days after the conclusion of the hearing, the ad hoc personnel appeals board shall notify the employee involved and the City Manager of its decision. This decision shall be subject to review by the City Manager and City Council, with the review limited to the record regarding hearing procedures.

LEAGUE/CITY
MEMORANDUM OF UNDERSTANDING
2006-2009

INDEX

	Article	Section #	Page #
Absence Notification Procedures	V	11	28
Absence from Work	IV	11	19
Acting Pay	II	11	12
Assignment Pay - Chemical Application	II	4	10
- Concrete Finishing	II	5	11
- Effect of Absences	II	10	12
- Heavy Equipment	II	6	11
- Irrigation Repair & Maintenance	II	7	11
- Storm Drain Maint.	II	9	11
- Tree Trimmer	II	8	11
Bereavement Leave	V	5	25
Bilingual Pay	II	13	12
Bulletin Boards	I	8	7
Cafeteria Plan	III	3	14
Call Back	IV	4	18
City Fringe Benefit Contribution	III	4	14
Consultation	I	6	6
Contents of Personnel File	I	14	8
Continuation of Fringe Benefits	III	12	16
Convenience Equipment	VI	6	30
Discharges	VIII	3	34
Disciplinary Actions	VIII	1	34
Discrimination	I	12	8
Driver's License	III	11	16
Driver Record Information	VII	5	33
Employee Rights	I	3	4
Employment Medical/Physical	VII	1	32
Family Sick Leave	V	3	23
First Aid/CPR	VI	5	29
Fringe Benefit - Continuation	III	12	16
Fringe Benefit Contribution	III	4	14
Front Loader - Operation	VI	7	30

	Article	Section #	Page #
Full Understanding	IX	2	37
Grievance Procedure	VIII	4	34
Health Insurance	III	2	14
Holidays	V	2	22
Job Descriptions	I	11	7
Jury Duty	V	8	26
Layoff Process	VIII	5	34
Lead Person Pay	II	3	10
League Leave with Pay	I	9	7
League Leave without Pay	I	10	7
Leave of Absence without Pay	V	10	27
Life Insurance	III	5	15
Long Term Disability	III	6	15
Lunch Breaks and Rest Periods	IV	2	17
Management Functions	I	5	5
Medicare	III	7	15
Mileage Reimbursement	III	9	16
Military Leave	V	6	26
Monthly Meetings	VI	3	29
Non-Industrial Disability Leave	V	7	26
On-the-Job Injury Leave	V	4	25
Operation of a Front Loader	VI	7	30
Overtime	IV	3	17
Outside Employment Notification	VII	4	32
Pay Period Adjustment	IV	10	19
Payroll Deductions	I	7	6
Peaceful Performance	I	4	5
Performance	VIII	2	34
Personnel File - Contents	I	14	8
Position Recruitments	VII	3	32
Probationary Period	VIII	7	35
Recognition	I	1	3
Required Certifications	III	10	16
Retirement Plan	III	1	13
Safety Committee	VI	2	29
Safety Equipment	VI	1	29
Salary Increases	II	2	9
Saving Clause	IX	1	37
Scheduled Shift Changes	IV	7	18

	Article	Section #	Page #
Seniority	VIII	6	35
Sick Leave	V	3	23
Small Spills Team Call-Back	IV	12	19
Social Security (FICA)	III	8	15
Standby	IV	5	18
Standby - Chlorine Gas Response Team	IV	6	18
Stewards	I	2	3
Temporary Employees	I	13	8
Time Off for Examinations	V	9	27
Tool Allowance	VI	8	30
Training	VII	2	32
Tuition Reimbursement	II	12	12
Uniforms	VI	9	31
Vacation Leave	V	1	20
Wages	II	1	9
Work Days - Christmas/New Years	IV	8	19
Work Week	IV	1	17
Working in Inclement Weather	VI	4	29
Work Schedules - Determination	IV	9	19

EXHIBITS

City Fringe Benefit Contribution	B	44
Disciplinary Appeal Procedure	F	53
Tuition Reimbursement Program	D	48
Grievance Procedure	E	52
Represented Classifications/Salary Range Schedule	A	39
Sick Leave (Sell Back/Pay Off)	C	46

