

**MEMORANDUM OF UNDERSTANDING**

This MEMORANDUM OF UNDERSTANDING made and entered into this 1<sup>st</sup> day of July, **2016**.

BY AND BETWEEN

CITY OF SAN DIEGO

AND

LOCAL 127, AMERICAN FEDERATION OF  
STATE, COUNTY AND MUNICIPAL  
EMPLOYEES, AFL-CIO

## TABLE OF CONTENTS

TABLE OF CONTENTS .....	1
Preamble.....	3
ARTICLE 1 - Parties to the Agreement .....	3
<b>ARTICLE 2 - Term of Agreement .....</b>	<b>3</b>
<b>ARTICLE 3 - Recognition.....</b>	<b>3</b>
ARTICLE 4 - Provisions of Law .....	5
ARTICLE 5 - Implementation .....	5
ARTICLE 6 - Reasonable Notice .....	6
<b>ARTICLE 7 - Side Letters.....</b>	<b>6</b>
<b>ARTICLE 8 - Renegotiation .....</b>	<b>6</b>
ARTICLE 9 - Modification and Waiver .....	8
<b>ARTICLE 10 - Preservation of Unit Work .....</b>	<b>8</b>
ARTICLE 11 – Management Rights .....	10
<b>ARTICLE 12 - Copies of the Agreement .....</b>	<b>11</b>
ARTICLE 13 - Appendices.....	11
<b>ARTICLE 14 - Salaries.....</b>	<b>11</b>
ARTICLE 15 - Out-of-Class Assignments .....	18
ARTICLE 16 - Asbestos Containment Team .....	19
ARTICLE 17 - Hazardous Duty .....	20
ARTICLE 18 - Stadium Stand Moves .....	20
ARTICLE 19 - Employee Incentives.....	21
ARTICLE 20 - Call Back Pay.....	22
ARTICLE 21 - Payroll Deductions.....	22
ARTICLE 22 - Annual Leave and Compensatory Time .....	23
ARTICLE 23 - Vacation Schedule .....	25
ARTICLE 24 - Holidays .....	25
<b>ARTICLE 25 - Bereavement Leave .....</b>	<b>27</b>
<b>ARTICLE 26 - Military Leave.....</b>	<b>28</b>
ARTICLE 27 - Time Off for Blood Donation .....	28
<b>ARTICLE 28 - Leave-Sharing Plans.....</b>	<b>29</b>
ARTICLE 29 - Retirement.....	35
ARTICLE 30 - 401(K) .....	41
ARTICLE 31 - Supplemental Employee Pension Savings Plan (SPSP) .....	42
<b>ARTICLE 32 - Flexible Benefits Plan .....</b>	<b>42</b>
<b>ARTICLE 33 - Work Clothing .....</b>	<b>44</b>
<b>ARTICLE 34 - Transportation Incentives.....</b>	<b>47</b>
ARTICLE 35 - Employee Assistance Program .....	48
<b>ARTICLE 36 - Tools/Tool Allowance .....</b>	<b>48</b>
ARTICLE 37 - Mileage Reimbursement .....	51
<b>ARTICLE 38 - Tuition Refund Plan .....</b>	<b>52</b>
ARTICLE 39 - Reimbursement of Emergency Meals.....	53
<b>ARTICLE 40 - Stewards .....</b>	<b>53</b>
<b>ARTICLE 41 - Employee Representation .....</b>	<b>54</b>

ARTICLE 42 - Formal Representation .....	56
ARTICLE 43 - Use of City Facilities .....	57
ARTICLE 44 - Union Communications .....	57
ARTICLE 45 - Access to Work Locations .....	58
ARTICLE 46 - Labor Management Committees.....	58
ARTICLE 47 - Union Orientation .....	59
ARTICLE 48 - Executive Board Meetings.....	59
ARTICLE 49 - Employee Organizational Leave.....	59
ARTICLE 50 - Availability of Data .....	59
ARTICLE 51 - Grievance Procedure.....	60
ARTICLE 52 - Disciplinary Actions and Appeals .....	65
ARTICLE 53 - Equal Opportunity Policy .....	69
ARTICLE 54 - Rest Periods .....	70
ARTICLE 55 - Hours of Work, Shift Reassignments and Work Schedules .....	71
ARTICLE 56 - Employee Rights.....	72
ARTICLE 57 - Personnel Practices .....	73
ARTICLE 58 - Transfers .....	73
ARTICLE 59 - Substance Abuse .....	74
ARTICLE 60 - Accident Reports.....	74
ARTICLE 61 – Weapon-Free Workplace .....	74
ARTICLE 62 - Probation .....	74
ARTICLE 63 - Vacancies .....	74
ARTICLE 64 - Apprentices .....	74
ARTICLE 65 - Department Work Rules .....	75
ARTICLE 66 - Limited Appointments .....	75
ARTICLE 67 - Refuse Collection Incentive System.....	75
ARTICLE 68 - Continuous Improvement/Incentive Award Program.....	76
ARTICLE 69 - Appearance Guidelines .....	76
ARTICLE 70 - Layoffs .....	77
<b>ARTICLE 71 - Other Provisions .....</b>	<b>77</b>
ARTICLE 72 - Overpayments to City Employees and Repayment of Funds .....	78
ARTICLE 73 - Volunteers .....	79
<b>ARTICLE 75 - Discretionary Leave.....</b>	<b>80</b>
<b>ARTICLE 76 - Hourly Sick Leave (A.B. 1522) .....</b>	<b>81</b>
<b>EXHIBIT A - Maintenance, Labor, Skilled Trades and Equipment Operator Unit</b>	<b>83</b>
EXHIBIT B - Classes Eligible For Voluntary Certification Pay.....	85
EXHIBIT C - Corporate Apparel Program .....	86
EXHIBIT D - Interim Defined Contribution Plan .....	87
EXHIBIT E - Exhibits A, B, and C to FY 2011 Salary Ordinance .....	91
SUBJECT INDEX .....	158

## **Preamble**

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This Memorandum of Understanding (MOU) entered into on July 1, **2016** by and between the City of San Diego “City,” and Local 127, American Federation of State, County, and Municipal Employees, AFL-CIO “Union,” and has as its purpose the promotion of harmonious labor relations between the City and the Union.

## **ARTICLE 1 - Parties to the Agreement**

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This MOU is entered into this 1st day of July **2016**, by and between the City and the Union.

## **ARTICLE 2 - Term of Agreement**

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The term of this MOU shall commence at 12:01 a.m. on July 1, **2016**; provided, however, that the effective date of all changes affecting payroll shall commence the first full pay period that begins on or after July 1, **2016**. This MOU shall expire and otherwise be fully terminated at 11:59 p.m. on June 30, **2020**. This MOU supersedes and replaces the MOU approved by the City Council, by San Diego Resolution R-308480 (October 15, 2013), for the term of July 1, 2013 through June 30, 2018.

## **ARTICLE 3 - Recognition**

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### **A. Recognition:**

The City recognizes the Union as the exclusive representative of employees in the Maintenance, Labor, Skilled Trades and Equipment Operator Unit pursuant to the provisions of the Employer-Employee Relations Policy of the City, and applicable state law.

### **B. Coverage of Employees**

This MOU applies to all classifications listed in Exhibit A, and to any new classifications added to Exhibit A during its term.

### **C. Union Security**

- 1. This Article is intended to be consistent with and conform to the provisions of the Meyers-Milias-Brown Act and the PERB Regulations relating to agency fee arrangements. If anything in this Article conflicts with any existing or future federal, state, or local law or regulation, then the law or regulation controls and the conflicting provision in this MOU is deemed void and unenforceable.**
- 2. The City recognizes the Union as an “agency shop,” in accordance with Government Code Section 3502.5. “Agency shop” means an arrangement that requires an employee, as a condition of continued employment, either to join the recognized employee organization or to pay the organization a service fee. The Union may require employees to pay an amount that is greater than the service fee to become a member of the Union. Membership in the Union is voluntary, but once voluntarily established, membership must be maintained for the term of the MOU. However, an employee who is a member may withdraw his or her membership within thirty (30) days prior to the expiration of the MOU by sending a signed withdrawal letter to the Union and a copy to the City’s Human Resource’s Office.**
- 3. Any employee who is a member of a bona fide religion, body, or sect that has historically held conscientious objections to joining or financially supporting public**



employee organizations is not required to join or financially support the Union as a condition of employment. The employee will be required, in lieu of periodic dues, initiation fees, or agency shop fees, to pay sums equal to the dues, initiation fees, or agency shop fees to a nonreligious, non-labor charitable fund exempt from taxation under Section 501(c)(3) of the Internal Revenue Code. Proof of the payments shall be made on a monthly basis to the public agency as a condition of continued exemption from the requirement of financial support to the public employee organization.

4. An employee who pays a service fee is entitled to fair and impartial representation by the Union. A breach of this duty shall be deemed to have occurred if the Union's conduct in representation is arbitrary, discriminatory, or in bad faith.
5. If this MOU has expired, and the City and the Union have not agreed to a new MOU and have not reached an impasse in negotiations, the City and the Union agree to continue to give effect to the provisions of the expired MOU, including the provisions covering service fee deductions consistent with Government Code Section 3502.5.
6. The City agrees to deduct and transmit to the Union all membership dues and insurance premiums (for plans sponsored by the Union) authorized on a form provided by the Union. The membership and union dues will be deducted bi-weekly by the City from the salaries of employees when the deductions are authorized by City Council Policy 300-06. Remittance of the aggregate amount of all deductions will be made to the Union by the City bi-weekly at the conclusion of each pay period. The City and the Union agree that a system of authorized dues deductions and a system of service fee deductions will be operated in accordance with Government Code section 3502.5 and 3508.5, subject to a written authorization for the Union dues deductions in effect on the effective date of this MOU or submitted at a later date. The City also agrees to deduct and transmit to the Union service fees from City employees in the Union who do not become a member of the Union, in accordance with the provisions of this Article.
7. The amount of membership dues, service fees and other lawful deductions will be set by the Union and changed by the City upon written notice from the Union. The Union agrees to notice all affected employees any time there is a change in membership dues, service fees or other deductions.
8. The Union agrees to indemnify, defend, and hold harmless the City, including its officers, representatives, and agents, against any and all liability arising from any claims, demands, or other action relating to the City's compliance with this Article. This agreement to defend and indemnify includes liability arising from or related to the active or passive negligent acts or omissions of the City, its officers, representatives, and agents, which may be in combination with the active or passive negligent acts or omissions of the Union, its employees, agents, or officers, or any third party. In addition, the Union will refund to the City any amounts paid to it in error after the City provides the Union with supporting evidence of the error.
9. The Union agrees to keep adequate itemized records of its financial transactions. The Union will make available annually to the City, and to the employees who are members of the Union, within 60 days after the end of the City's fiscal year, a

**detailed written financial report in the form of a balance sheet and an operating statement, certified as to accuracy by its president and treasurer or corresponding principal officer, or by a certified public accountant.**

- 10. The Union agrees to notify any City employee who pays a service fee, and who has not previously received such notification, of his or her right to demand and receive from the Union a return of any part of that fee paid by him or her which represents the employee's traditional prorated share of expenditures by the Union that is either in aid of activities or of a partisan political or ideological nature only incidentally related to the employee's terms and conditions of employment, or applied toward the cost of any other benefits available only to members of the Union.**
- 11. When a member or non-member is in a non-pay status for an entire pay period, no dues deduction will be made to cover that pay period from future earnings nor will the member or non-member deposit (with the City) the amount that would have been withheld if the member or non-member had been in a pay status during that period. In the case of an employee who is in a non-pay status during only a part of the pay period and the salary is not sufficient to cover the full dues amount, no deduction will be made.**
- 12. No provisions of this Article nor any disputes arising thereunder are subject to the grievance and arbitration procedure contained in this MOU.**

#### **ARTICLE 4 - Provisions of Law**

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- A.** This MOU is subject to all current and future applicable federal, state and local laws and regulations. Provided, however, no local law which is enacted in contravention of the provisions of the Meyers-Milias-Brown Act (MMBA) shall affect the provisions of this MOU. Departments will not enact regulations which contravene the Articles of this MOU.
- B.** If any part or provision of this MOU is in conflict or inconsistent with applicable provisions of federal, state or local laws or regulations, or is otherwise held to be invalid or unenforceable by any tribunal or court of competent jurisdiction, those parts or provisions shall be suspended and superseded by such applicable law or regulations, and the remainder of this MOU shall not be affected.

#### **ARTICLE 5 - Implementation**

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This MOU constitutes a mutual recommendation by the City and the Union, to be jointly submitted to the San Diego City Council (City Council) and/or the Civil Service Commission. It is agreed that this MOU shall be binding upon the parties upon:

- A.** Ratification by the Union as soon as practicable, following completion of negotiations. The City shall permit employees a reasonable amount of paid time off in order to vote on ratification of negotiations only during the scheduled work day. The Union shall notify Management of the result of the ratification process for the modification and extension of the MOU no later than thirty (30) calendar days after the conclusion of the meet and confer process.
- B.** The City Council's and Civil Service Commission's formal approval by majority vote of the Articles of said MOU as appropriate. However, it is recognized that those articles requiring a

change or alteration by the City Council or Civil Service Commission to ordinances, resolutions, rules, policies and procedures shall be given effect only upon completion of the required adoption procedure.

#### **ARTICLE 6 – Reasonable Notice**

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- A.** A reasonable effort will be made to provide sixty (60), but not less than thirty (30) calendar days written notice to the Union of any ordinance, rule, resolution, or regulation directly relating to matters within the scope of representation proposed to be adopted by the City Council, by the Civil Service Commission or by appointing authorities and the Union shall be given the opportunity to meet with the appropriate body or person prior to adoption as required by law.
- B.** Prior to implementation of any new programs, when it is practical and feasible, the City will give the Union sixty (60), but not less than thirty (30) working days advance notice in writing so that the parties may meet and consult or meet and confer as required by law with the Union on the impact of any such changes to programs on wages, hours, and other terms and conditions of employment.
- C.** In cases of emergency pursuant to the San Diego City Charter (Charter), when the City determines that an ordinance, rule, resolution, or regulation must be adopted immediately without prior notice or meeting with the Union, the City Council or the board or commission of the City shall provide notice and opportunity to meet with the Union at the earliest practicable time following the adoption of such ordinance, rule, resolution, or regulation.

#### **ARTICLE 7 - Side Letters**

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- A.** The current MOU will represent all agreements between the Union and the City including agreements in effect at the departmental level.
- B.** All agreements, including department level agreements, from July 1, 1994, to June 30, 2010, will remain in effect.
- C.** Effective July 1, **2016**, any additional agreements may be made in writing between the Union and the City, only with the approval of the Mayor or designee and the President or designee of the Union.

#### **ARTICLE 8 - Renegotiation**

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- A.** In the event the Union desires to meet and confer in good faith on the provisions of a successor MOU, it will serve upon the City its written request to commence meeting and conferring in good faith, as well as its written non-economic proposals for successor MOU by November 6, **2019**. The Union will submit its economic proposals no later than December 4, **2019**. Upon receipt of the written notice and proposals, meet and confer will begin no later than January 22, **2020**.
- B.** The City agrees to notify the Union by November **29, 2019** of its non-economic proposals and will submit its economic proposals no later than January **17, 2020**. If federal or state governments take action that has a direct effect upon the areas which fall within the scope of representation, the City may submit proposals concerning these areas at later dates. Any terms and conditions of this MOU, not subject to this reopener provision shall remain in force and effect. The impasse hearing will take place in advance of the first reading of the salary ordinance for Fiscal Year **2021**.

- C. The City will request the City Council to schedule an impasse hearing if necessary after 5:00 p.m. on a regular work day in order to permit Union Bargaining Unit members the opportunity to attend and testify.
- D. Unless otherwise agreed to, the parties agree that final offers by both parties will be made no later than March 5, **2020**. The Union agrees to provide the City a written statement of its positions regarding any issues should there be impasse.
- E. During the course of this MOU, the City will meet and discuss changes to make DROP “cost free” as defined by the City.
- F. The City will issue an RFP to fully insure and administer the Long Term Disability (LTD) Program by an outside vendor. The parties will meet and confer over any impacts as a result of the implementation a new LTD program.
- G. The parties acknowledge that four of the City’s recognized employee organizations have filed a consolidated unfair labor practice charge with the California Public Employment Relations Board (PERB) related to Proposition B (PERB litigation). The parties acknowledge that the City and the four employee organizations involved in the PERB litigation have the right, under California Government Code section 3509.5 and other applicable law, to exhaust all appeals if aggrieved as a result of a final decision by PERB. This right includes filing a writ of extraordinary relief with the California Court of Appeal and taking any other action in any court of competent jurisdiction that is authorized by law. Nothing in this Memorandum of Understanding is intended to waive that right. If, in the PERB litigation, a court of competent jurisdiction, following exhaustion of all appeals, issues a final order or decision declaring Proposition B to be unlawful or invalid, in whole or in part, the parties to this MOU agree to reopen negotiations, upon request by a party, on that provision or aspect of Proposition B declared to be unlawful or invalid. If, in the PERB litigation, a court of competent jurisdiction, following exhaustion of all appeals, issues a final order or decision declaring Proposition B to be lawfully adopted, the parties to this MOU agree to reopen negotiations, upon request by a party, on any provisions or aspects of Proposition B not yet implemented. The parties agree that, regardless of the outcome of the PERB litigation or exercise of this reopener, the provisions regarding limitations to base compensation and to other pensionable pay components set forth in Article 14 will remain in effect.
- H. At the request of either the City or the Union during the term of this MOU, the parties will meet and confer over the implementation of a death and disability benefit for employees who are covered by the Interim Defined Contribution Plan.
- I. By no later than October 2, **2017**, the parties will reopen negotiations on health care benefits for current employees. The purpose of the negotiations will be to determine if modification to the current Flexible Benefit Plan can result in lower out-of-pocket expenses for current employees. The negotiations will proceed with a two-step process as follows:

**Step 1, the City and the Union along with the City’s other five recognized employee organizations will conduct a joint study which will review and analyze health care-related subjects, including:**

- 1. Current plans for all employees**
- 2. Potential plan design changes**
- 3. Number of plans available to employees**
- 4. Health Reimbursement Arrangement Accounts (HRA Accounts)**
- 5. Number of health care providers for employees**
- 6. The Affordable Health Care Act**
- 7. Use of Voluntary Employees' Beneficiary Association (VEBA)**
- 8. Restrictions on employees' ability to opt out of coverage**
- 9. Wellness Program**

**Step 2, the parties will then meet and confer over the issue.**

- J. By no later than October 2, **2017**, the City and **the Union** along with the City's other five recognized employee organizations will begin meet and confer over modifications to the City's Employee Relations Resolution contained in Council Policy 300-06 to comply with the MMBA as amended on August 1, 2012.

#### **ARTICLE 9 - Modification and Waiver**

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- A. Laws, regulations, or rules proposed during the life of this MOU shall be reviewed by the City and the Union to determine their effect on this MOU.
- B. It is agreed and understood that each party shall not be required to meet and confer with respect to any matter covered in this MOU, except as noted in Article 8 and Article 55 and other portions of the MOU, or when ballot proposals are introduced or considered for introduction, which would have an effect on meet and confer matters, or unless required by a federal or state law which mandates action by the City affecting the provisions in this MOU.
- C. Any agreement, alteration, understanding, variation, waiver, or modification of any of the terms or provisions contained in this MOU shall not be binding upon the parties unless agreed to in writing by all parties, and if required, approved and implemented by the appropriate body.

#### **ARTICLE 10 - Preservation of Unit Work**

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- A. Transfer of Bargaining Unit Work

Except as prohibited by Article 3, Recognition, the City's decision to transfer unit work for reasons other than labor costs to other employers, to other bargaining units or to other City employees is not subject to meet and confer. However, if the decision to transfer unit work is based on labor costs, then the City will provide the Union with notice and opportunity to meet and confer on both the decision to transfer Unit work and the impact of the transfer on mandatory subjects of bargaining. In either instance, prior to implementing the plan to transfer Bargaining Unit work, the City will provide the Union with notice and opportunity to negotiate the impact on mandatory subjects of bargaining.

**B. Contracting In Protocol and Charter Section 117(c) Alternative to Managed Competition Program**

The City and the Union agree to the following process under San Diego Charter (Charter) section 117(c), to allow for the Union's input into the City's review of proposed contracts with any independent contractor to provide City services that classified Union-represented employees may also perform. This process is not intended to supersede the Managed Competition Guide, approved by the San Diego City Council, by Ordinance O-19995 (Oct. 12, 2010). The process set forth here is intended to be consistent with Charter section 117(c), and is not intended to broaden, enlarge, narrow, or limit the scope or effect of Charter section 117(c). This process is also intended to be consistent with and not intended to supersede or conflict with Charter section 94 relating to public works contracts, Charter section 28 relating to employment of experts and consultants, and all applicable San Diego Municipal Code provisions and other state and local provisions relating employment of independent contractors to provide services to the City.

The process set forth here is intended to be used to review proposed contracts for discrete functions, including contracts between the City and any contractor that are expiring or that the City wants or needs to amend. This process also applies if the City wants to enter into a new contract for services that can be performed by Union-represented classified employees, such as landscaping, brush management, or other services, even though the services are not currently being performed by Union-represented classified employees nor have been performed by them in the past. Consistent with the City's Management Rights set forth in Article 11, which include the right to determine the methods, means and personnel by which government operations are to be conducted, it is within the City's discretion to determine whether services can be performed by Union-represented classified employees. But in making that determination, the City will use objective information, including the descriptions of job duties and qualifications set forth in the San Diego Civil Service Commission's class specifications, current budget allocations, staffing levels, and service priorities.

The following steps will be taken when the City and the Union utilize Article 10 of this MOU:

Step One: A City Department (1) identifies an expiring contract that needs to go through a new contracting process, (2) requests a new contract, which is defined as one that does not presently exist between the City and an independent contractor, or (3) requests an amendment to an existing contract.

Step Two: The City Department notifies the Human Resources Department via a "Request to Contract." Purchasing and Contracting staff provides cost information from the expiring or existing contract, if available. If the request is for a new contract, Purchasing and Contracting staff provides any available cost information that may legally be disclosed, such as information obtained through a Request for Qualifications. Financial Management provides a cost estimate if the work were to be done by City employees, who are either presently available or obtainable.

Step Three: The Human Resources Department reviews the Department request and makes a preliminary determination whether the proposed contract falls under Charter sections 117(c), 94 (public works contracts), 28 (employment of an expert or consultant), or is not work of classified, Union-represented employees.

Step Four: On a monthly basis, the Human Resources Department, working with the Purchasing and Contracting Department, will provide the Union with a list of all anticipated or requested contracts for discrete functions identified in Step One. The City will provide the Union pertinent

information related to proposed contracts or proposed amendments to contracts known to the City and not confidential or privileged. Subject to any legal limitations on disclosure, this information will include the start date and expiration date of any proposed contract or amendment, if known; contract amount, if known; and the name of the City Department requesting the contract or amendment.

Step Five: For new contract requests as defined herein, the Mayor may determine to obtain the services through the classified work force, subject to fiscal, personnel, and other applicable considerations. In the alternative, the Mayor may proceed to a Request for Proposal or other method of contracting, including a Request for Bids or a Request for Qualifications. Prior to proceeding to a Request for Proposal, all proposed contracts under Charter section 117(c) will be discussed at a monthly meeting with the Union to allow the Union to present a case that the work should be performed by Union-represented classified employees. The City and the Union agree that there is no right to impasse as a result of these monthly meetings. Also, the Union does not waive its right to engage in meet and confer on any decision by the City that involves a transfer of bargaining unit work.

Step Six: Following completion of the Request for Proposal, if the Mayor determines to proceed with the contract, he or she shall seek an advisory opinion from the Managed Competition Independent Review Board.

Step Seven: The Human Resources Department provides notice to the Union if meet and confer is legally required. Upon completion of any legally required meet and confer, the proposed contract is submitted to the City Council for approval.

This process will **continue for the duration of this MOU**, beginning July 1, **2016**, and ending June 30, **2020**. At the **end of this term**, the City and the Union will meet to evaluate the process. By mutual agreement of the City and the Union, the **process** may continue either as initially implemented or with mutually accepted modifications. If the City and the Union do not agree to continue the program, it will end, without any right to collective bargaining or impasse procedures by either the City or the Union.

## **ARTICLE 11 – Management Rights**

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- A. The rights of the City include, but are not limited to:
1. The exclusive right to determine the mission of its constituent departments, commissions, and boards;
  2. Set standards of service;
  3. Determine the procedures and standards of selection for employment and promotion;
  4. Direct its employees and take disciplinary action for just cause;
  5. Relieve its employees from duty because of lack of work or for other lawful reasons;

6. Maintain the efficiency of governmental operations;
7. Determine the methods, means and personnel by which government operations are to be conducted;
8. Take all necessary actions to carry out its mission in emergencies; and
9. Exercise complete control and discretion over its organization and the technology of performing its work.

B. The exercise of these rights does not preclude the Union from consulting with management representatives about the practical consequences that decisions on these matters may have on wages, hours, and other terms and conditions of employment. Management decisions shall not supersede the provisions of this MOU.

## **ARTICLE 12 - Copies of the Agreement**

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The City shall provide the Union with an electronic copy of this MOU no later than the effective date of this MOU. The City agrees to provide **fifteen hundred (1,500)** free copies of the MOU to the Union no later than ninety (90) calendar days after the MOU's effectiveness. The Union may obtain additional copies from the City by reimbursing the City for their cost.

## **ARTICLE 13 - Appendices**

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The Union may append any Civil Service Commission Rules or Personnel Manual sections it wishes to this MOU that it may distribute to its members.

## **ARTICLE 14 - Salaries**

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### **A. General Salary Adjustments Increase**

1. **In Fiscal Years 2017 and 2018 of this MOU**, consistent with San Diego Charter section 70.2, no base compensation, defined as base salary or wages paid on a regular bi-weekly basis for services performed, for any classification will be increased to an amount higher than the base compensation for that classification set forth in the 2011 Fiscal Year Salary Ordinance (San Diego Ordinance No. O-19952, adopted on May 4, 2010). Exhibits A and B to the 2011 Fiscal Year Salary Ordinance, which are both related to the base salaries for the Classified Service, are attached to this MOU and incorporated into this MOU. Exhibit A sets forth the base salaries for the Classified Service. Exhibit B sets forth the Classified Service Classes and Standard Rates. The parties further agree that the creation of any new classifications during the term of this MOU must be consistent with San Diego Charter section 70.2(c). For reference, Exhibit C to the 2011 Fiscal Year Salary Ordinance, related to Classifications and Standard Salary Rates for the Unclassified Service, is also attached to this MOU.

The parties further agree that, consistent with San Diego Charter sections 70.1 and 70.2(b), **in Fiscal Years 2017 and 2018**, no new compensation will be added to the 2011 Fiscal Year Earnings Code Document, Exhibit A, which sets forth Wage Types Included in the Pensionable Wage Base.

Notwithstanding these agreements, the parties acknowledge that individual employees may receive promotions during the term of this MOU under the authority of San Diego Charter section 124 and all applicable Civil Service Rules, Personnel Regulations, and other provisions. Further,



the parties acknowledge that individual employees may receive an increase in pensionable compensation, within the limits set forth in Exhibit A or Exhibit C to the Fiscal Year 2011 Salary Ordinance, under the authority of San Diego Charter sections 130 and all applicable Civil Service Rules, Personnel Regulations, and other applicable provisions.

- 2. Effective the first full pay period following July 1, 2018, there will be a general salary increase of 3.3% for all employees covered by this MOU. The Fiscal Year 2019 salary tables for the classifications covered by this MOU will be modified to reflect this increase.**
- 3. Effective the first full pay period following July 1, 2019, there will be a general salary increase of 3.3% for all employees covered by this MOU. The Fiscal Year 2020 salary tables for the classifications covered by this by this MOU will be modified to reflect this increase.**
- 4. The Wastewater Plant Operator Classification Series' pay range shall increase by ten percent (10%) effective the first full pay period following July 1, 2018.**
- 5. The Fleet Technician Classification Series will receive a five percent (5%) special salary increase effective the first full pay period following July 1, 2018.**
- 6. Special Salary Adjustments**
  - a. The Union and the City acknowledge that City Charter section 130 requires the Civil Service Commission to prepare and furnish to the City Council, prior to the adoption of its annual Salary Ordinance, a report identifying classifications of employees in the Classified Service which merit special salary consideration because of recruitment or retention problems, changes in duties or responsibilities, or other special factors the Commission deems appropriate. Prior to Fiscal Year 2019, the Union and the City's Human Resources Department, acting under the direction of the Mayor, will meet on a timely basis to discuss the Civil Service Commission's Charter section 130 annual reports issued in the spring of 2016, 2017, and 2018. The Union and the City further agree that adoption of the Civil Service Commission's recommended special salary adjustments will only be implemented based upon mutual agreement of the Union and the Mayor and subject to Council approval at a public meeting docketed to enact the annual Salary Ordinance. The Union and the City will repeat this process prior to Fiscal Year 2020 with the same stipulations being applicable to the Commission's section 130 annual report issued in the spring of 2019. This MOU will be amended to include any special salary adjustments which the Council approves for implementation in Fiscal Years 2019 or 2020.**

**B. Special Assignment Pay**

1. Special Assignment Pay shall only accrue while the employee is actually performing this special duty, and not while on light duty.
2. Sanitation Truck Drivers, who are working alone without a partner and assigned to a one-person (1) route, shall receive, in addition to regular salary, an additional \$2.00 per hour for such assignment. Sanitation Driver I, II, and III's in paid OCA status as a Sanitation Driver II or above shall not be eligible for Special Assignment Pay. Special Assignment

Pay shall only accrue while the employee is actually performing this special duty, and not while on light duty or any other assignment.

3. A \$1.25 per hour Special Assignment Pay shall be paid to Painters I during any pay period in which Management assigns lead paint abatement work to be performed.
4. A \$1.25 per hour Special Assignment Pay shall be paid to employees assigned to perform confined space entries. Such Special Assignment Pay shall be for each pay period in which the employee was required to perform one or more confined space entries.
5. A \$1.25 per hour Special Assignment Pay shall be paid to employees, except Pesticide Applicators I, who are assigned to perform duties requiring a Pesticide Applicator's license. Special Assignment Pay shall be for each pay period in which the employee was required to apply pesticides.
6. Employees of the Mount Hope Cemetery who are directed to perform disinterments shall receive \$125.00 Special Assignment Pay for each occurrence.
7. Equipment Operator I's in Public Utilities Department, Wastewater Division, Collection Division, Sewer Maintenance Section who are directed to perform sewer main cleaning shall receive five percent (5%) Special Assignment Pay when actually performing sewer main cleaning.
8. **The following will be implemented effective the first full pay period following July 1, 2018:**
  - a. Boat Operator/Senior Boat Operator: seven and one half percent (7.5%) Special Assignment Pay full-time for U.S. Coast Guard License – Coastal Waters only.
  - b. Electrician and Plant Process Control Electricians: five percent (5%) Special Assignment Pay full-time for all persons that hold state certification. Employee is required to obtain license and may use tuition reimbursement as appropriate.
  - c. Fleet Employees Class B License: Special Assignment Pay shall apply on a full-time basis for all other Union employees in the Fleet Division who have obtained a Class B license, are medically certified and are in the Department of Transportation (DOT) Program.
  - d. Mobile Crane Operator: five percent (5%) Special Assignment Pay per pay period for licensed persons when directed to perform function by authorized supervisor. Employee is required to obtain and maintain license and may use tuition reimbursement as appropriate.
  - e. Greens Keeper: nine percent (9%) Special Assignment Pay full-time to avoid attrition and movement to Grounds Maintenance Worker classifications.
  - f. Nursery Gardener: Five percent 5% Special Assignment Pay full-time.
  - g. Communications: Tower Climbing assignments will receive five percent (5%) Special Assignment Pay when performing tower climbing duties per pay period when directed to perform function by authorized supervisor.

9. **In Fiscal Years 2017 and 2018**, Electricians, Traffic Signal Technicians and any employee who holds and maintains a crane certification will receive twenty-four (24) hours of discretionary leave on a yearly basis if they are assigned crane work during the respective year. **This discretionary leave is in addition to the discretionary leave provided under Article 75.**

C. New Employee Salary Schedule

Employees hired on or after July 1, 1994, will move from “A” step to “C” step after one (1) year at which time an approximate ten percent (10%) increase will be granted. This salary schedule will remain in place for the duration of the employee’s tenure with the City. Current employees will continue with the present five (5) step salary schedule.

D. Voluntary Certification Pay

1. Employees in classifications which require a Certified Distribution Operator certification from the State of California, Department of Health Services will not be eligible for certification pay for Certified Distribution Operator certification at the level required for their position/classification.

2. Certified Distribution Operator Certification Pay

- a. Employees in the Public Utilities Department, Water Branch in the classifications listed below under “Eligible Classifications” at the end of this Section (a) who obtain and maintain a Certified Distribution Operator certification, from the State of California, Department of Health Services will be compensated at the following rates:

D3: \$.30/hour

D4: \$.55/hour

D5: \$.80/hour

Eligible Classifications:

Assistant Reservoir Keeper  
Equipment Technician I, II, III  
Laborer  
Plant Technician I, II, III  
Reservoir Keeper  
Tank Service Technician I, II  
Utility Worker I  
Water Utility Worker

- b. Employees in the Public Utilities Department, Water Branch in the classifications listed below under “Eligible Classifications” at the end of this Section (c) whose positions require a Certified Distribution Operator (CDO) Grade D2 certification from the State of California, Department of Health Services, and obtain a CDO certification higher than that required for their position, will be compensated at the following rates:

D3: \$.30/hour

D4: \$.55/hour

D5: \$.80/hour

Eligible Classifications:

Water Systems Technician I

Water Systems Technician II

Water Systems Technician III

- c. Employees in the Public Utilities Department, Water Branch in the classifications listed below under “Eligible Classifications” at the end of this Section (d) whose positions require a CDO certification, Grade D3, from the State of California, Department of Health Services, and obtain a CDO certification higher than that required for their position, will be compensated at the following rates:

D4: \$.55/hour

D5: \$.80/hour

Eligible Classifications:

Assistant Water Distribution Operator

Water Distribution Operator

Water Distribution Operator Trainee

- d. To receive CDO certification compensation, employees must hold permanent, full time status and meet employee performance standards at the time the certification pay is awarded.
- e. Employees who hold either Temporary or Interim Distribution Operator certification from the State of California, Department of Health Services will not be eligible for compensation.
- f. Employees in the Public Utilities Department, Water Branch must maintain a CDO, Temporary or Interim certification from the State of California, Department of Health Services as required for their positions or classifications. Employees with interim certifications must become CDO at the level appropriate for their classification or position no later than January 1, 2007. The parties agree to a joint study on issues related to the D2 certification and employees who do not achieve the certification as required by the state. No adverse action to current employees who have not yet obtained the D2 certification until the study is completed.
- g. Employees who are under filling a position will not be eligible for compensation for obtaining the CDO certification required for the journey (top) level of their classification series.
- h. Employees in the Public Utilities Department, Water Branch are required to provide a copy of their CDO certification from the State of California, Department of Health Services, to the appropriate staff as defined in Public Utilities Department policies to be eligible for and receive voluntary certification pay. Employees whose certifications expire will not be paid certification pay until a copy of the renewed CDO certification is presented to the appropriate staff.

2. The City agrees to implement Voluntary Certification Pay (VCP) for employees in the Plant Technician series. Employees in the Plant Technician series who successfully complete Mechanical Technology Certification from the California Water Environment Association (CWEA), shall receive the following certification pay:

Grade II Certification	=	\$.55/hour
Grade III Certification	=	\$.80/hour
Grade IV Certification	=	\$1.05/hour

3. Employees in the classifications listed in Exhibit B (excluding those in Sections four (4) and five (5) below) who obtain and maintain a Grade II certification in a job-related specialty from the CWEA will be eligible for an additional compensation of \$.55 per hour. Employees who obtain and maintain a Grade III certification will be eligible for \$.80 per hour maximum compensation. Employees who obtain and maintain a Grade IV certification will be eligible for \$1.05 per hour maximum compensation.
4. Employees in the classification of Instrumentation and Control Technician in the Public Utilities Department, Water Branch, or any other division within the Public Works Business Center in which the certificate is deemed job-related by Management, who obtain and maintain a Level I certification from the International Society of Measurement and Control will be eligible for \$.55 per hour additional compensation. Employees who obtain and maintain a Level II or Level III certification will be eligible for additional compensation of \$.80 per hour and \$1.05 maximum compensation respectively.
5. Employees in the Power Plant Operator series will be eligible for \$.55 per hour compensation for the possession of the Class II Stationary Engineer Certification issued by the National Institute for Uniform Licensing of Power Engineers. \$.80 an hour maximum compensation will be paid to employees who obtain and maintain the Class I certification. Employees who obtain and maintain the Chief Stationary Engineer Certification will be eligible for additional compensation of \$1.05 per hour.
6. In order to be eligible for the additional compensation listed in one (1) through five (5) above, employees must hold permanent status (have passed initial City-wide probation), and meet employee performance standards at the time the differential is awarded.
7. Possession of the Level II certification from the International Society of Measurement and Control may be required for classes listed in Section four (4) above, three (3) years from the date of implementation, prospectively from that date for new employees.
8. Possession of the Class I Stationary Engineer certification for classes listed in Section five (5) above, may be required within three (3) years from the date of implementation, prospectively from that date for new employees.
9. The City agrees to make available to employees study materials and provide reasonable assistance necessary for the successful acquisition and maintenance of certifications.
10. During the term of this MOU the City and the Union will jointly study health and safety issues related to employees who are required to enter confined spaces. The study will include consideration of "confined spaces entry" certification for future inclusion into this

program, as well as recognition of these duties through existing City recognition and awards programs.

11. Compensation may be provided for multiple certifications subject to the following:
  - a. The employee must request approval for multiple certification in writing to the Human Resources Director, via his or her Deputy Director;
  - b. The request must describe the responsibilities and duties of his or her position that would be directly and significantly enhanced by multiple certification;
  - c. The Human Resources Director will respond with an approval or denial. The decision of the Human Resources Director will be final.
12. Employees in the Fleet Team Leader, Master Fleet Technician, Fleet Technician, Motor Service Technician and Assistant Fleet Technician classifications shall be compensated incrementally for obtaining and maintaining their ASE certifications. The employee shall receive a total of \$.55 per hour upon obtaining the first two certifications toward the completion of the master level; a total of \$.85 per hour upon completing the next two, and a total of \$1.15 per hour after completing the next two. Upon obtaining the master level ASE certification for auto/light trucks or medium/heavy trucks, the additional pay shall be a total of \$1.75 per hour.
13. Employees in the Public Utilities Department, Water Branch who obtain and maintain the Backflow or Cross Connection certification shall be eligible to receive the additional compensation of \$.50 per hour. Employees must use the certification as part of their employment as determined by the department to be eligible for the additional compensation.
14. Painters in the Public Utilities Department and in the Public Works Department who perform corrosion control painting and who obtain and maintain the Corrosion Control Painter certification shall receive additional compensation of \$.75 per hour.
15. Wastewater Plant Operators in the Public Utilities Department, Wastewater Branch who obtain and maintain the CWEA Grade III, IV or V certification shall be eligible to receive additional compensation of \$.50, \$.75 and \$1.00 per hour respectively. Employees receiving this certification pay must agree to accept mandatory out of class assignments.
16. Water Plant Operators in the Public Utilities Department, Water Branch who voluntarily obtain and maintain a Certified Treatment Operator T-4 or T-5 certification from the State of California, Department of Health Services, shall be eligible to receive additional compensation of \$.75 and \$1.00 per hour respectively. Employees receiving this certification pay must agree to accept mandatory out of class assignments.
17. Welders who obtain and maintain certification from the American Welding Society, or any other nationally recognized certification agency, shall be eligible to receive additional compensation of \$.55 per hour for each “process.” Upon completion of all three “processes” the additional compensation shall be a total of \$1.75 per hour.

18. Body and Fender Mechanics and Equipment Painters who obtain and maintain the ASE certification for Collision Repair/Refinishing shall be eligible to receive additional compensation of \$.40 per hour for each of the four (4) certifications/tests. Upon obtaining all four (4) certifications, which is the Master's level, the compensation shall be a total of \$1.75 per hour. Body and Fender Mechanics and Equipment Painters who obtain and maintain the ASE certification for Damage Analysis & Estimating shall be eligible to receive additional compensation of \$.45 per hour.
  19. Fleet Technicians in the Public Works Department who obtain and maintain the California Fire Mechanic Academy Master's certification Level III, shall be eligible to receive additional compensation of \$.50 per hour.
  20. Employees must use the certifications or be in a position where it may be utilized in the performance of their duties as determined by the department to be eligible for the additional compensation.
  21. The parties agree to re-open this MOU for the sole purpose of considering a future Union proposal on certification pay for the classification of Electrician, with the understanding that any agreement between the parties would require authority from the Mayor and/or City Council.
- E. Bilingual Pay - \$.70 per hour in addition to regular salary; refer to the Annual Salary Ordinance and Personnel Manual Index Code H-1.
- F. Shift Differential - five percent (5%) (general) and ten percent (10%) (special); refer to Personnel Manual Index Code H-6.
- G. Stand-By Pay - five percent (5%); refer to Personnel Manual Index Code H-7.
- H. A \$.50 per hour special assignment pay shall be paid to any employee who is directed to obtain a Class B license or who possesses a Class B license and is directed to drive a commercial vehicle requiring the Class B license when the possession of a Class B license is not a minimum requirement for the employee's classification. Employees in the Public Utilities Department, Water Branch Water Systems Technician series will not be eligible for the Special Assignment Pay as the Class B License is a requirement of the classifications and compensation for the license is included on the base salary. The special assignment pay shall be paid for each day the employee was directed to and did drive a commercial vehicle. The City agrees to pay for the medical and licensing fees required to obtain the Class B license. This section shall also apply to the class A license. Motor Sweeper Operators are eligible to receive this pay. Fleet Technicians, Motive Service Technicians and Assistant Fleet Technicians will receive Class B license pay on a full-time basis.

## **ARTICLE 15 - Out-of-Class Assignments**

- A. Employees represented by the Union shall be compensated for out-of-class assignments (OCA) on the thirty-first (31<sup>st</sup>) continuous day of assignment or on the thirty-first (31<sup>st</sup>) day of cumulative

OCA in the same classification. Out-of-class assignments shall accrue on a fiscal year basis only. Accumulated days will not be carried into the next fiscal year.

- B.** Appointing Authorities should take into consideration all OCA time worked in a class when considering at what step to place an employee who is permanently promoted to a higher classification.
- C.** The City agrees that all OCA, regardless of the number of hours worked in a pay period, will be recorded in the employee's personnel file.
- D.** Appointing Authorities will give first consideration for appointment to an OCA to employees on the eligible list for the class in which a vacancy occurs, except in those cases in which the specialized needs of the assignment or a requirement for an employee with specialized skills necessitates appointment of an employee not on the eligible list.
- E.** The City has discretion to determine when OCA will be made. The City agrees to provide equal opportunity on a rotational basis for OCA to persons on the eligible list and will consider the seniority, availability, training and job performance of employees when making such assignments. In the event that there is no eligible list, the Appointing Authority will provide equal opportunity on a rotational basis to eligible employees and will consider seniority, availability, training, and job performance in making OCA. If the OCA lasts over five (5) days, an employee's current shift or station assignment shall not preclude their eligibility for OCA.
- F.** OCA may not exceed thirty (30) consecutive calendar days nor shall a series of OCA to any one vacant position exceed thirty (30) calendar days without approval by the Personnel Director. The Personnel Department (Personnel) shall provide notice to the Union of assignments that are expected to last longer than thirty (30) days when OCA impact Union represented employees. OCA shall not be made to avoid filling a position with a limited or permanent appointment.
- G.** Eligible City employees who are performing and compensated for OCA both the last scheduled workday before and the first scheduled workday after a fixed holiday shall be compensated for the holiday at the appropriate OCA rate of pay.

#### **ARTICLE 16 - Asbestos Containment Team**

- A.** Employees assigned to the Asbestos Containment Team (Team) shall receive additional compensation of \$1.25 per hour while performing asbestos containment work. Time spent in training and team meetings is considered asbestos containment work. Assignments to the Team will be made on a voluntary basis. Members of the Team will receive the above premium pay for the entire pay period when assigned to asbestos containment work. An officer of the Union Executive Board will be provided with input in the development of an Asbestos Containment Program and an opportunity to monitor the work of the Team on an occasional basis.
- B.** Employees performing technical work only in an established containment area shall wear respiratory protection and any other safety equipment required by the Asbestos Containment Program staff. In addition, assignments made under these conditions shall be mandatory and said employees shall be eligible for the additional pay for time worked in containment areas. Prior to wearing a respirator, all employees shall receive respirator training and a medical clearance.
- C.** In addition, employees performing technical work only in non-containment areas where asbestos is present shall wear respiratory protection and any other safety equipment required by the



Asbestos Containment Program staff. These employees will be compensated the additional pay, and assignments will be mandatory.

#### **ARTICLE 17 - Hazardous Duty**

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- A.** The City shall abide by all OSHA, CAL-OSHA and all other applicable federal and state codes relating to employee safety while on the job.
- B.** No employee will be disciplined for reasonably refusing to perform an unsafe act or job.
- C.** Upon the request of the Union, the City's Safety Officer shall make a copy of all applicable safety rules and regulations available to the Union.
- D.** The City agrees to provide to the Union copies of any changes in written policies related to employee safety within ten (10) working days of the effective date of the change. Copies may be provided sixty (60) days prior to the effective date of the changes when it is practical and feasible to do so.
- E.** Within the guidelines of federal, state and City safety regulations and operational requirements, the City agrees to make reasonable accommodations for currently bearded employees in assignments designated as "respirator needed."

#### **ARTICLE 18 - Stadium Stand Moves**

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- A.** Available positions on the stadium stand moves will be made on the following basis: full-time status will have priority over hourly; past experience on stand moves; attendance and job performance; and seniority at the Stadium.
- B.** All full-time employees who work a full stand move (one-way move of the stands) shall receive fifteen (15) hours of regular time plus seven and one half (7.5) hours of premium time for a total of twenty-two and one-half (22.5) hours. Employees who do not work a complete stand move shall be paid for the actual hours worked plus the appropriate premium overtime, except employees who are late.
- C.** Hourly employees will receive fifteen (15) hours of straight pay and the standard procedure for calculating premium overtime shall be used, i.e. if an employee works more than forty (40) hours in the work week then he or she will receive premium time.
- D.** Employees shall be provided a meal and a one (1) hour meal break. Employees are not permitted to leave the Stadium premises during this meal break or at any other times while they are working on a stand move.
- E.** Employees shall be provided with safety shoes, hard hat, and gloves and are required to wear them at all stand moves. Employees must also wear long pants. Failure to be properly dressed or follow proper safety procedures will result in appropriate disciplinary action being taken. Employees shall immediately report any unsafe conditions to the Stand Move Manager(s).
- F.** Wherever possible, employees scheduled to work a stand move may have their regular work schedule adjusted so that they do not work at least eight (8) hours prior to or eight (8) hours after a stand move. This may result in an employee being scheduled to work four/ten (4/10) hour days.

- G.** All employees who are on the stand move crew shall be required to work all of the stand moves, except in the case of illness which is covered in section J. Employees who fail to report for a stand move shall be given appropriate disciplinary action which may include removal from all future stand moves. Employees may request to be excused from a stand move provided that five (5) days notice is given, however the final determination shall be at the sole discretion of the Stand Move Manager(s).
- H.** The work performance of an employee during a stand move shall be reflected on an employee's regular performance evaluation. Employees shall follow and take direction from the Stand Move Manager(s) and the appointed crew leader. Any employee who displays behavior that is disruptive to the stand move shall be appropriately disciplined.
- I.** Stand move employees shall report to work at the East Tunnel field floor entrance at the assigned time and shall sign in with the Stand Move Manager(s). Employees who are late more than one (1) hour and eventually report to work may be sent home without pay, or may be given a written reprimand that shall be placed in their personnel file, or may have the number of hours paid for the stand move reduced. The number of hours to be reduced shall be a ratio of the time late to the actual hours worked on the stand move multiplied by the standard fifteen (15) hours pay.
- J.** Employees who are ill and cannot report to work must contact the Stadium Security Office at (619) 525-8267 and speak with either the Stand Move Manager(s) or the Stadium General Manager as soon as possible. Employees who are ill, and do not give at least eight hours' notice prior to the start of the stand move, and for whom this is the second absence due to illness, must provide a doctor's note to the Stand Move Manager(s) when they return to work which indicates that they were unable to work on that day. Failure to bring in a doctor's note will result in an employee being given appropriate disciplinary action which may include removal from all future stand moves.
- K.** Employees shall not leave the field area until the Stand Move Manager(s) have determined that all work has been completed. Employees will be required to sign out.

## **ARTICLE 19 - Employee Incentives**

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- A.** Exceptional Merit Cash Payment

  - 1. The City may grant an Exceptional Merit Cash Payment to any employee at "E" step that meets standards on his or her most recent Performance Evaluation. It is understood and expressly agreed to by the parties to this MOU that any employee receiving a payment under this provision shall not acquire any future rights to receive any future payment beyond that employee's base salary.
  - 2. The Union may discuss problems in the Exceptional Merit Cash Payment Program with the Human Resources Department.

B. Exceptional Merit Increase

Employees with a meets standards performance report may be granted an Exceptional Merit Increase to any step within the salary range.

C. Discretionary Leave

The Appointing Authority may grant an employee with a meets standards Performance Evaluation on his or her most recent performance report up to three (3) Discretionary Leave days in recognition of exceptional performance.

## **ARTICLE 20 - Call Back Pay**

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An employee, who has been released from work and has left the work premises and is called back to duty, shall be paid for the reasonable estimate of the time required for the employee to travel from and to his or her residence and the work area and for the time the employee actually works. The total time of call back pay, including travel time, shall not be less than four (4) hours, and shall be computed at the employee's premium overtime rate. This section does not allow for the stacking of pay for multiple calls back to duty within a single four hour period.

## **ARTICLE 21 - Payroll Deductions**

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- A. It is agreed that Union dues shall be deducted bi-weekly by the City from the salaries of employees when the deductions are authorized by City Council Policy 300-06, Employee-Employer Relations Policy, section VI (B). Remittance of the aggregate amount of all deductions shall be made to the Union by the City bi-weekly at the conclusion of each pay period in which Union dues and deductions were deducted.
- B. Dues deduction are for a specified amount and shall be made only upon the voluntary written authorization of the member. Dues deduction authorization or cancellation shall be made on clearly marked cards provided by the City or the Union. If an employee submits a payroll deduction authorization change to the City which has not been processed by the Union, the City will forward a copy of the notice to the Union promptly. The City shall continue to deduct dues until such time that the Union notifies the City of a deduction change authorization.
- C. Payroll authorization forms may, at the election of the Union, include a provision that the authorization is for a specific term. The responsibility to enforce this provision lies solely with the Union. The City will assume all costs for design and printing of the form with Union concurrence and make available sufficient quantities at the Union's request.
- D. When a member is in a nonpay status for an entire pay period, no dues deduction will be made to cover that pay period from future earnings nor will the member deposit (with the City) the amount that would have been withheld if the member had been in a pay status during that period. In the case of an employee who is in a nonpay status during only a part of the pay period and the salary is not sufficient to cover the full dues amount, no deduction shall be made.
- E. The Union shall indemnify, defend, and hold the City harmless against any claims or suits instituted against the City contesting the check-off of Union dues. In addition, the Union shall refund to the City any amounts paid to it in error upon presentation of supporting evidence.

- F. During the term of this MOU, the City and the Union shall collaborate and cooperate to encourage employees to fully utilize electronic deposit of their paychecks.
- G. The City shall instruct its departments to issue payroll checks and statements in a confidential manner.

## **ARTICLE 22 - Annual Leave and Compensatory Time**

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- A. Both parties agree to the current regulations provided in Personnel Manual Index Codes I-2 and I-3.
- B. Employees on authorized leave shall have the option of using accumulated compensatory time prior to charging any time off with pay to any other account.
- C. Management approval of leave requests shall be reasonable in order to allow employees to utilize accrued leave as time off from work.
- D. Once a vacation has been requested and approved it shall not be changed except by mutual agreement or in case of emergency. In the case of rescheduling due to an emergency, the vacation will be rescheduled immediately.
- E. In the event the employee terminates for any reason, the employee shall be paid in full for all unused annual leave credits. Unused accrued leave shall be paid to employees on the next scheduled pay day following employment separation.
- F. Employees on approved annual leave, compensatory time off, or industrial leave, shall have leave time counted as time worked for purposes of benefit computations.
- G. If a department approves a scheduled leave request and subsequently rescinds the approval, resulting in an employee losing leave credits because of going beyond the accrual limit, credits lost would be reinstated for a period of three months during which time the department would mandate a leave for the employee.
- H. As far as practicable, employees should be permitted to schedule annual leave at times most acceptable to the employee. In larger departments or divisions, the choice of vacation times should be scheduled according to seniority.
- I. Overtime will be paid or compensatory time given at the discretion of the Department Head subject to the availability of funds and workload considerations, and in accordance with the provisions of Personnel Manual Index Code H-4, Overtime Compensation.
- J. Should the City for good and sufficient reason, judge that an employee is abusing the sick leave or family leave provision, the City may request a bona fide doctor's statement from the employee to substantiate an illness. The parties agree that the City will apply this sick leave policy in a fair and equitable manner City-wide.
- K. Compensatory time may be accumulated up to a maximum of one hundred and twenty (120) hours during the fiscal year. However, accrued compensatory time shall be reduced to forty-five (45) hours on June 30 of each year unless an exception is granted by the Human Resources Department. This time frame may be modified in exceptional circumstances. However, based on workload and operational considerations, Department Heads or their designees may set a lower mid-year

accumulation limit after meeting and discussing the proposed limit with the Union. Overtime will be paid or compensatory time given as outlined in paragraph I. Compensatory time may be accumulated beyond forty-five (45) hours during the fiscal year as long as the above provisions are complied with. The parties agree to study, during the term of the MOU, the equitable application.

- L.** The maximum accumulation of annual leave for employees with fifteen (15) or more years of service is seven hundred (700) hours. The maximum accumulation of annual leave for employees with less than fifteen (15) years of service, whose hire date is prior to July 1, 1993, is six hundred (600) hours. For employees hired on or after July 1, 1993, the maximum accumulation of annual leave is three hundred and fifty (350) hours.
- M.** Employees may receive maximum pay-in-lieu of annual leave of one hundred and twenty-five (125) hours per fiscal year.
- N.** Employees who reach their maximum permitted accumulation of annual leave on their anniversary date shall cease to accrue additional annual leave. Employees who expect to be in this situation may submit a written plan by which to reduce excess leave which will include time off and pay-in-lieu up to one hundred and twenty-five (125) hours per fiscal year as necessary. If the Appointing Authority denies the specific time off requested and provides no alternative time off which is acceptable to the employee, this cease to accrue provision shall not apply until such time as the employee is granted and takes the time off. It is the City's intent to accommodate employees' requests to use annual leave and avoid any loss of this benefit. Once an employee reduces his or her annual leave to a level below the maximum permitted on his or her anniversary date, he or she shall immediately begin to accrue additional leave.
- O.** Leave provisions included under paragraphs P and Q will be accounted for separately.
- P.** Pre-approved annual, sick, or compensatory leave properly used for personal, family or dependent illnesses should not be subject to disciplinary action.
- Q.** Approved unscheduled annual or sick leave properly used for family, dependent or domestic partner illnesses shall be considered as a separate category when reviewing employee performance with regard to attendance and/or absenteeism issues. Should the City, for good and sufficient reason, determine that an employee is abusing this leave provision, the City may request a bona fide doctor's statement from the employee to substantiate illness.
- R.** Employees are covered under the Family Medical Leave Act (FMLA) effective February 5, 1994. Eligible employees are entitled to take up to twelve (12) weeks of leave each year for medically related reasons such as the birth or adoption of a child, to care for an immediate family member with a serious illness, or for the employee's own serious illness. Eligible employees are those with twelve (12) months of cumulative service with the City who have worked at least half time for the past year. All FMLA eligible absences from work will count against the twelve (12) week period. The City will be required to provide group health coverage to the employee at the same level and conditions as for similarly situated active employees. Hourly employees do not receive paid health benefits.
- S.** The City agrees to conduct a comprehensive review of the current sick leave use policies in consultation with the Labor Management Committee, with a goal of improving consistency and equity.

## **ARTICLE 23 - Vacation Schedule**

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- A.** Appointing Authorities are responsible for arranging vacations so that adequate personnel are available to carry on necessary City work.
- B.** Insofar as is practicable, employees should be permitted to schedule vacations at times most acceptable to the employee. Vacations shall be selected by employees within each division, section, or unit, as is applicable, based upon their seniority by class within the department. Employees who are transferred at their request, or promoted, may be required to modify their scheduled vacations.
- C.** Employees should be encouraged to take regular annual vacations but they shall not be required to take vacations against their will. Employees may accumulate vacation time in accordance with this MOU.
- D.** Any existing vacation scheduling method that is satisfactory with the employees shall remain in effect for the duration of the contract. This is in lieu of the above-mentioned scheduling method.
- E.** All departments shall post a current on-going vacation schedule, including any changes to the schedule.

## **ARTICLE 24 - Holidays**

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- A.** General
  - 1.** Pursuant to San Diego Municipal Code (SDMC) section 21.0104, except where otherwise specifically defined and provided in this MOU, the holidays in the City are:
    - a.** Fixed Holidays:
      - 1)** January 1
      - 2)** Third Monday in January known as “Dr. Martin Luther King, Jr.’s Birthday”
      - 3)** Third Monday in February, known as “Washington’s Day”
      - 4)** March 31, known as “Cesar Chavez Day”
      - 5)** Last Monday in May, known as “Memorial Day”
      - 6)** July 4<sup>th</sup>
      - 7)** First Monday in September, known as “Labor Day”
      - 8)** November 11, known as “Veterans’ Day”
      - 9)** Fourth Thursday in November, known as “Thanksgiving Day”
      - 10)** December 25
      - 11)** Every day appointed by the City Council for a public fast, thanksgiving, or holiday.

If January 1, March 31, July 4, November 11, or December 25 falls upon a Sunday, the Monday following is the City-observed holiday. If any of the dates listed in this section fall on a Saturday, the preceding Friday is the City-observed holiday.

**b. Floating Holiday**

Each eligible employee available for a duty assignment on the first day of the fiscal year (as defined in Personnel Manual Index Code H-2) shall accrue credit to equal the hours worked in the employee's shift up to ten (10) hours. Each employee accruing such time must schedule his or her floating holiday to comply with the following conditions:

- 1) Schedule prior to June 1 of the fiscal year earned.
- 2) Take off in a one (1) time absence before the last day of the last full pay period in June.
- 3) Take at a time convenient to the employee's Appointing Authority.

**B. Work on Fixed Holidays**

In the departments required to maintain minimum staffing on a Fixed Holiday, the City will attempt to fill necessary staffing needs by seniority on a voluntary basis. Where there are insufficient volunteers, the City will use inverse seniority in making mandatory assignments.

Employees who are scheduled to work a shift of nine (9) or more hours on a fixed City holiday, shall be credited with one (1) or more additional hours of Floating Holiday time respectively, for use on that holiday.

**C. Work on Fixed Holidays at City Landfills**

1. The parties recognize the City's right to operate the landfill on the following fixed holidays:
  - a. Dr. Martin Luther King, Jr.'s Birthday
  - b. Washington's Day
  - c. Memorial Day
  - d. July 4<sup>th</sup>
  - e. Labor Day
  - f. Veterans Day
  - g. Cesar Chavez Day
2. All employees who work on the referenced holidays will be guaranteed their regular work shift at premium overtime rates so that they will receive holiday pay plus premium overtime pay for hours worked.
3. Work on holidays is voluntary except where the number of volunteers is insufficient to meet the needs of the City. No employee shall be threatened, coerced or otherwise compelled to work on a holiday except as specified below. An employee who volunteers to work on a holiday may not change this schedule within ten (10) working days of the holiday unless the employee finds a replacement.
4. Where the number of volunteers to work on a holiday is insufficient to meet the needs of the City, the City can compel employees in the landfill to work on said holidays on the basis of inverse seniority.

- a. The City shall maintain and have readily available to the Union and its members a seniority list of employees in the landfill. The seniority list shall list employees in the landfill in order of overall City seniority.
  - b. After the supply of volunteers to work on a holiday is exhausted, the City may require the least senior available employee(s) in the landfill (on the basis of overall City seniority) to work that holiday in order to fill its needs.
  - c. With each succeeding holiday, those employees who have been required to work a holiday within the term of this MOU, shall not be required to work an additional holiday, unless and until all employees in the landfill have been required to work a holiday.
5. If the City determines that the landfill must be open on additional holidays, it will meet and consult or meet and confer as required by law. The City also has a right to determine the appropriate staffing levels at the landfill.
6. At City landfills, when a worksite is closed for a holiday not formally recognized by the City (e.g. Easter) which falls on an employee's regularly scheduled work day, the City may either provide work on that day, or make alternative hours available within that work week.
- D. The drivers in the Environmental Services Division, on a 4/10 schedule, are eligible for ten (10) hours of holiday pay when the holiday falls on their Regular Day Off (RDO). This is being done to ensure that a driver receives forty (40) hours of compensated pay when a holiday falls on a regularly scheduled day off due to the work schedule employed in the Collection Services Division. After a holiday, the collection schedule is shifted one day out, and drivers and supervisors are required to work Saturday. As an example, if a holiday falls on a Monday and that is the regularly scheduled day off for a driver, the employee would be eligible for ten (10) hours of holiday pay for Monday, be off work on Tuesday as their RDO, because the collection schedule has shifted out by a day and Monday's trash is being collected on Tuesday. Because the driver in this example does not have a Monday route schedule, he/she is off on Tuesday and will then work Wednesday, Thursday, Friday, and Saturday. The standard pay week goes from Saturday through Friday. If the driver is not compensated for ten (10) hours of pay for the holiday, his or her pay check would be two (2) hours short of a forty (40) hour week.

## ARTICLE 25 - Bereavement Leave

Paid Bereavement Leave of up to **forty (40) hours** is available to **all full-time employees** for use during each fiscal year of this MOU upon the death of an employee's spouse, father, **father-in-law**, mother, **mother-in-law (father and mother to include step father and step mother)**, brother, sister (**brother and sister to include: step, foster, or adopted**), son, daughter (**son or daughter to include: step-, foster, or adopted**), or state-registered domestic partner, **grandfather, grandmother, granddaughter, grandson**. Proof of death (death certificate, obituary notice, funeral program, etc.) must be provided before an employee can receive Bereavement Leave, which is in addition to Annual Leave, and must be submitted within 30 calendar days of when the employee returns to work. **The number of hours of bereavement leave is prorated for employees working 3/4 time (30 hours) and 1/2 time (20 hours).**



## **ARTICLE 26 - Military Leave**

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1. **Employees who provide service in the “uniformed services,” meaning the Armed Forces, the Army National Guard, and the Air National Guard when engaged in active duty for training, inactive duty training, or full-time National Guard duty, the commissioned corps of the Public Health Service, and any other category of persons designated by the President in time of war or national emergency, are entitled to the rights and benefits provided by the Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA), codified at 38 U.S.C. sections 4301 through 4335, and as amended in the future.**

**These members are also entitled to the leaves of absence provided by the California Military and Veterans’ Code, as stated in Civil Service Rule X, codified at San Diego Municipal Code section 23.1107, and Personnel Manual Index Code I-10, Military Leave. Specifically, employees who have been regularly employed by the City for one year or more immediately prior to requested military leave will receive their regular City compensation during the military leave, but not to exceed 30 calendar days in any fiscal year. Calendar days are computed in the manner stated in Personnel Regulation Index Code I-10.**

2. **Employees must give no less than twenty-one (21) days of notice to their supervisors prior to the start of the requested military leave, unless there are exceptional circumstances beyond the control of the employee originating from the employee's military unit. If exceptional circumstances occur, employees must provide reasonable notice. Employees must submit Form CS-14-25A (Request for Leave of Absence) showing Military Leave.**
3. **Union members may use annual leave, compensatory time, or special leave without pay, in addition to military leave to provide military service.**
4. **If an employee is scheduled to work on a day of inactive duty training, City management will take all reasonable steps necessary to adjust the employee’s schedule to facilitate the military leave.**
5. **The Union agrees that the City Council may determine to extend these benefits beyond what is provided in this MOU in cases of national emergencies without an obligation to first meet and confer.**

## **ARTICLE 27 - Time Off for Blood Donation**

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**An employee shall receive paid release time, not to exceed two (2) hours, when he or she donates blood at the annual City blood drive or in response to an emergency request from the San Diego Blood Bank. The City shall release the employee for the actual time the employee spends in any travel to and from the blood donation site, as well as for the time spent at the site. Paid release time cannot exceed two hours. The employee must submit his or her “blood receipt” to the payroll clerk as verification of the donation. This Article also applies to bone marrow testing.**

## ARTICLE 28 - Leave-Sharing Plans

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### A. Catastrophic Leave Plan Program Description

#### I. Purpose and Scope

Establish a City administered Catastrophic Leave Plan (Leave Bank) permitting City employees to assist other City employees who face extended leaves without pay due to a catastrophic occurrence in their lives. For the purpose of this plan, a “catastrophic occurrence” is defined as any event that would qualify the employee **for a leave** under the **Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA), Americans with Disabilities Act (ADA) , other local, state, or federally protected leave, and other extraordinary circumstances** as determined by the Human Resources Director **or designee**. **Although this Program establishes a mechanism for leave transfers, participation is entirely voluntary.**

**Employees are eligible to request a Catastrophic Leave Bank from their date of hire. Catastrophic Leave determinations are non-grievable.**

Catastrophic leave coverage shall be extended to events affecting **registered** domestic partners provided that a City of San Diego Affidavit of Domestic Partnership has been submitted. Catastrophic leave determinations are non-grievable.

#### II. Procedures

##### a. **The Employee initiates a request for a Catastrophic Leave Bank to be established in accordance with this policy.**

1. The employee must have exhausted or expect to exhaust his or her accrued leave, **from both the employee’s annual leave and Catastrophic Leave – Annual Leave (CatLV-AL) buckets** (to be verified by the department payroll specialist in accordance with state and federal law) of a qualifying event in order to establish a Leave Bank.
  - a. If an employee is diagnosed as terminally ill, a Leave Bank may be established without meeting this requirement. In such cases, the donated leave will be paid out when the employee leaves work due to illness. A recipient’s total annual leave balance including donated leave cannot exceed two thousand eighty (2080) hours.
  2. The employee **must receive** approval for an unpaid leave of absence from his or her Department Head.
  - b. Requests to establish a Leave Bank **to receive** donations will be processed by the Human Resources Department.
    1. An eligible employee **must** submit a completed “Request to Establish Catastrophic Leave Bank” form to the Human Resources **Department**, accompanied by:
      - i. **A signed statement by the employee which includes a brief description of the nature and need for the leave and an estimated time the employee will be out of the workplace, or other**

**appropriate documentation supporting the request. Clarifying documentation may be requested by the Human Resources Department. Any employee who misrepresents information on the signed statement provided to the Human Resources Department may be subject to discipline, up to and including termination.**

- ii. Evidence of the Department Head's approval of leave of absence.
  - iii. **Employees must also identify, on the Request to Establish Catastrophic Leave Bank Form, the names of individuals or groups that may be informed, upon request, if the Leave Bank has been approved. Employees who include a mailing address on the Request will be notified when the Leave Bank is approved by the Human Resources Department.**
- c. Donations of annual leave may be made to an employee eligible for Catastrophic Leave **as defined in the Purpose and Scope of this Article**. The donor's annual leave donation **will be deducted from the donor department in the amount donated**.
1. Donations of leave **are** strictly voluntary; the **City will maintain the** identity of Leave Bank donors in absolute confidence.
  2. Employees may only donate accrued annual leave.
  3. Donations **must** be made in whole hour increments.
  4. Donors must have **at least** one hundred sixty (160) hours **of annual leave (which includes donated Medical Leave) and Catastrophic Leave** remaining after **the** donated time has been deducted.
  5. Once donated to **the Leave Bank**, donated leave cannot be **returned to** the donor.
  6. Employees **who** wish to donate **leave** must complete a "Confidential Authorization for Catastrophic Leave Donation" form and submit it to their department Payroll Specialist who will:
    1. Verify that the donating employee has the minimum required leave balance **of** one hundred sixty (160) hours;
    2. Convert the donated time to dollars at the hourly rate of the donor and subtract the donated time from the donor's designated leave category; **and**
    3. Forward the donation authorization form to the Human Resources **Department** for tracking and submission to the City Comptroller;
  7. Donation authorization forms **that** do not contain all requested information will not be processed.

- d. Upon receipt of donation authorizations **forms**, the City Comptroller will:
1. Convert **the** donated dollars as computed above to hours at the **recipient's** hourly rate. The **donor** will be taxed for the leave when it is **donated to the recipient**.
  2. Retain a confidential file of donation authorizations.
  3. **Ensure that** all deductions (e.g. health premiums, parking, credit union, union dues, etc.) **that** have previously been authorized by the recipient **are** made unless **the recipient has** notified **his or her payroll specialist** in writing to cancel deductions.
  4. **Maintain the donation information for each recipient in a summarized spreadsheet (Catastrophic Leave Bank – Donation Spreadsheet) and forward the spreadsheet to the Personnel Department.**
- e. **Upon receipt of the Catastrophic Leave Bank – Donation Spreadsheet from the City Comptroller's Office, the Personnel Department will:**
1. **Subtract the donated time from the donor's designated leave category; and**
  2. **Add the donated hours to the recipient's Catastrophic Leave – Annual Leave (CatLv-AL) bucket.**
- f. Donated **Leave** is treated as annual leave accrued by the recipient of the donation, **but the recipient will not be taxed on the donated annual leave**. Payments up to eighty (80) hours per pay period will be made to the recipient until the donated leave has been exhausted.
1. Donated **Leave** does not alter the employment rights of the City or the recipient, nor **does it** extend or alter limitations otherwise applicable to leaves of absence or annual leave, except as noted in this Article.
  2. Employees who are using donated annual leave hours will continue to accrue annual leave in accordance with Personnel Manual Index Code I-2, Annual Leave.
  3. **Donated Leave can only be used on a going forward basis.**
  4. **An employee who receives Donated Leave under this Catastrophic Leave Plan may either take the Donated Leave as compensated time off, or may receive pay-in-lieu of the Donated Leave, consistent with Personnel Manual Index Code I-2, subparagraph E, but may not re-donate that time to a Catastrophic Leave Bank or Medical Leave Bank for use by another employee.**

3. Notification of the creation of a Catastrophic Leave Bank to potential donors is the responsibility of the employee, not the department. No City equipment, including the e-mail system, may be used to disseminate information about a Leave Bank. Employees may work with their recognized employee organizations to disseminate the request for leave through means other than the City e-mail system. However, if requested by the employee in the Request for Establishing Catastrophic Leave Bank form, the City will publicize on the Human Resources Department's *Citynet* webpage, the employee requestor's name, and the dates the Leave Bank opens and closes.

## **B. Medical Leave-Sharing Plan Program Description**

### **I. Purpose and Scope**

The City of San Diego offers a Medical Leave-Sharing Plan and Leave Bank (Medical Leave Bank) to give City employees the ability to assist other City employees who face extended leaves without pay due to a major health crisis, whether their own, or that of a family member. Although this Program establishes a mechanism for leave transfers, participation is entirely voluntary.

Employees are eligible to request a Medical Leave Bank from their date of hire. Medical Leave Sharing determinations are non-grievable.

For purposes of this plan, a "major health crisis" is defined as: (1) the employee's own medically certified "serious health condition," as defined by the federal Family and Medical Leave Act, (2) the medically-certified "serious health condition" of the employee's spouse, parent, child, sibling, grandparent, or grandchild (or in-law or step-relative in one of these relationships), (3) the medically-certified "serious health condition" of the employee's registered domestic partner, or (4) the death of the employee's spouse, parent, child, sibling, grandparent, or grandchild (or in-law or step-relative in one of these relationships), or employee's registered domestic partner (provided that a City of San Diego Affidavit of Domestic Partnership has been submitted). The determination of whether a major health crisis exists is made by the Human Resources Department Director or designee.

### **II. Procedures**

- a. Employee initiates a request for a Medical Leave Bank to be established in accordance with this policy.
  1. The employee must have exhausted or expect to exhaust his or her accrued leave, from both the employee's annual leave and Catastrophic Leave – Annual Leave (CatLv-AL) buckets (to be verified by the department payroll specialist), as a result of a qualifying event in order to establish a Leave Bank.
    - i. If an employee is diagnosed as terminally ill, a Medical Leave Bank may be established without meeting this requirement. In such cases, the donated leave will be paid out when the employee leaves work due to illness.

- ii. A recipient's total annual leave balance including donated leave cannot exceed 2,080 hours.
- 2. The employee must receive approval for an unpaid leave of absence from his or her Department Head.
- b. Requests to establish a Medical Leave Bank to receive donations will be processed by the Human Resources Department.
  - 1. An eligible employee must submit a completed "Request to Establish Medical Leave Bank" form to the Human Resources Department, accompanied by:
    - i. A medical statement from the attending physician, including a brief statement describing the nature of the illness or injury and an estimated time the employee will be unable to work, or other appropriate documentation supporting the request.
    - ii. Evidence of the Department Head's approval of the leave of absence.
    - iii. Employees must also identify, on the Request to Establish Medical Leave Bank Form, the names of individuals or groups that may be informed, upon request, if the Medical Leave Bank has been approved. Employees who include a mailing address on the Request will be notified when the Medical Leave Bank is approved by the Human Resources Department.
- c. Donations of annual leave may be made to an employee eligible for medical leave because of a major health crisis, as defined in the Purpose and Scope at Section B above. The donor's annual leave donation will be deducted from the donor department in the amount donated.
  - 1. Donations of leave are strictly voluntary; the City will maintain the identity of Medical Leave Bank donors in absolute confidence.
  - 2. Employees may only donate accrued annual leave.
  - 3. Donations must be made in whole-hour increments.
  - 4. The donor will not be taxed on the value of the leave he or she donates, but also cannot claim an expense, loss deduction, or charitable contribution for the donated leave.
  - 5. Donors must have at least 160 hours of annual leave (which includes donated Medical Leave) and Catastrophic Leave remaining after the donated time has been deducted.
  - 6. Once donated to the Medical Leave Bank, donated leave cannot be returned to the donor.
  - 7. Employees who wish to donate leave must complete a "Confidential Authorization for Medical Leave Donation" form and submit it to their department Payroll Specialist who will:

- i. **Verify that the donating employee has the minimum required leave balance of 160 hours;**
  - ii. **Convert the donated time to dollars at the hourly rate of the donor; and**
  - iii. **Forward the donation authorization form to the Human Resources Department for tracking and submission to the City Comptroller.**
- 8. Donation authorization forms that do not contain all requested information will not be processed.**
- d. **Upon receipt of donation authorization forms, the City Comptroller will:**
  - 1. **Convert the donated dollars as computed above to hours at the recipient's hourly rate. The recipient will be taxed for the leave when it is taken.**
  - 2. **Retain a confidential file of donation authorizations.**
  - 3. **Ensure that all deductions (e.g. health premiums, parking, credit union, union dues, etc.) that have previously been authorized by the recipient are made unless the recipient has notified his or her payroll specialist in writing to cancel deductions.**
  - 4. **Maintain the donation information for each recipient in a summarized spreadsheet (Medical Leave Bank – Donation Spreadsheet) and forward the spreadsheet to the Personnel Department.**
- e. **Upon receipt of the Medical Leave Bank – Donation Spreadsheet from the City Comptroller's Office, the Personnel Department will:**
  - 1. **Subtract the donated time from the donor's designated leave category; and**
  - 2. **Add the donated hours to the recipient's annual leave balance.**
- f. **Donated Medical Leave is treated as annual leave accrued by the recipient of the donation. Payments up to 80 hours per pay period will be made to the recipient until the donated leave has been exhausted.**
  - 1. **Donated Medical Leave does not alter the employment rights of the City or the recipient, nor does it extend or alter limitations otherwise applicable to leaves of absence or annual leave, except as noted in this Plan.**
  - 2. **Employees who are using donated annual leave hours will continue to accrue annual leave in accordance with Personnel Manual Index Code I-2, Annual Leave.**
  - 3. **Donated Medical Leave can only be used on a going forward basis.**

**III. Notification of the creation of a Medical Leave Bank to potential donors is the responsibility of the employee, not the department. No City equipment, including the e-**

mail system, may be used to disseminate information about a Medical Leave Bank. Employees may work with their recognized employee organizations to disseminate the request for leave through means other than the City e-mail system. However, if requested by the employee in the Request for Establishing Medical Leave Bank form, the City will publicize on the Human Resources Department's *Citynet* webpage, the employee requestor's name, and the dates the Medical Leave Bank opens and closes.

## ARTICLE 29 - Retirement

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### A. Benefit Changes Prior to July 1, 2005

1. High One-Year Basis for Final Compensation: Retirement benefits for General Members, hired before July 1, 2009, are based upon the "highest one-year" annual base compensation.
2. Internal Revenue Code (IRC) Section 415 Amnesty Provisions: In order to preserve SDCERS' tax qualified status, Union and the City mutually agree to adopt the "amnesty" or "grandfather" provisions of IRC Section 415 (b) (10).
3. A five (5) year purchase of service credit provision is established effective January 1, 1997. Under this provision, a Member, hired before July 1, 2005, may purchase up to five (5) years of service credit by paying both employee and employer contributions in an amount and manner determined by the SDCERS Board to make the System whole for such time. In addition, members who retire on or after January 1, 1997, may purchase probationary periods, military and veterans code leaves, waiting periods for the 1981 Pension Plan, actual time worked hourly or part time, special leaves without pay that occurred before January 1, 1997, the difference in time between part time and full time prior to January 1, 1997, Long Term Disability (LTD), Vocational Rehabilitation Maintenance (VRMA) and Temporary Total Disability (TTD), FMLA periods, special leaves of absence with job to be saved periods, and any period preceding reinstatement by the Civil Service Commission following a termination appeal.
4. The Deferred Retirement Option Plan (DROP) is established effective April 1, 1997 for all employees hired before July 1, 2005. Employees hired on or after that date are ineligible for DROP as set forth in SDMC section 24.1402.1. DROP provides an alternative form of benefit accrual under the defined benefit plan while allowing a Member to continue working for the City.

During the DROP period, a DROP Member retains all rights, privileges and benefits of being an active City employee, except as specifically modified in the DROP (SDMC Chapter 2, Article 4, Division 14), and is subject to the same terms and conditions of employment including disciplinary actions up to and including termination. The Member continues to be eligible for the active employee Flex Benefits Program for the classification, and is not eligible for "retiree" health benefits until the Member completes or terminates the DROP period and retires.

Under DROP, a monthly service retirement allowance along with any Cost of Living Adjustment (COLA) increases, Supplemental Benefit checks and any adjustments to such payments applicable to retirements effective on the date the Member entered the DROP are credited to the Member's DROP Account within the SDCERS Trust. These SDCERS benefits are calculated as if the Member were retiring on the date the Member enters the



DROP. The Member's contributions to the Retirement System cease. The Member and the City each contribute 3.05% of the Member's salary each pay period that the Member participates in the DROP. The Member's contribution is made on a pre-tax basis pursuant to IRC Section 414 (h) (2). These monies are credited to the Member's DROP Account in the SDCERS Trusts Fund, and are distributed to the DROP participant upon termination of employment. No withdrawals may be made from the DROP account until the Member completes or terminates his or her DROP period and retires. Interest will be credited to the Member's DROP account at a rate determined by the Board. The Member is 100% vested in his or her DROP Account at all times.

A DROP participant who becomes disabled may apply for conversion of their service retirement allowance to a disability retirement allowance calculated at the date of entry into the DROP.

A Member who participates in DROP irrevocably designates a specific consecutive period of months for participation, not to exceed sixty (60) months. The Member must terminate City service at the end of the designated period.

5. For retirements effective on or after January 1, 1997, the fifty percent (50%) continuance is available to the surviving spouse to whom the Member was married on the date of retirement. The requirement that the Member be married to his or her spouse for at least one (1) year prior to retirement for the spouse to receive the fifty percent (50%) continuance is eliminated.
6. The surviving spouse of a Member who is killed while in the performance of duty is entitled to continued health coverage as provided in California Labor Code Section 4856.
7. The Industrial Disability Benefit is increased from thirty-three and one third percent (33 1/3%) to fifty percent (50%) of final compensation for retirements effective on or after January 1, 1997.
8. The modified special death benefit provided to the surviving spouse of a Member killed in the line of duty is amended to eliminate the requirement that the benefit be discontinued if the spouse remarries. Any benefit terminated to such spouse as a result of remarriage shall be reinstated effective January 1, 1997.
9. Retirement Calculation Factors for General Members (Hired Before July 1, 2009)
  - a. The Retirement Calculation Factors used to calculate a General Member's allowance will increase to the levels shown below (the "New Factors") for General Members, hired before July 1, 2002, who retire effective on or after July 1, 2002, unless the General Member elects, before retirement, to have his or her allowance calculated using the Old Factors, as set forth in SDMC Section 24.0402, (ranging from two percent (2%) at age fifty-five (55), to two point fifty-five percent (2.55%) at age sixty-five (65) or older, with a ten percent (10%) increase to the Member's Final Compensation), or the Corbett Factors, as set forth in SDMC Section 24.0402, (ranging from two point twenty-five percent (2.25%) at age fifty-five (55), to two point fifty-five percent (2.55%) at age sixty-five (65) or older).

Retirement Age	Benefit (New Factors)
55-59	2.50%
60	2.55%
61	2.60%
62	2.65%
63	2.70%
64	2.75%
65 and older	2.80%

- b.** The New Factors apply to all General Members who join the Retirement System after June 30, 2002, but before July 1, 2009, and their allowances will be capped at ninety percent (90%) of their Final Compensation.

The ninety percent (90%) cap also applies to: (1) General Members who joined the Retirement System on or before June 30, 2002, except as provided below; and, (2) General Members who participated in the Retirement System on or before June 30, 2002, who left City employment but are rehired by the City on or after July 1, 2002.

Any General Member, whose allowance as of July 1, 2002, is ninety percent (90%) or more using the New Factors may continue to accrue benefits above the ninety percent (90%) cap until December 31, 2002. The General Member's Allowance will be capped at that time.

- c.** Any General Member who joined the Retirement System before July 1, 2002, may continue to accrue benefits above the ninety percent (90%) cap using either the Old Factors or the Corbett Factors. If the Member selects one of these Factors, the Member's Allowance will not be capped, and the System will refund to the Member, at retirement, any excess contributions the Member made to fund the New Factors.

- d.** A General Member may exceed the ninety percent (90%) cap if the Member:

- 1)** applied to purchase Creditable Service on or before June 5, 2002, and thereafter signed the contract to purchase that time,
- 2)** was hired at age twenty-four (24) or younger, and
- 3)** will exceed the ninety percent (90%) cap because of the Creditable Service he or she applied to purchase on or before June 5, 2002. The Member may not exceed the cap by Creditable Service that he or she applied to purchase after June 5, 2002.

- e.** When a Member who meets the conditions of paragraph five (5) above first becomes eligible for a service retirement, his or her Retirement Calculation Factor and years of Creditable Service will be capped at that time, even if the Member continues to work and contribute to the Retirement System. The Member's Final Compensation will not be capped. When eligible to retire, the Member may:

- 1)** continue working and contributing to the Retirement System,

2) enter DROP, or

3) retire.

**10. 1981 Pension Plan Credit for Service**

Employees with 1981 Pension Plan credited years of service will be granted at no cost to the employee credit for past CERS service.

**11. IRS Section 414 (h) (2)**

Effective the first pay period in January, 1993, employee contributions to SDCERS are pretax, under IRS Section 414 (h) (2), with the effect of reducing the employee's income tax base.

**12. Health Eligible Retirees**

The following paragraphs a. through c. are included solely for historical purposes and have no effect.

- a. Effective July 1, 2002, a Health Eligible Retiree, as defined in the SDMC, will have the applicable Medicare eligible or non-Medicare eligible insurance premiums paid for the Health Eligible Retiree-only insurance, or the Health Eligible Retiree will be reimbursed the actual cost incurred from the Medicare eligible or non-Medicare eligible retiree-only premium up to the maximum amount allowed in Municipal Code Division 12. San Diego Municipal Code Section 24.1202 sets forth the maximum amounts to be paid on behalf of or reimbursed to a Health Eligible Retiree for retiree-only Medicare eligible or non-Medicare eligible health insurance premiums based on the premium for the City-sponsored PPO plan for Fiscal Year (FY) 2003 and annually adjusted thereafter based on the Centers for Medicare & Medicaid Services, Office of the Actuary, projected increase for National Health Expenditures for the full year period ending in the January preceding the start of the new plan year; such adjustment shall not exceed ten percent (10%) for any given year. The maximum amount of monies reimbursed to Health Eligible Retirees will be one hundred percent (100%) of such Medicare-eligible or non-Medicare eligible retiree-only premium.
- b. Health Eligible Retirees may choose to participate in a City-sponsored health insurance plan or any other health insurance plan of their choice.
- c. Additionally, a Health Eligible Retiree timely enrolled in Medicare is entitled to reimbursement of the cost of the Part B Supplemental Medicare Expense Premium.

**B. Benefit Changes Effective July 1, 2005**

- 1. Retiree Health Benefit For Employees Hired Before July 1, 2005 and retire before April 1, 2012. (This provision is included for historical purposes and no longer applies to any active employees.)

**a. Definition Of Health Eligible Retiree**

General Members hired before July 1, 2005, who retire on or after July 1, 2005, but before April 1, 2012, and are receiving a retirement allowance from SDCERS pursuant to a reciprocity agreement must have ten (10) years of service with the City to receive one hundred percent (100%) of the retiree health benefit and five (5) years of service with the City to receive fifty percent (50%) of the retiree health benefit. The definition of “Health Eligible Retiree” in the SDMC has been revised to reflect this clarification.

**b. The City agrees to indemnify and hold the Union harmless from and against any claims filed by or on behalf of employees in the Union related to the clarification of the definition of a Health Eligible Retiree as set forth in subsection B.1.a. above.**

**2. Retiree Health Benefit for Employees Hired On or After July 1, 2005 (but before July 1, 2009)**

**a. Employees hired on or after July 1, 2005, but before July 1, 2009, are not entitled to the Retiree Health Benefit as set forth in paragraph A.12. above.**

**b. As stated in the MOU between the City and the Union effective, July 1, 2005, “For employees hired on or after July 1, 2005, the City will establish a defined contribution plan for retiree medical expenses.” The 2005 MOU further provided as follows: “Control and Investment of Contributions Pending Plan Establishment. Until the vehicle for the defined contribution plan is formalized, all contribution amounts will be held in escrow in SDCERS but invested with other funds to achieve the maximum possible return until the escrowed funds can be transferred to the control of the agreed-upon administrator.” While these provisions were not implemented, the parties intend to negotiate a modified retiree medical benefit plan in accordance with Article 8, Section 5. The City presently represents that, under federal tax law, a qualified pension plan like SDCERS cannot hold, control or invest contributions to pay medical benefits, unless a 401(h) trust is established.**

**3. Purchase of Service Credit (Employees Hired On or After July 1, 2005): Employees hired on or after July 1, 2005, are not eligible for the purchase of service credit (“airtime”) in SDCERS, as set forth in SDMC Section 24.1312.1.**

**4. “13th Check” Supplemental Benefit (Employees Hired On or After July 1, 2005): Employees hired on or after July 1, 2005, are not eligible to receive the “13th Check” Supplemental Benefit as set forth in San Diego Municipal Code Section 24.1503.1.**

**C. Benefit Changes in 2008 for Employees Initially Hired On or After July 1, 2009, and, Subject to the Reopener Provision in Article 8, Paragraph I, Before July 20, 2012.**

**1. On July 21, 2008, the City and the Union agreed to a new retirement formula for General Members hired on or after July 1, 2009, on the condition that the City would not pursue a San Diego Charter amendment and subject to the terms set forth in subsections III (B through III (I).**

2. New Retirement Calculation Factor for General Member Employees Initially Hired On or After July 1, 2009, and, Subject to the Reopener Provision in Article 8, Paragraph I, Before July 20, 2012.

Retirement Age	Retirement Calculation Factor
55	1.00%
56	1.25%
57	1.65%
58	1.758%
59	1.874%
60	2.00%
61	2.12%
62	2.24%
63	2.36%
64	2.48%
65 and older	2.60%

3. The Service Retirement Allowance for a General Member initially hired on or after July 1, 2009, and subject to the reopener provision in Article 8, paragraph I, before July 20, 2012, may not exceed eighty percent (80%) of his or her Final Compensation.
4. Final Compensation will be based on the highest three (3) years of pensionable compensation.
5. A new defined contribution plan will be established by the City with a mandatory City contribution of one percent (1%) and a mandatory matching Employee contribution of one percent (1%). Additional voluntary Employee contributions (with no Employer match) will be permitted to the extent otherwise allowed by law.
6. A point two-five percent (.25%) mandatory City contribution and a matching mandatory point two-five percent (.25%) Employee contribution will be paid into a retiree medical trust (refer to SDMC Section 24.1202(c)).
7. The City agrees to pay the reasonable costs associated with establishing a retiree medical trust and will engage in further meet and confer to determine collaboratively the details related to (1) the manner and means of administering such a trust, and (2) the nature and scope of the benefits to be available and on what terms. Additional voluntary employee contributions (with no employer match) will be permitted to the extent otherwise allowed by law.
8. The City's current 401(k) and 457 Plans will remain available to employees covered by this new plan on the same terms as are available to employees not covered by this new retirement plan.
9. Employees covered by this plan will not be eligible to participate in SPSP.

**D. Benefit Changes effective on and after July 1, 2009**

1. Effective July 1, 2009, and continuing during the term of this MOU, the City's offset of employee retirement contributions for employees represented by AFSCME, the Union is eliminated.
2. During the FY2010 negotiations, the City imposed changes on the DROP by increasing the age eligibility from fifty-five (55) to sixty (60) and eliminating the annuity option effective July 1, 2009. SDCERS has determined that the imposed changes to DROP require a Charter Section 143.1 vote of active SDCERS members. The vote has already occurred, and did not pass. Accordingly, SDCERS will continue to administer the DROP at age fifty-five (55) and will continue to administer the annuity option.
3. Modification of Definition of Health Eligible Retiree

General Members who retire on or after July 1, 2009, but before April 1, 2012, and are receiving a retirement allowance from SDCERS must have twenty (20) years of Creditable Service with the City to receive one hundred percent (100%) of the Retiree Health Benefit and ten (10) years of Creditable Service with the City to receive fifty percent (50%) of the Retiree Health Benefit, as set forth in SDMC Section 24.1201(a)(5). The Health Eligible Retiree benefit for General Members, retiring with a service retirement than ten (10) years or more of Creditable Service but less than twenty (20) years of Creditable Service, shall be increased by five percent (5%) for each year of Creditable Service beyond ten (10) years until the benefit, defined as the health insurance premium, reaches the maximum of 100 percent (100%) at twenty (20) years. The foregoing limitation on the Health Eligible Retiree benefit **does** not apply to disability or industrial disability retirements.

**4. Retiree Health Benefits**

Notwithstanding any provision in this MOU to the contrary, the retiree health benefits for employees who retire on or after April 1, 2012 are determined by the City's MOU (including amendment with the Union), which the City Council adopted by San Diego Ordinance O-20130 (February 17, 2012) and amended by San Diego Ordinance O-20170 (June 26, 2012), and Chapter 2, Article 9 of the San Diego Municipal Code.

**E. Retirement Benefits for Employees Initially Hired on or After July 20, 2012, Subject to the Reopener Provisions in Article 8, Paragraph I.**

On October 1, 2012, the City Council approved an agreement between the City and the Union on the terms of an interim defined contribution plan under San Diego Charter sections 140 and 150 for employees initially hired on or after July 20, 2012. The agreement is attached as Exhibit D and is incorporated into this MOU. The agreement sets forth retirement benefits for all employees initially hired on or after July 20, 2012, who are ineligible for the City's defined benefit plan.

**ARTICLE 30 - 401(K)**

The 401(k) plan, established July 1, 1985, provides employees the opportunity to save for retirement in a tax efficient manner. The plan allows each participant to determine the type and mix of his or her investments in the plan from those offered as determined by the Defined Contribution Plans Trustee

Board. The provisions of the plan, including eligibility and maximum contributions, are stated in the separate 401 (k) Plan Document.

#### **ARTICLE 31 - Supplemental Employee Pension Savings Plan (SPSP)**

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- A.** The Supplemental Employee Pension Savings Plan (SPSP) **was** established pursuant to the City's withdrawal from the federal Social Security System in 1981, with the purpose of providing eligible employees a convenient method of saving and to provide supplemental pension benefits. The minimum and maximum contributions are determined by the employee's hire date and participation in the City's defined benefit plan. These contribution limits, along with all other plan provisions, are reflected in the separate Plan Documents.
- B.** Employees hired on or after July 1, 2009, **are** not eligible for SPSP.

#### **ARTICLE 32 - Flexible Benefits Plan**

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- A.** An Internal Revenue Service (IRS) qualified cafeteria-style benefits program called the Flexible Benefit Plan (FBP) is offered to all eligible employees. The FBP provides a variety of tax-free benefit options. "Eligible employee" means any employee in one-half, three-quarter, or full-time status. "Eligible employee" excludes all employees in an hourly status.
- B. The Fiscal Year 2017 FBP during the term of this MOU shall be as follows:**
  - 1. In Fiscal Year **2017**, the FBP tiers will be as follows:
    - a. Health Waiver - **\$8,306.00**
    - b. Employee Only - **\$9,306.00**
    - c. Employee & Spouse/Domestic Partner - **\$10,516.00**
    - d. Employee & Children - **\$9,856.00**
    - e. Employee & Spouse/Domestic Partner & Children - **\$11,556.00**

**This represents an increase of \$1,500 over the Fiscal Year 2016 FBP annual allotment.**

- 2. Fiscal Year **2018** FBP annual allotment value shall be:
  - a. **Health Waiver - \$9,956.00**
  - b. **Employee Only - \$10,956.00**
  - c. **Employee & Spouse/Domestic Partner - \$12,166.00**
  - d. **Employee & Children - \$11,506.00**
  - e. **Employee & Spouse/Domestic Partner & Children - \$13,206.00**

**This represents an increase of \$1,650 over the Fiscal Year 2017 FBP annual allotment.**

- 3. **The Fiscal Year 2019 and 2020 FBP Dollar Value shall be the same as the Fiscal Year 2018 allotment.**

**As a part of the annual enrollment process for flexible benefits, all Union members are required to acknowledge that no amount of flexible benefit credits are included in "Base Compensation" under the SDCERS plan.**

**Effective Fiscal Year 2017, FBP monies allocated to cash and all unused amounts of flexible benefit credits will be paid out biweekly as taxable income over the 26 pay**

**periods of the plan year. The City maintains the option of paying unused flexible benefit credits over 24 or 26 pay periods, or twice per year after reasonable notice to the Union before the beginning of the plan. If an employee separates from City employment, the flexible benefit credits payable through his or her last day on the City payroll will be added to his or her final paycheck.**

- C.** On or about April 1, of each year during the term of this MOU, or earlier if mutually agreed, the parties will, on an agreed date, exchange premium rates for the parties' respective plan offerings.
- D.** The benefits available through the FBP and the respective annual costs of the benefits are reflected in the Flexible Benefits Summary Highlights booklet provided to each employee each year of this MOU.
1. It is the intent of the parties that all plans comply with all applicable state and federal laws including IRS regulations. All disputes over interpretation of this Article will be submitted to the appropriate agencies for interpretation.
  2. The employee must select a life insurance and health insurance (unless covered under another comprehensive health plan). An employee may opt out of City health insurance if he/she has other comprehensive health insurance by selecting the "waiver" option. An employee who opts out of the City's health insurance coverage will be eligible for the cash-in-waiver option of \$4,575 a year. The City's contribution will be provided bi-weekly as taxable earnings.
  3. Employees may designate a specific amount of pre-tax money (IRS restrictions may apply) to be withheld from their paycheck for health, dental and vision coverage, basic life insurance and/or to reimburse eligible out-of-pocket Dental/Medical/Vision or Dependent Care expenses. These payroll deductions must be designated during the open enrollment period, are irrevocable, and are subject to IRS regulations. Monies are forfeited if not used within the fiscal year.
  4. Eligible employees are required to enroll for their benefits each year during the designated open enrollment period. If an employee fails to complete enrollment within the open enrollment period, the employee's current options for health (or comparable plan if unavailable), will be automatically continued at the same level for the next year as if the employee had elected to keep them. All payroll deductions, including Dental/Medical/Vision and Dependent Care reimbursement, will continue and may not be eligible to be stopped until the following open enrollment period.
  5. The City agrees that it will not arbitrarily or unreasonably deny the Union the opportunity to offer a health insurance plan to active or retired employees. Such coverage must include mental health coverage at an equal or better level of coverage than that offered through the City's health plans. The Union agrees to inform EAP of any changes to the mental health coverage or provider in order for EAP to give input on the proposed changes to ensure that City employees are receiving adequate mental health coverage through their selected health plan. The Union currently provides a dental plan for the benefit of the active or retired employees.
  6. The Union agrees to indemnify the City against any and all claims arising out of the administration of its benefits plans.



7. Audit and Inspection of Records
  - a. The City Auditor is authorized to audit all necessary documents pertaining to the health insurance plans offered by the Union.
  - b. The parties agree that the Union is authorized to audit the City's health plans, during the August through January period, to the extent that documents are requested and provided pursuant to state and federal public information laws.
8. The Union will be available to answer questions regarding its health plans at the end of open enrollment and New Employee Orientation sessions.

## ARTICLE 33 - Work Clothing

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### A. Work Clothing Issuance and Maintenance

1. The City agrees to continue to provide and maintain work clothing and protective equipment for those employee classifications represented by the Union currently receiving such benefit by the City. This includes the provision of rain gear, as currently supplied by each department, on an as-needed basis for those employees who are required by the City to work during rainy weather. Maintenance of work clothing does not extend to the classifications listed in Exhibit C, in the departments covered by the Corporate Apparel Program. The City has the right to issue work clothing to employees in classifications in departments and divisions not specifically referenced in this Article. The City will notify the Union at least ten (10) working days in advance of its intent and upon request by the Union will meet and confer for a reasonable period of time and implement changes only upon agreement or after an impasse opportunity.
2. The City agrees to provide all safety equipment as required by applicable state law.
3. The City will make every effort to make available to employees represented by the Union a location where employees may purchase specialized footwear at an appropriate discount.
4. The City agrees to provide Fleet Division employees (including the Custodian) who are currently eligible for the uniform benefit with an option of having coveralls or shirts and pants. The City will make its best effort to provide these employees with an option to have both coveralls and pants and shirts.
5. The City agrees to provide and maintain a total of ten (10) sets of coveralls (or pants and shirts) for employees in the classification of **Helicopter Mechanic (Fire-Rescue Department)**, Fleet Technician, Master Fleet Technician, Assistant Fleet Technician, Motive Service Technician, Motive Service Technician Trainee, Welder, Machinist, Equipment Painter, Body and Fender Mechanic and the Fleet Division Custodian. The City agrees to provide Sanitation Drivers I and II with five (5) sets of coveralls or pants and shirts.
6. The City agrees to provide employees in the Equipment Technician II, Equipment Operator II, Light Equipment Operator, Grounds Maintenance Worker III (Lead Cemetery Groundskeeper), and Grounds Maintenance Worker II five (5) sets of pants and shirts with no laundering service provided.

7. The City agrees to provide employees of the Public Utilities Department, Wastewater Branch with ten (10) sets of coveralls (or pants and shirts). The City agrees to provide employees of the Streets Division eight (8) sets of coveralls (or pants and shirts). The City agrees to provide employees of the Plant Operator classification (including Power Plant Operators) one (1) jacket. The City also agrees to provide one (1) jacket each to a total of thirteen (13) additional positions, comprised of Equipment Operator I, Equipment Operator II, and Equipment Operator III classifications assigned at the Aquaculture.
8. Plumbers will be provided with coveralls as necessary. Roofers will be provided with work shoes as necessary.
9. The parties agree to reopen the provisions of this Article as they pertain to the Public Utilities Department.
10. The City agrees to provide and maintain a total of ten (10) uniforms for members of the Grounds Maintenance Supervisor, Grounds Maintenance Worker II, Grounds Maintenance Worker I, Utility Supervisor, Equipment Operator II, Equipment Operator I, Heavy Truck Driver I, Light Equipment Operator, Carpenter, Utility Worker I and Laborer classifications in Coastline Park and Golf Division.
11. The City agrees to provide employees of the Public Utilities Department, Wastewater Branch who are currently eligible for the uniform benefit with an option of having polo style or T-shirts or a mixture of the two up to the current maximum number of shirts provided. Employees may switch from the current T-shirts to the polo style shirts as the T-shirts need replacing.
12. Carpenters and Carpenter Supervisors will be provided with two (2) sets of bib overalls.
13. The City agrees to provide and maintain optional overalls for employees in the Landfill Equipment Operator classification.
14. The City and the Union agree that the work clothing issued will be worn or used only during work hours. Employees who are issued work clothing will wear the issued clothing. Employees will have the same responsibilities to maintain work clothing as it applies to other City issued property. Employees will be required to replace missing work clothing at their own expense if the work clothing is lost or stolen due to the employee's own negligence.
15. Painters, Plasterers and the Firearms Technicians will receive up to five (5) sets of pants and shirts each year at the employee's request.
16. Appropriate foot protection is required and provided as needed for employees who are exposed to foot injuries from hot, corrosive, poisonous substances, falling objects, crushing or penetrating actions, which may cause injuries or who are required to work in abnormally wet locations.
17. Footwear which is defective or inappropriate to the extent that its ordinary use creates the possibility of foot injuries may not be worn.

18. Safety-toe footwear for employees must meet the requirements and specifications in American National Standard for Men's Safety Toe Footwear, Z41.1-1981.
19. The City agrees that consideration will be given to a uniform company's ability to provide appropriately fitted uniforms for women and employees with special fitting needs.

B. Uniform Reimbursement

1. The intent of this policy is to reimburse employees in certain designated classes who have completed probation and have attained permanent status, for the cost of a complete set of regulation uniform items.
2. Reimbursement is limited to items of a specialized nature, including items with a permanent City insignia, to be worn exclusively in the line of duty. Other items such as regular shirts, ties, belts, and shoes are excluded from this provision. Each department with employees in these designated job classifications will maintain a price list of items for which reimbursement will be provided.
3. All personnel receiving uniform reimbursement will be required to wear the designated uniform. Failure to wear any of these items may result in discipline of the employee.

C. Corporate Apparel Program

1. The City has established a Corporate Apparel Program which provides employees in the classifications listed in Exhibit C, working in the Public Utilities Department and the Facilities Division with corporate apparel consisting of ten (10) sets of pants and shirts and one (1) jacket to employees who have not previously been issued a jacket. Those employees in the Public Utilities Department, who receive a jacket, will become eligible to receive a replacement jacket after five (5) years from the date of issuance and only upon request will one be issued. If a jacket is damaged beyond repair before five (5) years is up, a replacement jacket can be requested. In all cases, employees will have to turn in the old jacket before receiving a replacement jacket. On an annual basis, the departments will provide two (2) additional sets of pants and shirts. Employees working in the Facilities Division will be permitted to replace required clothing with any combination of shirts or pants. During the term of this MOU the City in consultation with the Union, may expand this program to other departments. The City will meet with the Union to discuss implementation issues such as the classifications which participate, prior to any expansion of the program.
2. The Union will be given an opportunity to participate in and provide input into the selection of the style and color scheme of the uniforms. Employees will be allowed to choose their apparel from the approved style and color schemes which shall be determined by the departments with input from the Union and will include options of both long and short sleeve dress shirts, polo style shirts, poly/cotton and cotton men's and women's slacks, pleated slacks and (for specifically approved classes) shorts. Color options shall include a choice from at least three (3) basic colors for shirts and two (2) basic colors for pants and slacks.
3. Employees have the option of purchasing additional garments of the approved style and color at their own cost from the designated vendor(s).

4. Maintenance of corporate apparel will be the responsibility of the employee.
5. Employees in the classes listed in Exhibit C are required to wear approved corporate apparel in good condition at all times while at work.
6. Employees in classes not listed in Exhibit C will have the option of purchasing approved apparel at their own cost from the designated vendor(s).
7. For the Public Utilities Department, Water Branch employees in classes not listed in Exhibit C shall not wear alternative corporate apparel, which is defined as clothing with patches, logos or other City insignia bearing reference to the Public Utilities Department, Water Branch.
8. Employees under the Corporate Apparel Program will continue to wear appropriate safety clothing pursuant to current policies and practices.
9. Employees in certain positions in the Public Utilities Department, Wastewater Branch involved in wastewater treatment and conveyance are provided uniforms and laundry services based on health and safety considerations. These employees will continue to receive uniforms and laundry services under current policies and practices, (Safety Apparel Program), and will not be subject to the provisions of the Corporate Apparel Program. Upon an employee's request and management's review and approval, employees in the Safety Apparel Program may be reassigned to the Corporate Apparel Program.
10. Employees in the Public Utilities Department, Water Branch will be provided laundry service in those situations where home laundry of garments would present a health risk due to the nature of chemicals and/or materials encountered on the job.
11. Employees who terminate service with the Public Utilities Department must return all uniforms bearing reference to the Public Utilities Department.

#### **ARTICLE 34 - Transportation Incentives**

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- A. **Effective April 1, 2016, employees who use the Civic Center Plaza parking and pay on a bi-weekly basis will pay fifty percent (50%) of the general public monthly rate.**
- B. **Effective July 1, 2016, employees who use the Concourse Parkade, Civic Center Plaza parking, or Central Library parking and pay on a bi-weekly basis will be charged twenty-five (25%) percent of the general public monthly rate.**

Participation in this program is limited, and is available to employees on a first-come, first-served basis.

- A. Employees participating in the Transportation Alternative Program (TAP) will pay fifty percent (50%) of the public daily rate, for up to fifty-two (52) instances per year.
- C. The City will provide seventy-five percent (75%) reimbursement up to one hundred dollars (\$100) per month to those employees who wish to purchase monthly passes for transportation on the public bus, trolley, and commuter rail service. Transportation passes will be for the exclusive use of the employee/purchaser. The City will provide an equal amount to employees who use the San

Diego Bay ferry and to employees participating in a City approved vanpool program. Employees must use these subsidized transportation services to commute to and from work at least three days per week to be eligible for reimbursement. Violation of these procedures will disqualify the employee from further participation in the TAP. Payments for passes are made payable to the City Treasurer no later than the twelfth (12<sup>th</sup>) day of the current month for the next month's pass. Payment is loaded on to the issued Compass Cards.

- D. The City will provide reimbursement to employees who use the Concourse Parkade and carry riders. The rate of reimbursement will be calculated so that an employee who carries three riders will receive free parking.
- E. As new work stations are established, the City agrees to meet and consult or meet and confer as required by the MMBA regarding parking arrangements; in either case, the City will make every effort to provide suitable parking arrangements for the employees affected.
- F. Management agrees to meet and confer with the Union without impasse in the event the County Air Quality Control Board requires that parking spaces in non-pay status City work locations be converted to pay status.
- G. The City agrees to discuss at the Labor Management Committee employee concerns regarding the fair allocation, quality and security of job-site parking facilities.

#### **ARTICLE 35 - Employee Assistance Program**

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- A. The City agrees to continue the current Employee Assistance Program (EAP). The EAP will be assigned to the Risk Management Department, Civic Center Plaza, 1200 Third Avenue, Suite 916, San Diego, CA 92101, telephone (619) 236-6373.
- B. The purpose of EAP is to assist employees who have personal problems to obtain professional assistance and treatment where necessary. Participation in EAP will be entirely voluntary, except pursuant to Article 59. This Program in no way affects the ability of the City to discipline employees with performance problems. The City and the Union agree that actual discussions between the employee and the EAP Counselor and treatment provided the employee through the EAP, will be kept confidential unless the employee consents to disclosure.
- C. The Union and the City fully support EAP and both parties agree to use their best efforts to ensure that employees with personal problems are encouraged to participate in EAP.
- D. The City agrees to provide the Union with input regarding the administration of EAP through the Labor Management Committee.

#### **ARTICLE 36 - Tools/Tool Allowance**

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- A. Basic Policy-Initial Outfitting
  - 1. The City will provide outfitting of tools and tool boxes to employees except as detailed below.
    - a. Employees in the following job classifications must provide and maintain the outfitting of tools and tool boxes at their own expense:

Fleet Team Leader  
Master Fleet Technician  
Fleet Technician  
Marine Mechanic  
Body and Fender Mechanic  
Carpenter  
Apprentice - Fleet Technician  
Apprentice- Marine Mechanic  
Apprentice - Body and Fender Mechanic  
Apprentice – Carpenter  
**Helicopter Mechanic (Fire-Rescue Department)**

2. Current employees may elect to continue with City provided tools or to provide their own tools. New employees must provide their own tools. Outfitting is defined as those tools required by the employee upon being employed in the particular job class for the first time, and subsequently, additional tools required because of technological advances.
3. Outfitting, in the case of mechanics, shall be all hand tools.
4. The City provides power tools for all job classifications.

B. Tool Replacement Policy-Outfitting By the City

1. For those job classifications for which the City provides outfitting of tools, the City will replace in kind tools worn out, damaged, or broken through no fault of the employee.
2. Employees losing tools or causing damage to tools through negligence or willful conduct will be required to replace the tools at the employee's expense and/or be disciplined under Civil Service Rule XI, Section 3.
3. City furnished tools shall not be used for private purposes or private gain (Administrative Regulation 45.50).

C. Tool Allowance Policy-Outfitting By the Employee

1. This paragraph applies to **Helicopter Mechanic (Fire-Rescue Department)**, Fleet Team Leader, Master Fleet Technicians, Fleet Technician, Marine Mechanics, Body and Fender Mechanics, Carpenters, and Apprentices for the listed trades.
2. Employees meeting the conditions set forth by the City will be provided a cash tool allowance as follows, provided the employee has shown by tool box inspection that he or she has a full inventory of tools as provided on the tool list. The tool allowances shall be increased by five percent (5%) each fiscal year during the term of this MOU as reflected:

Effective	Carpenters & Apprentices	Fleet Team Leader	Master Fleet Tech	Marine & <b>Helicopter Mechanic</b>	Fleet Technician & Apprentices	Body & Fender Mechanics and Apprentices
July 1, 2013	\$301	\$951	\$951	\$951	\$951	\$951
July 1, 2014	\$316	\$999	\$999	\$999	\$999	\$999
July 1, 2015	\$332	\$1,049	\$1,049	\$1,049	\$1,049	\$1,049
July 1, 2016	\$349	\$1,101	\$1,101	\$1,101	\$1,101	\$1,101
July 1, 2017	\$366	\$1,156	\$1,156	\$1,156	\$1,156	\$1,156
July 1, 2018	\$384	\$1,214	\$1,214	\$1,214	\$1,214	\$1,214

Other conditions may include the following requirements (1) the initial outfit be complete and in serviceable condition, (2) tools purchased as replacements and additions be of the kind and size required for the job, (3) during each shift, each employee must have the full complement of tools necessary to perform the work assigned or will be considered as not having reported to work, and, (4) any other condition to fulfill the requirement that the purpose of the tool allowance is to benefit the City, subject to meet and confer.

3. Employees receiving a cash tool allowance shall not receive replacements in kind from the City. However, an employee's personal tools which have been recorded by the City on an inventory list will be replaced, at no cost to the employee, if they are lost due to fire, burglary or robbery of the City facility or some other catastrophe or accident not due to the employee's negligence or fault.
4. To qualify for a cash allowance, an employee must have twelve (12) months service in the job classification authorized for an allowance. Time served as a probationary employee will count toward meeting the twelve (12) month requirement.
5. The allowance will be paid to eligible employees in active status in an eligible position on July 1 of each fiscal year, and will be paid only once during each fiscal year.

The cash amount for tool allowance cannot be accumulated from one year to another.

6. Failure to maintain a proper set of tools in satisfactory condition may be grounds for disciplinary action of the employee.
7. Employees having tool outfitting provided by the City do not qualify for the cash allowance.

D. Tool Allowance Calculation Method

The tool allowance in this MOU was established based on ten percent (10%) of the average price list for items on the essential tool list.

1. The essential tool price list for Carpenters was based on the average of prices for these tools at Sears and Dixieline.
2. The essential tool price list for Master Fleet Technicians, Fleet Technicians, and Body and Fender Mechanics was based on the average of the retail discount for Proto tools and the retail list price for Snap-on tools. Where Proto tools were not available, the MAC price list was used.

E. The City will continue its current practice of making tool discounts available for employees.

### **ARTICLE 37 - Mileage Reimbursement**

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Mileage reimbursement for use of private vehicles on City business will be provided in accordance with the provisions of Administrative Regulation 45.10.

A. “C” Mileage

Mileage reimbursement will be paid in accordance with the current IRS Standard Business Rates for business reimbursement. All employees requested or required by the City to report to work outside of their normal work schedule (i.e., call-back or standby) will be entitled to mileage when traveling in their personal vehicle to and from the work assignment.

B. “D” Mileage

1. During the term of this MOU, a City employee driving on City business must meet the following criteria in order to be eligible for the “D” mileage reimbursement:
  - a. Be required, as a condition of employment, to provide a personal vehicle to conduct City business; and
  - b. The employee does not have regular access to a City-provided pool vehicle; and
  - c. The employee drives a personal vehicle a minimum of two-hundred fifty (250) miles per month on City business; and
  - d. The employee drives a personal vehicle a minimum of twelve (12) days per month on City business.
- B. In addition to the criteria referenced in subsections a. through d., an employee’s unusual and extraordinary driving patterns, resulting from the required usage of a personal vehicle



related to City business, may also qualify the employee for consideration for “D” mileage reimbursement exclusive of the conditions outlined above but subject to the review and approval of the Human Resources Director.

Miles Driven	“D” Mileage Reimbursement Rates / Cents Per Mile	
0 – 250	Mileage Rate D1	0.72
251 – 417	Mileage Rate D2	0.69
418 – 625	Mileage Rate D3	0.66
626 – 833	Mileage Rate D4	0.63
834 – 1042	Mileage Rate D5	0.60
over 1042	Mileage Rate D6	0.57

## ARTICLE 38 - Tuition Refund Plan

A. The City agrees to provide tuition reimbursement in the amount of **two thousand** dollars (**\$2,000**) annually. The revised Administrative Regulation 70.30 will govern the administration of this program.

B. Use of Tuition Reimbursement for Job-related Training

**One hundred percent (100%)** of the Tuition Reimbursement benefit may be used by an employee each fiscal year for reimbursement of seminars or other training/educational events which will maintain or enhance an employee’s job-related skills or knowledge or contribute to the employee’s broadening and diversification of his or her skills. An employee must submit a request for approval of the proposed reimbursable event in advance of attendance. Pre-approval by the department is required for reimbursement. The employee must subsequently submit satisfactory evidence of attendance at the training event in order to receive reimbursement. The parties intend the general procedural requirements of the Tuition Reimbursement plan to be applicable except the requirement of a grade. It is the intent of the parties that this provision will supplement rather than replace training funds previously made available by departments for the benefit of employees. It is also the intent of the parties that this opportunity to avail oneself of the Tuition Refund Plan benefit for training purposes be at the initiation of the employee based on his or her proposal for training or education.

C. **Tuition Reimbursement Amount**

**Tuition Reimbursement benefit amount will be \$2,000 per fiscal year.**

## ARTICLE 39 - Reimbursement of Emergency Meals

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Effective July 1, 2010, employees who ordinarily qualify for a meal during the performance of after-hours emergency work shall, with the proper receipts, be reimbursed up to seventeen dollars and seventy-four cents (\$17.74).

On each July 1 of the subsequent Fiscal Years the City will increase the value by the Consumer Price Index (All Urban Consumers – Not Seasonally Adjusted – San Diego, All Items 1982-84 =100).

## ARTICLE 40 - Stewards

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### A. General

1. The City agrees to **a total of fifteen (15) City-wide Stewards which includes one (1) Chief Steward and one (1) Assistant Chief Steward** to handle employee representation and grievances throughout the City. **City-wide** Stewards who are not on a current Union submitted and City-approved list of Stewards shall not be recognized as Stewards by the City and shall have none of the rights or privileges agreed to as a Steward.
2. Additional Stewards may be named after agreement between the parties. The parties agree to discuss the addition of Stewards in the event of decentralization in a City department.
3. On July 1 of each year, the Union will provide the City with a written list identifying by name and assigned work areas all regular and alternate Stewards, and the list shall be kept current during the term of this MOU.
4. The Union will designate as Stewards only employees who have passed their initial City probationary period. The Union will also designate as Stewards only employees currently assigned to classifications in the Unit represented by the Union, as listed in Exhibit A of this MOU.
5. The City will make every effort not to temporarily or permanently transfer a Steward from a geographic location, without five (5) working days prior notice to the Union. The requirement of prior notice to the Union shall not be construed as limiting the City in its prerogatives to transfer or change the work shift of a Steward.
6. Stewards are responsible for an accurate accounting of their City compensated time spent on Steward duties as indicated by the time entries submitted for payroll purposes.
7. The City agrees that Stewards shall not be penalized or discriminated against in any way for their participation as Union Stewards.
8. Steward Training Release Time

The parties mutually recognize the importance of maintaining sound employer-employee relations on the job, and for employees to have qualified representation on the job, in so doing, the City shall allow reasonable release time, without loss of compensation, to the Union Stewards for the purpose of attending training provided by the Union.

## B. Handling Grievances

1. When an employee has a grievance, he or she has the right to request that a Steward, with permission of the employee's supervisor, investigate a grievance in his or her assigned work area and assist in its preparation and presentation.
2. After notifying and receiving approval of the immediate supervisor a Steward shall be allowed reasonable time off during working hours, without loss of time or pay to investigate, prepare and present such grievances. The immediate supervisor will authorize the Steward to leave his or her work assignment unless compelling circumstances require refusal of such permission. In such cases, the immediate supervisor shall inform the Steward of the reasons for the denial of release time and establish an alternate time within twenty-four (24) hours, except in case of emergency, when the Steward can reasonably expect to be released from his or her work assignment.
3. When a Steward desires to contact an employee at his or her work location, the Steward shall first contact the immediate supervisor of that employee, advise the supervisor of the nature of the business, and obtain the permission of the supervisor to meet with the employee. The immediate supervisor will make the employee available promptly unless compelling circumstances prohibit the employee's availability, in which case the supervisor will notify the Steward within the next twenty-four (24) hours, except in case of emergency, when he or she can reasonably expect to contact the employee.
4. A Steward's interview or discussions with an employee on City time will be handled expeditiously.
5. A request by a Steward to investigate and process a grievance shall not be unreasonably withheld.

## C. Discipline

1. Stewards will also be provided a reasonable amount of time to represent employees in actual disciplinary meetings and hearings between the City and the employee being disciplined subject to the provisions of Article 41.

## ARTICLE 41 - Employee Representation

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- A. An employee may request representation from the Union, not to exceed one (1) City employee, who is not designated as a supervisory employee, and one (1) non-City employee; or two (2) City employees, who are not designated as supervisory employees; or two (2) non-City employees. In addition, the President of the Union or his or her designated alternate may also attend if authorized by the Human Resources Director. Such representation may be present:
  1. During any investigatory or fact-finding meeting where discipline might result. The City shall provide the Union results of the fact finding **including any audio or video and/or any print or digital media reviewed or used during the fact-finding** to both the employee and the Union within thirty (30) days after the completion of the investigation for any discipline where the employee is represented by the Union. Such representation is not available in cases requiring immediate removal or suspension as defined in Civil Service Rule XI.

**2. Fact-Finding.**

- a. Management shall give an employee who is the subject of the fact-finding sufficient notice of its need to conduct a fact-finding session and allow the employee to obtain representation if he or she chooses.
  - b. A copy of the fact-finding questions will be provided to the employee and the employee's representative at the beginning of the fact-finding session.
  - c. The employee and the Union, when the employee is represented by the Union, will normally receive written notification of the status of any fact-finding within thirty (30) calendar days of the completion of the investigation or fact-finding, unless there are extraordinary and extenuating circumstances. Employees not receiving such notification may request the status of the fact-finding through the Human Resources Director. The status shall be made available to the employee, and the Union, when the employee is represented by the Union.
  - d. If the fact-finding is not completed within one hundred twenty (120) calendar days of the date the first interview with the subject took place, the employee or the employee's representative may request through the Human Resources Director for the matter to be closed and no further action to be taken. Such approval will be granted unless the Human Resources Director determines additional time to complete the fact-finding is warranted due to extraordinary and extenuating circumstances.
  - e. After the fact-finding is completed and when the City determines that disciplinary action is warranted, the City shall take all reasonable measures to timely communicate the disciplinary action to the employee, and to the Union when the employee is represented during the fact-finding interview.
  - f. If it is determined that the results of the fact-finding reveals no substantiation of the alleged misconduct or performance related matters and no further action is necessary, the notice of fact-finding and the results of the fact-finding shall not be placed in the employee's personnel file or files such that no evidence of the existence of the fact-finding will remain in the employee's file or files.
  - g. A fact-finding session may be recorded only with the express consent of all parties present in the session. If a recording is made pursuant to such consent, the party who makes the recording will provide a copy, within one working day, to any participant in the session who requests it.
3. During the required discussion of any document, including Supplemental Performance Reports, written warnings, reprimands, or notes of counseling which are to be made a part of the employee's permanent record or which may be used as a basis for subsequent discipline.
4. During any Skelly hearing prior to the imposition of discipline by a supervisor, reduction in compensation, demotion, or discharge.

5. During the appeal of any disciplinary action.
  6. During Accident Review Committee meetings, Civil Service appeals, Long Term Disability and Industrial injury appeals, and any other meeting in which representation is normally afforded employees.
  7. The employee will be provided an opportunity to notify the Union's office in the event the employee is required to submit to "for cause" drug or alcohol testing. This opportunity to notify the Union is at the employee's option and shall not be interpreted as a basis upon which any employee may refuse to submit to the required drug or alcohol testing. The Union may use this notification to prepare for eventual investigations or fact-findings as necessary. In no way shall this notification be interpreted as the right to an immediate appeal of the test.
- B. The City employee representative shall not be an employee who is a subject of the same investigation or fact-finding.
  - C. In all other instances, the City has the right to verbally counsel or interview employees as it deems appropriate without employee representation being present.
  - D. Any employee who is notified of a pending disciplinary action shall be given a reasonable time to consult with his or her representatives so that he or she may prepare a response to the disciplinary action. All meetings between employees and their representatives on City work time shall take place in the immediate vicinity of the employee's worksite. The employee will be permitted to meet his or her representative at the Union Hall on the day that he or she is given an Advance Notice of Termination.
  - E. An employee is also entitled to representation as outlined above in appeals of disciplinary actions and when receiving a Supplemental Performance Report.
  - F. If an employee subject to disciplinary action elects to have a City employee as a representative, such employee may attend disciplinary hearings or meetings with Management on City time. If these meetings or hearings extend beyond the representative's normal work hours, no overtime will be paid.
  - G. If during any unscheduled meeting in which the employee is informed that discipline may result, an unrepresented employee may request representation. The meeting should be stopped and rescheduled affording the employee an opportunity to obtain representation.
  - H. The City shall give an employee a five (5) day advance written prior notice of his or her right to representation.
  - I. The City will encourage Appointing Authorities to schedule some representation matters at the Union Hall.

## **ARTICLE 42 - Formal Representation**

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- A. When formal meetings are scheduled, for the purpose of meeting and conferring, the Union may be represented by a reasonable number of employee members of the unit or units involved, and the President or his or her designee. These employees may attend these meetings during regular

work hours without loss of compensation or other benefits. For purposes of meeting and conferring on a successor MOU, six (6) representatives plus the President and one (1) other officer are considered a reasonable number. However, additional representatives may attend upon mutual agreement of the parties. In addition, the Union may select a representative to attend City Council, Council Committee, Retirement Board and Civil Service Commission meetings, during regular work hours without loss of compensation where subjects within the scope of representation are being discussed. The Union shall, whenever practicable, submit the names of all designated representatives to the City at least two (2) working days in advance of the meetings provided further that no representative shall leave his or her duty or work station or assignment without specific approval of the City. Such request will not be unreasonably or capriciously denied.

- B. Nothing in this Article limits or restricts meetings to regular working hours.
- C. The Union will have a permanent Union designated representative on the Suggestion Awards Committee.
- D. The Union shall have four (4) permanent representatives on the Joint Apprenticeship Advisory Committee.

#### **ARTICLE 43 - Use of City Facilities**

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- A. The Union may, with the prior approval of the City, be granted the use of City facilities during non-work hours for meetings of City employees provided space is available, and provided further that such meetings are not intended for such internal employee organizational meetings as soliciting membership, campaigning for office, and organizational meetings and elections. Union-sponsored meetings in City facilities may not interfere with the efficiency, safety or security of City operations.
- B. Solicitation of membership and activities concerned with the internal management of the Union such as collecting dues, explaining benefits, holding membership meetings, campaigning for office, conducting elections, and distributing literature to individual employees, shall not be conducted during working hours without prior approval of the Human Resources Department.
- C. The City agrees to study the feasibility of providing a small office in the City Hall complex to the Union for use in providing services to its members and facilitating access to its representatives at City Council, City Council Committee, Human Resources and Executive Board meetings.
- D. A monthly parking pass shall be provided to the President of the Union.

#### **ARTICLE 44 - Union Communications**

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- A. Bulletin Boards
  - 1. The City agrees to furnish suitable bulletin boards to be used by Union in mutually convenient places for each work area. The Union shall limit its posting to the designated bulletin boards and to matters relating to Union affairs. Present locations and allocations for bulletin boards are considered adequate. Union representatives shall not be unreasonably denied access to the bulletin boards.

2. The City shall ensure that the space on bulletin boards allocated to the Union is clearly designated as such. This will not preclude the City from using other space on these bulletin boards for City information.
3. The City agrees to provide additional security for bulletin boards in those areas where both parties agree security is necessary.

**B. E-mail Communications**

The Union will be permitted to use the City's email system to direct employees to obtain information contained on the Union's website. No further use or access of the City's email system will be authorized unless such use pertains to the employer-employee relationship.

**C. Interoffice Mail**

The City and Union agree that the Union may use the City's interoffice mail system to distribute its newsletter or equivalent communication to employees in its bargaining unit. The City shall provide the Union with a current list of employees in its bargaining unit and their mail stations. This list will be provided in July of each year in the term of this MOU.

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**ARTICLE 45 - Access to Work Locations**

- A. Authorized Union business representatives, and the President of the Union or his or her authorized designee and one (1) other member of the Executive Board of the Union, who will not be on City time, after notification to the Human Resources Department, will be granted access to work locations in which employees covered by this MOU are employed, for the purpose of conducting grievance investigations and observing working conditions. Authorized Union representatives seeking access to work locations must first inform the appropriate Management representative at that work site of the purpose of the visit. The Union representative shall not unduly interfere with the operations of the department during a visit. Representatives have the right to meet with employees on an individual basis during coffee, rest or lunch breaks at City facilities. Access to work sites shall normally be granted by the City unless the visit will unduly interfere with the operation of the department. Permission shall not be unreasonably withheld.
- B. When a class action grievance emerges, or when the City requests to meet and confer during the term of the MOU, Union representatives may request directly from the Human Resources Director, permission to have an opportunity to meet with affected employees for a reasonable amount of time during regular working hours for the purpose of discussing the grievance, or Management proposals. The decision of the Human Resources Director shall be final.

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**ARTICLE 46 - Labor Management Committees**

- A. The City and the Union will establish a joint committee for the purpose of discussing common problems including safety problems, contract interpretation and administration, application and administration of the Grievance Procedure, and application and administration of the City's disciplinary procedures. The Labor-Management Committee shall meet at regular intervals when either side has an agenda to present. Generally, these meetings will be held on a monthly basis at a mutually satisfactory time for a duration of approximately two hours. Each side will appoint three (3) permanent members. Additional members may attend based on the issue being discussed and with the approval of the Human Resources Director. Meetings will be held during normal



business hours. The City agrees to the shared responsibility of preparing the agenda and minutes for the Labor-Management Committee meetings.

- B. The Collection Services and Disposal Division of the Environmental Services Department and the Parks and Recreation Department will maintain Labor Management Advisory Committees to discuss common issues and problems. The Union members of the committee will be permanent full-time employees.
- C. The Facilities Division and the Streets Division will maintain Labor Management Advisory Committees.

#### **ARTICLE 47 - Union Orientation**

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- A. The City agrees to provide the Union with an equal opportunity to make presentations to new employees during the City's New Employee Orientation Program. These presentations will not exceed one-half (1/2) hour, and will be restricted to employees in job classifications represented by the Union. The Union will be given five (5) working days written notice of New Employee Orientation meetings. Only the Union and no other employee organization will be provided with the opportunity to make presentations to employees in job classifications represented by the Union.
- B. The Union will be provided with a list of those employees required to attend and those who attended orientation. The Union will also be provided with the number of employees required to attend the orientation prior to the date of the orientation.

#### **ARTICLE 48 - Executive Board Meetings**

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The City agrees to release the Union's elected Executive Board Members on City time to attend the Union's Executive Board meetings.

#### **ARTICLE 49 - Employee Organizational Leave**

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A total of sixteen (16) hours of paid release time, per fiscal year, excluding travel time, is authorized for the AFSCME the Union trustee representative for the purpose of attending San Diego Retiree Medical Trust board meetings. No overtime is authorized. Additional release time may be granted subject to the approval of the Human Resources Director.

#### **ARTICLE 50 - Availability of Data**

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- A. The City will make available to the Union necessary and relevant information pertaining to employment relations as set forth in this MOU or applicable law.
- B. Such information shall be made available during regular office hours. Materials presently supplied to the Union at no cost shall continue to be supplied at no cost.
- C. Information which shall be made available includes regularly published data covering subjects under discussion. Data collected on a promise to keep its source confidential may be made available in statistical summaries but will not be made available in a form that discloses the identity of the source.



- D. City Personnel Department will provide a monthly list of all newly-hired employees within the Union's recognized bargaining unit(s). The list will provide the employee's name, job classification, and date of hire.
- E. The City agrees to inform the Union in writing anytime when an employee represented by the Union retires from the City, giving the name, job classification and date of retirement. This information will be provided to the Union as early as is legally possible. The parties agree to meet to discuss and implement the most feasible method of providing this information.
- F. Nothing in this rule shall be construed as requiring the City to do research for an inquirer or to do programming or to assemble data in a manner other than its customary format.
- G. An authorized representative of the Union shall be allowed to review an employee's records upon the employee's written authorization.
- H. The City will respond, within a reasonable period of time, to information requests from the Union which are relevant and necessary and do not seek privileged or confidential information including but not limited to the following bargaining unit information:

EE ID#	End Date Deduction
Last Name	Standard Hours
First Name	Address Line1
Middle Initial	Address Line2
Sex	Address Line3
DOB	Address Line4
Hourly Weekly (Standard Hours Code)	City
Bargaining Unit	State
Bargaining Unit Description	Zip Code
Hire Date	Area Code
Payrate	Phone Number
Class	Personnel Sub Area
Class Description	Personnel Sub Area Description
Department - Personnel Area	Contract
Department Description	Organizational Unit
Deduction Code	Organizational Unit Description
Deduction Title	Organizational Unit Address 1 and 2
Deduction Amount	Shift
Deduction Taken	Gross Pay
Begin Date Deduction	Email Address

## **ARTICLE 51 - Grievance Procedure**

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- A. Policy
  - 1. Employees have the right to file grievances without jeopardizing their positions.
  - 2. Employees may represent themselves or select a Union representative to represent them at any or all steps in the Grievance Procedure.

- a. The employee has the right to the assistance of a Union representative in the investigation, preparation and presentation of a grievance.
  - b. Employees may have no more than one City employee and one non-City employee as representatives for grievance hearings. In the last three steps of the Grievance Procedure, an additional non-City employee may, at the discretion of the employee, represent the employee.
  - c. Notwithstanding any other provision of this MOU, an employee may not select as a representative, a supervisor in the employee's chain of command or a higher ranking supervisor. This does not preclude Stewards or officers of the Union from representing an employee in a grievance.
3. Grievances may be initiated by the employee, or by the Union on the employee's behalf. If an employee chooses to have representation on a grievance concerning a matter that directly involves the interpretation or application of the specific terms and provisions of this MOU or wages, hours, and working conditions, such representation must come from the Union.
4. The employee's or the Union's first contact regarding job and working conditions is with the immediate supervisor. Supervisors shall attempt to settle grievances informally at this level.
5. A grievance will normally be presented and processed on City time, and a grievant attending a grievance meeting on his or her own behalf on City time will not lose pay. In scheduling the time, place and duration of any grievance meeting, the employee, a Steward or Union Representative and the City will give due consideration to all the participants' responsibilities in the essential operations of the department. The City has the unequivocal right to schedule grievance hearings as convenient. Hearings may or may not be held during an employee's normal shift. No overtime pay will be given to the grievant. Representatives, witnesses, or other participants will receive overtime pay if ordered to be present by the appointing authority.
6. **Waivers and Time Limits**
  - a. Failure by the City to reply to the employee's grievance within the time limits specified automatically processes the grievance to the next level.
  - b. Any level of review, or any time limits established in this procedure, may be waived or extended by mutual agreement confirmed in writing.
  - c. If an employee fails to appeal from one level to the next level within the time limits established in this Grievance Procedure, the grievance shall be considered settled on the basis of the last decision and the grievance shall not be subject to further appeal or reconsideration.
  - d. By mutual agreement, the grievance may revert to a prior level for reconsideration.

- e. If a grievant fails to appear for a scheduled grievance meeting, such failure without an excuse approved by the appointing authority shall entitle the City to decide on the grievance without the presence of the grievant, or to schedule another meeting at that level (in which case the time requirements for hearing and decision are automatically waived). Failure to appear at two (2) meetings on the same grievance without an approved excuse automatically terminates that grievance and it is deemed denied. The grievance shall then not be subject to further appeal or reconsideration.
  - f. When a grievant is on approved leave the time limits established in this procedure shall be suspended for the period of the leave.
  - g. No grievance shall be finally dismissed for an unexcused failure to appear at a scheduled hearing unless the grievant had been given twenty-four (24) hours notice of the hearing.
- 7. The City shall provide the Union with copies of all grievances regarding this MOU filed by employees, within the Union's Bargaining Units, who choose to represent themselves, within five (5) working days.
  - 8. The Union agrees to pursue all claims of violation of this MOU through the Grievance Procedure. Resort to other remedies shall not be pursued until all steps of the Grievance Procedure have been exhausted. If the Union reasonably feels that it or an employee has suffered immediate and irreparable harm, the City and the Union agree that the Union shall directly contact the Human Resources Department to seek a resolution prior to pursuing remedies outside the City. If the Human Resources Department fails to address cases of immediate and irreparable harm within a reasonable period of time, the Union may initiate action outside the City. Utilization of this procedure shall be deemed to exhaust the Grievance Procedure.

## **B. Definitions**

- 1. A grievance is a claim or charge of misunderstanding, or difference in interpretation, or violation of provisions of the Civil Service Rules, the Personnel Manual, this MOU, or management policy or regulations including but not limited to Administrative and Departmental Regulations, which affect wages, hours, or other terms and conditions of employment.
- 2. Actions which are covered in the Management Rights Article of this MOU are not grievable, but this shall not preclude employees or their representatives from consulting with the City about the practical consequences such actions may have on wages, hours, and other terms and conditions of employment. In addition, actions covered by another appeals process as described in the Civil Service Rules, Personnel Manual, or this MOU are not grievable and shall not be processed through this Grievance Procedure.
- 3. If the grievance system is abused by an unreasonable number of submittals by one individual or group and which is obviously designed to thwart orderly processing or if the

grievances are patently irrelevant, or incomprehensible, such grievances shall be rejected as non-grievable. Such rejection shall be grievable.

4. Wherever applicable, the term “working days” means the actual work days of the individual on whom the time limits are imposed.

## C. Procedures

### 1. General

- a. Management of the department has the responsibility to inform an employee of any limitation of a given level of Management’s authority to fully resolve the grievance. In this regard, the City shall:
  - 1) Supply the employee with the necessary information to process the grievance to the proper agency or authority.
  - 2) Advise an employee when any matter under submission is determined by the City as not grievable according to the definitions in Section II above. The “grievance” paperwork submitted by the employee shall be returned to the employee along with a memorandum explaining why the matter is not grievable and what alternative procedures, if any, the employee may follow to process his or her complaint. A copy of this “grievance” shall be forwarded to the Union. If a grievance is determined to be not grievable, that decision may be grieved. A decision favorable to the employee or the Union in this latter grievance shall serve to reinstate the original grievance in whole.
  - 3) At the request of the Union, a fourth (4<sup>th</sup>) step hearing will be conducted to discuss the reasons for finding that a grievance is not grievable. The decision at the fourth step may be appealed to the fifth step for final resolution.
- b. When a group of identical grievances develop, only one (1) grievance form shall be submitted. The grievants may select not more than two (2) spokespersons who thereafter will be their representative “grievants”. The acceptance of the decision by the spokespersons at any step (or final decision) will be binding on all parties.
- c. A grievance shall be recognized if it is brought to the attention of the immediate supervisor either informally or formally within ten (10) working days of the incident’s occurrence.
- d. If the grievance is between the employee and any supervisor, the initial step may be to the next higher level supervisor.
- e. To be recognized, a grievance must state which policy, rule, regulation, etc., is involved in the matter and the nature of the remedy sought by the employee or the

Union. In the event that the grievance is rejected for failure to state which policy, rule, regulation, etc., is involved, it may be amended by the grievant or the Union.

## **2. Steps**

Step 1: At the employee's or the Union's sole option, grievances may be presented to the supervisor either orally or in writing. If the complaint is presented orally, the procedure is informal and may be settled by an oral answer given within five (5) working days to the employee and the Union representative. If the grievance is presented in writing, the procedure is formal and the answer must be given in writing within five (5) working days after submission.

Step 2: If the problem cannot be solved at Step 1, the employee or the Union may present the complaint in writing to the second level supervisor (if not done at Step 1) within five (5) working days. Within five (5) working days of the receipt of the grievance, a hearing shall be held and the Management representative shall give written decision to the employee and the Union representative.

Step 3: If the problem is not resolved at Step 2, the employee or the Union may submit the grievance to the division head within five (5) working days. Within five (5) working days of the receipt of the grievance, a hearing shall be held and the division head shall give a written decision to the employee and the Union representative. In smaller departments, this step is deleted.

Step 4: If the dispute is not solved in Step 3, the employee or the Union may present the grievance to the department head within five (5) working days. Within ten (10) working days of the receipt of the grievance, a hearing shall be held and the department head (or designee) shall give a written decision to the employee or the Union representative. The designee cannot be an individual who previously heard the grievance at a lower level. In non-managerial departments, this shall constitute the final resolution of a grievance involving management policy or regulations.

Step 5: Final Resolution of Grievance: If the grievance is still in dispute after Step 4, the employee or the Union may request a further hearing, which at the discretion of the City will take place before the Civil Service Commission, on matters over which the Commission has authority, or before the Human Resources Director or his designee, by submitting the grievance within five (5) working days. If it is determined that the hearing should be held before the Civil Service Commission, a fact-finding hearing to define the issues in the grievance will be held by the Personnel Director with the employee and/or employee organization, prior to the date set for the Commission hearing. The grievance may be settled during such fact-finding hearing, if a mutually acceptable solution is developed. The decision of the Commission shall be issued at its next regularly scheduled meeting following the hearing by the Personnel Director. In grievances answered by the Human Resources Director, a hearing shall be held and a written response given within ten (10) working days from the date of receipt of the appeal from the fourth step. The employee or the Union may only request a hearing before the Civil Service Commission, in matters solely involving Civil Service Rules or the Personnel Manual.

Step 6: Grievances arising out of the disagreement on interpretation or application of this MOU shall follow the City-wide Grievance Procedure. The Union may formally request to continue the grievance, not later than ten (10) days following receipt of the answer at the final step of the

Grievance Procedure (provided it was heard by the Human Resources Director or his/her designee), by serving written notice upon the City. The grievant may pursue either a hearing before the City Council or non-binding arbitration. For a hearing before the City Council, the City will refer the grievance to the City Council for hearing and decision. For non-binding arbitration, the parties will use the Sempra Energy's SDG&E model as a foundation for implementation.

3. The City will ensure that grievances are properly handled in a timely manner and that any abuses of this Grievance Procedure are expeditiously corrected.

## **ARTICLE 52 - Disciplinary Actions and Appeals**

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- A. The employee may appeal the placement of any disciplinary action in his or her official Personnel file by submitting an appeal letter within ten (10) working days of the employee being notified of any disciplinary action copied to the employee's official Personnel file. As soon as possible after receiving the appeal letter, the Department Head or his or her designee will schedule a hearing on the matter to serve as an objective Hearing Officer. The employee is entitled to representation at such hearing as specified under Article 45, Section A. This appeal presentation should contain pertinent details of the basis for the appeal. The Hearing Officer will make a decision within ten (10) working days as to whether the disciplinary action will be upheld, reduced, or dismissed. This decision shall be final and conclude the appeals process for all non-property-rights disciplinary actions. It is mutually agreed that performance reports that meet standards are not eligible to be appealed but may be reviewed in accordance with City's Personnel Rule, G-7A section VII B (2) which states:

*"Employees may not appeal evaluations received during Supervisor-Employee Conferences. When employees have concerns about evaluations other than Supplemental Performance Reports, the Department Head should designate someone, other than the rater or reviewer, to meet with the employee and his or her representative in an attempt to resolve any differences or dissatisfaction. These reviews may result in changes being made to the evaluation, but are not to be considered an appeal of the evaluation. In addition, employees may attach rebuttal information to the evaluation if they disagree with any part of the evaluation."*

- B. Disciplinary actions shall remain a permanent part of the employee's official Personnel file, with the exception of the following:
  1. When the employee has appealed the placement of a document in his or her file and the appeal has been upheld by the designated Hearing Officer.
  2. When a disciplinary action has been appealed to the Civil Service Commission in accordance with the appeal rights provided in Civil Service Rule XI and the Commission has directed that such record be removed from the employee's official Personnel file.
- C. The City and the Union ascribe to the principles of just and progressive discipline where warranted and appropriate. These principles include:

### Performance Related Matters

1. Performance Plan
2. Verbal Counseling
3. Written Counseling
4. Performance Evaluation
5. Reduction in Compensation
6. Demotion
7. Termination

### Misconduct Issues

1. Verbal Warning
2. Written Warning
3. Reprimand
4. Suspension
5. Reduction in Compensation
6. Demotion
7. Termination

While these progressive steps are available, severity of the problems, circumstances and supervisory judgment dictate which disciplinary measure is appropriate.

D. The City Personnel Department and the Appointing Authority shall keep and maintain an official personnel file for employees, which shall contain all information relative to the employee.

E. Reprimands

Reprimands without further related misconduct more than two (2) years old, and those with additional related misconduct more than three (3) years old, will be destroyed, from the employee's official Personnel file, and will not be considered for purposes of promotion, transfer, special assignments and disciplinary actions, except as to disciplinary actions when such documented violations show patterns of specific similar misconduct. Upon request of the employee, such reprimands will be destroyed from the employee's official Personnel file on this basis. However, in the event that an employee fails to make such a request, on discovery by the City any reprimand will be destroyed in accordance with this provision.

F. Written Counselings and Written Warnings

Written counselings and written warnings more than one (1) year old will be destroyed from the employee's official Personnel file and will not be considered for purposes of promotion, transfer, special assignments and disciplinary actions, except as to disciplinary actions when such documented violations show patterns of specific similar performance or misconduct. Upon request of the employee, such written counselings and written warnings will be destroyed from the employee's official Personnel file on this basis. However, in the event that an employee fails to make such a request, on discovery by the City any written counseling or written warning will be destroyed from the employee's official Personnel file in accordance with this provision.

An employee will have an opportunity to rebut any detrimental material which is placed in his or her official Personnel file by having a letter of rebuttal attached to the detrimental material.

Upon request, an employee is entitled to a copy of specific materials placed in their current official Personnel file. An employee will receive a copy of any material placed in their file at the time the material is placed in the employee's official Personnel file.

An employee's supervisor may maintain a working file of job related information on an employee. Any detrimental information will be discussed with the employee during counseling or performance evaluation sessions. Formal disciplinary records will be maintained in the Personnel Department. Both the City and the Union agree that an employee's failure to challenge any material in such file does not justify the conclusion that the employee is in agreement with any such material.

#### G. Supplemental Performance Reports

Issuance of Supplemental Performance Reports which are not resolved by the Department Head or designee may be appealed by the employee to the Personnel Director. The Personnel Director will accept and take action on such appeals only when the employee has a valid complaint that:

1. the employee was not rated by the first-line (immediate) supervisor, or
2. the Employee Performance Report was not discussed with the employee, or
3. the evaluation was changed without the employee's knowledge, or
4. the Performance Plan was not discussed with the employee when the employee first began a job or when the plan was revised due to changes in the job.

If an appeal is accepted, the Personnel Director will investigate the facts and consult with all concerned before a change, if any, is made in the rating.

Supplemental Performance Reports which are not resolved by the Department Head or designee may be appealed to the Human Resources Director or designee only if the rating was based on incidents that occurred outside of the rating time period.

#### H. Skelly Rights

The City agrees to observe the "Skelly" or property rights of employees in disciplinary actions. When the City disciplines a permanent employee in the form of a suspension, reduction in compensation, demotion, or termination, the City agrees to provide advance written notice and an opportunity to respond to the Appointing Authority proposing the discipline. The employee will be given a reasonable opportunity to obtain representation and will be provided with the factual basis and pertinent documents for the discipline. The employee will be permitted to have one (1) City employee and one (1) non-City employee as representatives at the Skelly hearing.



## **I. Reduction in Compensation**

The compensation of any employee of the City may be reduced a maximum of two (2) steps within the salary range of that employee's current classification. Such reduction in compensation may be put into effect upon finding that the employee's performance does not meet standards for the employee's classification and/or position.

It is the intent of both parties that a reduction in compensation is an intermediary step, normally proceeded by progressive discipline and may normally precede more severe disciplinary action.

### **1. Procedure for Reduction in Compensation**

An employee's compensation shall be reduced only upon the completion of the following steps:

- a.** The employee is placed on a ninety (90) day Supplemental Performance Report.
- b.** Upon being notified of the proposed action to reduce the employee's compensation, such employee shall, within five (5) working days, have the right to respond in writing to the Appointing Authority.
- c.** After giving due consideration to the information provided by the employee, the Appointing Authority may elect to reduce the compensation of such employee.
- d.** At the time the employee is notified of such action, the employee will be informed of their representation and appeal rights.
- e.** The reduction in compensation may be in effect for up to six (6) months of active duty. At the end of that time the employee shall be reinstated to the previous salary step in the job classification or some other type of disciplinary action shall be taken.
- f.** At the end of ninety (90) days the employee's job performance must be reevaluated by the Appointing Authority. If the employee's performance does not meet standards the reduction in compensation may continue. If the employee's performance meets standards, the employee will be reinstated to the previous salary step in the job classification.

## 2. Appeal of Reduction of Compensation

Within ten (10) working days of receipt of notice of reduction in compensation, an employee may file a written appeal with the Human Resources Department. The decision of the Human Resources Director or designee will be final.

- J. Except for the appeal process for reduction in compensation as stated above, members of the unit shall have all appeal rights currently provided in Civil Service Rule XI.
- K. Unless there are extraordinary and extenuating circumstances approved by the Labor Relations Office in advance, the City shall serve advance notice of any written disciplinary action within thirty (30) calendar days of the conclusion of the investigatory process. Any approved delays must be communicated to the Union to include the extraordinary and extenuating reason(s) and an updated completion date. The Union may grieve violations of this provision directly to the Human Resources Department's Labor Relations Office. Once an appeals process has concluded, a final notice to adverse action shall be served within ten (10) working days. Upon request from the Union, the Human Resources Director may decide to reduce or dismiss the level of disciplinary action if it is determined delays were not based on a legitimate reason.
- L. The use of Last Chance Agreements is recognized by the City as a possible alternative to termination of employment in select cases. Consideration by the City of this alternative will be conducted in a fair and equitable manner. When the City agrees to a Last Chance Agreement, the agreement shall be fully binding and the duration of the agreement shall normally be one year.
- M. The primary responsibility for conducting an administrative investigation and any resulting advance notice of disciplinary action will be delegated by the Appointing Authority to someone other than the individual prospectively responsible for hearing an appeal of such action. The individual delegated the primary responsibility will also sign the Advanced Notice. Exceptions may be granted by the Human Resources Director and must be received in writing within five (5) working day of receipt of the advance notice.

## **ARTICLE 53 - Equal Opportunity Policy**

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- A. The parties mutually recognize and agree to fully protect the rights of all employees in the Bargaining Units represented by the Union to join and participate in the activities of the Union, or not to join and participate in such activities, and all other rights guaranteed by law.
- B. No employees shall be interfered with, intimidated, restrained, coerced or discriminated against because of the exercise of these rights.
- C. The provisions of this MOU shall apply equally to all covered employees without favor or discrimination based on any of the protected classes or categories listed in the City's Equal Employment Opportunity (EEO) Policy - Annual Statement, or because of political or religious opinions or affiliations. In interpreting these terms, the City is bound by state and federal law.
- D. The Union agrees to support affirmative action and equal opportunity plans and policies promulgated in accordance with procedures established by the City Council as consistent with state and federal law.

- E. If an employee files a complaint with the state or federal authorities, the City shall cooperate fully with that agency's if an investigation is conducted.

#### **ARTICLE 54 - Rest Periods**

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- A. The City endorses the practice of progressive management which recognizes that regular, authorized rest periods are beneficial both to employees personally and to the productivity of the organization.
- B. The following guides are established to assure that rest periods will be properly controlled and that maximum benefits will be derived from them. These guides also extend to personnel working on an overtime schedule.
1. Two fifteen (15) minute rest periods (including "travel time" if the employee leaves the work area) may be allowed during each eight (8) hour work day ("travel time" means pedestrian travel or travel in the employee's private vehicle). Subject to work assignments and departmental requirements, a rest period or a meal break should be allowed near the end of each two (2) hour period of work.
    - a. Employees who work more than ten (10) hours per day are entitled to a third rest period of fifteen (15) minutes duration. Employees who work twelve (12) or more hours per day are entitled to a third rest period of thirty (30) minutes duration.
    - b. Certain constant staffing positions may be exempt from the third rest period. In no case shall an employee working more than ten (10) hours be provided more than a third break.
  2. Since the purpose of granting rest periods is to give relief from mental or physical fatigue, and consequently, to improve productivity, the following practices are not allowed:
    - a. Combining two (2) daily rest periods into one thirty (30) minute period;
    - b. "Saving" rest period time to justify extended lunch hours or shortened work days;
    - c. Accumulating rest period time from day to day; or
    - d. Applying rest period time to compensatory or other time off, or in the considerations or computations concerned with overtime compensation.
- C. Subject to work assignments and departmental requirements, Department Heads are authorized to provide rest periods for employees within the limits of the policy outlined above.

## **ARTICLE 55 - Hours of Work, Shift Reassignments and Work Schedules**

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### **Shift Reassignments and Work Schedules**

- A.** The City has the right to modify existing schedules and/or create new schedules during the term of this MOU. The City will notify the Union at least ten (10) working days in advance of its intent to modify schedules. Upon request by the Union prior to implementing the new schedule, will meet and confer for a reasonable period of time and implement changes only upon agreement or after an impasse opportunity. Except in circumstances beyond control of the City, all employees in the units represented by the Union shall receive at least five (5) working days' notice prior to a permanent or extended shift change, or a permanent or extended work schedule change. The City will normally use seniority as the first and principal factor in such assignments. However, other factors may also be considered such as performance problems, disciplinary issues, physical ability, punctuality, attendance and specialized skills and experience. If a change is ordered out of seniority, the City will discuss and explain its reasons with the Union if requested. Grievances related to seniority issues may be made directly to the Department Head or designee.
- B.** The City agrees that the standard work schedule for General Services is five (5) days per week and eight (8) hours per day. The parties have agreed to an alternate work schedule of 36/44 hours bi-weekly, in addition to a 4/10 schedule in the Communications Division. The Print Shop, Fleet, and Street Divisions will continue with their existing alternate work schedules. All agreements on work schedules will remain in effect unless the parties mutually agree to a different schedule or the City modifies a work schedule based upon operational efficiencies, productivity or enhanced customer service. The City agrees that shift and work schedules shall not be changed back and forth on an irregular basis for the sole purpose of avoiding overtime. This does not preclude the City from exercising its right to evaluate its responsibility to allocate resources, staff and material in an efficient manner which may result in irregular schedules such as split shifts, etc.
- C.** The Parties agree to a four day, ten (10) hours per day weekly work schedule (4-10) for Facilities
- D.** All 127 employees must participate in the 4-10 schedule, except employees assigned to the City Administration Building (CAB) or the City Operations Building (COB). Any exceptions are at the discretion of management.
1. All employees will be expected to conduct personal business on their Regular Day Off (RDO) with exception for emergency situations.
  2. Employees will choose between having Monday or Friday as their RDO. This will be done by seniority within the trade.
  3. No more than half of each trade can be off on either Monday or Friday. There has to be members of each trade at work Monday thru Friday. Leave requests must be submitted at least five (5) working days in advance of the requested time off (Personnel Manual, Index Code I-1, Section III, C).

- E. The parties agree to refer to the Labor Management Committee issues related to irregular changes in work schedules or shifts.

### Hours of Work

- A. Employees covered by this MOU shall normally work a five (5) day, forty (40) hour work week. The City agrees to meet and confer at the request of the Union on any changes to the current forty (40) hour work week schedule.
- B. A normal work day shall normally consist of eight (8) consecutive hours not including time for lunch.
- C. This does not preclude the City from using a four (4) day, ten (10) hour per day weekly work schedule or a similar modified work schedule. Employees who are scheduled to work a shift of nine (9) or more hours on a fixed City holiday, shall be credited with one (1) or more additional hours of floating holiday time respectively for use on that holiday.
- D. Except for emergency situations, as defined in Personnel Manual Index Code H-4, II (B) 1-4, employees may not work more than sixteen (16) hours per day.
- E. The parties agree to refer to the Labor Management Committee issues related to overtime and limitations on consecutive hours of work. During the term of this MOU, the parties agree to study the hours of work relating to extended shifts and how the following day's schedule will be administered and accounted for. Specifically, the study will look at if an employee is required to work sixteen (16) or more hours in any given workday, what is an appropriate rest period between shifts and a determination on the utilization of paid leave or changing shifts in conjunction with the rest between shifts.

### **ARTICLE 56 - Employee Rights**

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- A. It is agreed that neither the City nor the Union shall discriminate against any employee because of race, national origin, age, sex, gender identification, sexual orientation, disability (as defined by the Americans with Disabilities Act) or Union membership or activity, or for any other unlawful reasons. It is further agreed that no employee will be discriminated against because of exercising his or her rights specified in the City Council Policy 300-06 and this MOU. The Union and Management agree that they support the current policies of the City as to affirmative action and equal employment opportunity.
- B. No employee shall be compelled to submit to a polygraph examination against his or her will. No disciplinary action or other retaliation shall be taken against any employee refusing to submit to a polygraph examination, and no comment will be entered anywhere in the investigator's notes or anywhere else that indicate the employee refused to take a polygraph examination. No testimony or evidence that the employee refused to take a polygraph examination will be admissible at any hearing, trial, or proceeding, whether judicial or administrative.
- C. Requests by any departments to conduct covert video surveillance for the purpose of documenting misconduct must be submitted to the Human Resources Director for review and approval before any surveillance is started.

- D.** Employees have the right to expect professional supervision free of undue and/or unfair harassment.

## **ARTICLE 57 - Personnel Practices**

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**A.** Citizen Complaints and Route Slips

Employees will be notified of any citizen complaint or route slip, or claim against the City in which they are identified by name or in which they can be identified by the City from the information received. In the case of claims against the City, Risk Management will have ten (10) working days from the date the claim is received to notify the respective department. The department will then have ten (10) days from the date they receive notification from Risk **Management** to authenticate the claim and forward such authentication to the Union. The City shall be obligated to provide the necessary information related to any citizen complaint, route slip, or claim to authenticate the complaint and forward such authentication to the Union within ten (10) days from when the respective department received the complaint or route slip. The City may redact the citizen's name from the complaint. If the complaint is resolved in the employee's favor, the complaint, together with all related documents, shall be removed immediately from the employee's personnel file(s), unless the employee requests in writing that the document be retained.

**B.** Performance Evaluations

1. Performance Evaluations will normally be given to an employee within fourteen (14) calendar days after the close of the rating period. In no case shall the department give a Performance Evaluation to an employee later than thirty (30) working days after the close of the rating period without the prior approval of the Human Resources Department or non-managerial Department Head. Prior approval is required before the evaluation can be given to the employee more than thirty (30) working days after the due date, but does not affect the content of the evaluation. Failure to obtain prior approval gives rise to a grievance which the Union may present directly to the Human Resources Department or to the non-managerial Department Head.
2. The City agrees to meet and confer with the Union without impasse on enhancements to Performance Report practices and procedures.

**C.** Court Fees

The City shall no longer require employees to deposit with the City Comptroller fees paid to him or her from the court.

## **ARTICLE 58 - Transfers**

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Transfers shall be revised to permit employees who do not meet performance standards to be placed on transfer eligible lists. It is the responsibility of the Appointing Authority to verify an employee's performance through the employee's current department or by reviewing the employee's personnel file prior to making a selection.

## **ARTICLE 59 - Substance Abuse**

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The City implemented an expanded Substance Abuse Policy Administrative Regulation 97.00 on July 1, 1991. Employees are prohibited from consuming alcohol during work hours, breaks and meal periods.

## **ARTICLE 60 - Accident Reports**

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- A. The Union and the City agree to refer whether obsolete accident reports should be sealed from an employee's file to the Labor Management Committee for resolution.
- B. Employees involved in accidents determined to be "non-preventable" shall not be subject to any penalty.
- C. Only AFSCME Local 127 has the right to choose a non-voting representative on the Accident Review Board and a voting representative on the Accident Review Committee. The representative cannot be a party to, or subject of, a review.

## **ARTICLE 61 – Weapon-Free Workplace**

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Employees are prohibited from possessing personal deadly weapons or firearms, even if lawfully owned, while performing duties or have stored in the workplace, including City controlled access parking facilities. The City shall have the right to adopt an Administrative Regulation regarding transporting or carrying weapons by City employees on City property or job sites. At the request of the Union, the City will meet and confer over the identified impacts of the Administrative Regulations. For purposes of this Article, tools required or used on the job are not considered weapons. Reservoir Keepers at their homes are exempted from this provision.

## **ARTICLE 62 - Probation**

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- A. Probationary employees in classifications represented by the Union shall normally receive at least five (5) working days' notice of dismissal during probation, either through the performance report or other written notification.
- B. Probationary employees and permanent employees serving a probationary period may use the grievance procedure in accordance with Article 51.

## **ARTICLE 63 - Vacancies**

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The City will normally use seniority as the first and principal factor in reassigning employees within a classification within a division. However, other factors may also be considered such as performance, disciplinary reasons, physical ability, punctuality, attendance and specialized skills and experience. If a vacancy is filled out of seniority, the City will discuss and explain its reasons with the Union.

## **ARTICLE 64 - Apprentices**

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- A. Upon successful completion of the Apprenticeship Program, seniority in the journey level class shall be retroactive to the date of hire as an apprentice for the purposes of shift assignments, station transfers, and other intra-departmental purposes.



- B.** Apprentices required to attend school or enroll in correspondence courses as part of their required training shall not be required to use this program to pay tuition or enrollment fees. All fees, including the cost of required books and supplies and any other fees required by the State of California, state-approved agency, or the City for participation in the Apprenticeship Program shall be reimbursed in full by the City to the employee at the time of enrollment. If the apprentice fails or does not satisfactorily complete the course, the cost of the books and supplies must be repaid to the City.
- C.** Apprentices will receive City mileage reimbursement when required to attend courses required as part of their Apprenticeship Program. Mileage will be calculated based on the round-trip distance between the worksite and school or actual distance traveled, whichever is less.
- D.** The City recognizes that the Apprenticeship Program is an effective EEO tool to bring people into the skilled trades, who have traditionally been excluded.

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## **ARTICLE 65 - Department Work Rules**

The City agrees to make available to the Union current written Departmental policies and instructions. When reasonable, additional Departmental policies and instructions are developed and published, the City will make copies to the Union and employees. All policies must be uniformly applied. However, the obligation to make copies of current and future Departmental policies and instructions available does not extend to policies which describe confidential or security procedures.

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## **ARTICLE 66 - Limited Appointments**

- A.** The City agrees not to fill permanent, full-time, one-half time, or three-quarter time budgeted positions with employees serving on limited appointments except in extraordinary circumstances. The City intends to use limited appointments to fill hourly positions, positions funded by the state and federal government, and full-time budgeted positions in which the incumbent employee is on a special leave without pay.
- B.** The Union and the City agree to discuss the use of limited and hourly employees at the Labor Management Committee.

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## **ARTICLE 67 - Refuse Collection Incentive System**

Manual, recycling, greenery, and refuse collection crews after they have completed their assigned collection routes, may be released by their supervisors a maximum of one (1) hour prior to the end of the shift. Crews shall be paid for the entire shift after all of the following duties have been completed: the section's daily collection assignments, any service requests that have been received, and all employee post trip requirements, including fueling, cleaning, and reporting any mechanical problems to a Master Fleet Technician. Each crew may not be released early if "help" is required to complete any other collection assignment remaining as a result of unusually heavy set outs, seasonal requirements, labor or equipment availability, effects of natural forces, traffic or other unforeseen causes. This includes "help" on other routes, service requests, seasonal collection programs, etc. Routes are designed based on target average tonnages. When unavoidable shortages of equipment or personnel occur, crews are expected to complete collection of all refuse routes assigned for the day.



## **ARTICLE 68 - Continuous Improvement/Incentive Award Program**

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- A.** A continuous improvement/incentive award program may be initiated with select work groups with mutual agreement by both parties. The program shall be designed to use performance incentive pay to benefit employees, and taxpayers and ratepayers by promoting the following:
  - 1.** High levels of productivity (effective and efficient performance beyond what is required)/quality;
  - 2.** Customer service;
  - 3.** Teamwork and cross-functional cooperation; and
  - 4.** Best practices and safe behaviors.
- B.** The following are rules for program administration:
  - 1.** Individual eligible employee incentive payments are capped at four thousand dollars (\$4,000) net of taxes per year, based on the number of stretch goals achieved and budget savings.
  - 2.** Incentive payments are team-based (i.e. distributed among eligible employees regardless of classification and pay step).
  - 3.** Incentive payments for this program are separate from and in addition to other discretionary award programs and award caps for City employees.
  - 4.** Goals are set by Management with input from employees.
  - 5.** Levels of savings and goal achievement are subject to independent review by the Office of the City Auditor.

## **ARTICLE 69 - Appearance Guidelines**

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- A.** All City employees shall maintain a professional appearance through appropriate attire reflecting the specific requirements of his or her job duties.
- B.** All employees shall report to work in clean clothing.
- C.** Each employee shall maintain an inoffensive level of personal hygiene.
- D.** Each employee shall wear any required safety equipment.
- E.** For office personnel, shorts, tank or midriff tops, see-through clothing and flip-flops or thongs are inappropriate.
- F.** For office personnel whose job assignments include contact with the public, sweat or jogging outfits or T-shirts of any kind are inappropriate.
- G.** Field personnel shall wear full shirts and pants or approved shorts, as well as sturdy, enclosed shoes for safety reasons. For field personnel, inappropriate apparel includes tank or midriff tops, see-through clothing and cut-off shorts.
- H.** Hats, shirts, and jackets are not to include references to alcohol or drugs, contain sexually explicit language, contain profane language, or, in the reasonable judgment of the supervisor, be inappropriate, unprofessional dress for a field employee.

- I.** Sunglasses are not to be worn in indoor meetings.
- J.** Exceptions to these guidelines include the following or similar circumstances:
  - 1. Uniformed personnel.
  - 2. Special occasions designated by the Department Director or designee.
  - 3. Employees relocating offices, or performing other atypical or unusual job duties.
  - 4. An offensive level of personal hygiene which results from an employee performing his or her duties during the work shifts.
- K.** These guidelines establish minimum standards normally applicable. They will be reasonably applied in order to accommodate various situations that are not susceptible to individual enumeration.
- L.** No disciplinary action may be taken when a violation of this dress code agreement is caused by the performance of the employee's duties during the work shifts.
- M.** A reasonable amount of time will be given to employees to clean-up and change their clothing to conform with the Appearance Guidelines, whenever extraordinary circumstances dictate.

## **ARTICLE 70 - Layoffs**

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### **A. Employment Opportunities After Layoff**

If employees represented by the Union are to be laid off, the City will make its best efforts to find alternative City employment for those employees affected. The City will attempt to find alternative City employment as close as possible to the employee's current salary level provided the employee meets the minimum qualifications for the alternative employment.

### **B. Layoffs will be done in accordance with the following:**

Personnel Regulations, Civil Service Rule V, Layoff and Reemployment  
Personnel Manual, Index Code E-2, Eligible Lists and Certification  
Personnel Manual Index Code E-3, Eligible Lists and Certification  
Personnel Manual Index Code L-5, Separation and Disciplinary Action-Layoff

## **ARTICLE 71 - Other Provisions**

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### **A. The following Personnel Manual sections, Administrative Regulations, and other official regulations are included in this MOU as if fully set out at this point. The provisions of any documents which affect wages, hours, and other terms and conditions of employment which would otherwise be subject to meet and confer, will not be changed.**

- 1. Personnel Manual Regulations Index Codes  
G-7A, Employee Performance Review Program  
H-1, Bilingual Pay

H-2, Holidays  
H-3, Out-of-Class Assignments  
H-4, Overtime Compensation  
H-5, Salary Status of Part-Time Employees  
I-2, Annual Leave  
I-9, Court Leave  
L-5, Layoff  
M-1, Apprenticeship Training

2. Administrative Regulations
  - 63.00, Industrial Leave
  - 70.30, Tuition Refund Plan
  - 95.01, Overtime Compensation
  - 95.60, Conflict of Interest and Employee Conduct
  - 95.89, Parental Leave**
  - 95.90, Unused Sick Leave and Accrued Annual Leave Reimbursement
  - 95.91, Employee Recognition and Award Programs**
3. Other Regulations and Procedures
  - Civil Service Rule V, Layoff and Reemployment
  - Long Term Disability Plan (on file with the Office of the City Clerk)
  - Smoking Policy (on file with the Office of the City Clerk)
  - Council Policy 300-06, Employee-Employer Relations

1. The City agrees to develop a procedure for liberty interest hearings during the term of this MOU.

## **ARTICLE 72 – Overpayments to City Employees and Repayment of Funds**

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### **A. Overpayment**

If it has been discovered that an overpayment or unauthorized payment has been made to a City employee, it is the responsibility of the department to notify the employee in writing and supply the employee with the documentation used to determine the overpayment.

If the employee contends that any portion or the entire amount is not owed, he or she shall be entitled to request a meeting with the appointing authority to attempt to resolve the disagreement. If the dispute about the payment originates in another department, the employee has a right to request a meeting with the Appointing Authority in that department. The department will notify the employee that he or she shall be entitled to have a Union representative attend such meeting(s) with him or her. If the dispute regarding overpayment arises from the interpretation of a personnel regulation or administrative regulation, the employee shall be entitled to grieve this matter directly to the Department Head level.

## **B. Repayment of Funds**

An employee will pay no penalties, fees or interest as a result of the overpayment. In the event the employee elects to repay the alleged overpaid funds, the employee shall have the right to select one of the three following options for the repayment of the funds:

1. lump sum payment with the date mutually established by the employee and the department (lump sum payments must be made if the total amount due is five percent (5%) or less than the employee's biweekly salary);
2. biweekly installment payments through payroll deduction (installment payments must be a minimum of ten dollars (\$10) and repayment must be completed within twenty-six (26) pay periods);
3. any other repayment arrangement mutually agreed upon between the City and the employee.

The final agreement on the repayment will be committed to writing, with the lump sum payment date, or the biweekly amount and the beginning and ending date of the installment plan identified. Disputes over repayment of funds which were overpaid to an employee through no fault of the employee, shall not be a factor in employee performance reports; discipline or any other personnel matter(s).

## **C. Referral to Collections**

A department may refer an employee to the Treasurer, Collections Section only when the employee, after being duly notified of the overpayment and having had the opportunity to review the relevant documentation, refuses to agree to a repayment of the amount owed. The employee will be notified of the referral and informed that the Collections Section will proceed with collection as it would for any other debtor.

## **ARTICLE 73 - Volunteers**

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- A. The City's Volunteer Program is governed by City Council Policy 300-01 dated February 12, 1996.
- B. For the purpose of this Article, a volunteer is defined as an individual(s) who offer themselves for some service or undertaking without being offered any remuneration by the City.
- C. In accordance with City Council Policy No. 300-01, the City will continue to optimize the use of volunteers where it is economically feasible, and in the best interest of the public by supporting the development of volunteer opportunities throughout the City. Unless the parties meet and confer during the term of the MOU subject to Article 10, volunteers are to be utilized only to supplement and complement the work performed by bargaining unit employees and without decreasing bargaining unit work or displacing existing bargaining unit employees.
- D. Parties understand that departments participating in the City's Volunteer Program shall utilize volunteers to perform a number of tasks necessary to support volunteer programs. Projects performed by volunteers include the following:

1. Community Beautification Projects
    - a. Litter abatement
    - b. Painting
      - 1) Facility wall murals
      - 2) Painting
    - c. Mowing small areas in between City's mowing schedule (e.g. cricket mound)
  2. Community Recreational Events
    - a. Golf marshalling
    - b. Special event grounds preparation
  3. Open Space Parks Habitat Support
    - a. Habitat restoration (e.g. non-native plant removal)
    - b. Trail maintenance (e.g. brush management, bridge repairs)
    - c. Litter abatement
  4. Water Reservoirs and Watershed & Resource Protection Support
    - a. Litter abatement and general upkeep of the facilities in partnership with I Love A Clean San Diego and Friends of Lake Murray.
- E. City agrees to strive to supervise volunteer work assignments which require minimum qualifications.

#### **ARTICLE 75 - Discretionary Leave**

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- A. During the term of the MOU, all full time employees will receive **twenty-four (24)** hours of discretionary leave for use during each fiscal year of this MOU and the discretionary leave identified in this Section has no eligibility requirements except as set forth in this Section. Three-quarter time employees will receive **eighteen (18)** hours of discretionary leave for use during each fiscal year of this MOU. Half time employees will receive **twelve (12)** hours of discretionary leave for use during each fiscal year of this MOU.
- B. Each employee will schedule his or her discretionary leave hours in the same manner as annual leave is presently scheduled pursuant to the departmental annual leave guidelines.
- C. All leave granted under this Article must be used by June 30 of each fiscal year, or it will be forfeited.
  1. Section C above does not amend, modify or alter any discretionary leave that may be granted under Administrative Regulation 95.91 (Employee Recognition and Rewards Program).

## **ARTICLE 76 – Hourly Sick Leave (A.B. 1522)**

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- 1. This Article applies to hourly employees, regardless of classification, who receive no paid annual leave or other paid leave. The City intends to provide these employees with a paid sick leave benefit, consistent with the paid sick leave benefit provided by the State of California's Healthy Workplaces, Healthy Families Act of 2014, set forth at California Labor Code, Division 2, Part 1, Chapter 1, Article 1.5, sections 245 through 249. These employees, referred to as Eligible Employees in this Article, are entitled to a benefit, referred to as Hourly Sick Leave (A.B. 1522), under the conditions set forth in this Article.**
- 2. Effective July 1, 2015, Eligible Employees will accrue Hourly Sick Leave (A.B. 1522) at a rate of one hour for every 30 hours worked, up to a maximum accrual of 48 hours.**
- 3. Eligible Employees begin accruing Hourly Sick Leave (A.B. 1522) at the commencement of employment, but may not use the accrued leave until the 90<sup>th</sup> day of employment.**
- 4. Under this Article, the 12-month period under which an Eligible Employee may accrue and use paid Hourly Sick Leave (A.B. 1522) is defined as the City's fiscal year.**
- 5. Upon his or her oral or written request, an Eligible Employees may use up to 24 hours of Hourly Sick Leave (A.B. 1522) in any fiscal year for:**
  - 1. Diagnosis, care, or treatment of an existing health condition of, or preventative care for, the Eligible Employee or family member; or**
  - 2. If the Eligible Employee is a victim of domestic violence, sexual assault, or stalking, taking time off from work to appear in court to comply with a subpoena or other court order as a witness in any judicial proceeding; obtain or attempt to obtain any relief, including a temporary restraining order, restraining order, or other injunctive relief to help ensure the health, safety, or welfare of the employee or his or her child; seek medical attention for injuries caused by domestic violence, sexual assault, or stalking; obtain services from a domestic violence shelter, program, or rape crisis center as a result of domestic violence, sexual assault, or stalking; obtain psychological counseling services related to an experience of domestic violence, sexual assault, or stalking, or participate in safety planning and take other actions to increase safety from future domestic violence, sexual assault, or stalking, including temporary or permanent relocation.**
- 6. Under this Article, family member means the Eligible Employee's child (biological, adopted, or foster child, stepchild, legal ward, or child to whom the Eligible Employee stands in loco parentis regardless of age or dependency status of the child), spouse, registered domestic partner, grandparent, grandchild, sibling, or a biological, adoptive, or foster parent, stepparent, or legal guardian of the Eligible Employee or the Eligible Employee's spouse or registered domestic partner, or a person who stood in loco parentis when the Eligible Employee was a minor child.**

- 7. The City may require Eligible Employees to provide documentation substantiating the facts justifying the use of Hourly Sick Leave (A.B. 1522), to the extent permitted by California law.**
- 8. Hourly Sick Leave (A.B. 1522) will be paid at the Eligible Employee's current hourly pay rate for regular work hours. If an Eligible Employee, in the 90 days of employment before using accrued Hourly Sick Leave (A.B. 1522), had different hourly pay rates, then the Eligible Employee will be compensated at the highest hourly pay rate, not including overtime premium pay, earned during the prior 90 days of employment.**
- 9. Eligible Employees must provide their supervisors with reasonable written or oral advance notice of their request to use Hourly Sick Leave (A.B. 1522) when the need for the leave is foreseeable. If the need for the leave is unforeseeable, Eligible Employees must provide notice of the need as soon as practicable.**
- 10. Any unused, accrued Hourly Sick Leave (A.B. 1522) will carry over to the following fiscal year of employment, up to a maximum accrual of 48 hours.**
- 11. Eligible Employees may not cash out Hourly Sick Leave (A.B. 1522) at any time.**
- 12. If an Eligible Employee separates from employment with the City and is rehired within one year from the date of separation, the City will reinstate previously accrued and unused Hourly Sick Leave (A.B. 1522). Eligible Employees may use the previously accrued and unused Hourly Sick Leave (A.B. 1522) and accrue additional Hourly Sick Leave (A.B. 1522) immediately upon rehire, under the conditions set forth in this Article. If an Eligible Employee does not return to City service within one year from the date of separation, all accrued and unused Hourly Sick Leave (A.B. 1522) will be forfeited.**
- 13. If an Eligible Employee moves into a position or status, which entitles him or her to paid annual leave, then the employee will no longer be an Eligible Employee under this Article, and any accrued, unused Hourly Sick Leave (A.B. 1522) will be held during employment, but not available for use, unless the employee returns to a position or status in which the employee is no longer eligible for paid annual leave.**
- 14. The Hourly Sick Leave (A.B. 1522) benefit under this Article accrues concurrently with any additional sick leave benefit authorized by the City or approved by voters in the future, meaning the accumulated leave amounts under this Article and any future ordinance will not be added together to create a more generous benefit, unless a future ordinance specifies otherwise.**
- 15. This Article is not intended to waive any rights of Eligible Employees under local, state, or federal law.**

## EXHIBIT A - Maintenance, Labor, Skilled Trades and Equipment Operator Unit

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Aircraft Mechanic	Painter
Airport Operations Assistant	Parking Meter Technician Pesticide Applicator
Apprentice	Plant Operator Trainee
Aquatics Technician I	Plant Process Control Electrician
Aquatics Technician II	Plant Technician I
Assistant Fleet Technician	Plant Technician II
Assistant Reservoir Keeper	Plant Technician III
Assistant Wastewater Plant Operator	Plasterer
Assistant Water Distribution Operator	Plumber
Assistant Water Plant Operator	Power Plant Operator
Bindery Worker I (Terminal)	Public Service Career Trainee (if target class is in this unit)
Bindery Worker II (Terminal)	Publishing Specialist I
Bindery Worker III (Terminal)	Publishing Specialist II
Boat Operator	Pump Station Operator
Body and Fender Mechanic	Pump Station Operator Trainee
Building Service Technician	Refrigeration Mechanic
Carpenter	Reservoir Keeper
Cement Finisher	Roofer
Cement Gun Operator	Sanitation Driver I
Communications Technician	Sanitation Driver II
Construction Estimator	Sanitation Driver III
Custodian I	Sanitation Driver Trainee
Custodian II	Senior Airport Operations Assistant
Custodian III	Senior Boat Operator
Electrician	Senior Communications Technician
Electronics Technician	Senior Locksmith
Equipment Operator I	Senior Offset Press Operator
Equipment Operator II	Senior Parking Meter Technician
Equipment Operator III	Senior Publishing Specialist
Equipment Painter	Senior Refrigeration Mechanic
Equipment Technician I	Senior Stable Attendant
Equipment Technician II	Senior Stadium Groundskeeper
Equipment Technician III	Senior Wastewater Plant Operator
Firearms Technician	Seven Gang Mower Operator
<b>Helicopter Mechanic (Fire-Rescue Department)</b>	Sign Painter
Fleet Attendant	Stable Attendant
Fleet Technician	Stadium Groundskeeper
Fleet Team Leader	Stadium Maintenance Technician
Greenskeeper	Tank Service Technician I
Grounds Maintenance Worker I	Tank Service Technician II
Grounds Maintenance Worker II	Traffic Signal Technician I
Grounds Maintenance Worker III	Traffic Signal Technician II
Heating Technician	Traffic Stripper Operator
Heavy Truck Driver I	Tree Maintenance Crew Leader



Heavy Truck Driver II  
Instrumentation and Control Technician  
Irrigation Specialist  
Laborer  
Landfill Equipment Operator  
Lead Cemetery Groundskeeper  
Light Equipment Operator  
Locksmith  
Machinist  
Marine Mechanic  
Master Fleet Technician  
Millwright  
Millwright Apprentice  
Motive Service Technician  
Motive Service Trainee  
Motor Sweeper Operator  
Nursery Gardener  
Offset Press Operator

Tree Trimmer  
Utility Worker I  
Utility Worker II  
Wastewater Plant Operator  
Water Distribution Operator  
Water Distribution Operator Trainee  
Water Plant Operator  
Water Systems Technician I  
Water Systems Technician II  
Water Systems Technician III  
Water Utility Worker  
Welder  
Work Service Aide

## **EXHIBIT B - Classes Eligible For Voluntary Certification Pay**

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Assistant Fleet Technician  
Assistant Reservoir Keeper  
Assistant Water Distribution Operator  
Body and Fender Mechanic  
Electrician  
Electronics Technician  
Equipment Operator I (Flusher Vactor)  
Equipment Operator I (Sewer Rodder)  
Equipment Painter  
Equipment Technician I  
Equipment Technician II  
Equipment Technician III  
Fleet Technician  
Instrument and Control Technician  
Machinist  
Master Fleet Technician  
Motive Service Technician  
Plant Process Control Electrician  
Plant Technician I  
Plant Technician II  
Plant Technician III  
Power Plant Operator  
Reservoir Keeper  
Tank Service Technician I  
Tank Service Technician II  
Utility Worker I  
Utility Worker II  
Water Distribution Operator  
Water Distribution Operator Trainee  
Water Systems Technician I  
Water Systems Technician II  
Water Systems Technician III  
Water Utility Worker  
Welder

## EXHIBIT C - Corporate Apparel Program

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### Public Utilities Department

Assistant Plant Operator  
Assistant Reservoir Keeper  
Carpenter  
Cement Finisher  
Electrician  
Electronics Technician  
Equipment Operator I  
Equipment Operator II  
Equipment Operator III  
Equipment Technician I  
Equipment Technician II  
Equipment Technician III  
Fleet Technician  
Grounds Maintenance Worker I  
Grounds Maintenance Worker II  
Heavy Truck Driver Instrumentation and Control Tech  
Laborer  
Plant Operator Trainee  
Custodian II  
Plant Process Control Electrician  
Plant Technician I  
Plant Technician II  
Plant Technician III  
Reservoir Keeper  
Tank Service Technician I  
Tank Service Technician II  
Utility Worker I  
Water Distribution Operator  
Water Plant Operator  
Water Systems Technician I  
Water Systems Technician II  
Water Systems Technician III  
Water Utility Worker  
Welder

### Facilities Division

Building Service Technician  
Carpenter  
Custodians  
Electrician  
Heating Technician  
Locksmith  
Plumber  
Refrigeration Mechanic  
Roofers  
Construction Estimator

**COALITION  
AND  
CITY OF SAN DIEGO**

**FY2013 PROPOSITION B IMPLEMENTATION NEGOTIATIONS  
TENTATIVE AGREEMENT**

The San Diego Municipal Employees Association, International Association of Fire Fighters, Local 145 ("Local 145"), International Brotherhood of Teamsters, Local 911, Deputy City Attorneys Association of San Diego and Local 127 American Federation of State, County, and Municipal Employees (collectively the "Coalition"), and City of San Diego ("City") have negotiated and reached a tentative agreement on certain terms for an Interim Defined Contribution (DC) Plan on August 16, 2012. Negotiations between the Coalition and City (collectively the "Parties") continue over a Permanent DC Plan.

In accordance with Ground Rule 5, the Parties agree that final approval of the tentative agreement is subject to approval of the City Council.

**TERMS FOR INTERIM DC PLAN**

**INTRODUCTION**

1. The purpose of this proposal is to provide a means for an Interim DC Plan to be established expeditiously to accommodate the City's hiring needs without undermining the time otherwise needed for a good faith meet and confer process over the terms of a Permanent DC Plan with disability/death benefit features pursuant to Proposition B. Non-safety employees initially hired after July 19, 2012, who are excluded from SDCERS, will not participate in the 2009 401(a) Plan.
2. The Parties acknowledge and agree that, by entering into this agreement on terms for an Interim DC Plan neither party is prevented from making different proposals during negotiations on the Permanent DC Plan over any aspect of the DC Plan, including the vehicle, vesting schedule for City contributions, the definition of compensation which could include a cap on eligible compensation, the death benefit, disability benefit, and/or the percentage for employer and employee contributions

**SPSP-H VEHICLE**

3. The SPSP-H Plan (as proposed and modified by this agreement) will be used for purposes of this Interim DC Plan. The City also agrees that any and all "reservation of City's rights" as stated in the SPSP-H Plan document, which relate to employees' rights or benefits under the Plan, is limited by the City's obligations under an agreement for an Interim DC Plan, as well as its obligations under the Meyers-Miliias-Brown-Act ("MMBA").

### **CITY CONTRIBUTIONS**

4. Effective October 2, 2012, the City's total mandatory contribution for each Eligible Class Employee as defined in SPSP-H Plan document Article I, section 1.15, subdivision (a)(ii) will be 9.2% for non-safety employees and 11% for safety employees under the Interim DC Plan. These percentages will apply to all compensation as defined in Article I, section 1.10 of the Plan document. For the purpose of this agreement, Eligible Class Employees excludes all hourly employees.
5. The SPSP-H Plan document will also be amended to expand the definition of compensation to include pay in lieu of compensatory time and pay in lieu of cycle time.

### **EMPLOYEE CONTRIBUTIONS**

6. Effective October 2, 2012, the total mandatory post-tax contribution for each Eligible Class Employee will be 9.2% for non-safety employees and 11% for safety employees under this Interim DC Plan. These percentages will apply to all compensation as defined in Article I, section 1.10 of the SPSP-H Plan document and as amended under paragraph 5 above.

### **VESTING**

7. The employee will be 100% vested at all times in all amounts held in his or her SPSP-H account whether contributed by the employee or by the City.

### **DEATH/DISABILITY**

8. The City agrees that the terms of the disability/death benefit adopted in conjunction with a Permanent DC Plan will be made retroactively applicable to any Eligible Class Employee or his/her beneficiary(ies) who suffers a qualifying event during the period of time when this Interim DC Plan is in effect. By this provision, the City agrees to extend to any such Eligible Class Employee or beneficiary the full benefits and rights which would otherwise have been available to him or her had the disability/death benefit adopted in conjunction with a Permanent DC Plan been in effect when the incident giving rise to the Eligible Class Employee's disability or death occurs.

### **NO UNILATERAL CHANGES**

9. No benefits or monies received by employees may be altered by the City during this Interim DC Plan. The Parties acknowledge that negotiations are continuing over a Permanent DC Plan. After the effective date of the Permanent DC Plan the terms may change as set forth in paragraph 2.



**RESERVATION OF RIGHTS**

10. Each union is participating in this proposal for an Interim DC Plan under continuing protest and objection and while expressly reserving its claims which include but are not limited to the following: (a) Proposition B is unlawful as applied to represented employees due to the City's violation of the MMBA; (b) the City's insistence on altering the terms and conditions of employment for new hires due to the chaptering of Proposition B – and after unilateral imposition of a hiring freeze – is unlawful because each Union has an MOU in effect, which was adopted and made final and binding by the City Council on June 18, 2012, and these MOUs establish the terms and conditions of employment for all new hires through June 30, 2013.

**MAKE-WHOLE**

11. The parties acknowledge that this agreement for an Interim DC Plan may eventually be impacted by any order or decision in pending consolidated unfair practice cases before PERB once such order or decision becomes final after the exhaustion of all appeals under Government Code section 3509.5.

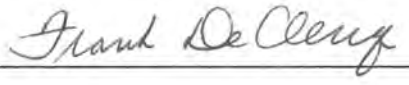
FOR THE CITY

	9/5/2012		
_____ Timothy Davis Lead Negotiator, City of San Diego	_____ Date	_____ Jay Goldstone, COO, City of San Diego	_____ Date

FOR MEA

 9/5/12  
\_\_\_\_\_  
Date

FOR LOCAL 145

 9/5/12  
\_\_\_\_\_  
Date

FOR LOCAL 127

Jim Buel 9.5.12  
Date

FOR LOCAL 911

Christy Godan 9-5-2012  
Date

FOR DCAA

Michael Anderson 9.5.12  
Date

**SALARY TABLE**

**EXHIBIT A**

**EFFECTIVE JULY 1, 2010**



**BASE SALARY TABLE CLASSIFIED SERVICE**  
Effective 7 – 1 – 2010

Page 1

RATE	STEP	BIWEEKLY	HOURLY	RATE	STEP	BIWEEKLY	HOURLY	RATE	STEP	BIWEEKLY	HOURLY
1011	A	1174.40	14.68	1020	A	2120.80	26.51	1103	A	1273.60	15.92
	B	1223.20	15.29		B	2220.00	27.75		B	1331.20	16.64
	C	1281.60	16.02		C	2336.80	29.21		C	1388.00	17.35
	D	1336.80	16.71		D	2449.60	30.62		D	1456.80	18.21
	E	1396.00	17.45		E	2559.20	31.99		E	1532.00	19.15
1012	A	1452.80	18.16	1021	A	2516.00	31.45	1104	A	1211.20	15.14
	B	1519.20	18.99		B	2636.80	32.96		B	1268.00	15.85
	C	1588.80	19.86		C	2762.40	34.53		C	1321.60	16.52
	D	1661.60	20.77		D	2896.80	36.21		D	1387.20	17.34
	E	1740.00	21.75		E	3040.80	38.01		E	1458.40	18.23
1013	A	1594.40	19.93	1022	A	2287.20	28.59	1105	A	1421.60	17.77
	B	1660.80	20.76		B	2396.80	29.96		B	1491.20	18.64
	C	1740.80	21.76		C	2511.20	31.39		C	1560.00	19.50
	D	1816.00	22.70		D	2633.60	32.92		D	1637.60	20.47
	E	1904.00	23.80		E	2764.00	34.55		E	1712.80	21.41
1014	A	1832.00	22.90	1023	A	2079.20	25.99	1106	A	2283.20	28.54
	B	1915.20	23.94		B	2179.20	27.24		B	2394.40	29.93
	C	2001.60	25.02		C	2283.20	28.54		C	2512.80	31.41
	D	2093.60	26.17		D	2394.40	29.93		D	2626.40	32.83
	E	2187.20	27.34		E	2512.80	31.41		E	2760.00	34.50
1015	A	2106.40	26.33	1024	A	2967.20	37.09	1107	A	1637.60	20.47
	B	2202.40	27.53		B	3107.20	38.84		B	1712.80	21.41
	C	2303.20	28.79		C	3263.20	40.79		C	1793.60	22.42
	D	2409.60	30.12		D	3425.60	42.82		D	1884.80	23.56
	E	2514.40	31.43		E	3593.60	44.92		E	1974.40	24.68
1016	A	2404.00	30.05	1025	A	2696.80	33.71	1108	A	1490.40	18.63
	B	2518.40	31.48		B	2824.00	35.30		B	1563.20	19.54
	C	2636.00	32.95		C	2966.40	37.08		C	1637.60	20.47
	D	2761.60	34.52		D	3115.20	38.94		D	1710.40	21.38
	E	2889.60	36.12		E	3266.40	40.83		E	1797.60	22.47
1017	A	2222.40	27.78	1026	A	2397.60	29.97	1110	A	2568.00	32.10
	B	2325.60	29.07		B	2514.40	31.43		B	2689.60	33.62
	C	2446.40	30.58		C	2638.40	32.98		C	2824.80	35.31
	D	2564.80	32.06		D	2757.60	34.47		D	2967.20	37.09
	E	2684.00	33.55		E	2898.40	36.23		E	3111.20	38.89
1018	A	2624.00	32.80	1100	A	2283.20	28.54	1116	A	2079.20	25.99
	B	2748.80	34.36		B	2394.40	29.93		B	2179.20	27.24
	C	2884.00	36.05		C	2512.80	31.41		C	2283.20	28.54
	D	3028.00	37.85		D	2626.40	32.83		D	2394.40	29.93
	E	3172.80	39.66		E	2760.00	34.50		E	2512.80	31.41
1019	A	2808.00	35.10	1102	A	1710.40	21.38	1117	A	1344.00	16.80
	B	2941.60	36.77		B	1797.60	22.47		B	1404.80	17.56
	C	3085.60	38.57		C	1887.20	23.59		C	1465.60	18.32
	D	3240.00	40.50		D	1974.40	24.68		D	1532.80	19.16
	E	3395.20	42.44		E	2079.20	25.99		E	1601.60	20.02

# **BASE SALARY TABLE CLASSIFIED SERVICE** **Effective 7 – 1 – 2010**

Page 2

RATE	STEP	BIWEEKLY	HOURLY	RATE	STEP	BIWEEKLY	HOURLY	RATE	STEP	BIWEEKLY	HOURLY
1118	A	1972.00	24.65	1137	A	1929.60	24.12	1153	A	2225.60	27.82
	B	2063.20	25.79		B	2024.00	25.30		B	2328.80	29.11
	C	2164.80	27.06		C	2120.00	26.50		C	2440.00	30.50
	D	2265.60	28.32		D	2222.40	27.78		D	2562.40	32.03
	E	2376.80	29.71		E	2325.60	29.07		E	2681.60	33.52
1119	A	2806.40	35.08	1145	A	1877.60	23.47	1156	A	3181.60	39.77
	B	2946.40	36.83		B	1970.40	24.63		B	3342.40	41.78
	C	3091.20	38.64		C	2057.60	25.72		C	3497.60	43.72
	D	3240.80	40.51		D	2148.80	26.86		D	3672.80	45.91
	E	3405.60	42.57		E	2251.20	28.14		E	3850.40	48.13
1122	A	2118.40	26.48	1146	A	2400.80	30.01	1157	A	2225.60	27.82
	B	2222.40	27.78		B	2524.80	31.56		B	2328.80	29.11
	C	2329.60	29.12		C	2645.60	33.07		C	2440.00	30.50
	D	2446.40	30.58		D	2770.40	34.63		D	2562.40	32.03
	E	2568.00	32.10		E	2904.80	36.31		E	2681.60	33.52
1130	A	1758.40	21.98	1147	A	2445.60	30.57	1158	A	1710.40	21.38
	B	1839.20	22.99		B	2560.80	32.01		B	1797.60	22.47
	C	1932.00	24.15		C	2680.80	33.51		C	1887.20	23.59
	D	2028.80	25.36		D	2811.20	35.14		D	1974.40	24.68
	E	2124.80	26.56		E	2942.40	36.78		E	2079.20	25.99
1131	A	2028.80	25.36	1148	A	2023.20	25.29	1159	A	2711.20	33.89
	B	2120.00	26.50		B	2122.40	26.53		B	2840.00	35.50
	C	2231.20	27.89		C	2223.20	27.79		C	2972.80	37.16
	D	2346.40	29.33		D	2332.00	29.15		D	3120.80	39.01
	E	2458.40	30.73		E	2438.40	30.48		E	3272.00	40.90
1132	A	1710.40	21.38	1149	A	3181.60	39.77	1160	A	1296.00	16.20
	B	1797.60	22.47		B	3342.40	41.78		B	1360.80	17.01
	C	1887.20	23.59		C	3497.60	43.72		C	1428.80	17.86
	D	1974.40	24.68		D	3672.80	45.91		D	1493.60	18.67
	E	2079.20	25.99		E	3850.40	48.13		E	1561.60	19.52
1133	A	1456.80	18.21	1150	A	2729.60	34.12	1161	A	2019.20	25.24
	B	1532.00	19.15		B	2864.80	35.81		B	2120.80	26.51
	C	1605.60	20.07		C	3004.00	37.55		C	2226.40	27.83
	D	1678.40	20.98		D	3148.80	39.36		D	2330.40	29.13
	E	1756.80	21.96		E	3304.00	41.30		E	2440.80	30.51
1134	A	2174.40	27.18	1151	A	1710.40	21.38	1162	A	2120.80	26.51
	B	2274.40	28.43		B	1797.60	22.47		B	2226.40	27.83
	C	2376.80	29.71		C	1887.20	23.59		C	2330.40	29.13
	D	2488.00	31.10		D	1974.40	24.68		D	2440.80	30.51
	E	2600.80	32.51		E	2079.20	25.99		E	2560.80	32.01
1136	A	2068.80	25.86	1152	A	2158.40	26.98	1163	A	2435.20	30.44
	B	2171.20	27.14		B	2264.00	28.30		B	2560.80	32.01
	C	2281.60	28.52		C	2379.20	29.74		C	2676.00	33.45
	D	2392.00	29.90		D	2492.00	31.15		D	2811.20	35.14
	E	2512.80	31.41		E	2616.00	32.70		E	2940.80	36.76

**BASE SALARY TABLE CLASSIFIED SERVICE**  
**Effective 7 - 1 - 2010**

Page 3

RATE	STEP	BIWEEKLY	HOURLY	RATE	STEP	BIWEEKLY	HOURLY	RATE	STEP	BIWEEKLY	HOURLY
1164	A	1923.20	24.04	1175	A	1844.00	23.05	1186	A	2953.60	36.92
	B	2021.60	25.27		B	1932.80	24.16		B	3094.40	38.68
	C	2121.60	26.52		C	2027.20	25.34		C	3248.80	40.61
	D	2219.20	27.74		D	2126.40	26.58		D	3408.00	42.60
	E	2326.40	29.08		E	2231.20	27.89		E	3571.20	44.64
1165	A	2021.60	25.27	1176	A	1204.00	15.05	1190	A	2079.20	25.99
	B	2121.60	26.52		B	1264.80	15.81		B	2179.20	27.24
	C	2219.20	27.74		C	1328.80	16.61		C	2283.20	28.54
	D	2326.40	29.08		D	1392.80	17.41		D	2394.40	29.93
	E	2438.40	30.48		E	1464.00	18.30		E	2512.80	31.41
1166	A	2321.60	29.02	1177	A	2019.20	25.24	1191	A	1519.20	18.99
	B	2438.40	30.48		B	2120.80	26.51		B	1581.60	19.77
	C	2550.40	31.88		C	2226.40	27.83		C	1659.20	20.74
	D	2680.00	33.50		D	2330.40	29.13		D	1729.60	21.62
	E	2802.40	35.03		E	2440.80	30.51		E	1811.20	22.64
1167	A	2225.60	27.82	1178	A	2120.80	26.51	1192	A	1156.00	14.45
	B	2328.80	29.11		B	2226.40	27.83		B	1212.00	15.15
	C	2440.00	30.50		C	2330.40	29.13		C	1270.40	15.88
	D	2562.40	32.03		D	2440.80	30.51		D	1332.80	16.61
	E	2681.60	33.52		E	2560.80	32.01		E	1396.80	17.46
1168	A	1744.00	21.80	1179	A	2435.20	30.44	1193	A	1344.00	16.80
	B	1834.40	22.93		B	2560.80	32.01		B	1404.80	17.56
	C	1928.80	24.11		C	2676.00	33.45		C	1465.60	18.32
	D	2023.20	25.29		D	2811.20	35.14		D	1532.80	19.16
	E	2123.20	26.54		E	2940.80	36.76		E	1602.40	20.03
1170	A	1705.60	21.32	1181	A	1710.40	21.38	1194	A	1151.20	14.39
	B	1792.00	22.40		B	1797.60	22.47		B	1211.20	15.14
	C	1880.80	23.51		C	1887.20	23.59		C	1268.00	15.85
	D	1968.00	24.60		D	1974.40	24.68		D	1321.60	16.52
	E	2072.80	25.91		E	2079.20	25.99		E	1387.20	17.34
1171	A	2019.20	25.24	1183	MIN	2568.00	32.10	1195	A	2370.40	29.63
	B	2120.80	26.51		MAX	3422.40	42.78		B	2488.00	31.10
	C	2226.40	27.83						C	2612.00	32.65
	D	2330.40	29.13						D	2742.40	34.28
	E	2440.80	30.51						E	2880.00	36.00
1172	A	2120.80	26.51	1184	A	2225.60	27.82	1196	A	1797.60	22.47
	B	2226.40	27.83		B	2328.80	29.11		B	1880.80	23.51
	C	2330.40	29.13		C	2440.00	30.50		C	1970.40	24.72
	D	2440.80	30.51		D	2562.40	32.03		D	2079.20	25.99
	E	2560.80	32.01		E	2681.60	33.52		E	2179.20	27.24
1173	A	2435.20	30.44	1185	A	2562.40	32.03	1201	A	1710.40	21.38
	B	2560.80	32.01		B	2681.60	33.52		B	1797.60	22.47
	C	2676.00	33.45		C	2816.00	35.20		C	1887.20	23.59
	D	2811.20	35.14		D	2953.60	36.92		D	1974.40	24.68
	E	2940.80	36.76		E	3094.40	38.68		E	2079.20	25.99

**BASE SALARY TABLE CLASSIFIED SERVICE**  
**Effective 7 - 1 - 2010**

Page 4

RATE	STEP	BIWEEKLY	HOURLY	RATE	STEP	BIWEEKLY	HOURLY	RATE	STEP	BIWEEKLY	HOURLY
1205	A	1740.00	21.75	1223	A	2562.40	32.03	1233	A	2562.40	32.03
	B	1818.40	22.73		B	2681.60	33.52		B	2681.60	33.52
	C	1895.20	23.69		C	2816.00	35.20		C	2816.00	35.20
	D	1981.60	24.77		D	2953.60	36.92		D	2953.60	36.92
	E	2070.40	25.88		E	3094.40	38.68		E	3094.40	38.68
1206	A	1740.00	21.75	1224	A	1969.60	24.62	1235	A	1880.80	23.51
	B	1818.40	22.73		B	2063.20	25.79		B	1968.80	24.61
	C	1895.20	23.69		C	2166.40	27.08		C	2065.60	25.82
	D	1981.60	24.77		D	2276.80	28.46		D	2172.00	27.15
	E	2070.40	25.88		E	2384.80	29.81		E	2276.80	28.46
1207	A	2225.60	27.82	1225	A	2562.40	32.03	1236	A	1008.00	12.60
	B	2328.80	29.11		B	2681.60	33.52		B	1058.40	13.23
	C	2440.00	30.50		C	2816.00	35.20		C	1098.40	13.73
	D	2562.40	32.03		D	2953.60	36.92		D	1151.20	14.39
	E	2681.60	33.52		E	3094.40	38.68		E	1211.20	15.14
1208	A	2225.60	27.82	1226	A	2072.80	25.91	1237	A	1272.	15.91
	B	2328.80	29.11		B	2172.00	27.15		B	1331.20	16.64
	C	2440.00	30.50		C	2273.60	28.42		C	1388.00	17.35
	D	2562.40	32.03		D	2386.40	29.83		D	1456.80	18.21
	E	2681.60	33.52		E	2504.00	31.30		E	1532.00	19.15
1218	A	2079.20	25.99	1227	A	2181.60	27.27	1238	A	1526.40	19.08
	B	2179.20	27.24		B	2288.00	28.60		B	1602.40	20.03
	C	2283.20	28.54		C	2395.20	29.94		C	1676.80	20.96
	D	2394.40	29.93		D	2513.60	31.42		D	1760.80	22.01
	E	2512.80	31.41		E	2636.00	32.95		E	1848.80	23.11
1219	A	2562.40	32.03	1228	A	2079.20	25.99	1240	A	2283.20	28.54
	B	2681.60	33.52		B	2179.20	27.24		B	2394.40	29.93
	C	2816.00	35.20		C	2283.20	28.54		C	2512.80	31.41
	D	2953.60	36.92		D	2394.40	29.93		D	2626.40	32.83
	E	3094.	38.68		E	2512.80	31.41		E	2760.00	34.50
1220	A	2384.80	29.81	1229	A	1902.40	23.78	1241	A	2568.00	32.10
	B	2500.00	31.25		B	1992.00	24.90		B	2689.60	33.62
	C	2627.20	32.84		C	2084.00	26.05		C	2824.80	35.31
	D	2759.20	34.49		D	2196.00	27.45		D	2967.20	37.09
	E	2887.20	36.09		E	2296.80	28.71		E	3111.20	38.89
1221	A	2562.40	32.03	1230	A	1664.00	20.80	1242	A	2825.60	35.32
	B	2681.60	33.52		B	1740.80	21.76		B	2959.20	36.99
	C	2816.00	35.20		C	1822.40	22.78		C	3108.00	38.85
	D	2953.60	36.92		D	1913.60	23.92		D	3262.40	40.78
	E	3094.40	38.68		E	1999.20	24.99		E	3422.40	42.78
1222	A	2079.20	25.99	1231	A	2562.40	32.03	1243	A	2825.60	35.32
	B	2179.20	27.24		B	2681.60	33.52		B	2959.20	36.99
	C	2283.20	28.54		C	2816.00	35.20		C	3108.00	38.85
	D	2394.40	29.93		D	2953.60	36.92		D	3262.40	40.78
	E	2512.80	31.41		E	3094.40	38.68		E	3422.40	42.78

# **BASE SALARY TABLE CLASSIFIED SERVICE**

Page 5

**Effective 7 - 1 - 2010**

RATE	STEP	BIWEEKLY	HOURLY	RATE	STEP	BIWEEKLY	HOURLY	RATE	STEP	BIWEEKLY	HOURLY
1244	A	3247.20	40.59	1261	A	1110.40	13.88	1275	A	1758.40	21.98
	B	3404.00	42.55		B	1156.00	14.45		B	1836.00	22.95
	C	3572.80	44.66		C	1204.00	15.05		C	1931.20	24.14
	D	3751.20	46.89		D	1261.60	15.77		D	2030.40	25.38
	E	3932.80	49.16		E	1312.80	16.41		E	2126.40	26.58
1246	A	1151.20	14.39	1262	A	1222.40	15.28	1276	A	2019.20	25.24
	B	1211.20	15.14		B	1274.40	15.93		B	2120.80	26.51
	C	1268.00	15.85		C	1321.60	16.52		C	2226.40	27.83
	D	1321.60	16.52		D	1388.80	17.36		D	2330.40	29.13
	E	1387.20	17.34		E	1447.20	18.09		E	2440.80	30.51
1249	A	1975.20	24.69	1264	A	1706.4	21.33	1277	A	2120.80	26.51
	B	2074.40	25.93		B	1791.20	22.39		B	2226.40	27.83
	C	2178.40	27.23		C	1872.00	23.40		C	2330.40	29.13
	D	2287.20	28.59		D	1952.80	24.41		D	2440.80	30.51
	E	2401.60	30.02		E	2046.40	25.58		E	2560.80	32.01
1250	A	1716.80	21.46	1265	A	1449.60	18.12	1278	A	2664.80	33.31
	B	1797.60	22.47		B	1519.20	18.99		B	2800.00	35.00
	C	1888.00	23.60		C	1590.40	19.88		C	2935.20	36.69
	D	1974.40	24.68		D	1660.00	20.75		D	3077.60	38.47
	E	2079.20	25.99		E	1735.20	21.69		E	3225.60	40.32
1253	A	2764.00	34.55	1266	A	1672.80	20.91	1279	A	2958.40	36.98
	B	2895.20	36.19		B	1743.20	21.79		B	3110.40	38.88
	C	3039.20	37.99		C	1827.20	22.84		C	3252.00	40.65
	D	3188.80	39.86		D	1904.80	23.81		D	3414.40	42.68
	E	3348.00	41.85		E	1996.00	24.95		E	3577.60	44.72
1255	A	1211.20	15.14	1267	A	1840.00	23.00	1280	A	1281.60	16.02
	B	1268.00	15.85		B	1917.60	23.97		B	1336.80	16.71
	C	1321.60	16.52		C	2011.20	25.14		C	1396.00	17.45
	D	1387.20	17.34		D	2100.80	26.26		D	1457.60	18.22
	E	1458.40	18.23		E	2196.80	27.46		E	1525.60	19.07
1256	A	1268.00	15.85	1268	A	1211.20	15.14	1282	A	1888.80	23.61
	B	1322.40	16.53		B	1268.00	15.85		B	1979.20	24.74
	C	1387.20	17.34		C	1321.60	16.52		C	2077.60	25.97
	D	1458.40	18.23		D	1387.20	17.34		D	2171.20	27.14
	E	1531.20	19.14		E	1458.40	18.23		E	2288.00	28.60
1257	A	1455.20	18.19	1273	A	2379.20	29.74	1283	A	1490.40	18.63
	B	1525.60	19.07		B	2498.40	31.23		B	1560.00	19.50
	C	1596.00	19.95		C	2616.80	32.71		C	1637.60	20.47
	D	1677.60	20.97		D	2742.40	34.28		D	1712.80	21.41
	E	1760.80	22.01		E	2876.80	35.96		E	1793.60	22.42
1260	A	937.60	11.72	1274	A	1529.60	19.12	1285	A	1395.20	17.44
	B	972.00	12.15		B	1598.40	19.98		B	1457.60	18.22
	C	1016.00	12.70		C	1677.60	20.97		C	1526.40	19.08
	D	1062.40	13.28		D	1758.40	21.98		D	1602.40	20.03
	E	1110.40	13.88		E	1836.00	22.95		E	1681.60	21.02

# **BASE SALARY TABLE CLASSIFIED SERVICE**

Page 6

**Effective 7 – 1 – 2010**

RATE	STEP	BIWEEKLY	HOURLY	RATE	STEP	BIWEEKLY	HOURLY	RATE	STEP	BIWEEKLY	HOURLY
1286	A	1421.60	17.77	1305	A	1767.20	22.09	1314	A	1537.60	19.22
	B	1491.20	18.64		B	1871.20	23.39		B	1665.60	20.82
	C	1560.00	19.50		C	1975.20	24.69		C	1793.60	22.42
	D	1637.60	20.47		D	2079.20	25.99		D	1921.60	24.02
	E	1712.80	21.41		E	2079.20	25.99		E	2049.60	25.62
1287	A	1564.80	19.56	1306	A	1247.20	15.59	1315	A	1921.60	24.02
	B	1640.00	20.50		B	1351.20	16.89		B	2049.60	25.62
	C	1715.20	21.44		C	1455.20	18.19		C	2178.40	27.23
	D	1801.60	22.52		D	1559.20	19.49		D	2306.40	28.83
	E	1885.60	23.57		E	1663.20	20.79		E	2434.40	30.43
1288	A	1671.20	20.89	1307	A	1559.20	19.49	1316	A	1172.00	14.65
	B	1744.00	21.80		B	1663.20	20.79		B	1269.60	15.87
	C	1829.60	22.87		C	1767.20	22.09		C	1367.20	17.09
	D	1911.20	23.89		D	1871.20	23.39		D	1464.80	18.31
	E	2000.00	25.00		E	1975.20	24.69		E	1562.40	19.53
1290	A	1892.00	23.65	1308	A	1247.20	15.59	1317	A	1464.80	18.31
	B	1982.40	24.78		B	1351.20	16.89		B	1562.40	19.53
	C	2082.40	26.03		C	1455.20	18.19		C	1660.00	20.75
	D	2185.60	27.32		D	1559.20	19.49		D	1757.60	21.97
	E	2291.20	28.64		E	1663.20	20.79		E	1855.20	23.19
1293	A	1671.20	20.89	1309	A	1559.20	19.49	1318	A	1172.00	14.65
	B	1744.00	21.80		B	1663.20	20.79		B	1269.60	15.87
	C	1828.00	22.85		C	1767.20	22.09		C	1367.20	17.09
	D	1911.20	23.89		D	1871.20	23.39		D	1464.80	18.31
	E	2003.20	25.04		E	1975.20	24.69		E	1562.40	19.53
1296	A	2086.40	26.08	1310	A	1146.40	14.33	1319	A	1464.80	18.31
	B	2187.20	27.34		B	1242.40	15.53		B	1562.40	19.53
	C	2294.40	28.68		C	1337.60	16.72		C	1660.00	20.75
	D	2406.40	30.08		D	1433.60	17.92		D	1757.60	21.97
	E	2520.00	31.50		E	1528.80	19.11		E	1855.20	23.19
1302	A	1100.00	13.75	1311	A	1433.60	17.92	1320	A	1217.60	15.22
	B	1191.20	14.89		B	1528.80	19.11		B	1318.40	16.48
	C	1283.20	16.04		C	1624.80	20.31		C	1420.00	17.75
	D	1374.40	17.18		D	1720.00	21.50		D	1521.60	19.02
	E	1557.60	19.47		E	1816.00	22.70		E	1623.20	20.29
1303	A	1191.20	14.89	1312	A	1247.20	15.59	1321	A	1521.60	19.02
	B	1283.20	16.04		B	1351.20	16.89		B	1623.20	20.29
	C	1374.40	17.18		C	1455.20	18.19		C	1724.80	21.56
	D	1557.60	19.47		D	1559.20	19.49		D	1825.60	22.82
	E	1740.80	21.76		E	1663.20	20.79		E	1927.20	24.09
1304	A	1247.20	15.59	1313	A	1559.20	19.49	1322	A	1247.20	15.59
	B	1351.20	16.89		B	1663.20	20.79		B	1351.20	16.89
	C	1455.20	18.19		C	1767.20	22.09		C	1455.20	18.19
	D	1559.20	19.49		D	1871.20	23.39		D	1559.20	19.49
	E	1663.20	20.79		E	1975.20	24.69		E	1663.20	20.79

# **BASE SALARY TABLE CLASSIFIED SERVICE**

Page 7

**Effective 7 - 1 - 2010**

RATE	STEP	BIWEEKLY	HOURLY	RATE	STEP	BIWEEKLY	HOURLY	RATE	STEP	BIWEEKLY	HOURLY
1323	A	1559.20	19.49	1333	A	1912.00	23.90	1342	A	1682.40	21.03
	B	1663.20	20.79		B	2004.80	25.06		B	1768.00	22.10
	C	1767.20	22.09		C	2097.60	26.22		C	1850.40	23.13
	D	1871.20	23.39		D	2207.20	27.59		D	1943.20	24.29
	E	1975.20	24.69		E	2310.40	28.88		E	2036.00	25.45
1324	A	1172.00	14.65	1334	A	1268.00	15.85	1343	A	2036.00	25.45
	B	1269.60	15.87		B	1322.40	16.53		B	2136.00	26.70
	C	1367.20	17.09		C	1387.20	17.34		C	2237.60	27.97
	D	1464.80	18.31		D	1458.40	18.23		D	2344.00	29.30
	E	1562.40	19.53		E	1531.20	19.14		E	2462.40	30.78
1325	A	1464.80	18.31	1335	A	1146.40	14.33	1344	A	2568.00	32.10
	B	1562.40	19.53		B	1242.40	15.53		B	2689.60	33.62
	C	1660.00	20.75		C	1337.60	16.72		C	2824.80	35.31
	D	1757.60	21.97		D	1433.60	17.92		D	2967.20	37.09
	E	1855.20	23.19		E	1624.80	20.31		E	3111.20	38.89
1326	A	1398.40	17.48	1336	A	1242.40	15.53	1346	A	2953.60	36.92
	B	1514.40	18.93		B	1337.60	16.72		B	3094.40	38.68
	C	1631.20	20.39		C	1433.60	17.92		C	3248.80	40.61
	D	1748.00	21.85		D	1624.80	20.31		D	3408.00	42.60
	E	1980.80	24.76		E	1816.00	22.70		E	3571.20	44.64
1327	A	1514.40	18.93	1337	A	1045.60	13.07	1347	A	2161.60	27.02
	B	1631.20	20.39		B	1132.80	14.16		B	2269.60	28.37
	C	1748.00	21.85		C	1220.00	15.25		C	2380.00	29.75
	D	1980.80	24.76		D	1307.20	16.34		D	2493.60	31.17
	E	2213.60	27.67		E	1480.80	18.51		E	2612.80	32.66
1329	A	1364.00	17.05	1338	A	1132.80	14.16	1348	A	2079.20	25.99
	B	1477.60	18.47		B	1220.00	15.25		B	2179.20	27.24
	C	1591.20	19.89		C	1307.20	16.34		C	2283.20	28.54
	D	1705.60	21.32		D	1480.80	18.51		D	2394.40	29.93
	E	1819.20	22.74		E	1655.20	20.69		E	2512.80	31.41
1330	A	1211.20	15.14	1339	A	1705.60	21.32	1349	A	2283.20	28.54
	B	1268.00	15.85		B	1819.20	22.74		B	2394.40	29.93
	C	1321.60	16.52		C	1932.80	24.16		C	2512.80	31.41
	D	1387.20	17.34		D	2046.40	25.58		D	2626.40	32.83
	E	1458.40	18.23		E	2160.00	27.00		E	2760.00	34.50
1331	A	1545.60	19.32	1340	A	1421.60	17.77	1350	A	2951.20	36.89
	B	1620.00	20.25		B	1491.20	18.64		B	3092.00	38.65
	C	1692.00	21.15		C	1560.00	19.50		C	3246.40	40.58
	D	1780.80	22.26		D	1637.60	20.47		D	3405.60	42.57
	E	1866.40	23.33		E	1712.80	21.41		E	3572.80	44.66
1332	A	1738.40	21.73	1341	A	1211.20	15.14	1351	A	1710.40	21.38
	B	1819.20	22.74		B	1268.00	15.85		B	1797.60	22.47
	C	1907.20	23.84		C	1321.60	16.52		C	1887.20	23.59
	D	2005.60	25.07		D	1387.20	17.34		D	1974.40	24.68
	E	2098.40	26.23		E	1458.40	18.23		E	2079.20	25.99

# BASE SALARY TABLE CLASSIFIED SERVICE

Page 8

Effective 7 - 1 - 2010

RATE	STEP	BIWEEKLY	HOURLY	RATE	STEP	BIWEEKLY	HOURLY	RATE	STEP	BIWEEKLY	HOURLY
1352	A	2079.20	25.99	1364	A	2079.20	25.99	1373	A	1833.60	22.92
	B	2179.20	27.24		B	2179.20	27.24		B	1913.60	23.92
	C	2283.20	28.54		C	2283.20	28.54		C	2004.80	25.06
	D	2394.40	29.93		D	2394.40	29.93		D	2084.80	26.06
	E	2512.80	31.41		E	2512.80	31.41		E	2188.00	27.35
1353	A	2394.40	29.93	1365	A	2283.20	28.54	1374	A	1793.60	22.42
	B	2512.80	31.41		B	2394.40	29.93		B	1884.80	23.56
	C	2626.40	32.83		C	2512.80	31.41		C	1973.60	24.67
	D	2760.00	34.50		D	2626.40	32.83		D	2072.80	25.91
	E	2895.20	36.19		E	2760.00	34.50		E	2175.20	27.19
1354	A	2568.00	32.10	1366	A	2568.00	32.10	1375	A	2118.40	26.48
	B	2689.60	33.62		B	2689.60	33.62		B	2222.40	27.78
	C	2824.80	35.31		C	2824.80	35.31		C	2329.60	29.12
	D	2967.20	37.09		D	2967.20	37.09		D	2446.40	30.58
	E	3111.20	38.89		E	3111.20	38.89		E	2568.00	32.10
1355	A	2683.20	33.54	1367	A	1174.40	14.68	1376	A	2333.60	29.17
	B	2812.00	35.15		B	1223.20	15.29		B	2448.00	30.60
	C	2949.60	36.87		C	1281.60	16.02		C	2567.20	32.09
	D	3091.20	38.64		D	1336.80	16.71		D	2695.20	33.69
	E	3244.00	40.55		E	1396.00	17.45		E	2827.20	35.34
1356	A	1432.00	17.90	1368	A	1594.40	19.93	1377	A	1507.20	18.84
	B	1500.00	18.75		B	1660.80	20.76		B	1580.00	19.75
	C	1576.00	19.70		C	1740.80	21.76		C	1659.20	20.74
	D	1645.60	20.57		D	1816.00	22.70		D	1735.20	21.69
	E	1723.20	21.54		E	1904.00	23.80		E	1812.80	22.66
1357	A	1649.60	20.62	1369	A	1832.00	22.90	1378	A	2564.80	32.06
	B	1723.20	21.54		B	1915.20	23.94		B	2688.80	33.61
	C	1811.20	22.64		C	2001.60	25.02		C	2824.80	35.31
	D	1888.80	23.61		D	2093.60	26.17		D	2960.00	37.00
	E	1974.40	24.68		E	2187.20	27.34		E	3110.40	38.88
1361	A	1654.40	20.68	1370	A	2106.40	26.33	1379	A	1387.20	17.34
	B	1732.00	21.65		B	2202.40	27.53		B	1458.40	18.23
	C	1820.80	22.76		C	2303.20	28.79		C	1531.20	19.14
	D	1895.20	23.69		D	2409.60	30.12		D	1598.40	19.98
	E	1988.80	24.86		E	2514.40	31.43		E	1673.60	20.92
1362	A	1902.40	23.78	1371	A	1454.40	18.18	1381	A	1598.40	19.98
	B	1989.60	24.87		B	1524.00	19.05		B	1673.60	20.92
	C	2093.60	26.17		C	1594.40	19.93		C	1755.20	21.94
	D	2183.20	27.29		D	1660.80	20.76		D	1836.00	22.95
	E	2286.40	28.58		E	1740.80	21.76		E	1932.00	24.15
1363	A	1710.40	21.38	1372	A	1672.80	20.91	1382	A	1598.40	19.98
	B	1797.60	22.47		B	1743.20	21.79		B	1673.60	20.92
	C	1887.20	23.59		C	1826.40	22.83		C	1755.20	21.94
	D	1974.40	24.68		D	1904.80	23.81		D	1836.00	22.95
	E	2079.20	25.99		E	1996.80	24.96		E	1932.00	24.15



**BASE SALARY TABLE CLASSIFIED SERVICE**  
**Effective 7 - 1 - 2010**

Page 9

RATE	STEP	BIWEEKLY	HOURLY	RATE	STEP	BIWEEKLY	HOURLY	RATE	STEP	BIWEEKLY	HOURLY
1383	A	1677.60	20.97	1392	A	1371.20	17.14	1401	A	1637.60	20.47
	B	1758.40	21.98		B	1438.40	17.98		B	1712.80	21.41
	C	1843.20	23.04		C	1509.60	18.87		C	1793.60	22.42
	D	1929.60	24.12		D	1576.00	19.70		D	1884.80	23.56
	E	2029.60	25.37		E	1648.80	20.61		E	1974.40	24.68
1384	A	2882.40	36.03	1393	A	2222.40	27.78	1404	A	1938.40	24.23
	B	3017.60	37.72		B	2325.60	29.07		B	2026.40	25.33
	C	3168.80	39.61		C	2446.40	30.58		C	2125.60	26.57
	D	3324.00	41.55		D	2564.80	32.06		D	2225.60	27.82
	E	3482.40	43.53		E	2684.00	33.55		E	2336.00	29.20
1385	A	2562.40	32.03	1394	A	1268.00	15.85	1406	A	2036.00	25.45
	B	2681.60	33.52		B	1322.40	16.53		B	2136.00	26.70
	C	2816.00	35.20		C	1387.20	17.34		C	2237.60	27.97
	D	2953.60	36.92		D	1458.40	18.23		D	2344.00	29.30
	E	3094.40	38.68		E	1531.20	19.14		E	2462.40	30.78
1386	A	1211.20	15.14	1395	A	1268.00	15.85	1407	A	2079.20	25.99
	B	1268.00	15.85		B	1322.40	16.53		B	2179.20	27.24
	C	1321.60	16.52		C	1387.20	17.34		C	2283.20	28.54
	D	1387.20	17.34		D	1458.40	18.23		D	2394.40	29.93
	E	1458.40	18.23		E	1531.20	19.14		E	2512.80	31.41
1387	A	924.80	11.56	1396	A	1455.20	18.19	1410	A	1308.80	16.36
	B	970.40	12.13		B	1525.60	19.07		B	1376.80	17.21
	C	1009.60	12.62		C	1596.00	19.95		C	1441.60	18.02
	D	1058.40	13.23		D	1677.60	20.97		D	1506.40	18.83
	E	1104.80	13.81		E	1760.80	22.01		E	1577.60	19.72
1388	A	1268.00	15.85	1397	A	1710.40	21.38	1411	A	1440.00	18.00
	B	1322.40	16.53		B	1797.60	22.47		B	1518.40	18.98
	C	1387.20	17.34		C	1887.20	23.59		C	1579.20	19.74
	D	1458.40	18.23		D	1974.40	24.68		D	1656.00	20.70
	E	1531.20	19.14		E	2079.20	25.99		E	1737.60	21.72
1389	A	1009.60	12.62	1398	A	1634.40	20.43	1412	A	1268.00	15.85
	B	1058.40	13.23		B	1711.20	21.39		B	1322.40	16.53
	C	1104.80	13.81		C	1793.60	22.42		C	1387.20	17.34
	D	1146.40	14.33		D	1880.00	23.50		D	1458.40	18.23
	E	1201.60	15.02		E	1972.00	24.65		E	1531.20	19.14
1390	A	1104.80	13.81	1399	A	1793.60	22.42	1413	A	2004.00	25.05
	B	1146.40	14.33		B	1888.00	23.60		B	2100.80	26.26
	C	1201.60	15.02		C	1974.40	24.68		C	2211.20	27.64
	D	1249.60	15.62		D	2066.40	25.83		D	2308.00	28.85
	E	1306.40	16.33		E	2167.20	27.09		E	2422.40	30.28
1391	A	2461.60	30.77	1400	A	2066.40	25.83	1414	A	3026.40	37.83
	B	2576.00	32.21		B	2171.20	27.14		B	3168.80	39.61
	C	2703.20	33.79		C	2275.20	28.44		C	3327.20	41.59
	D	2837.60	35.47		D	2379.20	29.74		D	3490.40	43.63
	E	2973.60	37.17		E	2498.40	31.23		E	3656.80	45.71

# **BASE SALARY TABLE CLASSIFIED SERVICE** **Effective 7 – 1 – 2010**

Page 10

RATE	STEP	BIWEEKLY	HOURLY	RATE	STEP	BIWEEKLY	HOURLY	RATE	STEP	BIWEEKLY	HOURLY
1415	A	2079.20	25.99	1424	A	2283.20	28.54	1435	A	2088.80	26.11
	B	2179.20	27.24		B	2394.40	29.93		B	2196.80	27.46
	C	2283.20	28.54		C	2512.80	31.41		C	2299.20	28.74
	D	2394.40	29.93		D	2626.40	32.83		D	2409.60	30.12
	E	2512.80	31.41		E	2760.00	34.50		E	2525.60	31.57
1416	A	2568.00	32.10	1425	A	2950.40	36.88	1436	A	1384.80	17.31
	B	2689.60	33.62		B	3086.40	38.58		B	1452.00	18.15
	C	2824.80	35.31		C	3237.60	40.47		C	1519.20	18.99
	D	2967.20	37.09		D	3392.80	42.41		D	1581.60	19.77
	E	3111.20	38.89		E	3561.60	44.52		E	1659.20	20.74
1417	A	1710.40	21.38	1426	A	2236.80	27.96	1437	A	1706.40	21.33
	B	1797.60	22.47		B	2343.20	29.29		B	1791.20	22.39
	C	1887.20	23.59		C	2443.20	30.54		C	1872.00	23.40
	D	1974.40	24.68		D	2562.40	32.03		D	1952.80	24.41
	E	2079.20	25.99		E	2682.40	33.53		E	2046.40	25.58
1418	A	2398.40	29.98	1427	A	2564.80	32.06	1438	A	1519.20	18.99
	B	2513.60	31.42		B	2689.60	33.62		B	1581.60	19.77
	C	2637.60	32.97		C	2823.20	35.29		C	1659.20	20.74
	D	2767.20	34.59		D	2958.40	36.98		D	1729.60	21.62
	E	2893.60	36.17		E	3100.00	38.75		E	1811.20	22.64
1419	A	1386.40	17.33	1428	A	1811.20	22.64	1439	A	1449.60	18.12
	B	1463.20	18.29		B	1900.00	23.75		B	1519.20	18.99
	C	1525.60	19.07		C	1978.40	24.73		C	1590.40	19.88
	D	1600.80	20.01		D	2079.20	25.99		D	1660.00	20.75
	E	1673.60	20.92		E	2174.40	27.18		E	1735.20	21.69
1420	A	1631.20	20.39	1429	A	2568.00	32.10	1440	A	1590.40	19.88
	B	1706.40	21.33		B	2689.60	33.62		B	1660.00	20.75
	C	1792.80	22.41		C	2824.80	35.31		C	1735.20	21.69
	D	1874.40	23.43		D	2967.20	37.09		D	1816.00	22.70
	E	1968.00	24.60		E	3111.20	38.89		E	1902.40	23.78
1421	A	2616.00	32.70	1430	A	2604.80	32.56	1441	A	1668.00	20.85
	B	2734.40	34.18		B	2728.80	34.11		B	1740.80	21.76
	C	2876.80	35.96		C	2856.80	35.71		C	1826.40	22.83
	D	3016.80	37.71		D	3000.80	37.51		D	1904.80	23.81
	E	3158.40	39.48		E	3150.40	39.38		E	1992.80	24.91
1422	A	1488.00	18.60	1431	A	2065.60	25.82	1442	A	1829.60	22.87
	B	1560.00	19.50		B	2172.00	27.15		B	1921.60	24.02
	C	1637.60	20.47		C	2276.00	28.45		C	2021.60	25.27
	D	1708.80	21.36		D	2383.20	29.79		D	2103.20	26.29
	E	1791.20	22.39		E	2498.40	31.23		E	2212.80	27.66
1423	A	1708.80	21.36	1432	A	1231.20	15.39	1443	A	1811.20	22.64
	B	1791.20	22.39		B	1295.20	16.19		B	1900.00	23.75
	C	1881.60	23.52		C	1348.00	16.85		C	1978.40	24.73
	D	1970.40	24.63		D	1419.20	17.74		D	2079.20	25.99
	E	2065.60	25.82		E	1484.80	18.56		E	2174.40	27.18

**BASE SALARY TABLE CLASSIFIED SERVICE**  
**Effective 7 - 1 - 2010**

Page 11

RATE	STEP	BIWEEKLY	HOURLY	RATE	STEP	BIWEEKLY	HOURLY	RATE	STEP	BIWEEKLY	HOURLY
1444	A	2065.60	25.82	1453	A	3181.60	39.77	1466	A	1855.20	23.19
	B	2172.00	27.15		B	3342.40	41.78		B	1947.20	24.34
	C	2276.00	28.45		C	3497.60	43.72		C	2039.20	25.49
	D	2383.20	29.79		D	3672.80	45.91		D	2137.60	26.72
	E	2498.40	31.23		E	3850.40	48.13		E	2243.20	28.04
1445	A	1660.00	20.75	1456	A	2729.60	34.12	1467	A	1103.20	13.79
	B	1735.20	21.69		B	2864.80	35.81		B	1152.00	14.40
	C	1816.00	22.70		C	3004.00	37.55		C	1200.80	15.01
	D	1902.40	23.78		D	3148.80	39.36		D	1254.40	15.68
	E	1987.20	24.84		E	3304.00	41.30		E	1307.20	16.34
1446	A	1706.40	21.33	1457	A	2953.60	36.92	1468	A	1221.60	15.27
	B	1791.20	22.39		B	3094.40	38.68		B	1270.40	15.88
	C	1872.00	23.40		C	3248.80	40.61		C	1332.00	16.65
	D	1952.80	24.41		D	3408.00	42.60		D	1389.60	17.37
	E	2046.40	25.58		E	3571.20	44.64		E	1452.80	18.16
1447	A	1835.20	22.94	1458	A	2368.80	29.61	1469	A	1332.00	16.65
	B	1920.00	24.00		B	2491.20	31.14		B	1389.60	17.37
	C	2004.80	25.06		C	2598.40	32.48		C	1452.80	18.16
	D	2098.40	26.23		D	2732.00	34.15		D	1514.40	18.93
	E	2198.40	27.48		E	2864.00	35.80		E	1586.40	19.83
1448	A	1933.60	24.17	1461	A	1506.40	18.83	1470	A	1454.40	18.18
	B	2019.20	25.24		B	1576.80	19.71		B	1524.00	19.05
	C	2120.80	26.51		C	1658.40	20.73		C	1596.80	19.96
	D	2228.80	27.86		D	1738.40	21.73		D	1673.60	20.92
	E	2335.20	29.19		E	1812.00	22.65		E	1749.60	21.87
1449	A	1160.00	14.50	1462	A	2020.00	25.25	1474	A	2020.00	25.25
	B	1212.80	15.16		B	2114.40	26.43		B	2114.40	26.43
	C	1272.80	15.91		C	2225.60	27.82		C	2225.60	27.82
	D	1315.20	16.44		D	2332.80	29.16		D	2332.80	29.16
	E	1380.00	17.25		E	2437.60	30.47		E	2437.60	30.47
1450	A	1407.20	17.59	1463	A	1187.20	14.84	1475	A	2368.80	29.61
	B	1468.80	18.36		B	1242.40	15.53		B	2491.20	31.14
	C	1536.00	19.20		C	1308.00	16.35		C	2598.40	32.48
	D	1605.60	20.07		D	1373.60	17.17		D	2732.00	34.15
	E	1677.60	20.97		E	1432.80	17.91		E	2864.00	35.80
1451	A	1504.80	18.81	1464	A	1586.40	19.83	1476	A	2729.60	34.12
	B	1575.20	19.69		B	1668.80	20.86		B	2864.80	35.81
	C	1656.80	20.71		C	1741.60	21.77		C	3004.00	37.55
	D	1732.00	21.65		D	1819.20	22.74		D	3148.80	39.36
	E	1816.00	22.70		E	1915.20	23.94		E	3304.00	41.30
1452	A	1315.20	16.44	1465	A	1243.20	15.54	1480	A	1151.20	14.39
	B	1380.00	17.25		B	1304.80	16.31		B	1211.20	15.14
	C	1440.00	18.00		C	1371.20	17.14		C	1268.00	15.85
	D	1504.80	18.81		D	1430.40	17.88		D	1321.60	16.52
	E	1576.00	19.70		E	1496.80	18.71		E	1387.20	17.34

**BASE SALARY TABLE CLASSIFIED SERVICE**  
**Effective 7 – 1 – 2010**

Page 12

RATE	STEP	BIWEEKLY	HOURLY	RATE	STEP	BIWEEKLY	HOURLY	RATE	STEP	BIWEEKLY	HOURLY
1481	A	1329.60	16.62	1507	A	1729.60	21.62	1518	A	1824.00	22.80
	B	1388.00	17.35		B	1811.20	22.64		B	1922.40	24.03
	C	1453.60	18.17		C	1906.40	23.83		C	2004.00	25.05
	D	1520.80	19.01		D	1998.40	24.98		D	2096.00	26.20
	E	1596.80	19.96		E	2088.00	26.10		E	2202.40	27.53
1482	A	1174.40	14.68	1508	A	1454.40	18.18	1520	A	1636.00	20.45
	B	1223.20	15.29		B	1524.00	19.05		B	1715.20	21.44
	C	1281.60	16.02		C	1594.40	19.93		C	1798.40	22.48
	D	1336.80	16.71		D	1660.80	20.76		D	1881.60	23.52
	E	1396.00	17.45		E	1740.80	21.76		E	1971.20	24.64
1483	A	1454.40	18.18	1509	A	2040.80	25.51	1522	A	2169.60	27.12
	B	1524.00	19.05		B	2141.60	26.77		B	2283.20	28.54
	C	1596.80	19.96		C	2249.60	28.12		C	2388.80	29.86
	D	1673.60	20.92		D	2352.00	29.40		D	2504.80	31.31
	E	1749.60	21.87		E	2467.20	30.84		E	2624.00	32.80
1488	A	2282.40	28.53	1510	A	1811.20	22.64	1523	A	1996.00	24.95
	B	2388.00	29.85		B	1900.00	23.75		B	2091.20	26.14
	C	2509.60	31.37		C	1978.40	24.73		C	2181.60	27.27
	D	2625.60	32.82		D	2079.20	25.99		D	2290.40	28.63
	E	2760.00	34.50		E	2174.40	27.18		E	2396.00	29.95
1489	A	1880.80	23.51	1511	A	2065.60	25.82	1524	A	1639.20	20.49
	B	1968.80	24.61		B	2172.00	27.15		B	1712.80	21.41
	C	2065.60	25.82		C	2276.00	28.45		C	1797.60	22.47
	D	2172.00	27.15		D	2383.20	29.79		D	1880.00	23.50
	E	2276.80	28.46		E	2498.40	31.23		E	1972.80	24.66
1490	A	1664.00	20.80	1512	A	1444.80	18.06	1525	A	1923.20	24.04
	B	1740.80	21.76		B	1518.40	18.98		B	2019.20	25.24
	C	1822.40	22.78		C	1590.40	19.88		C	2120.00	26.50
	D	1913.60	23.92		D	1665.60	20.82		D	2225.60	27.82
	E	1999.20	24.99		E	1742.40	21.78		E	2328.80	29.11
1498	A	1836.00	22.95	1513	A	1393.60	17.42	1526	A	1793.60	22.42
	B	1922.40	24.03		B	1449.60	18.12		B	1884.80	23.56
	C	2009.60	25.12		C	1519.20	18.99		C	1973.60	24.67
	D	2101.60	26.27		D	1590.40	19.88		D	2072.80	25.91
	E	2201.60	27.52		E	1660.00	20.75		E	2175.20	27.19
1500	A	2806.40	35.08	1514	A	2040.80	25.51	1527	A	2118.40	26.48
	B	2946.40	36.83		B	2141.60	26.77		B	2222.40	27.78
	C	3091.20	38.64		C	2249.60	28.12		C	2329.60	29.12
	D	3240.80	40.51		D	2352.00	29.40		D	2446.40	30.58
	E	3405.60	42.57		E	2467.20	30.84		E	2568.00	32.10
1506	A	1289.60	16.12	1517	A	1016.80	12.71	1528	A	2806.40	35.08
	B	1350.40	16.88		B	1064.80	13.31		B	2946.40	36.83
	C	1420.80	17.76		C	1120.00	14.00		C	3091.20	38.64
	D	1488.00	18.60		D	1176.00	14.70		D	3240.80	40.51
	E	1552.00	19.40		E	1227.20	15.34		E	3405.60	42.57

**BASE SALARY TABLE CLASSIFIED SERVICE**  
**Effective 7 – 1 – 2010**

Page 13

RATE	STEP	BIWEEKLY	HOURLY	RATE	STEP	BIWEEKLY	HOURLY	RATE	STEP	BIWEEKLY	HOURLY
1530	A	1634.40	20.43	1546	A	1923.20	24.04	1562	A	1923.20	24.04
	B	1711	21.39		B	2019.20	25.24		B	2019.20	25.24
	C	1793.60	22.42		C	2120.00	26.50		C	2120.00	26.50
	D	1880.00	23.50		D	2225.60	27.82		D	2225.60	27.82
	E	1972.00	24.65		E	2328.80	29.11		E	2328.80	29.11
1531	A	1104.80	13.81	1552	A	1923.20	24.04	1563	A	1603.20	20.04
	B	1155.20	14.44		B	2019.20	25.24		B	1676.00	20.95
	C	1209.60	15.12		C	2120.00	26.50		C	1756.80	21.96
	D	1268.80	15.86		D	2225.60	27.82		D	1844.00	23.05
	E	1332.00	16.65		E	2328.80	29.11		E	1932.80	24.16
1532	A	1234.40	15.43	1555	A	1488.00	18.60	1564	A	1490.40	18.63
	B	1297.60	16.22		B	1560.00	19.50		B	1563.20	19.54
	C	1354.40	16.93		C	1637.60	20.47		C	1637.60	20.47
	D	1428.00	17.85		D	1708.80	21.36		D	1710.40	21.38
	E	1492.80	18.66		E	1791	22.39		E	1797.60	22.47
1533	A	1752.80	21.91	1556	A	2951.20	36.89	1565	A	958.40	11.98
	B	1844.00	23.05		B	3092.00	38.65		B	1004.00	12.55
	C	1925.60	24.07		C	3246.40	40.58		C	1056.00	13.20
	D	2023.20	25.29		D	3405.60	42.57		D	1104.80	13.81
	E	2118.40	26.48		E	3572.80	44.66		E	1155.20	14.44
1535	A	1151.20	14.39	1557	A	2568.00	32.10	1568	A	1281.60	16.02
	B	1211.20	15.14		B	2689.60	33.62		B	1336.80	16.71
	C	1268.00	15.85		C	2824.80	35.31		C	1396.00	17.45
	D	1321.60	16.52		D	2967.20	37.09		D	1457.60	18.22
	E	1387.20	17.34		E	3111.20	38.89		E	1525.60	19.07
1536	A	1268.00	15.85	1558	A	2079.20	25.99	1569	A	958.40	11.98
	B	1322.40	16.53		B	2179.20	27.24		B	1008.00	12.60
	C	1387.20	17.34		C	2283.20	28.54		C	1058.40	13.23
	D	1458.40	18.23		D	2394.40	29.93		D	1098.40	13.73
	E	1531.20	19.14		E	2512.80	31.41		E	1151.20	14.39
1538	A	1490.40	18.63	1559	A	1710.40	21.38	1570	A	2293.60	28.67
	B	1563.20	19.54		B	1797.60	22.47		B	2403.20	30.04
	C	1637.60	20.47		C	1887.20	23.59		C	2517.60	31.47
	D	1710.40	21.38		D	1974.40	24.68		D	2646.40	33.08
	E	1797.60	22.47		E	2079.20	25.99		E	2772.00	34.65
1543	A	1797.60	22.47	1560	A	1061.60	13.27	1571	A	1668.00	20.85
	B	1888.80	23.61		B	1109.60	13.87		B	1746.40	21.83
	C	1980.00	24.75		C	1155.20	14.44		C	1828.80	22.86
	D	2068.80	25.86		D	1206.40	15.08		D	1922.40	24.03
	E	2171.20	27.14		E	1256.80	15.71		E	2009.60	25.12
1544	A	2333.60	29.17	1561	A	2283.20	28.54	1572	A	903.20	11.29
	B	2448.00	30.60		B	2394.40	29.93		B	944.80	11.81
	C	2567.20	32.09		C	2512.80	31.41		C	981.60	12.27
	D	2695.20	33.69		D	2626.40	32.83		D	1026.40	12.83
	E	2827.20	35.34		E	2760.00	34.50		E	1068.00	13.35

**BASE SALARY TABLE CLASSIFIED SERVICE**  
**Effective 7 – 1 – 2010**

Page 14

RATE	STEP	BIWEEKLY	HOURLY	RATE	STEP	BIWEEKLY	HOURLY	RATE	STEP	BIWEEKLY	HOURLY
1573	A	1828.00	22.85	1585	A	2336.00	29.20	1594	A	1334.40	16.68
	B	1908.80	23.86		B	2457.60	30.72		B	1393.60	17.42
	C	1999.20	24.99		C	2578.40	32.23		C	1449.60	18.12
	D	2088.80	26.11		D	2708.00	33.85		D	1519.20	18.99
	E	2186.40	27.33		E	2836.80	35.46		E	1590.40	19.88
1575	A	1233.60	15.42	1586	A	1571.20	19.64	1595	A	1539.20	19.24
	B	1296.80	16.21		B	1645.60	20.57		B	1608.80	20.11
	C	1356.00	16.95		C	1730.40	21.63		C	1682.40	21.03
	D	1425.60	17.82		D	1811.20	22.64		D	1758.40	21.98
	E	1493.60	18.67		E	1894.40	23.68		E	1833.60	22.92
1576	A	1493.60	18.67	1587	A	3312.80	41.41	1596	A	2239.20	27.99
	B	1563.20	19.54		B	3476.80	43.46		B	2347.20	29.34
	C	1639.20	20.49		C	3645.60	45.57		C	2459.20	30.74
	D	1715.20	21.44		D	3813.60	47.67		D	2581.60	32.27
	E	1795.20	22.44		E	3998.40	49.98		E	2708.80	33.86
1577	A	1675.20	20.94	1588	A	804.80	10.06	1597	A	1700.80	21.26
	B	1754.40	21.93		B	844.00	10.55		B	1776.00	22.20
	C	1837.60	22.97		C	876.80	10.96		C	1864.00	23.30
	D	1925.60	24.07		D	923.20	11.54		D	1943.20	24.29
	E	2025.60	25.32		E	965.60	12.07		E	2032.80	25.41
1578	A	980.00	12.25	1589	A	2752.00	34.40	1598	A	2014.40	25.18
	B	1026.40	12.83		B	2888.80	36.11		B	2112.80	26.41
	C	1076.00	13.45		C	3027.20	37.84		C	2211.20	27.64
	D	1122.40	14.03		D	3168.80	39.61		D	2320.00	29.00
	E	1180.80	14.76		E	3323.20	41.54		E	2430.40	30.38
1579	A	1122.40	14.03	1590	A	1234.40	15.43	1599	A	2825.60	35.32
	B	1174.40	14.68		B	1298.40	16.23		B	2959.20	36.99
	C	1223.20	15.29		C	1360.80	17.01		C	3108.00	38.85
	D	1281.60	16.02		D	1421.60	17.77		D	3262.40	40.78
	E	1336.80	16.71		E	1493.60	18.67		E	3420.80	42.76
1580	A	1562.40	19.53	1591	A	1298.40	16.23	1601	A	2065.60	25.82
	B	1644.80	20.56		B	1361.60	17.02		B	2172.00	27.15
	C	1720.00	21.50		C	1422.40	17.78		C	2276.00	28.45
	D	1796.00	22.45		D	1490.40	18.63		D	2383.20	29.79
	E	1887.20	23.59		E	1560.00	19.50		E	2498.40	31.23
1583	A	1593.60	19.92	1592	A	2283.20	28.54	1602	A	1774.40	22.18
	B	1668.00	20.85		B	2399.20	29.99		B	1850.40	23.13
	C	1748.00	21.85		C	2513.60	31.42		C	1934.40	24.18
	D	1836.80	22.96		D	2634.40	32.93		D	2028.80	25.36
	E	1920.00	24.00		E	2759.20	34.49		E	2125.60	26.57
1584	A	1919.20	23.99	1593	A	1890.40	23.63	1603	A	2084.00	26.05
	B	2006.40	25.08		B	1989.60	24.87		B	2190.40	27.38
	C	2106.40	26.33		C	2080.80	26.01		C	2293.60	28.67
	D	2197.60	27.47		D	2174.40	27.18		D	2396.80	29.96
	E	2311.20	28.89		E	2288.00	28.60		E	2520.80	31.51

**BASE SALARY TABLE CLASSIFIED SERVICE**  
**Effective 7 - 1 - 2010**

Page 15

RATE	STEP	BIWEEKLY	HOURLY	RATE	STEP	BIWEEKLY	HOURLY	RATE	STEP	BIWEEKLY	HOURLY
1604	A	2400.80	30.01	1615	A	2568.00	32.10	1627	A	1228.80	15.36
	B	2520.80	31.51		B	2689.60	33.62		B	1284.80	16.06
	C	2641.60	33.02		C	2824.80	35.31		C	1340.00	16.75
	D	2775.20	34.69		D	2967.20	37.09		D	1399.20	17.49
	E	2907.20	36.34		E	3111.20	38.89		E	1464.00	18.30
1605	A	1964.00	24.55	1616	A	2088.80	26.11	1628	A	1454.40	18.18
	B	2062.40	25.78		B	2196.80	27.46		B	1524.00	19.05
	C	2165.60	27.07		C	2299.20	28.74		C	1596.80	19.96
	D	2273.60	28.42		D	2409.60	30.12		D	1673.60	20.92
	E	2388.00	29.85		E	2525.60	31.57		E	1749.60	21.87
1608	A	1706.40	21.33	1617	A	1151.20	14.39	1630	A	1504.00	18.80
	B	1791.20	22.39		B	1211.20	15.14		B	1578.40	19.73
	C	1872.00	23.40		C	1268.00	15.85		C	1658.40	20.73
	D	1952.80	24.41		D	1321.60	16.52		D	1734.40	21.68
	E	2046.40	25.58		E	1387.20	17.34		E	1811.20	22.64
1609	A	1800.00	22.50	1618	A	1791.20	22.39	1631	A	2079.20	25.99
	B	1888.80	23.61		B	1880.80	23.51		B	2179.20	27.24
	C	1980.00	24.75		C	1963.20	24.54		C	2283.20	28.54
	D	2066.40	25.83		D	2051.20	25.64		D	2394.40	29.93
	E	2171.20	27.14		E	2145.60	26.82		E	2512.80	31.41
1610	A	2066.40	25.83	1622	A	2384.80	29.81	1632	A	1284.80	16.06
	B	2171.20	27.14		B	2500.00	31.25		B	1339.20	16.74
	C	2282.40	28.53		C	2628.80	32.86		C	1399.20	17.49
	D	2390.40	29.88		D	2760.00	34.50		D	1463.20	18.29
	E	2512.80	31.41		E	2887.20	36.09		E	1529.60	19.12
1611	A	2384.80	29.81	1623	A	1800.00	22.50	1634	A	1579.20	19.74
	B	2500.00	31.25		B	1888.80	23.61		B	1657.60	20.72
	C	2628.80	32.86		C	1980.00	24.75		C	1742.40	21.78
	D	2760.00	34.50		D	2066.40	25.83		D	1827.20	22.84
	E	2887.20	36.09		E	2171.20	27.14		E	1918.40	23.98
1612	A	2283.20	28.54	1624	A	2066.40	25.83	1635	A	1600.00	20.00
	B	2394.40	29.93		B	2171.20	27.14		B	1676.80	20.96
	C	2512.80	31.41		C	2282.40	28.53		C	1752.80	21.91
	D	2626.40	32.83		D	2390.40	29.88		D	1832.80	22.91
	E	2760.00	34.50		E	2512.80	31.41		E	1921.60	24.02
1613	A	1710.40	21.38	1625	A	1557.60	19.47	1637	A	1822.40	22.78
	B	1797.60	22.47		B	1626.40	20.33		B	1906.40	23.83
	C	1887.20	23.59		C	1702.40	21.28		C	2003.20	25.04
	D	1974.40	24.68		D	1780.80	22.26		D	2103.20	26.29
	E	2079.20	25.99		E	1865.60	23.32		E	2202.40	27.53
1614	A	2079.20	25.99	1626	A	1557.60	19.47	1638	A	2564.00	32.05
	B	2179.20	27.24		B	1626.40	20.33		B	2683.20	33.54
	C	2283.20	28.54		C	1702.40	21.28		C	2819.20	35.24
	D	2394.40	29.93		D	1780.80	22.26		D	2958.40	36.98
	E	2512.80	31.41		E	1865.60	23.32		E	3096.00	38.70

**BASE SALARY TABLE CLASSIFIED SERVICE**  
**Effective 7 - 1 - 2010**

Page 16

RATE	STEP	BIWEEKLY	HOURLY	RATE	STEP	BIWEEKLY	HOURLY	RATE	STEP	BIWEEKLY	HOURLY
1639	A	1656.80	20.71	1649	A	1526.40	19.08	1658	A	2121.60	26.52
	B	1738.40	21.73		B	1602.40	20.03		B	2219.20	27.74
	C	1818.40	22.73		C	1676.80	20.96		C	2328.80	29.11
	D	1904.80	23.81		D	1760.80	22.01		D	2440.00	30.50
	E	1990.40	24.88		E	1848.80	23.11		E	2556.00	31.95
1640	A	1370.40	17.13	1650	A	2273.60	28.42	1659	A	1678.40	20.98
	B	1434.40	17.93		B	2386.40	29.83		B	1758.40	21.98
	C	1505.60	18.82		C	2504.00	31.30		C	1844.80	23.06
	D	1575.20	19.69		D	2618.40	32.73		D	1929.60	24.12
	E	1648.00	20.60		E	2750.40	34.38		E	2027.20	25.34
1641	A	1589.60	19.87	1651	A	1421.60	17.77	1660	A	1588.00	19.85
	B	1659.20	20.74		B	1491.20	18.64		B	1660.80	20.76
	C	1739.20	21.74		C	1560.00	19.50		C	1737.60	21.72
	D	1814.40	22.68		D	1637.60	20.47		D	1826.40	22.83
	E	1900.00	23.75		E	1712.80	21.41		E	1906.40	23.83
1642	A	1979.20	24.74	1652	A	1454.40	18.18	1661	A	1914.40	23.93
	B	2068.00	25.85		B	1524.00	19.05		B	2015.20	25.19
	C	2177.60	27.22		C	1594.40	19.93		C	2096.80	26.21
	D	2288.80	28.61		D	1660.80	20.76		D	2201.60	27.52
	E	2398.40	29.98		E	1740.80	21.76		E	2308.80	28.86
1644	A	1517.60	18.97	1653	A	1594.40	19.93	1662	A	1637.60	20.47
	B	1585.60	19.82		B	1660.80	20.76		B	1712.80	21.41
	C	1654.40	20.68		C	1740.80	21.76		C	1793.60	22.42
	D	1729.60	21.62		D	1816.00	22.70		D	1884.80	23.56
	E	1809.60	22.62		E	1904.00	23.80		E	1974.40	24.68
1645	A	1571.20	19.64	1654	A	1749.60	21.87	1663	A	1056.00	13.20
	B	1645.60	20.57		B	1829.60	22.87		B	1104.80	13.81
	C	1725.60	21.57		C	1916.80	23.96		C	1155.20	14.44
	D	1806.40	22.58		D	2001.60	25.02		D	1209.60	15.12
	E	1890.40	23.63		E	2093.60	26.17		E	1268.80	15.86
1646	A	1820.80	22.76	1655	A	1564.80	19.56	1664	A	1268.80	15.86
	B	1904.80	23.81		B	1637.60	20.47		B	1332.00	16.65
	C	1990.40	24.88		C	1720.00	21.50		C	1387.20	17.34
	D	2075.20	25.94		D	1800.00	22.50		D	1454.40	18.18
	E	2176.80	27.21		E	1887.20	23.59		E	1526.40	19.08
1647	A	1456.80	18.21	1656	A	1722.40	21.53	1665	A	1526.40	19.08
	B	1532.00	19.15		B	1800.00	22.50		B	1596.80	19.96
	C	1607.20	20.09		C	1888.80	23.61		C	1673.60	20.92
	D	1678.40	20.98		D	1978.40	24.73		D	1756.80	21.96
	E	1758.40	21.98		E	2076.80	25.96		E	1841.60	23.02
1648	A	1331.20	16.64	1657	A	1934.40	24.18	1666	A	1996.00	24.95
	B	1388.80	17.36		B	2027.20	25.34		B	2091.20	26.14
	C	1456.80	18.21		C	2124.80	26.56		C	2181.60	27.27
	D	1532.00	19.15		D	2227.20	27.84		D	2290.40	28.63
	E	1607.20	20.09		E	2334.40	29.18		E	2396.00	29.95



**BASE SALARY TABLE CLASSIFIED SERVICE**  
**Effective 7 - 1 - 2010**

Page 17

RATE	STEP	BIWEEKLY	HOURLY	RATE	STEP	BIWEEKLY	HOURLY	RATE	STEP	BIWEEKLY	HOURLY
1667	A	958.40	11.98	1678	A	1563.20	19.54	1697	A	1612.80	20.16
	B	1004.00	12.55		B	1637.60	20.47		B	1684.80	21.06
	C	1056.00	13.20		C	1710.40	21.38		C	1767.20	22.09
	D	1104.80	13.81		D	1797.60	22.47		D	1857.60	23.22
	E	1155.20	14.44		E	1887.20	23.59		E	1943.20	24.29
1668	A	2169.60	27.12	1680	A	4524.80	56.56	1698	A	2958.40	36.98
	B	2283.20	28.54		B	4730.40	59.13		B	3101.60	38.77
	C	2388.80	29.86		C	4949.60	61.87		C	3256.00	40.70
	D	2504.80	31.31		D	5179.20	64.74		D	3405.60	42.57
	E	2624.00	32.80		E	5419.20	67.74		E	3576.80	44.71
1669	A	2025.60	25.32	1683	A	3753.60	46.92	1699	A	1352.00	16.90
	B	2112.80	26.41		B	3921.60	49.02		B	1425.60	17.82
	C	2214.40	27.68		C	4103.20	51.29		C	1490.40	18.63
	D	2315.20	28.94		D	4294.40	53.68		D	1563.20	19.54
	E	2416.80	30.21		E	4492.80	56.16		E	1637.60	20.47
1670	A	2424.00	30.30	1684	A	2538.40	31.73	1714	A	1740.00	21.75
	B	2537.60	31.72		B	2659.20	33.24		B	1827.20	22.84
	C	2664.00	33.30		C	2788.00	34.85		C	1904.00	23.80
	D	2792.80	34.91		D	2929.60	36.62		D	1995.20	24.94
	E	2924.80	36.56		E	3067.20	38.34		E	2097.60	26.22
1671	A	2310.40	28.88	1692	A	1894.40	23.68	1715	A	2394.40	29.93
	B	2420.00	30.25		B	1983.20	24.79		B	2510.40	31.38
	C	2535.20	31.69		C	2083.20	26.04		C	2632.00	32.90
	D	2659.20	33.24		D	2179.20	27.24		D	2763.20	34.54
	E	2787.20	34.84		E	2287.20	28.59		E	2887.20	36.09
1672	A	1749.60	21.87	1693	A	2416.80	30.21	1716	A	1490.40	18.63
	B	1832.80	22.91		B	2533.60	31.67		B	1560.00	19.50
	C	1921.60	24.02		C	2654.40	33.18		C	1637.60	20.47
	D	2004.00	25.05		D	2790.40	34.88		D	1709.60	21.37
	E	2097.60	26.22		E	2920.80	36.51		E	1793.60	22.42
1673	A	1457.60	18.22	1694	A	2533.60	31.67	1717	A	1912.00	23.90
	B	1525.60	19.07		B	2654.40	33.18		B	1996.00	24.95
	C	1594.40	19.93		C	2790.40	34.88		C	2088.80	26.11
	D	1665.60	20.82		D	2920.80	36.51		D	2186.40	27.33
	E	1740.00	21.75		E	3064.00	38.30		E	2282.40	28.53
1675	A	1811.20	22.64	1695	A	2538.40	31.73	1718	A	2120.80	26.51
	B	1900.00	23.75		B	2659.20	33.24		B	2226.40	27.83
	C	1978.40	24.73		C	2788.00	34.85		C	2330.40	29.13
	D	2079.20	25.99		D	2929.60	36.62		D	2440.80	30.51
	E	2174.40	27.18		E	3067.20	38.34		E	2560.80	32.01
1677	A	2065.60	25.82	1696	A	2933.60	36.67	1719	A	1331.20	16.64
	B	2172.00	27.15		B	3078.40	38.48		B	1395.20	17.44
	C	2276.00	28.45		C	3226.40	40.33		C	1455.20	18.19
	D	2383.20	29.79		D	3386.40	42.33		D	1525.60	19.07
	E	2498.40	31.23		E	3546.40	44.33		E	1596.80	19.96

**BASE SALARY TABLE CLASSIFIED SERVICE**  
Effective 7 – 1 – 2010

Page 18

RATE	STEP	BIWEEKLY	HOURLY	RATE	STEP	BIWEEKLY	HOURLY	RATE	STEP	BIWEEKLY	HOURLY
1720	A	1268.00	15.85	1730	A	1923.20	24.04	1747	A	1490.40	18.63
	B	1322.40	16.53		B	2019.20	25.24		B	1563.20	19.54
	C	1387.20	17.34		C	2120.00	26.50		C	1637.60	20.47
	D	1458.40	18.23		D	2225.60	27.82		D	1710.40	21.38
	E	1531.20	19.14		E	2328.80	29.11		E	1797.60	22.47
1721	A	1760.80	22.01	1732	A	1596.00	19.95	1748	A	1710.40	21.38
	B	1841.60	23.02		B	1660.80	20.76		B	1797.60	22.47
	C	1928.80	24.11		C	1741.60	21.77		C	1887.20	23.59
	D	2028.80	25.36		D	1816.00	22.70		D	1974.40	24.68
	E	2123.20	26.54		E	1902.40	23.78		E	2079.20	25.99
1722	A	1675.20	20.94	1734	A	2000.00	25.00	1749	A	2079.20	25.99
	B	1755.20	21.94		B	2097.60	26.22		B	2179.20	27.24
	C	1834.40	22.93		C	2198.40	27.48		C	2283.20	28.54
	D	1931.20	24.14		D	2303.20	28.79		D	2394.40	29.93
	E	2023.20	25.29		E	2416.80	30.21		E	2512.80	31.41
1723	A	1756.80	21.96	1735	A	1640.00	20.50	1750	A	2225.60	27.82
	B	1841.60	23.02		B	1712.80	21.41		B	2328.80	29.11
	C	1924.80	24.06		C	1795.20	22.44		C	2440.00	30.50
	D	2025.60	25.32		D	1887.20	23.59		D	2562.40	32.03
	E	2121.60	26.52		E	1972.80	24.66		E	2681.60	33.52
1724	A	2684.00	33.55	1736	A	2198.40	27.48	1751	A	2562.40	32.03
	B	2806.40	35.08		B	2292.00	28.65		B	2681.60	33.52
	C	2948.80	36.86		C	2393.60	29.92		C	2816.00	35.20
	D	3085.60	38.57		D	2500.00	31.25		D	2953.60	36.92
	E	3235.20	40.44		E	2620.00	32.75		E	3094.40	38.68
1725	A	1923.20	24.04	1737	A	1519.20	18.99	1752	A	2953.60	36.92
	B	2019.20	25.24		B	1581.60	19.77		B	3094.40	38.68
	C	2120.00	26.50		C	1659.20	20.74		C	3248.80	40.61
	D	2225.60	27.82		D	1729.60	21.62		D	3408.00	42.60
	E	2328.80	29.11		E	1811.20	22.64		E	3571.20	44.64
1726	A	1675.20	20.94	1738	A	1742.40	21.78	1754	A	2816.80	35.21
	B	1754.40	21.93		B	1820.80	22.76		B	2949.60	36.87
	C	1837.60	22.97		C	1908.80	23.86		C	3096.00	38.70
	D	1925.60	24.07		D	1988.00	24.85		D	3248.00	40.60
	E	2025.60	25.32		E	2083.20	26.04		E	3405.60	42.57
1727	A	1923.20	24.04	1739	A	2671.20	33.39	1756	A	2283.20	28.54
	B	2019.20	25.24		B	2805.60	35.07		B	2394.40	29.93
	C	2120.00	26.50		C	2935.20	36.69		C	2512.80	31.41
	D	2225.60	27.82		D	3079.20	38.49		D	2626.40	32.83
	E	2328.80	29.11		E	3225.60	40.32		E	2760.00	34.50
1728	A	2700.80	33.76	1746	A	1211.20	15.14	1757	A	2799.20	34.99
	B	2828.80	35.36		B	1268.00	15.85		B	2932.80	36.66
	C	2973.60	37.17		C	1321.60	16.52		C	3078.40	38.48
	D	3114.40	38.93		D	1387.20	17.34		D	3232.80	40.41
	E	3271.20	40.89		E	1458.40	18.23		E	3390.40	42.38

**BASE SALARY TABLE CLASSIFIED SERVICE**  
**Effective 7 - 1 - 2010**

Page 19

RATE	STEP	BIWEEKLY	HOURLY	RATE	STEP	BIWEEKLY	HOURLY	RATE	STEP	BIWEEKLY	HOURLY
1758	A	1268.00	15.85	1777	A	1673.60	20.92	1798	A	2288.00	28.60
	B	1322.40	16.53		B	1749.60	21.87		B	2395.20	29.94
	C	1387.20	17.34		C	1837.60	22.97		C	2516.00	31.45
	D	1458.40	18.23		D	1932.80	24.16		D	2636.80	32.96
	E	1531.20	19.14		E	2027.20	25.34		E	2760.00	34.50
1759	A	1455.20	18.19	1778	A	1387.20	17.34	1801	A	1455.20	18.19
	B	1525.60	19.07		B	1458.40	18.23		B	1525.60	19.07
	C	1596.00	19.95		C	1531.20	19.14		C	1596.00	19.95
	D	1677.60	20.97		D	1598.40	19.98		D	1677.60	20.97
	E	1760.80	22.01		E	1673.60	20.92		E	1760.80	22.01
1762	A	2952.80	36.91	1783	A	2283.20	28.54	1802	A	1786.40	22.33
	B	3095.20	38.69		B	2393.60	29.92		B	1868.80	23.36
	C	3246.40	40.58		C	2510.40	31.38		C	1952.80	24.41
	D	3408.00	42.60		D	2628.00	32.85		D	2038.40	25.48
	E	3577.60	44.72		E	2764.00	34.55		E	2137.60	26.72
1765	A	1753.60	21.92	1784	A	1430.40	17.88	1803	A	1672.00	20.90
	B	1841.60	23.02		B	1503.20	18.79		B	1741.60	21.77
	C	1925.60	24.07		C	1572.80	19.66		C	1827.20	22.84
	D	2020.80	25.26		D	1652.00	20.65		D	1904.00	23.80
	E	2108.00	26.35		E	1730.40	21.63		E	1992.00	24.90
1766	A	1375.20	17.19	1793	A	2626.40	32.83	1804	A	2760.00	34.50
	B	1448.00	18.10		B	2760.00	34.50		B	2887.20	36.09
	C	1513.60	18.92		C	2895.20	36.19		C	3030.40	37.88
	D	1582.40	19.78		D	3039.20	37.99		D	3172.80	39.66
	E	1657.60	20.72		E	3184.00	39.80		E	3325.60	41.57
1767	A	1580.00	19.75	1794	A	716.00	8.95	1805	A	2824.80	35.31
	B	1664.00	20.80		B	750.40	9.38		B	2960.00	37.00
	C	1740.80	21.76		C	791.20	9.89		C	3105.60	38.82
	D	1825.60	22.82		D	823.20	10.29		D	3260.00	40.75
	E	1906.40	23.83		E	858.40	10.73		E	3416.80	42.71
1769	A	2568.00	32.10	1795	A	2824.80	35.31	1806	A	2953.60	36.92
	B	2689.60	33.62		B	2960.00	37.00		B	3094.40	38.68
	C	2824.80	35.31		C	3105.60	38.82		C	3248.80	40.61
	D	2967.20	37.09		D	3260.00	40.75		D	3408.00	42.60
	E	3111.20	38.89		E	3416.80	42.71		E	3571.20	44.64
1774	A	1268.00	15.85	1796	A	1529.60	19.12	1808	A	1476.00	18.45
	B	1322.40	16.53		B	1600.00	20.00		B	1543.20	19.29
	C	1387.20	17.34		C	1675.20	20.94		C	1610.40	20.13
	D	1458.40	18.23		D	1761.60	22.02		D	1681.60	21.02
	E	1531.20	19.14		E	1839.20	22.99		E	1761.60	22.02
1776	A	121	15.14	1797	A	1640.00	20.50	1809	A	<del>1455.20</del>	18.19
	B	1268.00	15.85		B	1712.80	21.41		B	1525.60	19.07
	C	1321.60	16.52		C	1795.20	22.44		C	1596.00	19.95
	D	1387.20	17.34		D	1887.20	23.59		D	1677.60	20.97
	E	1458.40	18.23		E	1972.80	24.66		E	1760.80	22.01

**BASE SALARY TABLE CLASSIFIED SERVICE**  
**Effective 7 - 1 - 2010**

Page 20

RATE	STEP	BIWEEKLY	HOURLY	RATE	STEP	BIWEEKLY	HOURLY	RATE	STEP	BIWEEKLY	HOURLY
1810	A	1811.20	22.64	1823	A	2227.20	27.84	1839	A	2294.40	28.68
	B	1900.00	23.75		B	2331.20	29.14		B	2399.20	29.99
	C	1978.40	24.73		C	2447.20	30.59		C	2513.60	31.42
	D	2079.20	25.99		D	2568.00	32.10		D	2624.00	32.80
	E	2174.40	27.18		E	2689.60	33.62		E	2748.00	34.35
1811	A	2240.80	28.01	1824	A	1828.00	22.85	1840	A	1387.20	17.34
	B	2345.60	29.32		B	1901.60	23.77		B	1458.40	18.23
	C	2461.60	30.77		C	1979.20	24.74		C	1531.20	19.14
	D	2578.40	32.23		D	2061.60	25.77		D	1598.40	19.98
	E	2708.80	33.86		E	2152.00	26.90		E	1673.60	20.92
1816	A	2824.80	35.31	1825	A	1604.80	20.06	1841	A	2409.60	30.12
	B	2960.00	37.00		B	1682.40	21.03		B	2520.00	31.50
	C	3105.60	38.82		C	1768.80	22.11		C	2632.00	32.90
	D	3260.00	40.75		D	1850.40	23.13		D	2758.40	34.48
	E	3416.80	42.71		E	1940.80	24.26		E	2884.00	36.05
1817	A	1539.20	19.24	1826	A	1940.80	24.26	1842	A	2079.20	25.99
	B	1608.00	20.10		B	2032.80	25.41		B	2179.20	27.24
	C	1682.40	21.03		C	2136.00	26.70		C	2283.20	28.54
	D	1760.80	22.01		D	2237.60	27.97		D	2394.40	29.93
	E	1839.20	22.99		E	2347.20	29.34		E	2512.80	31.41
1818	A	1734.40	21.68	1830	A	2953.60	36.92	1844	A	1387.20	17.34
	B	1816.00	22.70		B	3094.40	38.68		B	1458.40	18.23
	C	1906.40	23.83		C	3248.80	40.61		C	1531.20	19.14
	D	2004.00	25.05		D	3408.00	42.60		D	1598.40	19.98
	E	2098.40	26.23		E	3571.20	44.64		E	1673.60	20.92
1819	A	1525.60	19.07	1832	A	1740.80	21.76	1849	A	2435.20	30.44
	B	1596.00	19.95		B	1810.40	22.63		B	2560.80	32.01
	C	1668.00	20.85		C	1885.60	23.57		C	2676.00	33.45
	D	1742.40	21.78		D	1964.00	24.55		D	2811.20	35.14
	E	1828.00	22.85		E	2051.20	25.64		E	2940.80	36.76
1820	A	1846.40	23.08	1833	A	1281.60	16.02	1850	A	2075.20	25.94
	B	1930.40	24.13		B	1336.80	16.71		B	2167.20	27.09
	C	2024.00	25.30		C	1396.00	17.45		C	2283.20	28.54
	D	2120.00	26.50		D	1457.60	18.22		D	2393.60	29.92
	E	2224.80	27.81		E	1525.60	19.07		E	2510.40	31.38
1821	A	1979.20	24.74	1834	A	1420.00	17.75	1851	A	2760.00	34.50
	B	2068.00	25.85		B	1483.20	18.54		B	2887.20	36.09
	C	2177.60	27.22		C	1551.20	19.39		C	3030.40	37.88
	D	2288.80	28.61		D	1624.00	20.30		D	3172.80	39.66
	E	2398.40	29.98		E	1698.40	21.23		E	3325.60	41.57
1822	A	2217.60	27.72	1835	A	1955.20	24.44	1852	A	1525.60	19.07
	B	2323.20	29.04		B	2036.80	25.46		B	1601.60	20.02
	C	2432.00	30.40		C	2133.60	26.67		C	1673.60	20.92
	D	2552.00	31.90		D	2230.40	27.88		D	1759.20	21.99
	E	2669.60	33.37		E	2334.40	29.18		E	1847.20	23.09

**BASE SALARY TABLE CLASSIFIED SERVICE**  
**Effective 7 - 1 - 2010**

Page 21

RATE	STEP	BIWEEKLY	HOURLY	RATE	STEP	BIWEEKLY	HOURLY	RATE	STEP	BIWEEKLY	HOURLY
1853	A	1455.20	18.19	1864	A	1387.20	17.34	1874	A	2711.20	33.89
	B	1525.60	19.07		B	1457.60	18.22		B	2840.00	35.50
	C	1596.00	19.95		C	1532.80	19.16		C	2972.80	37.16
	D	1677.60	20.97		D	1608.00	20.10		D	3120.80	39.01
	E	1760.80	22.01		E	1678.40	20.98		E	3272.00	40.90
1854	A	2759.20	34.49	1865	A	1356.00	16.95	1875	A	2953.60	36.92
	B	2887.20	36.09		B	1422.40	17.78		B	3094.40	38.68
	C	3029.60	37.87		C	1493.60	18.67		C	3248.80	40.61
	D	3172.80	39.66		D	1564.80	19.56		D	3408.00	42.60
	E	3325.60	41.57		E	1639.20	20.49		E	3571.20	44.64
1855	A	2953.60	36.92	1866	A	2202.40	27.53	1876	A	1675.20	20.94
	B	3094.40	38.68		B	2314.40	28.93		B	1754.40	21.93
	C	3248.80	40.61		C	2429.60	30.37		C	1837.60	22.97
	D	3408.00	42.60		D	2536.80	31.71		D	1925.60	24.07
	E	3571.20	44.64		E	2661.60	33.27		E	2025.60	25.32
1856	A	3315.20	41.44	1867	A	2125.60	26.57	1877	A	2390.40	29.88
	B	3468.00	43.35		B	2237.60	27.97		B	2509.60	31.37
	C	3643.20	45.54		C	2344.80	29.31		C	2624.00	32.80
	D	3821.60	47.77		D	2462.40	30.78		D	2758.40	34.48
	E	4004.80	50.06		E	2580.80	32.26		E	2886.40	36.08
1857	A	1849.60	23.12	1868	A	1465.60	18.32	1878	A	2953.60	36.92
	B	1932.80	24.16		B	1533.60	19.17		B	3094.40	38.68
	C	2028.80	25.36		C	1602.40	20.03		C	3248.80	40.61
	D	2124.00	26.55		D	1673.60	20.92		D	3408.00	42.60
	E	2232.00	27.90		E	1744.00	21.80		E	3571.20	44.64
1859	A	2348.00	29.35	1870	A	1816.00	22.70	1879	A	1387.20	17.34
	B	2460.00	30.75		B	1901.60	23.77		B	1458.40	18.23
	C	2565.60	32.07		C	1997.60	24.97		C	1531.20	19.14
	D	2690.40	33.63		D	2096.00	26.20		D	1598.40	19.98
	E	2816.00	35.20		E	2197.60	27.47		E	1673.60	20.92
1860	A	1455.20	18.19	1871	A	2079.20	25.99	1880	A	2122.40	26.53
	B	1525.60	19.07		B	2179.20	27.24		B	2230.40	27.88
	C	1596.00	19.95		C	2283.20	28.54		C	2336.80	29.21
	D	1677.60	20.97		D	2394.40	29.93		D	2450.40	30.63
	E	1760.80	22.01		E	2512.80	31.41		E	2571.20	32.14
1861	A	1708.80	21.36	1872	A	2513.60	31.42	1881	A	1708.80	21.36
	B	1791.20	22.39		B	2636.00	32.95		B	1791.20	22.39
	C	1881.60	23.52		C	2758.40	34.48		C	1881.60	23.52
	D	1970.40	24.63		D	2895.20	36.19		D	1970.40	24.63
	E	2065.60	25.82		E	3039.20	37.99		E	2065.60	25.82
1863	A	2953.60	36.92	1873	A	1421.60	17.77	1883	A	3137.60	39.22
	B	3094.40	38.68		B	1492.80	18.66		B	3289.60	41.12
	C	3248.80	40.61		C	1562.40	19.53		C	3460.00	43.25
	D	3408.00	42.60		D	1640.00	20.50		D	3620.00	45.25
	E	3571.20	44.64		E	1712.80	21.41		E	3795.20	47.44

**BASE SALARY TABLE CLASSIFIED SERVICE**  
**Effective 7 – 1 – 2010**

Page 22

RATE	STEP	BIWEEKLY	HOURLY	RATE	STEP	BIWEEKLY	HOURLY	RATE	STEP	BIWEEKLY	HOURLY
1884	A	3137.60	39.22	1894	A	1449.60	18.12	1903	A	1455.20	18.19
	B	3289.60	41.12		B	1519.20	18.99		B	1525.60	19.07
	C	3460.00	43.25		C	1590.40	19.88		C	1596.80	19.96
	D	3620.00	45.25		D	1660.00	20.75		D	1675.20	20.94
	E	3795.20	47.44		E	1735.20	21.69		E	1758.40	21.98
1885	A	2453.60	30.67	1895	A	1889.60	23.62	1904	A	2079.20	25.99
	B	2572.00	32.15		B	1972.80	24.66		B	2179.20	27.24
	C	2702.40	33.78		C	2060.00	25.75		C	2283.20	28.54
	D	2830.40	35.38		D	2163.20	27.04		D	2394.40	29.93
	E	2973.60	37.17		E	2260.00	28.25		E	2512.80	31.41
1886	A	1845.60	23.07	1896	A	2564.80	32.06	1905	A	1209.60	15.12
	B	1935.20	24.19		B	2688.80	33.61		B	1268.00	15.85
	C	2021.60	25.27		C	2824.80	35.31		C	1321.60	16.52
	D	2124.80	26.56		D	2960.00	37.00		D	1387.20	17.34
	E	2228.80	27.86		E	3110.40	38.88		E	1455.20	18.19
1887	A	2487.20	31.09	1897	A	1749.60	21.87	1906	A	1416.00	17.70
	B	2598.40	32.48		B	1832.80	22.91		B	1488.80	18.61
	C	2719.20	33.99		C	1924.80	24.06		C	1558.40	19.48
	D	2844.00	35.55		D	2008.00	25.10		D	1635.20	20.44
	E	2972.80	37.16		E	2097.60	26.22		E	1709.60	21.37
1888	A	2719.20	33.99	1898	A	1449.60	18.12	1907	A	1558.40	19.48
	B	2848.80	35.61		B	1519.20	18.99		B	1635.20	20.44
	C	2997.60	37.47		C	1590.40	19.88		C	1709.60	21.37
	D	3137.60	39.22		D	1660.00	20.75		D	1793.60	22.42
	E	3289.60	41.12		E	1735.20	21.69		E	1880.80	23.51
1890	A	2070.40	25.88	1899	A	1156.00	14.45	1908	A	1174.40	14.68
	B	2164.80	27.06		B	1210.40	15.13		B	1223.20	15.29
	C	2262.40	28.28		C	1268.80	15.86		C	1281.60	16.02
	D	2371.20	29.64		D	1331.20	16.64		D	1336.80	16.71
	E	2476.80	30.96		E	1395.20	17.44		E	1396.00	17.45
1891	A	1634.40	20.43	1900	A	1641.60	20.52	1909	A	1472.80	18.41
	B	1706.40	21.33		B	1719.20	21.49		B	1535.20	19.19
	C	1780.80	22.26		C	1796.00	22.45		C	1606.40	20.08
	D	1872.00	23.40		D	1891.20	23.64		D	1680.00	21.00
	E	1952.80	24.41		E	1976.80	24.71		E	1752.00	21.90
1892	A	2297.60	28.72	1901	A	1531.20	19.14	1910	A	1027.20	12.84
	B	2415.20	30.19		B	1601.60	20.02		B	1073.60	13.42
	C	2532.80	31.66		C	1675.20	20.94		C	1123.20	14.04
	D	2659.20	33.24		D	1764.00	22.05		D	1179.20	14.74
	E	2793.60	34.92		E	1841.60	23.02		E	1231.20	15.39
1893	A	1594.40	19.93	1902	A	1331.20	16.64	1912	A	1814.40	22.68
	B	1671.20	20.89		B	1395.20	17.44		B	1895.20	23.69
	C	1748.00	21.85		C	1455.20	18.19		C	1992.80	24.91
	D	1828.00	22.85		D	1525.60	19.07		D	2079.20	25.99
	E	1908.80	23.86		E	1596.80	19.96		E	2177.60	27.22

**BASE SALARY TABLE CLASSIFIED SERVICE**  
Effective 7 - 1 - 2010

Page 23

RATE	STEP	BIWEEKLY	HOURLY	RATE	STEP	BIWEEKLY	HOURLY	RATE	STEP	BIWEEKLY	HOURLY
1913	A	1902.40	23.78	1923	A	2568.00	32.10	1932	A	1371.20	17.14
	B	1992.80	24.91		B	2689.60	33.62		B	1434.40	17.93
	C	2079.20	25.99		C	2824.80	35.31		C	1506.40	18.83
	D	2183.20	27.29		D	2967.20	37.09		D	1575.20	19.69
	E	2284.00	28.55		E	3111.20	38.89		E	1650.40	20.63
1914	A	804.80	10.06	1924	A	2823.20	35.29	1933	A	1501.60	18.77
	B	844.00	10.55		B	2958.40	36.98		B	1573.60	19.67
	C	876.80	10.96		C	3105.60	38.82		C	1651.20	20.64
	D	923.20	11.54		D	3256.00	40.70		D	1725.60	21.57
	E	958.40	11.98		E	3408.80	42.61		E	1804.80	22.56
1915	A	2436.80	30.46	1925	A	1432.80	17.91	1934	A	1305.60	16.32
	B	2561.60	32.02		B	1500.80	18.76		B	1368.80	17.11
	C	2676.00	33.45		C	1568.80	19.61		C	1436.00	17.95
	D	2811.20	35.14		D	1644.80	20.56		D	1500.80	18.76
	E	2940.00	36.75		E	1720.00	21.50		E	1569.60	19.62
1917	A	2568.00	32.10	1926	A	2568.00	32.10	1935	A	2953.60	36.92
	B	2689.60	33.62		B	2689.60	33.62		B	3094.40	38.68
	C	2824.80	35.31		C	2824.80	35.31		C	3248.80	40.61
	D	2967.20	37.09		D	2967.20	37.09		D	3408.00	42.60
	E	3111.20	38.89		E	3111.20	38.89		E	3571.20	44.64
1918	A	2105.60	26.32	1927	A	2559.20	31.99	1936	A	1053.60	13.17
	B	2216.80	27.71		B	2680.80	33.51		B	1104.00	13.80
	C	2306.40	28.83		C	2815.20	35.19		C	1152.80	14.41
	D	2421.60	30.27		D	2956.00	36.95		D	1209.60	15.12
	E	2540.00	31.75		E	3099.20	38.74		E	1268.00	15.85
1919	A	1180.00	14.75	1928	A	2332.80	29.16	1937	A	2240.80	28.01
	B	1233.60	15.42		B	2440.00	30.50		B	2345.60	29.32
	C	1297.60	16.22		C	2564.80	32.06		C	2461.60	30.77
	D	1352.00	16.90		D	2684.80	33.56		D	2578.40	32.23
	E	1425.60	17.82		E	2812.00	35.15		E	2708.80	33.86
1920	A	1526.40	19.08	1929	A	2568.00	32.10	1938	A	2225.60	27.82
	B	1601.60	20.02		B	2689.60	33.62		B	2328.80	29.11
	C	1681.60	21.02		C	2824.80	35.31		C	2440.00	30.50
	D	1769.60	22.12		D	2967.20	37.09		D	2562.40	32.03
	E	1844.80	23.06		E	3111.20	38.89		E	2681.60	33.52
1921	A	1371.20	17.14	1930	A	1600.00	20.00	1939	A	2562.40	32.03
	B	1430.40	17.88		B	1678.40	20.98		B	2681.60	33.52
	C	1496.80	18.71		C	1756.80	21.96		C	2816.00	35.20
	D	1568.80	19.61		D	1844.00	23.05		D	2953.60	36.92
	E	1649.60	20.62		E	1932.80	24.16		E	3094.40	38.68
1922	A	2703.20	33.79	1931	A	1887.20	23.59	1940	A	2283.20	28.54
	B	2828.00	35.35		B	1972.80	24.66		B	2394.40	29.93
	C	2968.80	37.11		C	2076.80	25.96		C	2512.80	31.41
	D	3114.40	38.93		D	2181.60	27.27		D	2626.40	32.83
	E	3264.00	40.80		E	2287.20	28.59		E	2760.00	34.50

**BASE SALARY TABLE CLASSIFIED SERVICE**  
**Effective 7 - 1 - 2010**

Page 24

RATE	STEP	BIWEEKLY	HOURLY	RATE	STEP	BIWEEKLY	HOURLY	RATE	STEP	BIWEEKLY	HOURLY
1941	A	2538.40	31.73	1966	A	2511.20	31.39	1976	A	2282.40	28.53
	B	2656.00	33.20		B	2633.60	32.92		B	2388.00	29.85
	C	2796.00	34.95		C	2764.00	34.55		C	2509.60	31.37
	D	2939.20	36.74		D	2888.80	36.11		D	2625.60	32.82
	E	3079.20	38.49		E	3036.00	37.95		E	2760.00	34.50
1946	A	1281.60	16.02	1967	A	2824.80	35.31	1977	A	2692.80	33.66
	B	1336.80	16.71		B	2958.40	36.98		B	2819.20	35.24
	C	1396.00	17.45		C	3107.20	38.84		C	2959.20	36.99
	D	1457.60	18.22		D	3264.00	40.80		D	3105.60	38.82
	E	1525.60	19.07		E	3422.40	42.78		E	3251.20	40.64
1947	A	1396.00	17.45	1968	A	1406.40	17.58	1978	A	1174.40	14.68
	B	1457.60	18.22		B	1468.80	18.36		B	1223.20	15.29
	C	1525.60	19.07		C	1534.40	19.18		C	1281.60	16.02
	D	1596.00	19.95		D	1600.00	20.00		D	1336.80	16.71
	E	1668.00	20.85		E	1676.00	20.95		E	1396.00	17.45
1955	A	2377.60	29.72	1969	A	1344.80	16.81	1979	A	1281.60	16.02
	B	2500.80	31.26		B	1402.40	17.53		B	1336.80	16.71
	C	2617.60	32.72		C	1464.80	18.31		C	1396.00	17.45
	D	2746.40	34.33		D	1529.60	19.12		D	1457.60	18.22
	E	2876.80	35.96		E	1600.80	20.01		E	1525.60	19.07
1956	A	1811.20	22.64	1970	A	1564.80	19.56	1980	A	2000.00	25.00
	B	1900.00	23.75		B	1640.80	20.51		B	2097.60	26.22
	C	1978.40	24.73		C	1718.40	21.48		C	2198.40	27.48
	D	2079.20	25.99		D	1796.00	22.45		D	2303.20	28.79
	E	2174.40	27.18		E	1888.00	23.60		E	2416.80	30.21
1957	A	2083.20	26.04	1971	A	2283.20	28.54	1982	A	1211.20	15.14
	B	2184.00	27.30		B	2394.40	29.93		B	1268.00	15.85
	C	2276.80	28.46		C	2512.80	31.41		C	1321.60	16.52
	D	2391.20	29.89		D	2626.40	32.83		D	1387.20	17.34
	E	2500.80	31.26		E	2760.00	34.50		E	1458.40	18.23
1961	A	1904.80	23.81	1972	A	2568.00	32.10	1983	A	1421.60	17.77
	B	1995.20	24.94		B	2689.60	33.62		B	1491.20	18.64
	C	2097.60	26.22		C	2824.80	35.31		C	1560.00	19.50
	D	2200.80	27.51		D	2967.20	37.09		D	1637.60	20.47
	E	2306.40	28.83		E	3111.20	38.89		E	1712.80	21.41
1964	A	1881.60	23.52	1974	A	1672.00	20.90	1985	A	1706.40	21.33
	B	1977.60	24.72		B	1741.60	21.77		B	1791.20	22.39
	C	2076.00	25.95		C	1826.40	22.83		C	1872.00	23.40
	D	2172.00	27.15		D	1907.20	23.84		D	1952.80	24.41
	E	2287.20	28.59		E	1999.20	24.99		E	2046.40	25.58
1965	A	2287.20	28.59	1975	A	1816.00	22.70	1986	A	2616.80	32.71
	B	2396.80	29.96		B	1901.60	23.77		B	2733.60	34.17
	C	2511.20	31.39		C	1997.60	24.97		C	2860.80	35.76
	D	2633.60	32.92		D	2096.00	26.20		D	2992.00	37.40
	E	2764.00	34.55		E	2197.60	27.47		E	3127.20	39.09



# **BASE SALARY TABLE CLASSIFIED SERVICE**

Page 25

**Effective 7 - 1 - 2010**

RATE	STEP	BIWEEKLY	HOURLY	RATE	STEP	BIWEEKLY	HOURLY	RATE	STEP	BIWEEKLY	HOURLY
1987	A	2972.80	37.16	2139	A	930.40	11.63				
	B	3114.40	38.93		B	979.20	12.24				
	C	3277.60	40.97		C	1024.80	12.81				
	D	3430.40	42.88		D	1069.60	13.37				
	E	3596.80	44.96		E	1122.40	14.03				
1988	A	2274.40	28.43	2166	A	1500.00	18.75				
	B	2376.80	29.71		B	1575.20	19.69				
	C	2484.00	31.05		C	1654.40	20.68				
	D	2602.40	32.53		D	1736.00	21.70				
	E	2719.20	33.99		E	1824.00	22.80				
1991	A	1672.00	20.90	2169	A	933.60	11.67				
	B	1741.60	21.77		B	980.00	12.25				
	C	1826.40	22.83		C	1026.40	12.83				
	D	1907.20	23.84		D	1072.00	13.40				
	E	1999.20	24.99		E	1123.20	14.04				
1992	A	1281.60	16.02	2185	A	1825.60	22.82				
	B	1336.80	16.71		B	1916.80	23.96				
	C	1396.00	17.45		C	2012.00	25.15				
	D	1457.60	18.22		D	2112.80	26.41				
	E	1525.60	19.07		E	2217.60	27.72				
1994	A	2564.80	32.06	2186	A	933.60	11.67				
	B	2684.80	33.56		B	980.00	12.25				
	C	2819.20	35.24		C	1026.40	12.83				
	D	2957.60	36.97		D	1072.00	13.40				
	E	3096.80	38.71		E	1123.20	14.04				
1995	A	644.80	8.06	2188	A	716.00	8.95				
	B	684.00	8.55		B	750.40	9.38				
	C	713.60	8.92		C	784.80	9.81				
	D	750.40	9.38		D	823.20	10.29				
	E	788.00	9.85		E	858.40	10.73				
1997	A	1722.40	21.53								
	B	1804.80	22.56								
	C	1890.40	23.63								
	D	1983.20	24.79								
	E	2078.40	25.98								
1998	A	1932.00	24.15								
	B	2023.20	25.29								
	C	2122.40	26.53								
	D	2228.80	27.86								
	E	2336.80	29.21								
2103	A	933.60	11.67								
	B	980.00	12.25								
	C	1026.40	12.83								
	D	1072.00	13.40								
	E	1123.20	14.04								

**EXHIBIT B**

**THE CITY OF SAN DIEGO  
CLASSIFIED SERVICE  
CLASSES AND STANDARD RATES**

**EXHIBIT B**

**JULY 1, 2010**

Classified Service Classes and Standard Rates

Standard  
Rate Number

**BUILDING INSPECTION**

Combination Inspector I	1276
Combination Inspector II	1277
Electrical Inspector I	1161
Electrical Inspector II	1162
Housing Inspector I	1164
Housing Inspector II	1165
Mechanical Inspector I	1171
Mechanical Inspector II	1172
Senior Combination Inspector	1849
Senior Electrical Inspector	1163
Senior Housing Inspector	1166
Senior Mechanical Inspector	1173
Senior Structural Inspector	1179
Structural Inspector I	1177
Structural Inspector II	1178

**CHEMISTS**

Asbestos and Lead Program Inspector	1122
Assistant Chemist	1136
Assistant Laboratory Technician	1160
Associate Chemist	1220
Biologist I	1623

Classified Service Classes and Standard Rates

Standard  
Rate Number

Biologist II	1624
Biologist III	1622
Hazardous Materials Inspector I	1526
Hazardous Materials Inspector II	1527
Hazardous Materials Inspector III	1544
Hazardous Materials/Pretreatment Trainee	1524
Hazardous Materials Program Manager	1500
Junior Chemist	1543
Laboratory Assistant	1578
Laboratory Technician	1580
Marine Biologist I	1609
Marine Biologist II	1610
Marine Biologist III	1611
Senior Biologist	1804
Senior Chemist	1854
Senior Marine Biologist	1851
Supervising Hazardous Materials Inspector	1896
Supervising Wastewater Pretreatment Inspector	1378
Wastewater Pretreatment Inspector I	1374
Wastewater Pretreatment Inspector II	1375
Wastewater Pretreatment Inspector III	1376
Wastewater Pretreatment Program Manager	1528

Classified Service Classes and Standard Rates

Standard  
Rate Number

CLERICAL

Account Clerk	1104
Account Audit Clerk	1103
Auto Messenger I	1236
Auto Messenger II	1194
Benefits Representative I	1255
Benefits Representative II	1256
Bookmobile Driver	1268
Cashier	1330
Claims Clerk	1341
Clerical Assistant I	1569
Clerical Assistant II	1535
Contracts Processing Clerk	1536
Council Secretary	1381
Court Support Clerk I	1386
Court Support Clerk II	1388
Customer Services Representative	1394
Deputy City Clerk I	1395
Deputy City Clerk II	1396
Disposal Site Representative	1412
Editor/Proofreader	1246
Executive Secretary	1876
Intermediate Stenographer (Terminal)	1532

Classified Service Classes and Standard Rates

Standard  
Rate Number

Legal Secretary I	1379
Legal Secretary II	1577
Legislative Recorder I	1382
Legislative Recorder II	1383
Library Aide	1588
Library Clerk	1590
Library Technician	1758
Micrographics Clerk	1617
Payroll Audit Specialist I	1647
Payroll Audit Specialist II	1649
Payroll Audit Supervisor - Auditor	1886
Payroll Audit Supervisor - Personnel	1659
Payroll Specialist I	1237
Payroll Specialist II	1648
Payroll Supervisor	1238
Police Records Clerk	1720
Principal Clerk	1726
Principal Customer Services Representative	1722
Principal Legal Secretary	1404
Principal Police Records Clerk	1721
Principal Test Administration Specialist	1723
Public Information Clerk	1776
Public Information Specialist	1774

Classified Service Classes and Standard Rates

**Standard  
Rate Number**

Public Information Supervisor	1778
Public Service Career Trainee	15% below (target class)
Retirement Assistant	1801
Senior Account Clerk	1844
Senior Account Audit Clerk	1133
Senior Accounts Payable Audit Clerk	1809
Senior Benefits Representative	1257
Senior Cashier	1840
Senior Clerk/Typist	1879
Senior Customer Services Representative	1860
Senior Disposal Site Representative	1864
Senior Legal Secretary	1820
Senior Legislative Recorder	1857
Senior Library Technician	1759
Senior Police Records Clerk	1853
Senior Test Administration Specialist	1852
Student Worker	1914
Supervising Disposal Site Representative	1920
Test Administration Specialist	1419
Vehicle and Fuel Clerk	1982
Word Processing Operator	1746

Classified Service Classes and Standard Rates

Standard  
Rate Number

COMMUNICATIONS

Dispatcher I .	1410
Dispatcher II	1411
Fire Dispatch Supervisor	1518
Fire Dispatcher	1464
Fire Dispatch Administrator	1017
Police Dispatch Administrator	1195
Police Dispatch Supervisor	1918
Police Dispatcher	1714
Police Lead Dispatcher	1661
Public Works Dispatcher	1766
Public Works Dispatch Supervisor	1767

CONSTRUCTION AND MAINTENANCE

Assistant Reservoir Keeper	1193
Building Service Technician	1280
Building Services Supervisor	1275
Building Supervisor	1274
General Utility Supervisor	1976
General Water Utility Supervisor	1488
Laborer	1579
Lake Aide I	1572
Lake Aide II	1560
Principal Utility Supervisor	1980
Principal Water Utility Supervisor	1734



Classified Service Classes and Standard Rates

Standard  
Rate Number

Public Works Superintendent	1977
Public Works Supervisor	1961
Reservoir Keeper	1817
Senior Stable Attendant	1909
Senior Utility Supervisor	1975
Senior Water Utility Supervisor	1870
Stable Attendant	1908
Stadium Maintenance Supervisor	1897
Stadium Maintenance Technician	1898
Tank Service Technician I	1946
Tank Service Technician II	1947
Utility Supervisor	1974
Utility Worker I	1978
Utility Worker II	1979
Water Systems District Manager	1016
Water Systems Technician I	1011
Water Systems Technician II	1012
Water Systems Technician III	1013
Water Systems Technician IV	1014
Water Systems Technician Supervisor	1015
Water Utility Supervisor	1991
Water Utility Worker	1992
Work Service Aide	1995

## Classified Service Classes and Standard Rates

Standard  
Rate Number

### CUSTODIAL

Custodian I	1387
Custodian II	1389
Custodian III	1390
Supervising Custodian	1919

### DATA PROCESSING

Police Records Data Specialist	1575
Police Records Data Specialist Supervisor	1576
Programmer Analyst I	1747
Programmer Analyst II	1748
Programmer Analyst III	1749
Senior Police Records Data Specialist Supervisor	1865
Senior Systems Analyst	1877

### ENGINEERING

Assistant Engineer - Civil	1153
Assistant Engineer - Electrical	1157
Assistant Engineer - Mechanical	1167
Assistant Engineer - Traffic	1207
Assistant Park Designer	1168
Associate Communications Engineer	1219
Associate Engineer - Civil	1221

Classified Service Classes and Standard Rates

Standard  
Rate Number

Associate Engineer - Corrosion	1385
Associate Engineer - Electrical	1223
Associate Engineer - Mechanical	1225
Associate Engineer - Traffic	1233
Drafting Aide	1422
Engineering Trainee	1432
Hydrography Aide	1520
Junior Engineer - Civil	1546
Junior Engineer - Electrical	1552
Junior Engineer - Mechanical	1562
Junior Engineering Aide	1555
Land Surveying Assistant	1938
Land Surveying Associate	1939
Park Designer	1638
Plan Review Specialist I	1655
Plan Review Specialist II	1656
Plan Review Specialist III	1657
Plan Review Specialist IV	1658
Police Special Projects Manager	1754
Principal Drafting Aide	1725
Principal Engineering Aide	1727
Principal Plan Review Specialist	1724
Principal Survey Aide	1525
Principal Traffic Engineering Aide	1730
Project Assistant	1750
Project Officer I	1751

Classified Service Classes and Standard Rates

Standard  
Rate Number

Project Officer II	1752
Senior Civil Engineer	1855
Senior Communications Engineer	1346
Senior Drafting Aide	1423
Senior Electrical Engineer	1863
Senior Engineer - Fire Protection	1457
Senior Engineering Aide	1861
Senior Engineering Geologist	1806
Senior Land Surveyor	1935
Senior Mechanical Engineer	1830
Senior Survey Aide	1881
Senior Traffic Engineer	1878
Structural Engineering Assistant	1208
Structural Engineering Associate	1231
Structural Engineering Senior	1875
Student Engineer	1910
Supervising Plan Review Specialist	1928
Work Control Manager	1994

Classified Service Classes and Standard Rates

Standard  
Rate Number

**EQUIPMENT MAINTENANCE**

Aircraft Mechanic	1145
Aquatics Technician I	1737
Aquatics Technician II	1732
Aquatics Technician Supervisor	1738
Assistant Water Distribution Operator	1368
Body and Fender Mechanic	1264
Equipment Mechanic	1437
Equipment Painter	1446
Equipment Repair Supervisor	1435
Equipment Service Supervisor	1451
Equipment Service Writer	1447
Equipment Technician I	1436
Equipment Technician II	1438
Equipment Technician III	1441
Firearms Technician	1191
Fleet Maintenance Supervisor	1146
Fleet Manager	1762
Machinist	1602
Marine Mechanic	1608
Metal Fabrication Services Supervisor	1604
Metal Fabrication Supervisor	1616
Motive Service Technician	1452

Classified Service Classes and Standard Rates

Standard  
Rate Number

Motive Service Trainee	1449
Parking Meter Supervisor	1646
Parking Meter Technician	1641
Plant Technician I	1652
Plant Technician II	1653
Plant Technician III	1654
Plant Technician Supervisor	1669
Power Plant Operator	1717
Power Plant Superintendent	1739
Power Plant Supervisor	1718
Principal Plant Technician Supervisor	1670
Pump Station Operations Supervisor	1373
Pump Station Operator	1372
Pump Station Operator Trainee	1371
Senior Motive Service Technician	1450
Senior Parking Meter Technician	1803
Senior Plant Technician Supervisor	1671
Senior Power Plant Supervisor	1915
Water Distribution Operator	1369
Water Distribution Operations Supervisor	1370
Water Distribution Operator Trainee	1367
Welder	1985

Classified Service Classes and Standard Rates

Standard  
Rate Number

**EQUIPMENT OPERATION**

Area Refuse Collection Supervisor	1835
Boat Operator	1266
Disposal Site Supervisor	1413
District Refuse Collection Supervisor	1839
Equipment Operator I	1439
Equipment Operator II	1440
Equipment Operator III	1445
Equipment Trainer	1442
Heavy Truck Driver I	1513
Heavy Truck Driver II	1512
Landfill Equipment Operator	1573
Light Equipment Operator	1594
Motor Sweeper Operator	1625
Motor Sweeper Supervisor	1618
Refuse Collection Manager	1841
Sanitation Driver I	1834
Sanitation Driver II	1832
Sanitation Driver III	1824
Sanitation Driver Trainee	1833
Senior Boat Operator	1267
Senior Disposal Site Supervisor	1866
Seven-Gang Mower Operator	1265
Traffic Stripper Operator	1626

Classified Service Classes and Standard Rates

Standard  
Rate Number

**FIELD CONTACT**

Airport Operations Assistant	1117
Assistant Customer Services Supervisor	1137
City Attorney Investigator	1596
Claims Aide	1340
Claims Representative I	1342
Claims Representative II	1343
Code Compliance Officer	1356
Code Compliance Supervisor	1357
Collections Investigator I	1331
Collections Investigator II	1332
Collections Investigator III	1333
Collections Investigator Trainee	1334
Customer Services Supervisor	1393
Field Representative	1465
Investigation Support Manager	1924
Parking Enforcement Officer I	1640
Parking Enforcement Officer II	1630
Parking Enforcement Supervisor	1639
Police Code Compliance Officer	1361



Classified Service Classes and Standard Rates

Standard  
Rate Number

Police Code Compliance Supervisor	1362
Principal City Attorney Investigator	1728
Safety Representative I	1825
Safety Representative II	1826
Senior Airport Operations Assistant	1808
Senior City Attorney Investigator	1885
Senior Claims Representative	1937
Senior Code Compliance Supervisor	1912
Senior Parking Enforcement Supervisor	1148
Special Events Traffic Control Supervisor	1933
Special Events Traffic Controller I	1934
Special Events Traffic Controller II	1932
Supervising Field Representative	1921
Supervising Meter Reader	1925

**FIRE**

Air Operations Chief	1149
Assistant Fire Marshal	1156
Emergency Medical Technician	1517
Fire Battalion Chief	1453
Fire Captain	1456
Fire Engineer	1458
Fire Fighter I	1461

Classified Service Classes and Standard Rates

Standard  
Rate Number

Fire Fighter II	1462
Fire Fighter III	1020
Fire Helicopter Pilot	1150
Fire Prevention Inspector I	1474
Fire Prevention Inspector II	1475
Fire Prevention Supervisor	1476
Fire Recruit	1463
Paramedic I	1506
Paramedic II	1507

**GRAPHICS**

Graphic Communications Manager	1347
Graphic Design Supervisor	1489
Graphic Designer	1490
Multimedia Production Coordinator	1235
Multimedia Production Specialist	1230
Photographer	1660

**LIBRARY**

Librarian I	1571
Librarian II	1584
Librarian III	1867
Librarian IV	1585

Classified Service Classes and Standard Rates

Standard  
Rate Number

Library Assistant	1586
Supervising Librarian	1922

**MANAGEMENT, FISCAL AND STAFF**

Accountant I	1102
Accountant II	1842
Accountant III	1100
Accountant IV	1183
Accountant Trainee	1538
Administrative Aide I	1105
Administrative Aide II	1107
Agricultural Lease Manager	1110
Airport Manager	1118
Airport Noise Abatement Officer	1116
Applications Programmer I	1240
Applications Programmer II	1241
Applications Programmer III	1242
ARJIS Administrator	1253
Asbestos Program Manager	1119
Assistant Budget Development Analyst	1964
Assistant Department Human Resources Analyst	1363
Assistant Economist	1158
Assistant Facility Manager	1159

Classified Service Classes and Standard Rates

Standard  
Rate Number

Assistant Management Analyst	1132
Assistant Personnel Analyst	1170
Assistant Property Agent	1181
Assistant Rate Analyst	1190
Associate Budget Development Analyst	1965
Associate Department Human Resources Analyst	1364
Associate Economist	1222
Associate Management Analyst	1218
Associate Personnel Analyst	1226
Associate Property Agent	1228
Building Code and Noise Abatement Supervisor	1278
Business Systems Analyst I	1023
Business Systems Analyst II	1022
Business Systems Analyst III	1021
Buyer's Aide I	1286
Buyer's Aide II	1287
Cemetery Manager	1296
Claims and Insurance Manager	1816
Collections Manager	1344
Community Development Coordinator	1350
Community Development Specialist I	1351
Community Development Specialist II	1352
Community Development Specialist III	1353
Community Development Specialist IV	1354
Compliance and Metering Manager	1805
Customer Information and Billing Manager	1795

Classified Service Classes and Standard Rates

Standard  
Rate Number

Deputy Noise Abatement Officer	1397
Development Project Manager I	1184
Development Project Manager II	1185
Development Project Manager III	1186
Dispute Resolution Officer	1415
Economist	1424
Employee Assistance Counselor	1406
Employee Assistance Program Manager	1429
Employee Benefits Administrator	1416
Employee Benefits Specialist I	1417
Employee Benefits Specialist II	1407
Fitness Specialist	1201
Fleet Parts Buyer	1250
Fleet Parts Buyer Supervisor	1249
Information Systems Administrator	1243
Information Systems Analyst I	1151
Information Systems Analyst II	1348
Information Systems Analyst III	1349
Information Systems Analyst IV	1926
Information Systems Manager	1244
Information Systems Technician	1401
Junior Property Agent	1564
Lakes Program Manager	1599
Paralegal	1598
Literacy Program Administrator	1757
Management Trainee	1108

Classified Service Classes and Standard Rates

Standard  
Rate Number

Noise Abatement Officer	1631
Organizational Effectiveness Specialist I	1613
Organizational Effectiveness Specialist II	1614
Organizational Effectiveness Specialist III	1612
Organizational Effectiveness Supervisor	1615
Personnel Assistant I	1651
Personnel Assistant II	1662
Police Property and Records Administrator	1698
Principal Paralegal	1147
Principal Procurement Specialist	1783
Procurement Specialist	1282
Procurement Trainee	1283
Property Agent	1756
Public Art Program Administrator	1769
Public Information Officer	1777
Rate Analyst	1793
Recycling Program Manager	1556
Recycling Specialist I	1559
Recycling Specialist II	1558
Recycling Specialist III	1561
Rehabilitation Coordinator	1811
Safety and Training Manager	1972
Safety Officer	1823
Senior Budget Development Analyst	1966
Senior Department Human Resources Analyst	1365
Senior Paralegal	1822

Classified Service Classes and Standard Rates

Standard  
Rate Number

Senior Management Analyst	1106
Senior Personnel Analyst	1650
Senior Procurement Specialist	1850
Senior Public Information Officer	1871
Stadium/Field Manager	1874
Supervising Claims Representative	1391
Supervising Budget Development Analyst	1967
Supervising Department Human Resources Analyst	1366
Supervising Economist	1923
Supervising Management Analyst	1917
Supervising Personnel Analyst	1927
Supervising Property Agent	1929
Supervising Public Information Officer	1940
Supervising Recycling Specialist	1557
Systems Administrator I	1026
Systems Administrator II	1025
Systems Administrator III	1024
Training Supervisor	1971
Victim Services Coordinator	1983

**MARINE SAFETY**

Lake Ranger	1530
Lifeguard I	1591
Lifeguard II	1593
Lifeguard III	1603
Lifeguard Sergeant	1592
Marine Safety Captain	1587

Classified Service Classes and Standard Rates

Standard  
Rate Number

Marine Safety Lieutenant	1589
Ranger/Diver I	1398
Ranger/Diver II	1399
Ranger/Diver Supervisor	1400

**PARK MAINTENANCE**

Golf Course Superintendent	1509
Greenskeeper	1482
Greenskeeper Supervisor	1483
Grounds Maintenance Manager	1642
Grounds Maintenance Supervisor	1470
Grounds Maintenance Worker I	1467
Grounds Maintenance Worker II	1468
Grounds Maintenance Worker III	1469
Horticulturist	1514
Irrigation Specialist	1508
Lead Cemetery Groundskeeper	1568
Nursery Gardener	1627
Nursery Supervisor	1628
Pesticide Applicator	1644
Pesticide Supervisor	1645
Senior Stadium Groundskeeper	1893
Stadium Groundskeeper	1894
Stadium Turf Manager	1892
Tree Maintenance Crewleader	1968
Tree Maintenance Supervisor	1970



Classified Service Classes and Standard Rates

Standard  
Rate Number

Tree Trimmer	1969
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PLANNING

Assistant Planner	1175
Associate Planner	1227
Junior Planner	1563
Planning Technician I	1663
Planning Technician II	1664
Planning Technician III	1665
Senior Planner	1872
Senior Zoning Investigator	1880
Zoning Investigator I	1997
Zoning Investigator II	1998

PLANT OPERATION

Assistant Wastewater Plant Operator	1205
Assistant Water Plant Operator	1206
Plant Operator Trainee	1673
Senior Wastewater Operations Supervisor	1888
Senior Wastewater Plant Operator	1134
Senior Water Operations Supervisor	1987
Wastewater Operations Supervisor	1887
Wastewater Plant Operator	1890
Wastewater Treatment Superintendent	1883
Water Operations Supervisor	1986
Water Plant Operator	1988
Water Production Superintendent	1884

Classified Service Classes and Standard Rates

Standard  
Rate Number

**POLICE**

Cal-Id Technician	1285
Community Relations Assistant to the Police Chief	1355
Criminalist I	1152
Criminalist II	1384
DNA Technical Manager	1414
Document Examiner I	1420
Document Examiner II	1224
Document Examiner III	1421
Forensic Alcohol Analyst	1466
Crime Scene Specialist	1448
Interview and Interrogation Specialist I	1716
Interview and Interrogation Specialist II	1196
Interview and Interrogation Specialist III	1715
Latent Print Examiner I	1229
Latent Print Examiner II	1570
Police Agent (Terminal)	1694
Police Captain	1680
Police Detective	1684
Police Investigative Aide I	1699
Police Investigative Aide II	1678
Police Lieutenant	1683
Police Officer I	1692

Classified Service Classes and Standard Rates

Standard  
Rate Number

Police Officer II	1693
Police Officer III	1695
Police Recruit	1697
Police Sergeant	1696
Police Service Officer I	1392
Police Service Officer II	1377
Supervising Academy Instructor	1941
Supervising Cal-ID Technician	1930
Supervising Crime Scene Specialist	1018
Supervising Criminalist	1856
Supervising Latent Print Examiner	1019

PRINTING

Bindery Worker I	1260
Bindery Worker II	1261
Bindery Worker III	1262
Electronic Publishing Specialist	1583
Lithographic Technician	1595
Offset Press Operator	1632
Offset Press Supervisor	1765
Print Shop Supervisor	1736
Senior Offset Press Operator	1868

RECREATION

Area Manager I	1130
Area Manager II	1131

Classified Service Classes and Standard Rates

Standard  
Rate Number

Assistant Recreation Center Director	1192
District Manager	1418
Golf Course Manager	1798
Golf Starter	1480
Golf Starter Supervisor	1481
Park Ranger Aide	1176
Park Ranger	1634
Pool Guard I	1667
Pool Guard II	1936
Recreation Aide	1794
Recreation Center Director I	1873
Recreation Center Director II	1796
Recreation Center Director III	1735
Recreation Leader I	1565
Recreation Leader II	1531
Recreation Specialist	1797
Senior Park Ranger	1821
Supervising Recreation Specialist	1931
Swimming Pool Manager I	1905
Swimming Pool Manager II	1906
Swimming Pool Manager III	1907

Classified Service Classes and Standard Rates

Standard  
Rate Number

SKILLED TRADES

Apprentice

Salary range will be  
established as a percentage of  
"D" step of the appropriate  
journey level class

Building Maintenance Supervisor	1273
Carpenter	1288
Carpenter Supervisor	1290
Cement Finisher	1293
Cement Gun Operator	1498
Communications Technician	1426
Communications Technician Supervisor	1427
Construction Estimator	1601
Electrician	1428
Electrician Supervisor	1431
Electronics Technician	1443
Electronics Technician Supervisor	1444
Heating Technician	1510
Heating, Ventilating, and Air Conditioning Supervisor	1511
Instrumentation and Control Technician	1523
Instrumentation and Control Supervisor	1522
Locksmith	1597
Millwright	1605
Painter	1635
Painter Supervisor	1637
Plant Process Control Electrician	1666
Plant Process Control Supervisor	1668

Classified Service Classes and Standard Rates

Standard  
Rate Number

Plasterer	1672
Plumber	1675
Plumber Supervisor	1677
Refrigeration Mechanic	1810
Roofer	1819
Roofing Supervisor	1818
Senior Building Maintenance Supervisor	1279
Senior Communications Technician	1859
Senior Communications Technician Supervisor	1425
Senior Electrical Supervisor	1430
Senior Locksmith	1802
Senior Refrigeration Mechanic	1913
Sign Painter	1891
Sign Shop Supervisor	1895
Traffic Signal Supervisor	1955
Traffic Signal Technician I	1956
Traffic Signal Technician II	1957

Classified Service Classes and Standard Rates

Standard  
Rate Number

**STOREKEEPING**

Police Property and Evidence Clerk	1719
Property and Evidence Supervisor	1900
Stock Clerk	1899
Storekeeper I	1902
Storekeeper II	1903
Storekeeper III	1901
Stores Operations Supervisor	1533
Senior Property and Evidence Supervisor	1904

**EXHIBIT C**

**THE CITY OF SAN DIEGO  
UNCLASSIFIED SERVICE  
CLASSIFICATIONS AND STANDARD SALARY RATES**

**EXHIBIT C**

**JULY 1, 2010  
(Revised April 12, 2010)**



**UNCLASSIFIED SERVICE****EXECUTIVE****Classification and Class Number****Executive V****Salary Rate-2051/Minimum and Maximum**

Monthly	\$ 6,105.00	-	\$ 24,383.00
Bi-weekly	\$ 2,808.00	-	\$ 11,215.20
Hourly	\$ 35.10	-	\$ 140.19

- 2141 City Manager (Chief Operating Officer) (UC)
- ~~2001 City Attorney (UC)~~
- 2106 Assistant City Attorney (UC)
- 2111 Assistant City Manager (Assistant Chief Operating Officer) (UC)
- 2127 Assistant to the City Manager (Assistant to the Chief Operating Officer) (UC)
- 2180 Retirement Administrator (UC)**

**Executive IV****Salary Rate-2041/Minimum and Maximum**

Monthly	\$ 4,947.00	-	\$ 18,739.00
Bi-weekly	\$ 2,275.20	-	\$ 8,619.20
Hourly	\$ 28.44	-	\$ 107.74

- 2153 Assistant to the City Manager (Deputy Chief Operating Officer) (UC)
- 2130 Budget Officer (Chief Financial Officer) (UC)
- 2112 Business Center Manager (UC) (Assistant Deputy Chief Operating Officer)
- 2109 City Auditor (UC)**
- 2132 Department Director (UC)
- 2131 Development Services Director (UC)
- 2147 Engineering and Capital Projects Director (UC)
- 2192 Environmental Services Director (UC)
- 2155 Executive Assistant Police Chief (UC)
- 2160 Fire Chief (UC)
- 2142 Independent Budget Analyst (UC)
- 2267 Metropolitan Wastewater Director (UC)
- 2179 Park and Recreation Director (UC)
- 2172 Planning Director (UC)
- 2173 Police Chief (UC)
- 2194 Public Utilities Director (UC)
- 2159 Transportation Director (UC)

**Executive III****Salary Rate-2030/Minimum and Maximum**

Monthly	\$ 2,654.00	-	\$ 14,547.00
Bi-weekly	\$ 1,220.80	-	\$ 6,691.20
Hourly	\$ 15.26	-	\$ 83.64

2181	Assistant Department Director (UC)
2105	Assistant Development Services Director (UC)
2123	Assistant Environmental Services Director (UC)
2115	Assistant Financial Management Director (UC)
2154	Assistant Fire Chief (UC)
2276	Assistant Metropolitan Wastewater Director (UC)
2114	Assistant Planning Director (UC)
2118	Assistant Transportation Director (UC)
2255	City Architect (UC)
2140	City Librarian (UC)
2134	Neighborhood Code Compliance Director (UC)
2176	Purchasing Agent (UC)
2177	Real Estate Assets Director (UC)
2157	Risk Management Director (UC)
2190	Treasurer (UC)

**Executive II****Salary Rate-2020/Minimum and Maximum**

Monthly	\$ 2,207.00	-	\$ 13,415.00
Bi-weekly	\$ 1,015.20	-	\$ 6,170.40
Hourly	\$ 12.69	-	\$ 77.13

2110	Assistant City Librarian (UC)
2116	Assistant Purchasing Agent (UC)
2124	Assistant Real Estate Assets Director (UC)
2126	Assistant Risk Management Director (UC)
2121	Assistant Treasurer (UC)
2164	Management Assistant to the City Manager (UC)
2182	Principal Assistant to City Attorney (UC)

**Executive I**

**Salary Rate-2010/Minimum and Maximum**

Monthly	\$ 1,699.00	-	\$ 9,858.00
Bi-weekly	\$ 781.60	-	\$ 4,534.40
Hourly	\$ 9.77	-	\$ 56.68

- 2117 Assistant to the Engineering and Capital Projects Director (UC)
- 2150 Assistant to the Neighborhood Code Compliance Director (UC)
- 2125 Assistant to the Park and Recreation Director (UC)
- 2122 Assistant to the Water Department Director (UC)

**MANAGERIAL**Classification and Class Number**Managerial A**Salary Rate-2070/Minimum and Maximum

Monthly	\$ 1,407.00	-	\$ 8,823.00
Bi-weekly	\$ 647.20	-	\$ 4,058.40
Hourly	\$ 8.09	-	\$ 50.73

2205	Confidential Secretary to City Attorney (UC)
2207	Confidential Secretary to City Manager (Confidential Secretary to Chief Operating Officer) (UC)
2209	Confidential Secretary to Police Chief (UC)
2148	Secretary to Labor Relations (UC)

**Managerial B**Salary Rate-2073/Minimum and Maximum

Monthly	\$ 1,924.00	-	\$ 11,531.00
Bi-weekly	\$ 884.80	-	\$ 5,304.00
Hourly	\$ 11.06	-	\$ 66.30

2250	Assistant Deputy Director (UC)
2256	Assistant Investment Officer (UC)
2279	Assistant to the Environmental Services Director (UC)
2266	Assistant to the Executive Director, Human Relations Commission (UC)
2202	Building Inspection Supervisor (UC)
2265	Central Stores Program Manager (UC)
2260	Child Care Coordinator (UC)
2262	Disability Services Coordinator (UC)
2215	Endowment Officer (UC)
2261	Equal Opportunity Contracting Manager (UC)
2273	Golf Course Operations Manager (UC)
2277	Graffiti Program Manager
2272	Homeless Services Coordinator (UC)
2275	Neighborhood Services Coordinator (UC)
2244	Paramedic Coordinator (UC)
2221	Print Shop Manager (UC)
2282	Program Coordinator (UC)
2162	Quality Management Coordinator (UC)
2243	Resource Development Officer (UC)
2232	Regional Urban Information Systems Administrator (UC)

**Managerial C****Salary Rate-2077/Minimum and Maximum**

Monthly	\$ 3,927.00	-	\$ 14,445.00
Bi-weekly	\$ 1,806.40	-	\$ 6,644.00
Hourly	\$ 22.58	-	\$ 83.05

2283	Assistant Golf Operations Manager (UC)
2238	Assistant Police Chief (UC)
2245	Assistant Stadium Manager (UC)
2278	Assistant to the Development Services Director (UC)
2281	Assistant to the Director (UC)
2236	Assistant to the Fire Chief (UC)
2201	Assistant to the Planning Director (UC)
2264	Assistant to the Police Chief (UC)
2247	Budget Services Manager (UC)
2145	Chief Accountant (UC)
2218	City Planner (UC)
2203	Community Development Administrator (UC)
2220	Crime Laboratory Manager (UC)
2214	Deputy Director (UC)
2253	Deputy Director, Elections and Records Management (UC)
2252	Deputy Director, Legislative Services (UC)
2237	Deputy Fire Chief (UC)
2219	Deputy Library Director (UC)
2225	Deputy Planning Director (UC)
2268	Executive Director (UC)
2216	Facility Manager (UC)
2269	Labor Relations Manager (UC)
2280	Lifeguard Chief (UC)
2248	Organization Effectiveness Program Manager (UC)
<b>2284</b>	<b>Performance Audit Manager (UC)</b>
2240	Police Commander (UC)
2246	Police Administrative Services Director (UC)
2234	Principal Planner (UC)
2270	Program Manager (UC)
2249	Youth Services Administrator (UC)
2271	Revenue Programs Manager (UC)
2226	Zoning Administrator (UC)

**PROFESSIONAL LEGAL**Classification and Class NumberSalary Rate-2060/Minimum and Maximum

Monthly	\$	1,489.00	-	\$	17,076.00
Bi-weekly	\$	684.80	-	\$	7,854.40
Hourly	\$	8.56	-	\$	98.18

2196	Assistant Retirement General Counsel (UC)
2224	Associate Counsel (UC)
2151	Deputy City Attorney (UC)
2197	General Counsel (UC)
2195	Retirement General Counsel (UC)

**OTHER MISCELLANEOUS EXECUTIVE AND MANAGERIAL**Classification and Class Number**Miscellaneous A**Salary Rate-2055/Minimum and Maximum

Monthly	\$	2,901.00	-	\$	17,328.00
Bi-weekly	\$	1,334.40	-	\$	7,969.60
Hourly	\$	16.68	-	\$	99.62

<b>2285</b>	<b>Assistant City Auditor (UC)</b>
2107	Assistant Comptroller (UC)
2113	Assistant Personnel Director (UC)
2119	Assistant Retirement Administrator (UC)
2258	Binational Affairs Officer (UC)
2138	City Clerk (UC)
2137	Comptroller (UC)
2156	Executive Services Director (UC)
2167	Governmental Relations Director (UC)
2241	Investment Officer (UC)
2171	Personnel Director (UC)
<del>2180</del>	<del>Retirement Administrator (UC)</del> <b>MOVED TO EXECUTIVE V</b>
<del>2109</del>	<del>City Auditor (UC)</del> <b>MOVED TO EXECUTIVE IV</b>

**Miscellaneous B**Salary Rate-2045/Minimum and Maximum

Monthly	\$	2,122.00	-	\$	12,392.00
Bi-weekly	\$	976.00	-	\$	5,700.00
Hourly	\$	12.20	-	\$	71.25

2108	Assistant City Clerk (UC)
2128	Assistant Executive Services Director (UC)
2183	Assistant Governmental Relations Director (UC)
2120	Assistant to Mayor (UC)

- 2230 Deputy Personnel Director (UC)
- 2217 Financial Operations Manager (UC)
- 2174 Principal Assistant to Mayor (UC)

**Miscellaneous C****Salary Rate-2035/Minimum and Maximum**

Monthly	\$ 1,708.00	-	\$ 12,486.00
Bi-weekly	\$ 785.60	-	\$ 5,743.20
Hourly	\$ 9.82	-	\$ 71.79

- 2133 Council Assistant (Principal Assistant) (UC)

**Miscellaneous D****Salary Rate-2025/Minimum and Maximum**

Monthly	\$ 1,616.00	-	\$ 12,697.00
Bi-weekly	\$ 743.20	-	\$ 5,840.00
Hourly	\$ 9.29	-	\$ 73.00

- 2259 Assistant Binational Affairs Officer (UC)
- 2200 Assistant for Community Outreach (UC)
- 2143 Budget/Legislative Analyst I (UC)
- 2144 Budget/Legislative Analyst II (UC)
- 2210 Council Committee Consultant (UC)
- 2213 Council Representative II (UC)
- 2158 Equal Employment Investigations Manager (UC)
- 2257 Grants Coordinator (UC)
- 2178 Mayor Representative II (UC)
- 2228 Principal Accountant (UC)
- 2175 ~~Principal Auditor (UC)~~ **Performance Auditor (UC)**
- 2223 Senior Council Committee Consultant (UC)

**Miscellaneous E****Salary Rate-2015/Minimum and Maximum**

Monthly	\$ 1,391.00	-	\$ 8,766.00
Bi-weekly	\$ 640.00	-	\$ 4,032.00
Hourly	\$ 8.00	-	\$ 50.40

- 2251 Committee Consultants Secretary (UC)
- 2206 Confidential Secretary to City Council (UC)
- 2208 Confidential Secretary to Mayor (UC)
- 2211 Council Representative I (UC)
- 2212 Council Representative II (UC)
- 2165 Mayor Representative I (UC)

**Miscellaneous F****Salary Rate-2014/Minimum and Maximum**

Monthly	\$ 4,496.00	-	\$ 8,766.00
Bi-weekly	\$ 2,068.00	-	\$ 4,032.00
Hourly	\$ 25.85	-	\$ 50.40

2274 Medical Review Officer (UC)

**INTERNS****Salary Rate/Minimum and Maximum  
effective 7/1/09**


2185	Senior Legal Intern (UC)	(2185)	Monthly	\$ 3,969.00	-	\$ 4,821.00
			Bi-weekly	\$ 1,825.60	-	\$ 2,217.60
			Hourly	\$ 22.82	-	\$ 27.72
2166	Legal Intern (UC)	(2166)	Monthly	\$ 3,261.00	-	\$ 3,966.00
			Bi-weekly	\$ 1,500.00	-	\$ 1,824.00
			Hourly	\$ 18.75	-	\$ 22.80
2103	Management Intern (UC)	(2103)	Monthly	\$ 2,030.00	-	\$ 2,442.00
			Bi-weekly	\$ 933.60	-	\$ 1,123.20
			Hourly	\$ 11.67	-	\$ 14.04
2169	Library Intern (UC)	(2169)	Monthly	\$ 2,030.00	-	\$ 2,442.00
			Bi-weekly	\$ 933.60	-	\$ 1,123.20
			Hourly	\$ 11.67	-	\$ 14.04
2186	Planning Intern (UC)	(2186)	Monthly	\$ 2,030.00	-	\$ 2,442.00
			Bi-weekly	\$ 933.60	-	\$ 1,123.20
			Hourly	\$ 11.67	-	\$ 14.04
2139	Police Intern (UC)	(2139)	Monthly	\$ 2,023.00	-	\$ 2,440.00
			Bi-weekly	\$ 930.40	-	\$ 1,122.40
			Hourly	\$ 11.63	-	\$ 14.03
2188	Student Intern (UC)	(2188)	Monthly	\$ 1,557.00	-	\$ 1,866.00
			Bi-weekly	\$ 716.00	-	\$ 858.40
			Hourly	\$ 8.95	-	\$ 10.73

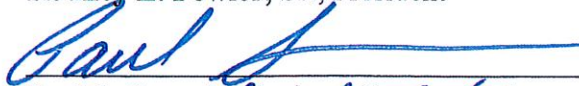



IN WITNESS WHEREOF, the undersigned agree to submit this Memorandum of Understanding effective July 1, 2016 – June 30, 2020, to the appropriate bodies on this 13<sup>th</sup> day of June, 2016.

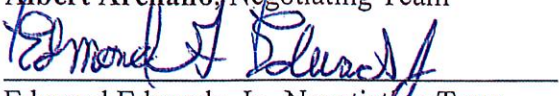
**Local 127, American Federation of State, County and Municipal Employees, AFL-CIO**

  
\_\_\_\_\_  
Carlos Mejia, Lead Negotiator


  
\_\_\_\_\_  
Rodney L. Fowler, Sr., President

  
\_\_\_\_\_  
Paul Satkowski, Business Representative

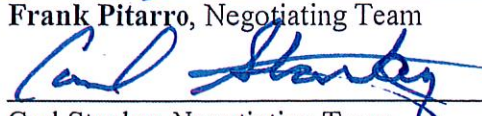
  
\_\_\_\_\_  
Albert Arellano, Negotiating Team

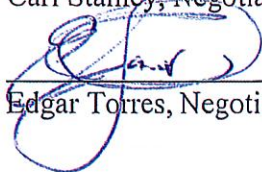
  
\_\_\_\_\_  
Edmond Edwards, Jr., Negotiating Team

  
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Mike Flaherty, Negotiating Team

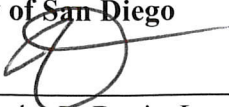
  
\_\_\_\_\_  
Diana Heath, Negotiating Team

  
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Frank Pitarro, Negotiating Team

  
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Carl Stanley, Negotiating Team

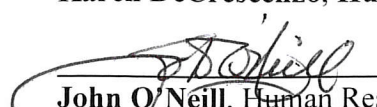
  
\_\_\_\_\_  
Edgar Torres, Negotiating Team

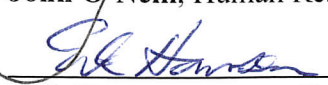
City of San Diego

  
\_\_\_\_\_  
Timothy L. Davis, Lead Negotiator

  
\_\_\_\_\_  
Judy von Kalinowski, Human Resources Director

  
\_\_\_\_\_  
Karen DeCrescenzo, Human Resources Deputy Director

  
\_\_\_\_\_  
John O'Neill, Human Resources Officer

  
\_\_\_\_\_  
Erik Hanson, Human Resources Officer

APPROVED AS TO FORM: JAN I. GOLDSMITH, CITY ATTORNEY

By: 

Joan F. Dawson, Deputy City Attorney

DATE SIGNED 

## SUBJECT INDEX

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401K (Article 30).....	41
Access to Work Locations (Article 45) .....	58
Accident Reports (Article 60).....	74
<b>Additional Pay (Article 14) .....</b>	<b>11</b>
Alternate Schedules (Article 55).....	71
<b>Annual Leave (Article 22, 71).....</b>	<b>23, 77</b>
Appeals (Article 52).....	65
Appearance Guidelines (Article 69) .....	76
Appendices (Article 13).....	11
Apprentices (Article 64) .....	74
Asbestos Containment Team (Article 16).....	19
Availability of Data (Article 50).....	59
<b>Bereavement Leave (Article 25) .....</b>	<b>27</b>
<b>Bilingual Pay (Article 71) .....</b>	<b>77</b>
Bulletin Boards (Article 44).....	57
<b>Bus/Trolley Pass (Article 34).....</b>	<b>47</b>
Call Back Pay (Article 20).....	22
<b>Catastrophic Leave Plan (Article 28).....</b>	<b>29</b>
Cease to Accrue (Article 22).....	23
Citizen Complaints (Article 57).....	73
Classes Eligible For Voluntary Certification Pay (Exhibit B).....	85
Compensatory Time (Article 22).....	23
Continuous Improvement/Incentive Award Program (Article 68) .....	76
Contracting Out (Article 10).....	8
Copies of the Agreement (Article 12).....	11
<b>Corporate Apparel Program (Article 33, Exhibit C).....</b>	<b>44, 86</b>
Department Work Rules (Article 65).....	75
Disciplinary Actions and Appeals (Article 52).....	65
Discretionary Leave (Article 19, 75) .....	21, 80
D.R.O.P. (Article 29) .....	35
Email Communications (Article 44).....	57
Emergency Meals (Article 39).....	53
Employee Assistance Program (Article 35).....	48
Employee Incentives (Article 19) .....	21
Employee Merit Cash Payment (Article 19).....	21
Employee Merit Increase (Article 19) .....	21
Employee Organizational Leave (Article 49) .....	59
<b>Employee Representation (Article 41) .....</b>	<b>54</b>
Employee Rights (Article 56) .....	72
Equal Opportunity Policy (Article 53).....	69
Executive Board Meetings (Article 48) .....	59
<b>Fact Finding (Article 41) .....</b>	<b>54</b>
Fiscal Year 2011 Salary Ordinance-Exhibits A, B, and C (Exhibit E).....	91
<b>Flexible Benefits Plan (Article 32) .....</b>	<b>42</b>
FMLA (Article 22).....	23

Grievance Procedure (Article 51) .....	60
Hazardous Duty (Article 17).....	20
<b>Holidays (Article 24, 71)</b> .....	<b>25, 77</b>
<b>Hourly Sick Leave (A.B. 1522) (Article 76)</b> .....	<b>81</b>
Hours of Work (Article 55).....	71
Implementation (Article 5) .....	5
<b>Industrial Leave (Article 71)</b> .....	<b>77</b>
Inter-Office Mail (Article 44) .....	57
Interim Defined Contribution Plan (Exhibit D).....	87
Labor Management Committee (Article 46).....	58
Last Chance Agreement (Article 52) .....	65
<b>Layoffs (Article 70, 71)</b> .....	<b>77, 77</b>
Limited Appointments (Article 66) .....	75
<b>Long Term Disability (Article 71)</b> .....	<b>77</b>
<b>Maintenance, Labor, Skilled Trades and Equipment Operator Unit (Exhibit A)</b> .....	<b>83</b>
Management Rights (Article 11) .....	10
Mileage Reimbursement (Article 37) .....	51
<b>Military Leave (Article 26)</b> .....	<b>28</b>
Modification and Waiver (Article 9) .....	8
<b>Other Provisions (Article 71)</b> .....	<b>77</b>
<b>Overtime Compensation (Article 71)</b> .....	<b>77</b>
<b>Out-of-Class Assignments (Article 15, 71)</b> .....	<b>19, 77</b>
Overpayments (Article 72) .....	78
Parties to the Agreement (Article 1) .....	3
<b>Performance Reports (Articles 57, 71)</b> .....	<b>73, 77</b>
Payroll Deductions (Article 21) .....	22
Personnel Practices (Article 57).....	73
<b>Personnel Regulations (Article 71)</b> .....	<b>77</b>
<b>Preservation of Unit Work (Article 10)</b> .....	<b>8</b>
Probation (Article 62) .....	74
Provisions of Law (Article 4) .....	5
Reasonable Notice (Article 6).....	6
<b>Recognition (Article 3)</b> .....	<b>3</b>
Reduction in Compensation (Article 52) .....	65
Refuse Collection Incentive System (Article 67) .....	75
<b>Renegotiation (Article 8)</b> .....	<b>6</b>
<b>Representation (Article 41)</b> .....	<b>54</b>
Rest Periods (Article 54).....	70
Retirement (Article 29) .....	35
Route Slips (Article 57) .....	73
<b>Safety Shoes (Article 33)</b> .....	<b>44</b>
<b>Salaries (Article 14)</b> .....	<b>11</b>
Seniority, Use Of (Articles 24, 63) .....	25, 74
Shift Reassignments (Article 55) .....	71
<b>Side Letters (Article 7)</b> .....	<b>6</b>
Skelly Rights (Article 52) .....	65

<b>Smoking Policy (Article 71)</b> .....	<b>77</b>
<b>Special Salary Adjustments (Article 14)</b> .....	<b>11</b>
<b>Special Assignment Pay (Article 14)</b> .....	<b>11</b>
Stadium Stand Moves (Article 18) .....	20
<b>Stewards (Article 40)</b> .....	<b>53</b>
Substance Abuse (Article 59) .....	74
Supplemental Pension Savings Plan (Article 31) .....	42
<b>Term of Agreement (Article 2)</b> .....	<b>3</b>
Time Off for Blood Donation (Article 27) .....	28
<b>Tools/Tool Allowance (Article 36)</b> .....	<b>48</b>
Transfers (Article 58).....	73
<b>Transportation Incentives (Article 34)</b> .....	<b>47</b>
<b>Tuition Reimbursement (Article 38)</b> .....	<b>52</b>
<b>Uniform Reimbursement (Article 33)</b> .....	<b>44</b>
Union Communications (Article 44) .....	57
Union Orientation (Article 47).....	59
Use of City Facilities (Article 43).....	57
Vacancies (Article 63) .....	74
Vacation Schedule (Article 23).....	25
<b>Voluntary Certification Pay (Article 14, Exhibit B)</b> .....	<b>11, 85</b>
Volunteers (Article 73) .....	79
Waiver (Article 51) .....	60
Weapons (Article 61).....	74
<b>Work Clothing (Article 33)</b> .....	<b>44</b>
Work Schedules (Article 55) .....	71