MEMORANDUM OF UNDERSTANDING

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

BY AND BETWEEN	CITY OF SAN DIEGO
AND	SAN DIEGO MUNICIPAL EMPLOYEES ASSOCIATION

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Parties to the Agreement

THIS MEMORANDUM OF UNDERSTANDING (MOU) is made and entered into on July 1, **2016**, by and between the City of San Diego ("City"), and the San Diego Municipal Employees' Association ("MEA").

Purpose

It is the purpose of this MOU, to promote and provide for harmonious relations, cooperation and understanding between Management and the employees covered by this MOU; to provide procedures for an orderly and equitable means of resolving any misunderstandings or differences which may arise under this MOU; and to set forth the understanding of the Parties reached as a result of good faith negotiations regarding wages, hours of employment and other terms and conditions of employment of the employees covered by this MOU. The Parties intend to jointly submit the MOU to the San Diego City Council (City Council) and recommend its approval and implementation.

Meet and Confer

The City and MEA agree to meet and confer during the term of this MOU only to the extent required by applicable law, and if agreement is reached in such meeting and conferring, to reduce such agreement to writing, sign and seek any required ratification, implementation, and/or approval.

ARTICLE 1

Recognition

Management formally recognizes the MEA as the exclusive representative for all employees in the Administrative and Field Support, Technical, Professional and Supervisory Units. This MOU applies to all classifications listed in Appendix A, and to any new classifications added to Appendix A during its term.

No classification shall be removed from the Bargaining Units exclusively represented by MEA during the term of this MOU, and Management shall not entertain any employee petition which seeks removal from this "represented" status.

ARTICLE 2

Implementation

A. This MOU constitutes the mutual recommendation to be jointly submitted to the City Council and/or Civil Service Commission. It is agreed that this MOU shall be binding upon the Parties upon:

1. Ratification by MEA shall be done in a timely manner. MEA shall notify Management of the result of the ratification process no later than **October 15, 2015**.

2. The City Council and Civil Service Commission formally acting by majority vote, to approve and adopt these articles within their respective jurisdictions**.**

B. The tentative agreement shall be submitted to the City Council and MEA for their action as soon as possible after agreement has been reached by the Management Team and MEA.

ARTICLE 3

Term

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 will supersede and replace the last two years of the five-year MOU which began on July 1, 2013, and was otherwise set to expire on June 30, 2018.**

ARTICLE 4

Renegotiation and Reopeners

A. Renegotiation

1. MEA shall serve upon the City its full and entire written proposals for a successor MOU by November **5**, **2019**, with the exception of salary or other economic proposals which shall be presented no later than January **10, 2020**. Upon receipt of such written proposals, meet and confer over non-economic proposals shall begin no later than November **5, 2019.**

2. The City will serve upon MEA its full and entire written proposals for a successor MOU by November **5**, **2019**, with the exception of salary or other economic proposals. Meet and confer over economic proposals shall begin no later than January **20, 2020** at which time the City will present its full economic proposal. If federal or state governments take action that has a direct effect upon the areas which fall within the scope of representation, the City or MEA may submit proposals concerning those areas at later dates.

3. If neither party has proposed a change to a particular Article in this MOU by February **17, 2020**, that Article shall remain in full force and effect from the date it would have been terminated.

4. Unless otherwise agreed to, the Parties agree that final offers by MEA will be made no later than March **27**, **2020** and the City's final offers on economic and non-economic proposals are due March **27**, **2020**. Should there be impasse, MEA and the City agree to meet and exchange written statements of their respective positions regarding any issues, on April **1**, **2020**. If an impasses hearing before the City Council is necessary, it will be scheduled for April **8**, **2020**, unless fact-finding is triggered or the parties mutually agree on a different date.

B. Reopeners

1. Reopening of Negotiations Related to California Public Employment Relations Board (PERB) Proposition B litigation.

   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 (MOU) 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 21 will remain in effect.

2. Reopening of Negotiations Related to Death and Disability.

At the request of either the City or MEA 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.

3. Reopening of Negotiations Related to Health Care Benefits.

By no later than October **3**, **2016**, the parties will **continue** 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 Union along with the City's other five recognized employee organizations to 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. Use of Voluntary Employees' Beneficiary Association (VEBA)
7. Restrictions on employee's ability to opt out of coverage
8. Wellness Program

Step 2, the parties will then meet and confer over the issue**; however, there will be no change in the terms of this MOU or in the status quo absent the parties' mutual agreement.**

4. Reopening of Negotiations Related to the City's Employee Relations Resolution.

By no later than October 1, **2016**, the City and MEA, along with the City's other 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 Meyers-Milias-Brown Act as amended in August 1, 2012.

5. Reopening of Negotiations Related to DROP.

The City contends that the Deferred Retirement Option Plan (DROP) is an employment benefit subject to modification through the meet and confer process. Despite MEA's disagreement with this contention, the Parties agree that, during the term of this MOU, they will meet and confer over proposals to modify DROP to make DROP "cost free" to the City. The Parties acknowledge that the City's proposals will modify DROP to make DROP "cost free" as defined by the City and may include any and all aspects of DROP, including but not limited to, all of the DROP alternative plan design proposals set forth in a study by Buck Consultants presented by the City to MEA on March 14, 2012, or any variations of the alternative proposals which changes numbers or percentages reflected in the Buck study. However, by agreeing to meet and confer regarding proposals to modify DROP, MEA is not waiving its right to challenge any proposed modification to DROP on the basis that it may impair a constitutionally protected, individually vested pension benefit, or on any other ground. MEA further reserves its right to argue, despite any contrary assertion by the City, that the current unmodified DROP is, in fact, "cost free" within the meaning of reasonable actuarial principles and appropriate margins of error. Moreover, in agreeing to meet and confer regarding proposals to modify DROP, neither Party is waiving its rights to make any legal arguments or pursue any legal action related to any proposed DROP modification.

In the event the City and MEA reach agreement on any modifications to DROP, these modifications will become effective on the date agreed upon. In the event the Parties fail to reach an agreement, any impasse hearing related to DROP will be conducted in accordance with Council Policy 300-06 on a date to be agreed upon by the Parties but in no event before January 1, 2013. However, any impasse hearing related to the Parties' meet and confer over DROP, including the aspects of DROP described above, will be separate from and not combined with any issues remaining for impasse in connection with the Parties' meet and confer process for a new MOU for Fiscal Year 2014.

6. **Reopening of Negotiations Related to Managed Competition Process.**

   The parties agree to re-open their existing MOU to meet and confer in good faith over the City's proposed Administrative Regulation 95.95 related to the Managed Competition Process.

7. **Reopening of Negotiations regarding compliance with the Affordable Care Act.**

   No sooner than Fiscal Year 2018, the Parties agree to re-open the MOU, to meet and confer in good faith over compliance with the Employer Shared Responsibility provisions of the Affordable Care Act (ACA) and related guidance issued by the Internal Revenue Service.

ARTICLE 5

Grievance Procedure

A. 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 policies 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 does not preclude employees or their representatives from consulting with Management about the practical consequences actions taken pursuant to the Management Rights Article 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 Memorandum are not grievable and cannot 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 are obviously designed to thwart orderly processing, or if the grievances are patently irrelevant or incomprehensible, such grievances will be rejected as non-grievable. The rejection is grievable.

4. Wherever applicable, the term "working days" means the actual work days of the individual on whom the time limits are imposed, excluding Saturdays, Sundays, and City holidays.

B. Policy.

1. Employees have the right to file grievances without jeopardizing their positions.

2. Employees may represent themselves or be represented by a steward designated pursuant to Article 6 of this MOU or be represented by MEA at any or all steps in the grievance procedure.

   a. The employee has the right to the assistance of a steward and/or a MEA 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 a grievance hearing. A person not acting as a representative may take notes or observe.

   c. Notwithstanding any other provision of this MOU, an employee in a classification assigned to the Administrative and Field Support Unit, the Technical Unit, or the Professional Unit, may not select as a representative, an employee assigned to the Supervisory Unit. An employee in the Supervisory Unit may not select as a representative a supervisor in the employee's chain of command, or a higher ranking supervisor in the same division. This restriction does not apply to stewards.

3. Grievances may be initiated by the employee, a steward, or by a formally recognized employee organization on the employee's behalf. If an employee chooses to have representation on any formal grievance concerning a matter that directly involves the interpretation or application of the specific terms and provisions of this MOU, the representation must come from MEA.

4. The employee's, steward's or MEA's first contact regarding job and working conditions is with his or her immediate supervisor and 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, steward, or MEA Representative and Management will give due consideration to all the participants' responsibilities in the essential operations of the department. Management 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 at a time outside their normal work hours.

6. Waivers and Time Limits.

   a. Failure by Management to reply to the employee's grievance within the time limits specified in this Article 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, the failure to appear without an approved excuse by the Appointing Authority entitles Management 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 meetings on the same grievance without an approved excuse automatically terminates the 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 hours advance notice of the hearing.

7. Management shall provide MEA with copies of all grievances regarding this MOU filed by employees, within MEA Bargaining Units, who choose to represent themselves.

8. MEA 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 employee or MEA does resort to remedies outside the grievance process prior to its completion, the grievance process is automatically terminated. When MEA feels that an employee may be subject to immediate and irreparable harm, MEA will contact the Human Resources Department directly prior to initiating some other type of action. MEA may allow the Human Resources Department a reasonable period of time to

address the grievance prior to initiating action outside of the City. Use of this procedure shall be deemed to exhaust the grievance procedure.

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, Management shall:

i. Supply the employee with the necessary and relevant information to process the grievance at the proper step of the grievance procedure.

ii. Advise an employee when any matter under submission is determined by Management as not grievable according to the definitions in section A. 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. If a grievance is determined to be non-grievable, that decision may be appealed to the next step without reverting to a lower step. A decision favorable to the employee or MEA at this step in the grievance procedure serves to reinstate the original grievance in whole. The grievance need not revert to a lower step.

b. When a group of identical grievances develop, only one grievance form shall be submitted. The grievants may select not more than two spokespersons who will be their representative "grievants". The acceptance of the decision by the spokespersons at any step (or final decision if the grievance moves to the Step 5) 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, unless an extension was approved by the City's Human Resources Director.

d. If the grievance is between the employee and his or her immediate supervisor, Step 1 may be to the employee's 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 MEA. 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 MEA.

2. Steps.

Step 1: At the employee's or MEA'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 working days to the employee and MEA representative. If the grievance is presented in writing, the procedure is formal, a meeting with the grievant and MEA shall be held, and the answer must be given in writing within five working days after the meeting at which the supervisor was given the written grievance.

Step 2: If the grievance cannot be resolved at Step 1, the employee or MEA may present the complaint in writing to the second level supervisor (if not done at Step 1) within five working days of the receipt of the Step 1 response. Within five working days of receipt of the grievance by the second-level supervisor, a hearing shall be held. The Management representative shall give a written decision to the employee and the MEA representative within ten working days after the hearing.

Step 3: If the problem is not resolved at Step 2, the employee or employee organization may submit the grievance to the Division Head within five working days of the receipt of Management's written decision. Within ten 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 MEA representative within ten working days after the hearing. In smaller departments, this step is deleted.

Step 4: If the grievance is not resolved in Step 3, the employee or MEA may present the grievance to the Department Head within five working days of the receipt of Management's decision. Within ten working days of the receipt of the grievance, a hearing shall be held and the Department Head (or his or her designee) shall give a written decision to the employee and MEA representative within ten working days after the hearing. 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 MEA may request a further hearing by submitting the grievance to the Human Resources Director within five working days of receipt of Management's written decision. The Human Resources Director will determine whether the hearing will take place before the Civil Service Commission, on matters over which the Commission has authority, or before the Mayor or his or her designee. 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 MEA prior to the date set for the Commission hearing. The grievance may be settled during the fact-finding hearing, if a mutually acceptable solution is developed. If no mutually acceptable solution is reached, the Civil Service Commission will hear the grievance and the decision of the Commission shall be issued at its next regularly scheduled meeting following the hearing. In grievances answered by the Mayor or his or her designee,

a hearing shall be held and a written response given within ten working days from the date of receipt of the appeal from Step 4. The employee or MEA may only request a hearing before the Civil Service Commission, on matters solely involving Civil Service Rules or the Personnel Manual. In non-managerial departments, this step shall constitute the final resolution of a grievance involving a violation of this MOU.

Step 6: Grievances arising out of the disagreement on interpretation or application of this MOU shall follow the City-wide grievance procedure. MEA may formally request to continue the grievance, not later than ten working days following receipt of the answer Step 5 of the grievance procedure by serving written notice upon the Human Resources Director. The Human Resources Director will refer the grievance to the City Council for hearing and decision.

ARTICLE 6

Stewards

A. General.

1. MEA may designate stewards to represent employees in the processing of grievances subject to the following rules and procedures:

   a. MEA and Management shall agree to a reasonable number of stewards within each facility.

   b. MEA shall furnish Management representatives on July 1 of each year with a written list identifying by name and assigned work areas all regular and alternate stewards, and the list shall be kept current by MEA.

   c. MEA will designate as stewards only employees who have passed an initial probation period and have been designated as permanent and have a satisfactory as their most recent performance evaluation. MEA will also designate, and the City will recognize, as stewards only employees currently assigned to classifications in the units represented by MEA, as listed in this MOU.

   d. Stewards may only function within the boundaries of their City approved area of MEA assignment. Stewards who are not on a current MEA 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.

   e. A steward shall not be transferred, or changed to a different work shift without notifying MEA in advance. A prior notice to MEA shall not be construed as limiting Management in its prerogatives to transfer or change the work shift of a steward.

f. Failure of a steward to abide by any of the provisions of this section may be cause for the City to revoke recognition of said steward. Prior to taking such action, Management will meet and consult with MEA.

g. It is recognized by both parties that stewards' functions are necessary in maintaining sound employee-employer relations on the job.

B. Handling Grievances.

1. When requested by an employee who has a grievance, a steward, with permission of his or her supervisor, may investigate any 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 unless compelling circumstances require refusal of such permission, in which case, the immediate supervisor shall inform the steward of the reasons for the denial and establish an alternate time when the steward can reasonably be expected 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 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 when he or she can reasonably expect to contact the employee within twenty-four hours.

4. A steward's interview or discussion with an employee on City time will be handled expeditiously.

5. MEA may appoint a Chief Steward or alternate who may act in instances where a job site steward is not available.

C. Discipline.

1. Stewards will also be provided with reasonable time to represent employees in actual disciplinary meetings and hearings between Management and the employee being disciplined subject to the provisions of Article 8.

2. Stewards involved in disciplinary actions will be allowed a maximum of two (2) hours to meet with employees to discuss disciplinary actions. In accordance with the procedure described in section B.2 above, the steward must arrange this time with his or her supervisor.

ARTICLE 7

MEA Access

A. Authorized MEA paid non-City employee representatives may 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 MEA representatives seeking access to work locations shall first request access from the appropriate Management representative, at which time the MEA representative shall inform the Management representative of the purpose of the visit. The Management representative may deny access to a work location if in his or her judgment it is determined that a visit will unduly interfere with the operations of the department or facility. In that event, the Management representative will recommend an alternative time for the visit within the next twenty-four hours unless the Management and MEA representatives mutually agree on an alternative time for the visit. MEA representatives shall not unduly interfere with operations of any department during a visit. Representatives have the right to meet with employees during authorized coffee, rest, or lunch breaks at City facilities that may be available, in compliance with access procedures in this Article.

B. Within thirty calendar days of the effective day of this MOU, MEA will give to Management a written list of all authorized representatives. The list shall be kept current by MEA. Access to work locations will be granted only to representatives on the current list.

C. Authorized MEA representatives may be given access to non-security work locations during working hours to conduct grievance investigations and observe working conditions on the condition that MEA representatives will comply with the regulations established in this Article, and that MEA representatives shall not interfere with work operations of any department.

ARTICLE 8

Employee Representation

A. An employee is entitled, upon his or her request, to representation, not to exceed one City employee and one non-City employee during each of the following proceedings. In addition, one observer may also attend if authorized by the Human Resources Department. Under no circumstances shall an employee suffer any retaliation or harassment if he or she requests such representation.

1. During any investigatory or fact-finding meeting where there is a reasonable expectation, by the supervisor or the employee, that discipline might result. Such representation is not available in cases requiring immediate removal or suspension as defined in Civil Service Rule XI.

2. During the required discussion of any document, including a Supplemental Employee Performance Report, written counselings, written warnings, reprimands, or note of counseling which are to be made part of the employee's permanent record and/or which may be used as a basis for subsequent discipline.

3. During any Skelly hearings prior to the imposition of a suspension, reduction in compensation, demotion or discharge as outlined in Civil Service Rule XI.

4. During the appeal hearing or appeal hearings of any disciplinary action.

5. During the presentation of any grievance at any and all steps of the procedure described in Article 5 of this MOU.

B. In all other instances, Management has the right to counsel employees as it deems appropriate without employee representation being present.

C. Management shall give an employee, who is notified of a proceeding described in Section A. above advanced notice, including a reasonable amount of time to consult with his or her representatives and to prepare a response. (At the time of notice, Management shall also inform such an employee of his or her right to representation.) An employee shall have the right to contact a representative for this purpose by the reasonable use of City facilities and while on City time so long as said meeting does not unduly interfere with the operation of the department or facility.

D. The City employee representative shall not be an employee who is a subject of the same investigation or fact-finding.

E. Once Management is notified that MEA represents an employee in any of the proceedings described in Section A. above, MEA will receive copies of all correspondence and notices sent to the employee related to the matter.

ARTICLE 9

Personnel Regulations

A. The following Personnel Manual Sections, Administrative Regulations (A.R.), and other official regulations shall be included in this MOU as if fully set out at this point. The provisions of such documents which affect wages, hours and other terms and conditions of employment which would otherwise be subject to meet and confer, shall not be changed.

1. Personnel Manual Index Codes.

   E-7, Transfers, Demotions, and Status Changes
   G-1, Code of Ethics and Conduct

G-2, Permanent Appointment Probationary Periods
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 Positions
H-6, Shift Differentials
H-7, Stand-by Pay
H-8, Step Increases
H-9, Starting Salary Upon Appointment
I-2, Annual Leave
I-9, Court Leave
M-1, Apprenticeship Training

2. **Administrative Regulations (A.Rs).**

45.10, Employee Transportation Authorization
63.00, Industrial Leave
70.30, Tuition Refund Plan
70.50, Administration of Vocational Rehabilitation Program
75.12, City Manager Vehicle Accident Review and Prevention
75.40, Administration of Light Duty Program
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
97.20, Weapon-Free Work Place

3. Other Regulations and Procedures.

a. Long Term Disability Plan (on file with the Office of the City Clerk)
b. Smoking Policy (on file with the Office of the City Clerk)
c. Council Policy 300-06, Employee-Employer Relations Policy (300-06)
d. Civil Service Rule V, Layoff and Reemployment
e. Civil Service Rule VII, Appointments

B. The City and MEA agree to meet and confer regarding any proposed modifications by the City to these documents which affect wages, hours, and other terms and conditions of employment during the term of this MOU. If agreement is not reached on the City's proposed modifications, the existing provisions of these documents that affect wages, hours, and other terms and conditions of employment shall remain in force through the term of this MOU.

ARTICLE 10

Personnel Practices

A. Employee Personnel Files.

1. An employee, or an MEA representative with the written consent of the employee, may inspect the employee's personnel files. The request to inspect files shall be granted at a time that is convenient to both Management and the employee. The inspection shall be made in the presence of an appropriate supervisor. If requested by the employee, copies of the record, or any portion thereof, may be provided to the employee, or anyone designated by the employee. Charges for these copies may be made in accordance with A.R. 95.20, Pricing and Furnishing City Documents.

2. An employee shall be entitled to read any statement on his or her work performance or conduct if such statement is to be filed. The employee shall acknowledge reading such material by affixing his or her signature on the actual copy to be filed, with the understanding that said signature merely signifies that the employee has read the material to be filed and does not necessarily indicate agreement with its content. If the employee chooses not to sign, the supervisor will sign, noting the employee's choice not to sign.

3. No disciplinary documents will be placed in an employee's permanent personnel file unless the procedure in Section 2 above is followed. Any documents placed in the employee's file in violation of this provision will be removed at the employee's request.

4. An employee may attach a rebuttal or explanatory statement to any written counseling, written warning, written reprimand, Annual Employee Performance Report, Supplemental Employee Performance Report, or Skelly document in an employee's permanent personnel file within a reasonable time after the document has been placed in the file.

B. Commendations.

1. All written commendations initiated by City Management shall be placed in the employee's permanent personnel file.

2. An employee may request that all commendations be entered as a permanent part of an employee's personnel file. Commendations may include such items as letters from the public, suggestion awards, educational or training honors, and civic club presentations.

C. Vacancies.

Neither party shall intimidate or encourage qualified eligibles from a certification list to waive appointment. Waivers shall be an employee decision only and shall normally be submitted in writing by the employee. Violations of this Section shall be subject to the grievance procedure.

D. Dismissal During Probation.

Probationary employees in classifications in these Units shall normally receive at least five working days' notice of dismissal during probation, either through the performance report or other written notification.

E. Performance Reports.

1. Performance Reports will normally be given to an employee within fourteen calendar days after the close of the rating period. In no case shall the department give a Performance Report to an employee later than thirty 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 working days after the due date, but does not affect for the content of the evaluation. Failure to obtain prior approval gives rise to a grievance which MEA may present directly to the Human Resources Department or to the non-managerial Department Head.

    a. Employees will be informed when permission has been granted to give a Performance Report later than thirty working days after the close of the rating period.

    b. The approval for late Employee Performance Reports shall be submitted to the employee in writing, and shall include reasons for the delay and approval.

    c. An Annual Performance Report should not be prepared if the employee's performance has already been evaluated in "Supplemental Performance Reports" (Supplemental Performance Report or Supplemental) for the entire period which the Annual Performance Report would otherwise cover, as an additional Annual Performance Report would be unnecessarily cumulative. Where there has been one or more Performance Evaluation Reports or Reports during the year, however, an Annual Performance Report shall not re-state the information otherwise covered by the Supplemental or Supplementals, but may make a simple reference to the fact that the Supplemental or Supplementals have been issued during the year. The rating on the Annual Performance Report should fairly and accurately describe the overall performance of the employee during the months actually being described and evaluated in the Annual Performance Report. The fact that a Supplemental or Supplementals have been issued during the year shall not dictate or predominate in deciding

the employee's overall rating. It is the intention of the Parties to give an employee the opportunity to overcome the deficiencies noted in the Supplemental Reports and to achieve an improved rating at the time of an Annual Performance Report.

2. Rating Performance Reports.

   a. Raters should remember that Employee Performance Plans are developed for positions, not personalities; that they should rate job performance, compared to the expected performance standards.

   b. Raters should assemble and review data gathered on an employee's performance throughout the rating period, such as production records, observations, draft documents, work product, commendations, citizen's complaints, and similar tangible evidence.

   c. The basis of evaluations should concentrate on facts and concrete instances of performance. Raters should focus on performance throughout the rating period, not merely on recent experience.

   d. An employee shall only be rated by the immediate supervisor. If the first line supervisor is unavailable, the next higher level supervisor will be the rater. The rater should consult with the OCA supervisor(s) during the rating period for input.

3. Supervisor-Employee Conference.

   The supervisor should point out the employee's progress in performing job functions and meeting performance standards, achievements, areas in which improvement is necessary, why they are needed, how they can be accomplished with the supervisor's assistance, as well as any other performance information considered to be important. Because written counselings, written warnings, and written reprimands must be removed from an employee's file after a designated time period, they shall not be noted in an Annual Employee Performance report, however, the behavior that led to the discipline may be mentioned in the report.

4. Issuance of Supplemental Employee Performance Reports.

   a. Supervisors should provide regular feedback to their employees during the rating period. In instances where improvement is needed, the supervisor should provide guidance and assistance on how to improve so as to allow the employee an opportunity to raise his or her performance level to meets standards.

   b. If it is determined that an employee will be issued a Supplemental Employee Performance report, the employee shall be provided reasonable advance notice

of this meeting for the purpose of obtaining representation. However, this shall not be construed so as to require Management to delay issuance of a Supplemental Employee Performance report past an employee's probation period or transfer trial period end date.

c. Supplemental Employee Performance report shall include written comments as to what remedial action was discussed, what corrective action may have been taken, and a follow-up review date within ninety calendar days where appropriate.

d. In reviewing Supplemental Employee Performance reports, the Appointing Authority should determine if reasonable efforts have been made to assist the employee in meeting standards.

5. Employees who are on light duty shall still be evaluated. The light duty assignment will not interrupt or suspend the normal rating period for Employee Performance Reports. The usual performance standards shall be used for the time period that the employee was performing the full range of duties. For the period of time during which the employee was on light duty, the evaluation will cover the performance of the employee while on light duty. This may be done in a simple narrative form as an addendum to the usual form.

6. The rating period for an Employee Performance Report shall not exceed twelve months. The department will not retroactively evaluate employees beyond a twelve month period.

F. Citizen Complaints and Route Slips.

Employees will be notified of any citizen complaint or route slip in which they are identified by name or in which they can be identified by the City from the information received. The City shall be obligated to provide the necessary information related to any citizen complaint or route slip to authenticate the complaint and forward such authentication to MEA within ten days from when the City received such complaint or route slip. The City may redact the citizen's name from the complaint or route slip. If the complaint or route slip is resolved in the employee's favor, the complaint, together with all related documents, shall be removed immediately from the employee's personnel file or files, unless the employee requests in writing that the document be retained.

G. Transfer and Promotion.

Any employee receiving and accepting an offer of promotion or transfer will be released from the employee's current position in a timely fashion as mutually agreed to by the Appointing Authority and the employee.

H. Access to Information Regarding Employment.

MEA may bring to the attention of the Mayor, or his or her designee, the identity of any work location where employees do not have reasonable access to documents which affect or describe their terms and conditions of employment, including but not limited to this MOU, the Personnel Manual, Civil Service Rules, Departmental Instructions, Policies and Regulations, and relevant sections of the San Diego Charter (Charter) and San Diego Municipal Code (Municipal Code). The Mayor or his or her designee shall make a reasonable effort to remedy the situation in order that all employees have reasonable access to these documents.

I. Fact Finding.

1. Management shall give an employee who is the subject of the fact finding sufficient notice of its need to conduct a fact-finding session so as to allow the employee to obtain representation if he or she chooses.

2. 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.

3. Employees will normally receive written notification of the results of any fact finding interview within thirty calendar days of the interview. Employees not receiving such notification may request the results of the fact-finding through the Human Resources Director. The results shall be made available to the employee unless the Human Resources Director determines that extraordinary and extenuating circumstances require additional time in which case the employee will be given the reasons additional time is required and a projected date for conclusion of the fact finding process.

4. If the fact finding is not completed within one hundred twenty calendar days of the date the first interview with the subject took place, the employee 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.

   If it is determined that the results of the fact finding are that 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.

5. No fact finding session will be tape-recorded without the express consent of all parties present in the session. If a tape is made pursuant to such consent, the party who makes the tape will provide a copy, within one working day, to any participant in the session who requests it.

J. Skelly Rights.

Management agrees to follow appropriate procedures during any Skelly hearings prior to the imposition of a suspension, reduction in compensation, demotion or discharge as outlined in Civil Service Rule XI.

K. Merit Increase.

Department Management will maintain records of merit increase recommendations and will notify employees in writing of decisions to recommend denial of merit increases.

L. Duplication of Discipline.

1. The City agrees that if an employee is disciplined for a specific act, that discipline shall be final for the particular act once the appeal process is complete.

2. This does not preclude the City from considering this discipline as part of the progressive disciplinary process and employee performance evaluation processes should any future discipline be necessary.

M. Documentation.

In connection with any proposed adverse action, the City shall provide the employee and/or his or her representative with all documentation related to the proposed action and/or the reasons for it, including but not limited to notes made in connection with any fact finding.

N. Notice of Appointment with Terms.

After a person is appointed to a position from an official Personnel Department (Personnel) Certification, the City shall provide the person with a notice which indicates the person's official appointment date, his or her job status, the starting salary and salary step upon appointment and length of probation.

O. Equity in Access to Opportunities.

1. Opportunities.

   a. Departments will ensure that training, out-of-class assignments, special assignments, and committee assignments will be offered fairly to division employees.

   b. Departments will also ensure that clerical employees will have equal opportunity to participate in appropriate city-wide or departmental meetings and committees, special events, awards ceremonies and other functions.

2. Communication.

   To the extent practical, departments will communicate with employees about general criteria used for promotions and how they can better prepare themselves within their current classifications for promotions or career advancements. Such communications may be made through department or City publications, during staff meetings, or through special conferences with all employees.

ARTICLE 11

Use of City Facilities

A. MEA may, with the prior approval of Management, be granted the use of City meeting room facilities during non-work hours for meetings of City employees provided space is available, and provided further, that the meetings are not intended for organizational activities or membership drives of City employees.

B. Solicitation of membership and activities concerned with the internal management of MEA such as collecting dues, holding membership meetings, campaigning for office, conducting elections, and distributing literature to individual employees, shall not be conducted during working hours.

ARTICLE 12

Bulletin Boards

A. The City will furnish, for the exclusive use of MEA, adequate bulletin board space at reasonable locations. Additional bulletin board space or locations may be made available by mutual agreement as additional changes occur in work site locations during the year. MEA representatives shall have access at any time to the bulletin boards. The boards and only these designated boards shall be used only for the following subjects:

   1. Information on MEA elections and the results, Stewards' reports and notices.

   2. Reports of official business of MEA, including reports of committees or the Board of Directors.

   3. Scheduled MEA meetings and news bulletins.

   4. Any other written material which first has been approved by the Department Head.

B. The City will look into areas where the space provided to MEA is being misused or vandalized.

ARTICLE 13

Mail Station

Management shall continue to provide MEA with a mail station at the Environmental Services Department at Ridgehaven. MEA agrees to continue to use this box and the City's interoffice mail system only for official communications with City Management and to respond to employee inquiries.

ARTICLE 14

Payroll Deductions and MEA Dues

A. It is agreed that MEA dues shall be deducted bi-weekly by Management from the salary of employees when authorized by Council Policy 300-06, Employee-Employer Relations Policy, Section VI (B) who file with the City a written authorization requesting that such deductions be made. Remittance of the aggregate amount of all fees shall be made to MEA by Management bi-weekly at the conclusion of each pay period in which said fees and deductions were deducted.

B. Dues shall be for a specified amount and shall be made only upon the voluntary written authorization of the employee. The authorization or cancellation of fees shall be made upon clearly marked cards provided by MEA.

C. When an employee is in a non-pay status for an entire pay period, no dues withholding will be made to cover that pay period from future earnings nor will the employee deposit (with the City) the amount that would have been withheld if the employee had been in a pay status during that period. In 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 withholding, no deduction shall be made.

D. MEA shall indemnify, defend and hold the City against any claims or suits instituted against the City contesting the check-off of dues. In addition, MEA shall refund to the City any amounts paid to it in error upon presentation of supporting evidence.

E. In the event of any concerted action authorized by MEA which encourages employees to withhold their services to the City, the City Council has the right, by resolution, to immediately cease the collection and remittance of dues and other deductions to MEA. Before invoking its rights under this paragraph, the City will notify MEA of its intention and meet to discuss the matter if requested by MEA.

F. Upon request, Personnel shall provide MEA a list of new employees (department and classification).

G. Such payroll authorization deduction form may, at the election of MEA, include a provision that the authorization is for a specific term. Under no circumstances will the City be required to enforce this provision.

H. The City will not oppose MEA's efforts to pursue the establishment of additional lawful benefits for its members, including but not limited to affiliated institutions with all privileges and powers authorized by state and federal law.

I. The payroll deduction provision in Council Policy 300-06, section VI (B) will be enforced.

J. It is agreed that MEA fees for its prepaid insurance plans shall be remitted by the Risk Management Department (Risk Management) in the aggregate amount according to the following procedure:

1. On the payday following the end of each pay period, Risk Management shall forward to MEA copies of the Flexible Benefits printout for MEA Dental and Vision Plans.

2. Risk Management shall audit and balance the reports and remit to MEA the aggregate amount shown as soon as feasible within City Auditor and Comptroller guidelines for processing Requests for Direct Payment.

K. Management and MEA will meet and confer, without impasse, on computer access fees for CAPPS and Benefit Data Access.

L. An agency fee provision requiring employees to become a member of MEA or to pay a service fee shall be implemented in the Professional and Supervisory Units effective on July 1, 2005, on the same terms and conditions as currently in effect for the Technical and Administrative Support and Field Service Units. In the event that the agency fee arrangement is terminated by a lawful vote of the employees in any bargaining unit, a modified agency fee shall be in effect for the duration of this MOU, such that each person hired to fill a position in the affected bargaining unit shall, as a condition of employment in that position, be required to become a member of MEA or to pay a service fee. The Memorandum Regarding Agency Shop between the City and MEA, executed on October 31, 2001, is hereby incorporated by reference into this MOU as if fully set forth in this MOU.

ARTICLE 15

Use of City Email System

MEA may use the City's email system to direct employees to information contained on MEA's website. MEA's email message for this purpose may include a link to MEA's website and it will not be a violation of City policies for an employee to click on the link in this email message and access the information to which he or she has been directed. No further use of

or access to the City's email system is authorized unless the use pertains directly to the employee-employer relationship. Examples of this relationship include, but are not limited to: communicating with Management or Labor Relations, responding to disciplinary actions or appeals, submitting grievances, scheduling meetings, making requests for information, and communicating a tentative agreement for ratification purposes. MEA agrees to comply with all City policies on the use of City resources. For purposes of the communications permitted by this Article, the City agrees to provide MEA with a complete list of workplace email addresses for all employees in the Bargaining Units it represents, as well as a list of all applicable mail stations for represented employees, and to update these lists annually. The limitations of this Article become effective on the date the City provides MEA with this information.

ARTICLE 16

Rest Periods

A. The City and MEA jointly endorse 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. Subject to work assignments and departmental requirements, department heads are authorized and encouraged to allow rest periods for employees within the limits of the policy outlined below:

1. Two fifteen minute rest periods (including "travel time" if the employee leaves the work area) shall be allowed during each eight hour workday ("travel time" means pedestrian travel or travel in the employee's private vehicle). Employees working less than an eight hour work day shall also be given rest periods near the end of each consecutive two hours worked, including overtime, except in situations where public safety, public health or emergencies exist.

2. Subject to work assignments and department requirements, a rest period or a meal break should be allowed near the end of each two-hour period of work including overtime.

3. Since the purpose of granting the privilege of rest periods is to give relief from mental or physical fatigue, and consequently, to improve productivity, the following practices shall not allowed:

    a. Combining two or more rest periods into one rest period;

    b. "Saving" rest period time to justify extended lunch hours or shortened workdays;

    c. Accumulating rest period time from day to day; and

d. Applying rest period time to compensatory or other time off, or in the considerations or computations concerned with overtime compensation.

ARTICLE 17

Work Schedules

A. If Management desires to make a change in work schedules, or geographic locations, Management will notify the employee five working days in advance of the proposed change. The notice will be in writing and state the reasons for the proposed change. In emergency situations, Management will not be required to give a five working days' notice prior to changing a work schedule or location. The downtown area around the City Administration Building is considered one geographic location.

B. Any changes in the method of assigning employees to shifts or significant changes in work schedules shall be subject to meet and confer. Departments with the concurrence of the Mayor or his or her designee have within their authority the right to modify their work schedules. MEA may meet with the Appointing Authority to discuss alternate work schedules and job sharing. MEA may consult with Management on other matters that affect hours of work.

C. Shift Preference.

Any employee who wishes to change to a different work schedule or shift within his or her department may submit such request in writing to the department's personnel section or the authority who has the power to render a decision in these matters. Such requests will be considered by Management prior to filling a vacancy in the employee's position on the desired shift. In the event two or more employees are equally qualified to transfer to a vacant position and desire to do so, the employee with the most seniority in the department will normally prevail. Management may select someone other than the most senior employee if there are valid bona fide reasons for doing so. Seniority in this instance is defined as the longest continuous service in the class in the department. In the event two or more employees having the same length of service in the class in the department desire the vacant position, the tie shall be broken by overall length of City service.

D. Nothing in this MOU shall be construed to limit the authority of Management to make temporary assignments to different or additional locations, shifts or work duties for the purpose of meeting emergency situations over which the department has no control. Such emergency assignments shall not extend beyond the period of such emergency.

E. Any violation of this policy shall be grievable.

F. Definitions.

1. Workday is the number of hours an employee is scheduled to work in a twenty-four hour period.

2. Workweek is a period of one hundred sixty-eight consecutive hours (seven consecutive twenty-four hour periods) as determined by the Appointing Authority.

3. "Scheduled work week" is the employee's predetermined number of hours per workday and workdays per work week as established by the Appointing Authority.

G. Thirty calendar days prior to a Saturday or Sunday holiday, MEA and Management shall review the scheduling method for City departments. Efforts will be made to reduce scheduling disruption and employee inconvenience.

H. Management agrees that alternate work schedules (36/44) will be implemented for all MEA-represented employees in the Police Department who wish such alternate work schedule.

I. The alternate schedules will be reviewed under the same conditions as the other existing alternate work schedules in the Police Department.

J. Schedule alternatives to the traditional eight-hour day, five-day work week, such as the 4/10 or 44/36 schedules, may be approved for implementation based on justifications identifying operational efficiencies, productivity improvements or enhanced customer service. They may also be approved in cases in which there is no harm to departmental efficiency, productivity or costs, but will result in benefits for employees. Employees who telecommute may be eligible for alternative work schedules at the discretion of the Appointing Authority. Employees who work alternate work schedules may be eligible to telecommute at the discretion of the Appointing Authority.

K. When the need to work outside normal or scheduled work hours is identified and authorized, and when Management directs the employee to adjust his or her work schedule to avoid overtime expense, Management will notify the employee, in writing, at least five working days in advance of any directed schedule change.

L. When proper advance notice has been given, Management will then work with the employee to determine how the work schedule will be adjusted within the pay period to meet the needs of both the City and the employee.

M. In the event that five working days' advance notice has not been given, whatever the reason, Management shall authorize overtime in accordance with Article 18, Annual Leave/Compensatory Time Off; Article 56, Overtime; and Personnel Manual Index Code H-4, Overtime Compensation.

ARTICLE 18

Annual Leave and Compensatory Time

A. Appointing Authorities are responsible for arranging scheduled annual leave for vacations so that adequate personnel are available to carry on necessary City work.

B. Insofar as is practicable, employees should be permitted to schedule annual leave for vacations and compensatory time off at times most acceptable to the employee. Annual leave for 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 annual leave or compensatory time off for vacations.

C. Employees should be encouraged to take regular annual leave vacations but they shall not be required to take annual leave vacations against their will. Employees may accumulate annual leave time in accordance with this MOU.

D. Compensatory time may be accumulated up to a maximum of one hundred twenty hours during the fiscal year. However, accrued compensatory time shall be reduced to forty-five hours as of 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 midyear accumulation limit after meeting and discussing the proposed limit with MEA.

E. Any existing annual leave vacation scheduling method that is satisfactory with the employees shall remain in effect for the duration of this MOU. This is in lieu of the above mentioned scheduling method.

F. Effective July 1, 1991, the maximum accumulation of annual leave for employees with fifteen or more years of service is seven hundred hours. For employees hired after July 1, 1993, the maximum accumulation of annual leave is three hundred fifty hours.

G. Employees are eligible to receive "payment-in-lieu" of annual leave, regardless of the total number of annual leave hours the employee has accrued at the time of the request, up to a maximum payment of one hundred twenty-five hours per fiscal year.

H. Cease to Accrue Provision.

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 to reduce excess leave which will include time off and pay-in-lieu up to one hundred twenty-five 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.

I. Leave provisions included under sections J and K below will be accounted for separately.

J. Pre-approved annual leave, sick leave, or compensatory time off properly used for personal, family or dependent illnesses will not be subject to disciplinary action.

K. 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 absenteeism issues and shall not be subject to disciplinary action. Should the City, for good and sufficient reasons, determine that an employee is abusing this leave provision, the Appointing Authority may request a bona fide doctor's statement from the employee to substantiate the leave request or requests. Failure to provide documentation, by a mutually agreed upon date, to the Appointing Authority may subject the employee to disciplinary action in accordance with the City's Personnel Regulations.

L. Criteria to be considered in determining leave abuse shall not be limited to stated department/division numerical standards, and must include, but not be limited to, length of service, prior attendance record throughout City career, reason for absence, past performance reports, harm to the work unit, leave balances, past discipline, as well as job classification and working conditions.

M. If disciplinary action for employee leave abuse under this Article is proposed which deviates from these criteria, the Appointing Authority or his or her designee must obtain prior approval from the Human Resources Director.

ARTICLE 19

Bilingual Pay

A. Any employee filling a position which is designated as requiring knowledge and use of Spanish, Korean, American Sign Language, Arabic, Farsi, Somali, Chinese, Indochinese or Tagalog language in the performance of his or her duties, and who has been certified as bilingual by Personnel shall be paid $.70 per hour in addition to his or her regular salary.

B. Dispatchers in Police and San Diego Fire-Rescue Departments (Fire-Rescue Department) who are regularly required to use Spanish, Korean, American Sign Language, Arabic, Farsi, Somali, Chinese, Indochinese or Tagalog language in the performance of their duties and have been certified as bilingual shall be eligible to receive an additional $.70 per hour while filling positions authorized as requiring this skill by the department.

C. Incidental Bilingual Pay.

1. City agrees to pay bilingual compensation in the amounts specified in Sections A and B for the entire pay period to any eligible employee (Certified by Personnel or identified by Citizens Assistance) who is requested or directed by a supervisor or manager to provide translator services in a non-English language other than a language eligible for ongoing bilingual compensation (Spanish, Korean, American Sign Language, Arabic, Farsi, Somali, Chinese, Tagalog, or Indochinese languages).

2. A statement attached to the Personnel Change **Request** from a supervisor will serve as certification for bilingual pay for the pay period.

ARTICLE 20

Workplace Safety

A. The City agrees to make each workplace safe. The City also agrees to process, in an expeditious manner, work requests submitted to any City department or division intended to correct unsafe work places. The City agrees to process those work requests involving significant safety problems within thirty working days.

B. Weapon-Free Workplace.

In accordance with A.R. 97.20, Weapon-Free Workplace, MEA-represented employees are prohibited from possessing or storing firearms, even if lawfully owned, on the job or in City-controlled parking locations. Tools required or used on the job are not covered by this prohibition.

However, consistent with past practice, this prohibition is not applicable to the classifications of Senior City Attorney Investigator and City Attorney Investigator in the City Attorney's Office. Nor is this prohibition applicable to any MEA-represented employee in the Police Department who is authorized to do so by the Police Chief.

C. The City agrees to establish a joint safety committee in which MEA will be authorized to appoint three representatives to advise the Mayor in the area of safety and security at workplaces.

D. The City agrees to continue to develop and implement safety training programs for all employees whose job duties include the responsibility to enforce rules and regulations. In the development of such programs the City agrees to meet with MEA to discuss ideas.

E. The City agrees to provide one appropriate communication unit at each Park and Recreation Department (Park and Recreation) center identified by Park and Recreation Management as a security or high risk location. The City also agrees to

provide such a communication unit to other Park and Recreation employees identified by Park and Recreation Management whose duties require them to visit or inspect security or high risk locations.

F. The City agrees to support the initiation and passage of appropriate legislation to establish that assault on a Park and Recreation employee is a felony. The City also agrees to convene a meeting to include MEA and an appropriate representative of the Office of the City Attorney to identify and/or establish appropriate procedures and guidelines to offer legal support for a Park and Recreation employee threatened or assaulted while on duty.

G. In compliance with applicable federal and state laws, Management will continue to provide all employees in those classifications whose job responsibilities include the handling, storage or disposal of hazardous materials, with guidelines, training and annual certification, as required.

H. The City agrees to continue the efforts being made to reduce or eliminate repetitive motion injuries and to provide a safer, healthier work environment regarding repetitive motion injuries. The City also agrees to continue its practice of addressing issues and concerns which MEA brings to Management in furtherance of this objective.

I. The City will investigate every report of an alleged threat as defined in A.R. 97.10, Threat Policy. The City will make its best efforts to protect, support and counsel employees who have been threatened during the course of employment.

J. The City agrees to provide appropriate safety gear for job classifications required to open and/or inspect live sewer manholes.

K. In the event of power outages, water shut-off, building-wide restroom closures and other such events that seriously impact the health and safety of employees, the City shall:

1. Notify employees of the problem, what actions are being taken to rectify it and the projected time when it will be fixed;

2. Provide reasonable alternate accommodations to meet employees' restroom needs and to eliminate other health or safety hazards created by the event; and

3. Allow non-emergency employees to leave work if reasonable alternate accommodations cannot be provided and the event has not been rectified after three hours.

L. Departments with emergency employees will execute their emergency plans to cover these situations.

ARTICLE 21

Salaries

A. General Salary.

1. During **Fiscal Years 2017 and 2018 of this Memorandum of Understanding,** 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 agree that there will be no increases to the base salaries for the classifications set forth in Exhibit A and B during **Fiscal Years 2017 and 2018** of this MOU. The parties further agree that the creation of any new classifications during **Fiscal Years 2017 and 2018** of this MOU must be consistent with San Diego Charter section 70.2(c).

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 MOU will be modified to reflect this increase.**

4. The parties further agree that, consistent with San Diego Charter sections 70.1 and 70.2(b), during the term of this MOU, no new compensation will be added to the 2011 Fiscal Year Earnings Code Document, Exhibit K, which sets forth Wage Types Included in the Pensionable Wage Base, attached to this MOU and incorporated into this MOU.

5. 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 the 2011 Fiscal Year Earnings Code Document and 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.

Employees will remain eligible for all other current forms of compensation, including but not limited to step advances on the salary schedule, career advancement opportunities, certification and registration pay.

B. <u>Special Salary Adjustments</u>.

1. <u>Special Salary Adjustments to Become Effective July 1, 2018</u>

<u>In addition to (but also separate from) the 3.3% general salary increase, the following special salary adjustments will be effective the first full pay period following July 1, 2018.</u>

Classification	Percentage of Increase
Fire Dispatch Administrator	5%
Fire Dispatcher	5%
Fire Dispatch Supervisor	5%
Crime Scene Specialist	5%
Latent Print Examiner 1	7%
Latent Print Examiner 2	7%
Supervising Latent Print Examiner	7%
Ranger/Diver 1	5%
Ranger/Diver 2	5%
Parking Enforcement Officer 1	5%
Parking Enforcement Officer 2	5%
Parking Enforcement Supervisor	5%
Senior Parking Enforcement Supervisor	5%
Special Event Traffic Control Supervisor	5%
Supervising Field Representative	4.3%
Senior Wastewater Operations Supervisor	5%
Police Dispatch Administrator	5%
Police Dispatch Supervisor	5%
Police Lead Dispatcher	5%
Police Dispatcher	5%
Dispatcher 1	5%
Dispatcher 2	5%

2. <u>Process For Determining Any Additional Special Salary Adjustments To Become Effective July 1, 2018 (FY19), and/or July 1, 2019 (FY20).</u>

MEA 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. In advance of the 2019 fiscal year MEA 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.

MEA 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 MEA and the Mayor and subject to Council approval at a public meeting docketed to enact the annual Salary Ordinance.

MEA and the City will repeat this process in advance of the 2020 fiscal year 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.

The City agrees to consider an 11% special salary adjustment effective July 1, 2018 (FY19) for the Pesticide Supervisor position in order to re-establish an appropriate supervisory differential between this job classification and the Pesticide Applicators.

C. Special Assignment Pay.

1. Dispatcher Training Pay.

   Dispatchers shall receive $.90 per hour additional pay while actually functioning in a training capacity as part of a formal training program approved by the Human Resources Department.

2. Three-Wheel Motorcycle Pay.

   Parking Enforcement Officers and Parking Enforcement Supervisors shall receive $.90 per hour additional pay when assigned to three-wheel motorcycles.

3. Grounds Maintenance Supervisor and Greenskeeper Supervisor Pay.

Grounds Maintenance Supervisor and Greenskeeper Supervisor positions which are required to supervise Equipment Operators I on a continuous basis shall receive approximately 14 percent additional pay.

4. Asbestos Containment Team Pay.

   a. Employees assigned to the Asbestos Containment Team (ACT) shall receive $1.25 per hour additional pay while actually performing asbestos containment work. This will include training and team meetings. Only volunteers will be assigned to this Team. Members of the Asbestos Team will receive the above premium pay for the entire pay period when assigned to the above activities.

   b. Employees performing technical work only in areas where asbestos is present shall wear respirator protection and any other safety equipment as directed by the Asbestos Management Program staff. In addition, assignments made under the aforementioned conditions shall be mandatory and said employees shall be eligible for the additional $1.25 per hour. Prior to wearing a respirator, all employees shall receive respirator training and a medical clearance.

   c. MEA will be allowed to monitor the work of the **ACT** on an occasional basis.

5. Police Records Data Specialists in Police Department.

   Police Records Data Specialists assigned to the Police Records Division shall receive an additional 10 percent of their base pay as special assignment pay whenever assigned by the Police Department to perform duties which had previously been performed by Senior Police Records Data Specialists.

6. Confined Space Entry Pay.

   Employees in MEA bargaining units who are assigned to confined space entry teams shall receive 5 percent special assignment pay for each pay period in which the employee was required to assist with, supervise, and/or make one or more permit required confined space entries. The term "confined space" is defined as those spaces which meet the CAL OSHA confined space criteria. A space classified by the City as a permit-required space may be reclassified as a non-permit confined space if the permit space poses no actual or potential atmospheric hazards and if all hazards, as defined by CAL OSHA, within the space are eliminated without entry into the space. It is also the City's intent to provide dry suits and Hepatitis-B shots for employees so assigned.

7. Class A or B License.

   Employees directed to obtain a Class A or B license or who possesses a Class A or B license and are directed to drive a commercial vehicle requiring the Class A or B license when the possession of a Class A or B license is not a minimum requirement

for the employee's classification will receive $.50 per hour special assignment pay. The special assignment pay shall be paid for each day the employee was directed to and did drive a commercial vehicle. The City shall pay the medical and licensing fees required to obtain the Class A or B license.

8. Police Department Dispatchers I and II (911 Operators).

   Dispatchers I and II assigned as 911 Operators in the Police Department Phone Room shall receive an additional 5 percent of their base salary as special assignment pay.

9. PSO Training Pay.

   Police Service Officers assigned to perform Field Training Officer duties shall receive $.90 per hour additional pay while actually functioning in a training capacity.

10. Laboratory Technicians and Biologist II positions in Public Utilities Department who are directed to perform duties requiring a Vector Control Technician Certificate shall receive an additional $1.25 per hour for each pay period the duties are performed. Effective December 20, 2003, this pay shall increase to $1.10 per hour. On December 19, 2004, it shall increase to $1.25.

11. Forensic Specialists will receive 5 percent Permanent On-Call pay which is not time dependent and is meant to compensate for being on-call essentially all the time. This 5 percent shall be added to base salary and become compensation earnable for retirement purposes. Forensic Specialists are no longer eligible for Stand-By-Pay pursuant to Personnel Manual Index Code H-7.

12. Crime Scene Response Pay.

    a. Classifications assigned to Crime Scene Response will receive Crime Scene Response Pay at 15 percent of base pay. Designated classifications in the Police Department will be assigned to a weekly rotation with no more than seven positions being eligible for any given day. The classes include: Supervising Criminalist, Criminalist I and II, Interview and Interrogation Specialists I, II, III, Latent Print Examiner I and II, Latent Print and Forensic Specialist Supervisor and Forensic Specialist.

    b. The incumbents shall receive the 15 percent of base pay of additional compensation for each day they are on crime scene standby, calculated based on the forty-hour workweek divided over seven days. Incumbents in the above classifications receiving stand-by-pay pursuant to Personnel Manual Index Code H-7 are not eligible to simultaneously receive the Crime Scene Response Pay.

D. Registration Pay for Engineers.

1. Senior, Associate, Assistant and Junior level engineers in the disciplines of Civil, Communication, Corrosion, Electrical, Land Survey, Mechanical, Structural and Traffic Engineering, Principal Survey Aide, Project Officer I and II, Development Project Managers, and Senior Engineer - Fire Protection shall receive approximately 15 percent additional pay for state registration. Assistant, Associate and Senior Communication Engineers who possess the National Association of Radio & Telecom Engineers certification as Engineering Class 1 or Engineering Class 2, shall be eligible to receive the additional pay. Additionally, Engineers in the discipline of corrosion who obtain and maintain the National Association of Corrosion Engineers CP Level 3 – Cathodic Protection Specialist Certification in lieu of the State registration shall be eligible to receive the additional pay.

2. Senior, Associate, Assistant and Junior level engineers in the Structural engineering discipline shall receive approximately 5 percent additional pay for possession of a State Structural license.

3. Chemical Engineer.

   Hazardous Materials Program Manager, Supervising Hazardous Materials Inspector, Hazardous Materials Inspector I, II, III, Hazardous Materials/Pretreatment Trainee, Wastewater Pretreatment Inspector I, II, III and Wastewater Pretreatment Program Manager shall receive approximately 5 percent additional pay for state registration as a Chemical Engineer.

4. Engineering Geologist.

   Senior and Associate Engineering Geologist (Option Title), Engineering Geologist (Option Title), Assistant Engineering Geologist (Option title), and Development Project Manager I, II, III shall receive approximately 5 percent additional pay for each of the following: state registration as a Geologist and state registration as an Engineering Geologist.

5. Landscape Architect.

   Park Designer shall receive approximately 15 percent additional pay for possession of a state Landscape Architect license.

6. Licensure and Certification Verification.

   Employees in the Engineer classifications shall be eligible for additional pay after upon presenting evidence that they possess current, valid State of California engineer registration in the discipline or disciplines appropriate for their classification.

7. In the event that an employee in Engineer classifications is eligible for more than one registration or special license pay, he or she will be eligible for the additional pay associated with each up to a total limit of 15 percent except as noted in Sections B and D which receive a total of 20 percent.

E. Salary Calculations.

1. The City agrees to establish the salaries for new classes and calculate special salary adjustments so as to achieve internal salary relationships specified by the Civil Service Commission. Salaries shall be set to the nearest percent per hour using normal rounding procedures and must be compatible with all applicable payroll and personnel data processing systems.

2. The City will make every effort to ensure that the new payroll system has sufficient flexibility to allow further refinements in differentials and salary calculations.

3. In the new employee salary schedule, "B" step will be eliminated for new hires beginning July 1, 1994. Employees hired after July 1, 1994 will move from "A" step to "C" step after one year. This represents an increase of approximately 10 percent. Current employees (hired prior to July 1, 1994) will continue with the present five step salary schedule in present and future positions.

F. Grade V Certification Pay for Water Operations Supervisors.

Water Operations Supervisors who obtain a Water Treatment Operator Grade 5 certificate from the State of California Department of Health Services shall receive approximately 5 percent additional pay. Employees shall be eligible for this additional pay upon presenting evidence that they possess a current, valid State certification.

G. Certification Pay for Police Department Dispatchers.

1. **Effective the first full pay period following July 1, 2016, Dispatchers I and II who are assigned as 911 Operators in the Police Department Phone Room, Police Dispatchers, Police Lead Dispatchers, Police Dispatch Administrators and Police Dispatch Supervisors shall receive a total of 10 percent additional pay for their P.O.S.T. Basic Dispatcher Course Certificate.**

2. **Effective the first full pay period following January 1, 2017, Dispatchers I and II who are assigned as 911 Operators in the Police Department Phone Room, Police Dispatchers, Police Lead Dispatchers, Police Dispatch Administrators and Police Dispatch Supervisors shall receive a total of 15 percent additional pay for their P.O.S.T. Basic Dispatcher Course Certificate.**

3. **Effective the first full pay period following June 30, 2017, Dispatchers I and II who are assigned as 911 Operators in the Police Department Phone Room, Police Dispatchers, Police Lead Dispatchers, Police Dispatch Administrators and Police Dispatch Supervisors shall receive a total of 20 percent additional pay for their P.O.S.T. Basic Dispatcher Course Certificate.**

4. **This P.O.S.T. certification pay is in addition to the special assignment pay for Dispatchers I and II who are assigned as 911 Operators in the Police Department Phone Room as set forth in Article 21, C. 8.**

H. Ranger/Diver EMT Pay.

Effective July 1, 2005, hourly Ranger/Divers, permanent full-time Ranger/Divers I and II, and Ranger/Diver Supervisors who are EMT certified shall receive an additional 8.5 percent of base pay.

ARTICLE 22

Retirement

A. Retirement Contribution Offsets

Effective July 1, 2013, the City will not pay any retirement contribution offsets on behalf of any employee.

B. Retirement Benefits for Employees Initially Hired on or After July 20, 2012, subject to Article 4.B.1.

On October 1, 2012, the City Council approved an agreement between the City and MEA on the terms for an interim defined contribution plan under San Diego Charter sections 140 and 150 for employees initially hired on or after July 20, 2012 who are ineligible for the City's defined benefit plan, subject to Article 4.B.1. The agreement is attached as Exhibit/Appendix G and is incorporated into this MOU, and controls over any contradictory language in this MOU for those employees initially hired on or after July 20, 2012.

C. New Pension Plan for Employees Hired on or after July 1, 2009, but, subject to Article 4.B.1, before July 20, 2012.

1. In accordance with the July 24, 2008, Memorandum of Agreement between the City and MEA, a new pension plan for MEA-represented non-safety employees hired on or after July 1, 2009, is established. This plan will apply to all non-safety employees hired on or after July 1, 2009, but, subject to Article 4.B.1, before July 20, 2012, whether unclassified, represented by MEA, unrepresented, or represented by another union**,.**

2. The new pension plan terms for non-safety employees hired on or after July 1, 2009, but, subject to Article 4.B.1, before July 20, 2012, are as follows:

   a. Defined Benefit Plan

      1) Retirement Factors

Age 55: 1.00%	Age 60: 2.00%
Age 56: 1.25%	Age 61: 2.12%
Age 57: 1.65%	Age 62: 2.24%
Age 58: 1.758%	Age 63: 2.36%
Age 59: 1.874%	Age 64: 2.46%
	Age 65: 2.6%

      2) Final Average Compensation.

         The age-appropriate retirement factor will be applied to the average of the three highest years of compensation earned at any time during the employee's employment with the City. A "year" will be defined as it is presently in the Municipal Code. The right to retire at age 55 with 20 years of service or at age 62 with ten years of service remains unchanged.

      3) Cap.

         The defined benefit that results from this formula is capped at 80% of the employee's final average compensation.

      4) City and Employee Contribution Rates.

         Contribution rates to be paid by the City and participating employees will be set by the San Diego City Employees Retirement System (SDCERS or Retirement System).

   b. Defined Contribution Plan

      A mandatory contribution of 1% will be paid into the defined contribution plan by both the City and the participating employee. Additional voluntary employee contributions, with no City match, will be permitted to the extent otherwise allowed by law.

   c. Retiree Medical Trust.

      1) A 0.25% mandatory City contribution and a matching 0.25% employee contribution will be paid into a Retiree Medical Trust.

2) The City will establish 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 the Trust, and (2) the nature and scope of the benefits to be available and on what terms. Additional voluntary employee contributions, with no City match, will be permitted to the extent otherwise allowed by law.

d. No Participation In The City's Supplemental Pension Savings Plan.

Employees hired on or after July 1, 2009 will not participate in the City's SPSP. However, the City's current 401(k) and 457 Plans will remain available to employees hired on or after July 1, 2009 on the same terms as are available to employees hired before July 1, 2009.

D. 2005 Retirement Benefit Plan Changes.

1. Purchase of Service Credit.

Employees hired on or after July 1, 2005, are not eligible for the purchase of service credit ("airtime") in the San Diego City Employees' Retirement System (SDCERS or Retirement System), except for credit for up to five years of military service. Article 4, Division 13 of the Municipal Code has been revised to reflect this change.

2. "13th Check" Supplemental Benefit.

Employees hired on or after July 1, 2005, are not eligible to receive the "13th Check" supplemental benefit set forth in Municipal Code Sections 24.1502(c) and 24.1503.

3. DROP.

Employees hired on or after July 1, 2005, are not eligible for the DROP.

4. Calculation of Service Retirement Allowance.

The only service retirement allowance calculation formula for employees hired on or after July 1, 2005 and, subject to Article 4.B.1, before July 20, 2012, will be 2.5% at age 55 for General Members and 3.0% at age 50 for Safety Members. Article 4, Division 4 of the Municipal Code has been revised to reflect this change. For employees hired before July 1, 2005, the retirement allowance calculation formula will remain as currently provided under Article 4, Division 4 of the Municipal Code.

E. 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 MEA), which the City Council adopted by San Diego Ordinance O-20134 (February 17, 2012) and amended by San Diego Ordinance O-20169 (June 26, 2012), and by Chapter 2, Article 9 of the San Diego Municipal Code.

The following paragraphs E.1 through E.3. are provided solely for historical purposes and have no effect where in conflict with the retiree health MOU.

1. Effective July 1, 2002, a "Health Eligible Retiree," as defined in the Municipal Code, 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 Division 12 of the Municipal Code. Division 12 of the Municipal Code will be amended to set 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 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 10 percent for any given year. The maximum amount of monies reimbursed to Health Eligible Retirees will be 100% of such Medicare-eligible or non-Medicare eligible retiree-only premium. Pursuant to this provision the based monthly maximums are established for Fiscal Year 2003 as follows:

    1) For Non-Medicare eligible retirees: $489.16
    2) For Medicare eligible retirees: $460.67

2. Health Eligible Retirees may choose to participate in a City-sponsored health insurance plan or any other health insurance plan of their choice
3. Additionally, the Retirement System will reimburse the Part B Supplemental Medical Expense Premium for those Health Eligible Retirees enrolled in Medicare.

F. Disability Income Offsets

The Disability Income Offset provision is eliminated. There will be no reduction of retirement benefits if the retiree has other income.

G. Purchase of Service Credit

A five-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 years of service credit by paying both employee and employer contributions in an amount and manner determined by the SDCERS Board to make the Retirement System whole for such time. In addition, Members retiring 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 occurring prior to 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 and Temporary Total Disability, Family Medical Leave Act 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.

H. DROP.

1. 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 the DROP as set forth in San Diego Municipal Code section 24.1402.1.

2. DROP provides an alternative form of benefit accrual while allowing a Member to continue working for the City. During the DROP period, a DROP participant retains all rights, privileges and benefits of being an active City employee, except as specifically modified in Chapter 2, Article 4, Division 14 of the Municipal Code, 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 Flexible Benefits Plan for the classification, and is not eligible for Retiree Health Benefits until the Member terminates City employment. Under DROP, a monthly service retirement allowance along with any Cost of Living Adjustment increases, Supplemental Benefit checks and any adjustments to such payments applicable to retirements effective on the date the Member entered DROP are credited to the Member's DROP Account in the SDCERS Trust Fund. 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 DROP. The Member's contribution is made on a pre-tax basis pursuant to Internal Revenue Code Section 414(h)(2). These employer and employee contributions are credited to the Member's DROP Account in the SDCERS Trust Fund, and are distributed to the DROP participant upon termination of employment. No withdrawals may be made from DROP Account until the Member completes or terminates his or her DROP period and terminates City employment. Interest will be credited to the Member's DROP account at a rate determined by the SDCERS 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 his or her deferred retirement allowance to a disability retirement allowance calculated at the date of entry into DROP. A Member who

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

I. Benefit Plan Changes Before July 1, 2005

1. For retirements effective on or after January 1, 1997, the 50% continuance is available to the spouse to whom the Member was married on the date of retirement. The requirement that the Member be married to his or her spouse at least one year prior to retirement for the spouse to receive the 50% continuance is eliminated.

2. 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.

3. The Industrial Disability Benefit for General Members is increased from 33-1/3 percent to 50 percent of final compensation for retirements effective on or after January 1, 1997.

4. 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.

5. MEA General Members.

    a. Change of Retirement Calculation Factors for City General Members

    The Retirement Calculation Factors used to calculate a General Member's allowance will increase to the levels shown below (the "New Factors") for all retirements 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 (2% at age 55, etc., with 10% added to the Member's Final Compensation) or the Corbett Factors (2.25% at age 55, etc). The New Factors will apply to all City employees who join the Retirement System after June 30, 2002, and their allowances will be capped at 90%. The 90% cap will also apply 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.

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

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

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

ii) Any General Member who joined the Retirement System before July 1, 2002, and reaches the 90% cap by choosing the New Factors, may continue to accrue benefits above the 90% cap until December 31, 2002, at which time the Member's Retirement Calculation Factor and creditable service are capped; the Member's final compensation is not capped. On January 1, 2003, the Member must choose one of the following options:

i. If the Member is eligible for a service retirement on January 1, 2003, he or she may:

1. Continue working and contributing to the Retirement System,

2. Enter DROP, or

3. Retire.

ii. If the Member is not eligible for a service retirement on January 1, 2003, he or she may:

1. Continue working and contributing to the Retirement System, or

2. Enter the Cap Program. If the Member enters Cap Program, the Member will stop contributing to the Retirement System, and will instead contribute 3.05 percent of his or her base compensation, biweekly at the end of each pay period, to a Cap account established

for the Member. The City will match these contributions. The Member may continue participating in the Cap Program until he or she first becomes eligible to retire, at which time the Member must either enter DROP or retire.

3. A Cap Program participant who becomes disabled while participating in the Cap Program is eligible to apply for disability retirement benefits. If the Cap participant's application for disability retirement is ultimately approved by the Retirement Board, his or her disability retirement benefit will be calculated using the participant's age, creditable service and final compensation as of the day he or she began participating in the Cap Program.

iii. A General Member may exceed the 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 24 or younger; and

3. Will exceed the 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.

4. When a Member who meets the conditions of Section 2, k, iii, 3 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:

a. Continue working and contributing to the Retirement System;

b. Enter DROP; or

c. Retire.

b. <u>General Member's SDCERS Contribution Rate Change.</u>

On December 20, 2003, General Members' contribution rates to SDCERS will be increased by an approximate additional 0.53%.

c. Eligibility for Industrial Disability Retirement Change.

A General Member may be eligible for an industrial disability retirement if it has been medically determined that the General Member has become psychologically or mentally incapable of performing his or her normal and customary duties as a result of a violent attack on the Member with deadly force, such as a shooting or stabbing that causes great bodily injury, and that resulted in a nervous or mental disorder. The violent attack must occur on or after July 1, 2000, and such application for industrial disability retirement must be submitted before July 1, 2005. This provision shall sunset on June 30, 2005, and no such applications may be made after that date.

ARTICLE 23

Volunteers

A. The City's Volunteer Program is governed by City Council Policy 300-01.

B. City Council Policy 300-01 defines authorized volunteers as individuals who perform services without pay and have completed and signed a volunteer participation agreement which has been accepted by a City department.

C. Volunteers are to be utilized only to supplement or augment the work performed by MEA-represented employees without decreasing bargaining unit work or displacing existing MEA-represented employees.

D. Departments participating in the City's Volunteer Program shall utilize volunteers to perform tasks related and limited solely to the volunteer programs.

ARTICLE 24

Limited Appointments

Management 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. Management 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 leave of absence.

ARTICLE 25

Performance Incentives

A. Performance Pay.

1. The City may grant an Exceptional Merit Cash Payment to any employee at "E" Step who receives a meets standards on his or her most recent Performance Evaluation within the units represented by MEA. 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 of salary beyond the employee's base salary.

2. The Appointing Authority may grant an employee who meets standards on his or her most recent Performance Evaluation up to three days special leave with pay in recognition of a specific instance of exceptional performance.

B. Exceptional Merit Increases.

1. Employees with a meets standards Performance Evaluation may be granted an Exceptional Merit Increase for a maximum of a one-step increase to the next consecutive step within the salary range, unless in conjunction with a normal merit increase where a maximum two-step increase would be permitted. Exceptional Merit Increases, not done in conjunction with a normal merit increase, will be effective at the beginning of a pay period and can be no earlier than the pay period in which the supervisor delegated the responsibility by the Appointing Authority signs the document.

2. MEA may discuss problems in the Exceptional Merit Cash Payment Program with the Human Resources Department. Management shall provide MEA an opportunity to review awards quarterly.

ARTICLE 26

Copies of the Agreement

MEA may obtain copies of this MOU from the City by reimbursing the City for their cost. The City agrees to provide MEA with 3,600 free copies of this MOU without charge.

ARTICLE 27

Rehabilitation and Employee Assistance Programs

A. MEA agrees to cooperate with efforts by Management to conduct voluntary rehabilitation programs for employees having physical or mental disabilities; however, such agreement does not preclude MEA from representing its members.

B. MEA and Management support the Employee Assistance Program (EAP) and both Parties agree to encourage, if appropriate, employees with personal problems to participate in EAP.

C. The purpose of EAP is to help employees who have personal problems to obtain professional assistance and treatment when necessary. Participation in EAP will be entirely voluntary. City will not take disciplinary action against an employee for refusing to participate in EAP. Management and MEA agree that actual discussions between the employee and the EAP staff, and treatment provided to the employee through EAP, will be kept confidential unless the employee consents to disclosure.

D. In accordance with Article 20, Workplace Safety, the City will make its best efforts to protect, support, and counsel employees who have been threatened during the course of employment.

ARTICLE 28

Flexible Benefits Plan

A. An IRS-qualified cafeteria-style benefits program called the Flexible Benefits Plan (FBP) is offered to all eligible employees. The FBP 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 FBP annual values during the term of this MOU shall be as follows:

1. **Fiscal Year 2017**

    a. **The Fiscal Year 2017** FBP Value shall be **$10,055.** This represents an increase of **$1,500.**

2. **Fiscal Year 2018**

    a. **The Fiscal Year 2018** FBP Dollar Value shall be **$11,705.** This represents an increase of **$1,650.**

3. **The Fiscal Year 2019 and 2020 FBP Dollar Value shall be $11,705.**

C. On or about April 1 of each year during the term of this MOU or earlier if mutually agreed, the Parties will 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.

E. Notes.

1. It is the intent of the Parties that all plans offered in the FBP comply with all applicable state and federal laws, including IRS regulations as interpreted by the City Attorney. All disputes over interpretation of this Article shall be submitted to the appropriate agencies for interpretation.

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

3. The employee must select a life insurance and health insurance plan (unless covered under another comprehensive health plan). An employee may opt out of City health insurance if he or she has other comprehensive health insurance by selecting the "waiver" option.

4. With the remaining FBP monies, eligible employees may select from other optional benefits including dental, vision, cancer/intensive care protection, 401(k), Dental/Medical/Vision and Dependent Care reimbursement and/or cash payment. **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. However, beginning with the 2018 fiscal year, but no sooner, the City will have the option, upon reasonable notice to MEA, to change this payout frequency from biweekly over 26 pay periods to a pay-out schedule over 24 or 26 pay periods, or semi-annually on the last day of the first pay period of December and the last day of the first pay period of July. Because of the potential adverse impact on employee budgets, if the City opts to change the payout schedule from biweekly over 26 pay periods in accordance with this Agreement, reasonable notice to MEA means written notice of intent by January 31 preceding the plan year in which the change will be implemented. 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.**

5. After selecting required health and life insurance coverage, employees who are unable to enroll in their desired dental plan may purchase dental coverage outside the FBP by making an "out-of-pocket" payment for the cost difference. Only dental coverage may be obtained in this manner. "Out-of-pocket" contributions must be made at the time of open enrollment and are nonrefundable.

6. Employees may designate a specific amount of pre-tax money (IRS restrictions apply) to be withheld from their paycheck 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.

7. 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), including dependent health offset and life, will be automatically continued at the same level for the next year as if the employee had elected to keep them. All other benefit options will be cancelled. Any monies remaining from the FBP allotment will be paid out as a taxable cash payment. 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**, except when a qualifying event occurs**.

8. The City agrees that it will not arbitrarily or unreasonably deny MEA 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. MEA 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.

9. MEA agrees to indemnify the City against any and all claims arising out of the administration of MEA's benefits plans.

10. Audit and Inspection of Records.

    The City Auditor is authorized to audit all necessary documents pertaining to the health insurance plans offered by MEA.

11. The Parties agree that MEA is authorized to audit the City's health plans to the extent that documents are requested and provided pursuant to state and federal public information laws.

12. MEA will be available to answer questions at the end of open enrollment and New Employee Orientation sessions.

ARTICLE 29

Time Off for Meetings

A. When formal meetings are scheduled for the purpose of meeting and conferring on subjects within the scope of representation, MEA may be represented by a reasonable number of employee members of the unit or units involved, and the President or his or her designee, as agreed to with Management prior to the meetings. These employees may attend these meetings during regular work hours without loss of compensation or other benefits. Employees working shift hours other than regular day work hours may attend meetings and will have their schedules adjusted to the

day shift for each meeting. For purposes of meeting and conferring on a successor MOU, three representatives of each unit plus the President and Vice President are considered a reasonable number of representatives. However, additional representatives may attend upon mutual agreement of the Parties. MEA may select a representative to attend City Council, Council Committee, Civil Service Commission meetings, Retirement Board and Special Employee-Employer Committee meetings, and meetings of other special commissions or boards established by the City Council, during regular work hours, without loss of compensation, when subjects within the scope of representation are being discussed. MEA shall, whenever practicable, submit the names of all designated representatives to the Management Team at least two working days in advance of the meetings provided further:

1. That no representative shall leave his or her duty or work station or assignment without specific approval of Management.

2. That any such meeting is subject to scheduling by Management in a manner consistent with the operating needs and work schedules.

B. Nothing provided in this Article shall limit or restrict Management from scheduling meetings before or after regular duty or work hours under appropriate circumstances.

C. MEA will have a permanent representative on the Suggestion Awards Committee.

D. MEA Board Members and stewards shall be granted the opportunity to attend the meetings during regular work hours without loss of compensation or other benefits provided that MEA provides Management and the employee's Appointing Authority with notice of the meetings at least five working days in advance of the meetings and pursuant to the provisions of Section A.1. In the event MEA must convene an emergency board or steward meeting, MEA shall give Management as much notice of this meeting as circumstances permit. For the purposes of the notice and approval provisions of this paragraph, "Management" shall mean the Human Resources Director or his or her designee.

E. MEA's President shall remain a full-time employee in the position he or she occupies at the time of taking office. The President will continue to receive the salary and benefits for his or her City position and will maintain all rights and privileges of City employment. The President will be provided paid release during regular work hours in accordance with any applicable provision of this MOU and to provide employee and Bargaining Unit representation in accordance with the MMBA. The Human Resources Director will take all appropriate steps to assure that the rights of MEA's President as described in this Article are respected and enforced.

F. Effective July 1, 2012, four hours of release time, per quarter, is authorized for the MEA trustee representative for the purpose of attending San Diego Employees

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 30

Employee Rights

A. The Parties mutually recognize and agree fully to protect the rights of all employees covered by this MOU to join and participate in the activities of MEA 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 Parties, in the conduct of their affairs, shall apply the provisions of this Memorandum equally to all covered employees without favor or discrimination based on any of the protected classes or categories listed in City's Equal Employment Opportunity (EEO) Policy – Annual Statement, or because of political or religious opinions or affiliations.

ARTICLE 31

Management Rights

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

B. The exercise of these rights shall not preclude MEA 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 32

Modification and Waiver

A. Laws, regulations or rules proposed during the life of this MOU shall be reviewed by the City and MEA to determine their effect on this MOU.

B. Reasonable written notice shall be given to MEA of any ordinance, rule, resolution, or regulation directly relating to matters within the scope of representation proposed to be adopted or changed by the City Council, Civil Service Commission, Retirement Board, or by a department, and MEA shall be given the opportunity to meet and confer or consult as required by law with such body or person prior to adoption. Reasonable notice shall normally consist of three working days.

C. Any agreement, alteration, understanding, variation, waiver, or modification of any of the terms or provisions contained herein 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.

D. In cases of emergency pursuant to the City Charter, when the City determines that an ordinance, rule, resolution, or regulation must be adopted immediately without prior notice or meeting with MEA, the City Council or the board or commission of the City shall provide such notice and opportunity to meet at the earliest practicable time following the adoption of such ordinance, rule, resolution, or regulation.

E. The provisions of this MOU, together with those provisions of wages, hours, other terms and conditions of employment, and employee and employer relations subject to meet and confer currently in existence and not changed by this MOU shall not be revised to adversely affect the employees in this unit during the term of this MOU; provided, however, that MEA agrees to meet and confer during the term of this MOU if City proposes to introduce ballot measures which relate to or would impact wages, hours, other terms and conditions or employee-employer relations.

ARTICLE 33

Obligation to Support

The Parties agree that during the period of time this MOU is pending before the Civil Service Commission or the City Council for action, neither MEA, nor Management, nor their authorized representative, or any member of MEA's Board of Directors will appear before the Civil Service Commission or the City Council or meet with members of either body individually to advocate any amendment, addition or deletion to the terms and conditions of this MOU. It is further understood that this Article shall not preclude the Parties from appearing before the Civil Service Commission or the City Council nor meeting with individual members of either body to advocate or urge the adoption and approval of this MOU in its entirety.

ARTICLE 34

Provisions of Law

A. This MOU is subject to all current and future applicable federal, state and local laws, regulations and the Charter. Provided, however, no local law which is enacted in contravention of the provisions of the MMBA shall affect the provisions 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 applicable laws or regulations, and the remainder of the MOU shall not be affected.

C. It is the intent of Parties that this MOU be administered in its entirety in good faith during its full term.

ARTICLE 35

Information Exchange

MEA, as bargaining agent for employees, is entitled to timely written information from Management which would enable it to properly perform its duties. In particular, the following information shall be furnished by Management, upon request, to MEA:

A. Bi-weekly, a magnetic tape (converted to diskette format) from the City shall be provided to MEA containing the information currently furnished on each MEA member, at cost or at another price if agreed upon.

B. Quarterly, the City shall provide MEA with a diskette containing the information listed in Section A above for all employees in a Bargaining Unit.

C. The City will make available to MEA information pertaining to employment relations as set forth in this rule and Government Code Sections 6250-6260.

D. Such information shall be made available during regular office hours. Materials presently supplied to MEA at no cost shall continue to be supplied at no cost.

E. 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 shall not be made available in such form as to disclose the source.

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 customary.

G. Information shall be made available on a bi-weekly basis, from Risk Management, in regards to MEA members enrolled for MEA-sponsored Flexible Benefits. This information will consist of current listings of MEA-sponsored prepaid plans and documentation copies of the MEA-sponsored prepaid benefits. MEA shall provide Risk Management with a separate listing of premium payment accrual amounts for MEA members being reimbursed for all or part of their plan premiums through Dental/Medical/Vision Reimbursement. Additions and deletions shall be reported to Risk Management by memorandum. Any list provided by MEA shall include employee's name, social security number, and year-to-date cumulative totals by MEA-sponsored option.

ARTICLE 36

New Employee Orientation

A. The City agrees to provide general information to City employees during new Employee Orientation regarding the applicability of the MMBA to City employment, and regarding the legitimate status of employee organizations as exclusive bargaining representatives.

B. City agrees to provide MEA with an opportunity to make **a one-half-hour** presentation to new employees during City's New Employee Orientation Program. These presentations will not exceed one-half hour, and will be restricted to employees in job classifications represented by MEA. MEA will be provided a separate room for their presentations.

In addition to the opportunity to make such presentations to new employees, the City agrees to provide MEA the same opportunity once each month to make presentations to those City employees who become benefitted MEA-represented employees as a result of a transfer, promotion, or change in status. The City will make attendance at one of these monthly orientations mandatory for affected employees at or near the time of the qualifying event.

C. MEA, upon request to Management, will be provided with an opportunity to have presentations not to exceed one-half hour at New Employee Orientations in departments which have departmental programs and that do not send employees to the City-wide program.

D. MEA may provide the pertinent information on its dental and vision plans for presentation **by** the City during New Employee Orientations, and an MEA representative may attend the presentation as an observer. MEA may report any inaccurate or improper presentations related to its plans to the Human Resources Director for his or her immediate attention.

E. The City will provide new employees with the forms associated with the various benefits plans during the pre-lunch "benefits" portion of the program.

ARTICLE 37

Appeals

A. An employee may appeal the placement of any document, including a Supplemental Performance Evaluation, which may be used as a basis for subsequent discipline, in his or her permanent record by submitting an appeal letter to the Department Head within ten working days of the employee receiving the document that is to be placed in his or her file. Within ten working days after receiving the appeal letter, which becomes an attachment to the document in question, the Department Head or his or her designee will schedule a hearing on the matter. The employee is entitled to representation at the hearing. Within ten working days after the hearing, the Department Head or his or her designee will provide a written decision as to whether the original document will be retained in, modified, or removed from the employee's record. It is mutually agreed that employee performance evaluations where employees "meet standards" are not eligible to be appealed.

1. It is mutually agreed that when an employee has concerns about evaluations that meets standards, the Department Head should designate someone other than the rater and the reviewer, to meet with the employee and MEA in an attempt to resolve any differences or dissatisfaction.

2. Reviews of meets standards evaluations are discussion items which may result in changes being made to the evaluation, but are not to be considered an appeal of the evaluation.

B. Formal reprimands without further penalty more than two years old, and those with additional penalty more than three years old, will be destroyed, and will not be considered for purposes of promotions, transfers, special assignments, and disciplinary actions, except as to disciplinary actions when the reprimands show patterns of specific similar misconduct. Reprimands may be retained in the employee's personnel jacket as set forth in this Article. Upon request of the employee, such reprimands will be destroyed on this basis. In the event an employee fails to make such a request, on discovery by Management any reprimand will be destroyed in accordance with this provision and shall not be relied upon for subsequent disciplinary action.

C. Written counselings and written warnings, more than one year old will be destroyed and will not be considered for purposes of promotions, transfers, special assignments, and disciplinary actions, except as to disciplinary actions involving specific similar misconduct as that addressed in the letter of counseling or letter of warning. Letters of counseling and letters of warning may be retained in the employee's personnel jacket as set forth in this Article. Upon request of the employee, such letters of

counseling and letters of warning will be destroyed on this basis. In the event an employee fails to make such a request, on discovery by Management any counseling or warning will be destroyed in accordance with this provision and shall not be relied upon for subsequent disciplinary action.

D. If any disciplinary action, including property rights disciplinary actions, is reduced to a lower level written discipline as a result of an appeal, the resulting lower level discipline will be effective the same date that the initial higher level discipline was first issued to the employee.

ARTICLE 38

Transportation Programs

A. "C" Mileage.

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. "C" Mileage reimbursement will be paid in accordance with the current IRS Standard Mileage Rates for business reimbursement.

B. "D" Mileage.

The "D" mileage reimbursement plan shall be implemented as follows:

1. Eligibility.

   a. All employees assigned to one of the job classifications set forth in Appendix E are categorically eligible for "D" mileage. Otherwise, to be eligible for "D" mileage reimbursement, a City employee driving on City business must meet the following criteria:

      1) Be required, as a condition of employment, to provide a personal vehicle to conduct City business; AND
      2) The employee does not have regular access to a City-provided pool vehicle; AND
      3) Drive a personal vehicle a minimum of 250 miles per month on City business; AND
      4) Drive a personal vehicle a minimum of twelve working days per month on City business.

   b. In addition to the criteria referenced in subsections (1) through (4), 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 exclusive of the conditions

outlined above but subject to the review and recommendation of the Mayor or his or her designee.

2. Eligibility Attaches to the Classification/Assignment not the Employee.

   An employee's continuing eligibility for reimbursement under the "D" mileage plan depends upon satisfaction of the criteria described in section 1 and does not become a vested right of the employee. A substantial change in the duties of an employee assigned to a job classification listed in Appendix E may result in a change in eligibility for "D" mileage.

3. "D" Mileage Reimbursement Rates.

Mileage Increment (Monthly)		Cents per Mile		Miles Reimbursed
D1	250	D1	71	250
D2	417	D2	68	167
D3	625	D3	65	208
D4	833	D4	62	208
D5	1042	D5	59	209
D6	1250	D6	58	All other miles that Month

4. Appeal of Eligibility.

   An employee aggrieved by the City's determination that he or she is ineligible for the "D" mileage reimbursement plan has the right to have the matter heard and decided under Article 5, Grievance Procedure of this MOU beginning at Step 3. However, the decision of Management pursuant to Step 5 of the grievance procedure shall be final and binding on the eligibility issue and there will be no appeal to the City Council or the Civil Service Commission.

C. City-Provided Vehicles.

The City retains the right to determine unilaterally to provide employees with City vehicles for the performance of City business in lieu of requiring employees to use their personal vehicles and reimbursing them at the above-stated mileage reimbursement rates. However, in making such determinations where multiple employees within the same work group are using personal vehicles, the City will focus on the entire work group rather than on individual drivers within a work group. The City shall discuss any such intention with MEA in advance of making its determination. In the event the City makes such a determination, the City shall give employees affected by the determination notice to permit them to make decisions regarding the purchase or lease of personal vehicles with this change in mind.

D. Payment of Mileage Reimbursement.

It is the City's intent to provide employees their mileage reimbursement checks within two weeks after the employees submit their timely and accurate reimbursement requests to their designated supervisors.

E. Parking.

1. An employee will be reimbursed the monthly Concourse Parkade **or Civic Center Plaza** parking fee **if,** at least seven days each calendar month**,** he or she **drives his or her car on City business and** uses **either** the Concourse Parkade **or Civic Center Plaza**. **When eligible, employees must include** monthly parking **fee in the "total amount due" section of their** monthly mileage reports.

2. The City agrees to make its best efforts to provide Police Officer or CSO Patrol in marked vehicles during predawn or post-dusk hours at Police Headquarters and the Central Library when employees are entering or leaving the buildings.

ARTICLE 39

Death, Injury, or Retirement Notification

MEA will be notified as soon as possible when a member of MEA dies or retires.

ARTICLE 40

Dispatchers

A. For Holiday purposes, "working days" will be measured from midnight to midnight. Employees will be compensated for hours worked.

B. The City agrees to continue efforts to provide stress reduction techniques.

C. Dispatch unit watch assignments will be realigned to correspond with the Watch assignments throughout the remainder of the Police Department.

ARTICLE 41

Clean Air

A. The City through the Safety Office will provide MEA with the results of asbestos air sampling on at least an annual basis. In addition, the City Buildings Division, through the Safety Office, agrees to inform MEA when building or remodeling activities take place that involve the removal or containment of asbestos.

B. In cases of emergency removal or containment of asbestos, the City will comply with all applicable state and federal laws including the notification of employees in the affected areas.

ARTICLE 42

Court Leave/Jury Duty Scheduling

A. Where feasible and appropriate, Management agrees to make reasonable adjustments in an employee's work schedule when the employee is assigned to jury duty. Such adjustments will be in compliance with Personnel Manual Index Code I-9, Court Leave. In no case will Management be required to pay employees overtime when an employee's jury duty extends beyond the end of the employee's normal work schedule.

B. Employees are no longer required to deposit with the City Comptroller fees paid to him or her from the court.

C. Upon request, departments shall make their best efforts to adjust the schedules of employees who work second or third shifts, rotating twenty-four hour shifts or any schedule which is not a standard five-day "8 to 5" schedule, to "days," Monday through Friday for a portion of, or duration of, the assigned Jury Duty.

D. Pursuant to Personnel Manual Index Code I-9, II C(4), the department director or his or her designee will review and resolve disputes regarding reporting to work and the application of leave or rescheduling for court duty purposes.

ARTICLE 43

Uniform Reimbursement

A. The intent of this policy is to reimburse employees in certain designated classes who have attained permanent status, for the cost of one initial set of regulation uniform items.

B. Reimbursement shall be limited to items of a specialized nature, including items with permanent City insignia, to be worn exclusively in the line of duty. Street clothes are excluded from this provision. Each department with employees in these designated job classifications will maintain a current price list of items for which reimbursement will be provided. Required items for each job classification are listed in Appendix B.

C. Employees in the following job classifications will be provided with uniform reimbursement:

Area Refuse Collection Supervisor
Auto Messenger I

Auto Messenger II
Code Compliance Officer (when uniform is required)
Code Compliance Supervisor (when uniform is required)
Field Representative (Police Department)
Parking Enforcement Officer I and II
Parking Enforcement Supervisor
Park Ranger
Police Code Compliance Officer (when uniform is required)
Police Code Compliance Supervisor (when uniform is required)
Police Investigative Service Officer I and II
Police Service Officer I and II
Ranger/Diver I and II
Safety Representative I and II (Environmental Services Department)
Safety Officer (Environmental Services Department)
Safety and Training Manager (Environmental Services Department)
Senior Code Compliance Officer
Senior Engineering Aide (Wastewater Collections FEWD)
Senior Park Ranger
Special Events Traffic Controller I and II (excluding hourly employees)
Special Events Traffic Control Supervisor (excluding hourly employees)

D. All personnel receiving uniform reimbursement or issued a uniform will be required to wear the designated uniform. Failure to wear any of these items may result in discipline of the employee.

E. The following classes will be additionally reimbursed for the purchase of boots if they are required to wear them to perform the duties of their class: Auto Messenger I and II, Mail Room, Personnel in CAB and Library, Code Compliance Officer and Supervisor.

F. Special Events Traffic Controllers and Supervisors hired on an hourly basis will be issued their required uniforms by the City upon appointment. The City will provide replacements on an as-needed basis.

G. Swimming Pool Manager, Pool Guard I and Pool Guard II will be issued their required uniforms.

H. Park Ranger and Senior Park Ranger will be issued dress uniforms.

Park Ranger and Senior Park Rangers will be provided replacements for the dress uniform on an as needed basis.

I. The following job classifications in the Public Utilities Department (PUD) Wastewater Branch shall be issued two jackets per employee: Senior Power Plant Supervisor, Senior Plant Technician Supervisor, Power Plant Supervisor, Plant Technician Supervisor, Wastewater Treatment Superintendent, Senior Wastewater

Operation Supervisor, Wastewater Operations Supervisor, and Facility Maintenance Supervisor. PUD will also provide laundry service for the jackets.

J. In the Park and Recreation Department, designated Coastline Parks Division's first level supervisors will each be issued seven provided uniforms, including laundry service. This includes three uniforms in laundry and four uniforms for the week. At the employee's request, a uniform jacket and/or a uniform baseball cap will be issued for the employees to maintain at their own expense. These items will be provided in a timely manner subject to available supplies. If a baseball cap is worn, it will be either the uniform cap or the MEA cap. All division issued uniform items will be returned to the division when the employee leaves Coastline Parks. To help vary attire and improve comfort, the division will offer to employees for purchase, at the City's cost, Coastline Parks' logo sweatshirts and T-shirts.

K. Area Refuse Collection Supervisors will be reimbursed for one jacket with City logo. The jackets will be replaced on an as needed basis.

L. Park Rangers will be issued by the City one Hat Trap/Carrier, one Pepper Spray Holder, one Key Holder and one Radio Holder. These items will be replaced by the department on an as needed basis.

M. Corporate Apparel Program.

1. Employees in designated classifications within the Facilities Maintenance Division of the General Services Department and the PUD shall be provided with corporate apparel. The City agrees to meet and confer with MEA regarding the inclusion of additional classifications within the Corporate Apparel Program during the term of this MOU based upon both the high potential of public visibility such classifications may have and any resultant need to ensure proper identification by the public of employees in these classifications. Prior to the inclusion of additional positions, the City shall meet and confer with MEA to solicit feedback from affected employees and to discuss implementation issues. The Parties also agree to meet and confer on the selection of apparel options appropriate for those employees and classifications, and the selection of appropriate apparel for female and male employees.

2. Employees will be allowed to choose their apparel from the approved style and color schemes which shall be determined by the meet and confer process described in Section 1.

3. Employees have the option of purchasing additional garments of the approved style and color at their own expense from the designated vendors, at the City's cost.

4. Maintenance of corporate apparel will be the responsibility of the employee.

5. Employees in classes not designated will have the option of purchasing approved apparel at their own expense from the designated vendor or vendors, at the City's cost.

6. Employees under the Corporate Apparel Program shall continue to wear appropriate safety clothing pursuant to current policies and practices.

7. Employees in certain positions in PUD, 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, 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 may be added to the Corporate Apparel Program.

8. Employees in PUD, 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.

9. During the term of this MOU, the City may expand this program to other departments. Prior to any expansion the City shall meet with MEA to discuss implementation issues.

10. The following classifications shall be included in the Corporate Apparel Program:

Department	Designated Classifications
Facilities	Carpenter Supervisor
	Electrical Supervisor
	HVAC Supervisor
	Plumber Supervisor
	Painter Supervisor
	Roofing Supervisor
PUD Water Branch	Assistant Laboratory Technician
	Field Representative
	Golf Course Manager
	Junior Engineering Aide
	Laboratory Technician
	Lake Aide I & II
	Lakes Program Manager
	Lakes Program Supervisor
	Meter Reader
	Principal Water Utility Supervisor
	Safety and Training Manager
	Safety Representative I & II

	Senior Engineering Aide (Cross Connection Specialist) Senior Meter Reader Senior Water Operations Supervisor Senior Biologist Supervising Field Representative Supervising Meter Reader Training Supervisor Utility Supervisor Water Distribution Operations Supervisor Water Operations Supervisor Water Systems District Manager Water Systems Technician Supervisor Water Systems Technician IV Water Utility Supervisor
PUD Wastewater Branch	Building Maintenance Supervisor Building Services Supervisor Building Supervisor General Water Utility Supervisor Plant Process Control Supervisor Principal Plant Technician Supervisor Principal Water Utility Supervisor Safety & Training Manager Safety Officer Safety Representative I & II Senior Electrical Engineer/Plant Control Engineer Senior Engineering Aide (Wastewater Collections FEWD) Senior Plant Technician Supervisor Senior Power Plant Supervisor Senior Wastewater Operations Supervisor Senior Water Utility Supervisor Wastewater Treatment Superintendent

11. Employees in the designated classifications in the Facilities Maintenance Division shall receive ten) shirts. The color options are hunter green and beige.

12. The employees in the designated classifications in the Wastewater Branch shall receive ten shirts. The color options are natural and dark blue. Oxford shirts will be made available as a shirt selection to all designated classes in the Wastewater Branch.

13. Employees in the designated classifications in the Water Branch shall receive ten shirts and ten pairs of pants. Color options for shirts shall be light blue, navy blue, white, and khaki. Additional colors may be provided as an option at

Management's discretion. Color options for pants shall be khaki, navy blue and denim.

14. On an annual basis, the departments shall provide **any four corporate apparel items per the request of the employee**. Additional replacements shall be provided as-needed on a case-by-case basis due to unusual damage or wear and tear, not resulting from employee negligence.

15. Corporate apparel clothing options shall include 100 percent cotton. All sizing needs will be provided including, but not limited to, women's sizes and cuts.

16. Female employees will be exempt from the program during pregnancy when at the employee's discretion it is no longer practical to participate.

17. Long sleeve polo shirts will be made available as part of the shirt selection.

18. Employees currently receiving uniforms and laundry services under the Safety Program shall continue to receive uniforms and laundry services as currently provided.

19. Employees in the program may wear department recognition shirts, MEA shirts and MEA caps at their discretion.

20. For attendance at special recognition ceremonies or special meetings, employees may choose alternate attire, appropriate to the occasion in keeping with the City's appearance guidelines.

21. All personnel receiving uniform reimbursement or issued corporate apparel will be required to wear the designated apparel. Failure to wear any of these items may result in discipline of the employee.

N. Special Event Traffic Controller I and II's and Supervisors, shall be issued rain gear, gloves and a flashlight. These items will be replaced by the department on an as needed basis.

O. Police Service Officers I and II**, and Police Investigative Service Officers I and II,** will be issued by the City one expandable baton and one holder. These items will be replaced by the department on an as needed basis.

P. Hourly Ranger Diver I's will be issued all uniform items listed in Appendix B for Ranger/Diver I's and II's. These items will be replaced by the department on an as-needed basis.

ARTICLE 44

Uniform Allowance

A. The following classifications are entitled to uniform allowances:

Classification	Current	FY17 Increase 5%	FY18 Increase 5%	FY19 Increase 5%	FY20 Increase 5%
Area Refuse Collection Supervisor (including Hourly employees)	**$500**	**$525**	**$551**	**$579**	**$608**
Safety Representative I, Safety Representative II, Safety Officer; and Safety and Training Manager in Environmental Svcs, and Public Utilities.	**$500**	**$525**	**$551**	**$579**	**$608**
Police Service Officer I, Police Service Officer II, Police Investigative Service Officer I, Police Investigative Service Officer II	**$800**	**$840**	**$882**	**$926**	**$972**
Park Ranger, Senior Park Ranger	**$780**	**$819**	**$860**	**$903**	**$948**
Parking Enforcement Officer I, Parking Enforcement Officer II, Parking Enforcement Supervisor, Senior Parking Enforcement Supervisor (excluding hourly employees)	**$800**	**$840**	**$882**	**$926**	**$972**
Field Representative (Police Department)	**$348**	**$365**	**$383**	**$402**	**$422**

Classification	Current	FY17 Increase 5%	FY18 Increase 5%	FY19 Increase 5%	FY20 Increase 5%
Special Event Traffic Controller, Special Event Traffic Control Supervisor (excluding Hourly employees)	**$448**	**$470**	**$494**	**$519**	**$545**
Police Code Compliance Officer, Police Code Compliance Supervisor, Senior Code Compliance Supervisor (Police Department)	**$800**	**$840**	**$882**	**$926**	**$972**
Code Compliance Officer, Code Compliance Supervisor (Fire-Rescue Department and PUD, Business Support Branch)	**$400**	**$420**	**$441**	**$463**	**$486**
Auto Messenger I, Auto Messenger II (including Hourly)	**$250**	**$263**	**$276**	**$289**	**$304**
Ranger Diver I (including Hourly), Ranger Diver II, Ranger Diver Supervisor	**$1.204**	**$1,264**	**$1,327**	**$1,394**	**$1,463**

2. All employees in these classes are required to have all uniforms described in Appendix B. Failure to have these items may result in discipline of the employee.

C. The City will provide **Police** Service Officers with rain gear and a flashlight. Body armor with side panels will also be provided by the City and will be worn when working in the field.

D. The City will provide employees with all patches required as part of the uniform.

E. Uniform allowances are not included in "Base Compensation" under the SDCERS Plan.

ARTICLE 45

Reduction in Compensation

A. Reduction in Compensation.

The compensation of any employee or officer of the City may be reduced 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 is unsatisfactory for the employee's classification and/or position.

B. Procedure for Reduction in Compensation.

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

1. The inadequate performance of the employee shall be documented and the employee shall receive a copy of that documentation.

2. Upon being notified of the proposed action to reduce the employee's compensation, the employee has the right to respond orally or in writing to the Appointing Authority. The response must be provided within five working days of the notification of the proposed action.

3. After giving due consideration to the information provided by the employee, the Appointing Authority may elect to reduce the compensation of the employee.

4. At the time the employee is notified of the Appointing Authority's decision, the employee will be informed of his or her representation and appeal rights.

C. Appeal of Reduction of Compensation.

1. Within five working days of receipt of notice of reduction in compensation, an employee may file an appeal by filing a written demand to the Civil Service Commission for the right to be heard before the Commission. The Commission, at its discretion, may appoint one or more of its members to hear the appeal and submit a proposed decision to the Commission for ratification.

2. The conduct of the hearing shall be the same as that prescribed in the Civil Service Rules relating to discharge.

D. Return to Prior Compensation.

1. Employees having their compensation reduced in accordance with the provisions of this Article will be placed on a Supplemental Performance Report. At the time of the reduction in compensation the employee will be informed of the date of the

next performance evaluation. An employee's compensation will be reinstated at the step the employee was receiving prior to the reduction in compensation upon receipt of a meets standards Performance Report.

2. The reduction in compensation shall not exceed six months of active duty. At the end of that time, the employee shall be reinstated to his or her previous salary step in the job classification or some type of disciplinary action shall be taken.

ARTICLE 46

Salary Status of Part-Time Positions

A. Policy.

1. Intent.

   The intent of this policy is to ensure that employees who work on a regular basis for forty or more hours each pay period and for a substantial period of time be provided with an appropriate level of fringe benefits. This policy is not intended to apply to employees hired on a seasonal basis.

2. The primary purpose of the clerical pool is to assist a department in maintaining a continued level of service and production when a regular employee is absent. The pool is available to meet a variety of short-term needs, such as replacing a regular employee who is on vacation or sick leave, temporarily filling a vacant position pending certification and selection from the eligible list, and providing extra help during a brief period of an exceptionally heavy workload.

3. It is not the intent of the City to use pool employees essentially as "regular" employees, yet deny them the fringe benefits of regular employees. Therefore, departments will not use clerical pool employees to avoid budgeting for adequate staffing or to fill vacant budgeted positions for the long term.

4. The following shall be paid on an hourly basis:

   a. Positions in clerical or similar pools serving in a number of departments or locations.

   b. Positions filled on an on-call or seasonal basis due to fluctuations in work or staffing needs.

   c. Entrance positions to be filled for three months or less.

   d. Classes such as Library Aide, Student Engineer, Recreation Leader II, Recreation Leader I, and Recreation Aide, which are normally filled on an hourly basis, unless they meet the conditions described in 5 below.

5. Positions, except those referenced in 4 (a)-(c), which are at least one-half time but less than full-time, shall be appropriately compensated as half- or three-quarter time positions paid on a biweekly basis rather than an hourly basis, if they average at least forty hours a pay period annually (sixty hours for three-quarter time) and require at least forty hours of work (sixty hours for three-quarter time) in each of twenty-four of the twenty-six annual biweekly pay periods.

6. Overtime Pay.

   Part-time employees are eligible for overtime pay in accordance with the following:

   a. Half and three-quarter time employees:

      1) Are eligible for regular rate compensation in the form of pay or compensatory time credits for all time worked in excess of their scheduled workweek up to forty hours per week.

      2) Such employees are eligible for premium rate overtime for all time worked in excess of forty hours in their workweek and must receive pay for such overtime.

   b. Hourly Employees:

      1) Are eligible for premium rate overtime pay for all time worked in excess of forty hours in their workweek and may not receive compensatory time credits in lieu of pay.

   c. Such employees may not count compensatory time or compensated leave as hours worked in the overtime calculation.

7. Fringe Benefits.

   Part-time employees paid on a biweekly basis are eligible for holidays, annual leave, and other leaves of absences as provided in Civil Service Rule X. All part-time employees are eligible for Military Leave as provided in Civil Service Rule X.

8. Present Employees.
   Employees who would be hired on an hourly basis according to this policy, but who are now paid on a biweekly basis, may remain in that status until the termination of their current employment.

3. Procedure.

1. Personnel will review the payroll records of all hourly employees every six months. Appointing Authorities will be informed of those employees who qualify for benefits and take appropriate action.

2. If an employee is hired as an hourly employee, and the Appointing Authority intends to work the employee forty hours or more per pay period, on a regular basis for a substantial period of time, the Appointing Authority should insure compliance with this policy.

3. The Mayor's designee will periodically review the payroll records of all hourly employees. MEA may meet periodically with the Mayor's designee to discuss and attempt to resolve problems in the application of this regulation especially those involving the conversion of hourly employees to part-time status.

ARTICLE 47

Holidays

A. Fixed Holidays.

1. Fixed Holidays will be:

   a. January 1;
   b. Third Monday in January, known as "Dr. Martin Luther King, Jr.'s Birthday";
   c. Third Monday in February, known as "Presidents' Day";
   d. March 31, known as "Cesar Chavez Day";
   e. Last Monday in May, known as "Memorial Day";
   f. July 4;
   g. First Monday in September, known as "Labor Day";
   h. November 11, known as "Veterans' Day";
   i. Fourth Thursday in November, known as "Thanksgiving Day";
   j. December 25; and
   k. Every day appointed by the City Council for a public fast, thanksgiving or holiday.

2. If January 1, March 31, July 4, November 11, or December 25 falls on 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.

3. Holiday Pay for Dispatchers.

a. When Christmas, New Year's Day, or July 4th fall on either a Saturday or Sunday, Police, Fire and Public Works Dispatchers only, shall receive holiday compensation, including premium overtime, for all hours worked on the actual holiday when the employee is scheduled to work on that day. In such instances, holiday compensation will not be paid on the day the holiday is observed.

b. The following are examples of holiday pay procedures:

1. Employees who are scheduled to work on both the City-observed holiday and the actual holiday will receive holiday pay on the actual holiday.
2. Employees who are scheduled to work on the City-observed holiday and have a scheduled day off on the actual holiday will receive holiday pay on the City-observed holiday.
3. Employees who have a scheduled day off on the City observed holiday and are scheduled to work on the actual holiday will receive holiday pay on the actual holiday.
4. Employees who have a scheduled day off on both the City observed holiday and the actual holiday will receive holiday pay on the actual holiday.

Employees are only entitled to receive holiday compensation for one day, not both.

B. Floating Holiday.

In each fiscal year covered by the term of this MOU each eligible employee available for a duty assignment on July 1 (as defined in Personnel Manual Index Code H-2) shall accrue credit for hours of holiday time equal to the hours worked in the employee's shift up to ten hours. Each employee accruing such time shall schedule his or her floating holiday to comply with the following conditions:

1. Employee must schedule the floating holiday prior to June 1;

2. The floating holiday must be a one-time absence and it must be used before the last day of the last full pay period in June; and

3. The floating holiday must be taken at a time convenient to the employee's Appointing Authority.

C. Half-time, three-quarter time and full-time employees who are scheduled to work a shift of five, seven and nine or more hours on a fixed City holiday, shall be credited with one or more additional hours of holiday time respectively, for use on that holiday.

D. Part-time employees working in the Library will be scheduled to work the additional hours which complete the employee's shift, when a holiday falls on a day the employee would ordinarily have worked.

ARTICLE 48

In-House Committees

Department Heads may, at their discretion, create advisory committees to provide information which is necessary to administer their department. However, prior to implementation, it is Management's responsibility to notify MEA to allow for meet and confer as necessary.

ARTICLE 49

Exchange of Days Off Between Employees

Employees in classifications which call for work to be performed seven days per week may exchange days off with employees of the same classification under the following conditions:

A. Both Parties to the exchange must be willing to make the exchange and must have the approval of the immediate supervisors concerned.

B. Generally speaking, exchanges of days off will be kept within the division, section, shift or watch, crew and work site location unless, on an individual basis, the supervisors of the Parties to the exchange otherwise agree.

C. When practical, requests for an exchange of days off shall be made in writing at least five days prior to the first day of exchange.

D. An employee must report for the exchanged days off and with the exception of illness, an employee who fails to report for any other reason shall be carried absent without leave.

E. To avoid administrative problems, an exchange of days off must be made within the same work week by both Parties.

F. Such trades must be made in accordance with the provisions of the Fair Labor Standards Act.

G. Such trades will not be approved if they result in an increased cost to the City.

ARTICLE 50

Direct Deposit

A. The City agrees to offer direct deposit of employee paychecks to an expanded network of financial institutions.

B. All employees will be required to provide authorization to the Office of the City Comptroller to electronically deposit their paychecks to a financial institution of their choice (subject to electronic compatibility). Employees shall not be required to change financial institutions if their financial institution is not compatible with the wire transfer.

C. An employee who does not have a financial institution at which to provide electronic transfer accessibility may pick up his or her paycheck at a designated location within the downtown City Hall complex, after 4:00 p.m. on paydays, or have the paycheck mailed to the address of the employee's choice.

D. The Parties will both communicate and promote the availability and advantages of automatic deposits of paychecks through their respective communication means.

ARTICLE 51

Supplemental Pension Savings Plans/401(k)

A. Supplemental Pension Saving Plan (SPSP).

The Parties agree that a new SPSP will be implemented for all new employees hired on or after July 1, 1986. For these employees the voluntary contribution will be reduced from 4.5 percent to 3.05 percent to offset the Medicare tax. Future increases in the Medicare or Social Security tax will result in corresponding decreases in the SPSP contribution for the City and the employees.

1. This change will not affect or change the current SPSP Plan for employees hired prior to July 1, 1986.

2. The Parties agree that an early retirement provision will be added to the SPSP Plans so that distributions prior to age 59-1/2, but within the City's normal retirement age provisions, will not be subject to the 10 percent excise tax on early distributions.

3. Recent legislation mandates that all employees be covered by a retirement plan effective July 1, 1991. This impacts all hourly employees in the Bargaining Units represented by MEA since they do not participate in any retirement system. Mandatory participation for these employees in a version of the SPSP Plan is agreed to by the Parties in order to comply with this mandate.

4. The City and MEA agree to the adoption of a new SPSP-H Plan coverage for hourly employees to avoid compulsory inclusion in the Social Security system as mandated by the Omnibus Budget Reconciliation Act of 1990. These new federal regulations mandate Social Security for employees not covered by a "retirement system." Current hourly employees, who are not participating in SDCERS do not meet the requirements of the regulations and must be covered by Social Security or a "retirement" plan effective July 1, 1991.

5. **Effective July 1, 2015, the City will begin making an additional 1.75% contribution to SPSP-H for each Hourly employee which the employee is not required to match. These employees may voluntarily contribute up to an additional 1.75%. Regardless of the employee's voluntary contribution amount, the total required City contribution for Hourly employees will be 6% effective July 1, 2015.**

6. In order to comply with this new federal law, the City and MEA agree to the implementation of a new SPSP-H Plan for hourly employees with the following key elements:

    a. 3.75 percent employee contribution matched by a 3.75 percent City contribution to meet 7.5 percent minimum requirement.

    b. 100 percent immediate vesting.

    c. Monies must remain in the SPSP-H Plan until termination.

7. The City and MEA agree to study the feasibility of establishing a program which allows employees to borrow against their vested SPSP contribution.

B. 401(k).

1. The City agrees to change the structure of the 401(k) Plan in order that each employee participant may determine the type and mix of his or her investment in the 401(k) Plan (e.g., Socially Responsive, Aggressive Growth, Long Term Growth, etc.) in the same or similar manner to the choices available to participants in the Deferred Compensation Plan. As part of this restructuring, a reasonable administrative fee will be established on each 401(k) account by the plan administrator which will not exceed approximately $23.00 annually.

2. All part-time benefitted employees shall be eligible to participate in the 401(k) Plan that is offered to full-time benefited employees.

ARTICLE 52

Employee Counseling

A. Job Counseling.

Employees who are interested in promotional opportunities or a transfer to a different department or to another classification should call Personnel(619-236-6400). See also Personnel Manual Index Code E-7, Transfers and Demotions.

B. Financial Counseling.

If an employee's supervisor receives notification from a firm, collection agency, or other source that a debt is owed by the employee, the information should be immediately turned over to the employee. The supervisor should not attempt to ascertain the validity of the debt, collect the money, or determine the method of payment. This is a personal matter between the employee and the creditor. The supervisor may suggest that the employee seek financial counseling, if necessary, and refer the employee to the EAP for a referral to an appropriate community resource for financial counseling.

C. Retirement Counseling.

An employee who is planning retirement, or who is leaving City employment, should consult the Retirement Officer (619-525-3600) to discuss available retirement benefits, and the SPSP Administrator in Risk Management (619-236-7300) regarding SPSP to discuss payout of monies held in the employee's SPSP Plan account.

ARTICLE 53

Transportation Incentives

A. Employees who use the Concourse Parkade**, Central Library, or Civic Center Plaza** and pay on a biweekly basis will be charged **25** percent of the prevailing general public monthly rate.

B. Employees participating in the Transportation Alternative Program (TAP) **shall** pay 50 percent of the public daily rate, for up to fifty-two **occurrences** per year. Participation in TAP is limited, and is available to employees on a first-come, first-served basis.

C. The City will provide the **following** reimbursements, up to **a maximum of** $100 per month, to those employees who purchase monthly passes for transportation on the public bus, trolley, and commuter rail service, or who ride bicycles to work and use bicycle lockers. Transportation passes will be for the exclusive use of the employee. Employees must use these subsidized transportation services to commute to and from

work at least three days per week to be eligible for reimbursements. Employees in violation of these provisions will have their transportation incentives discontinued. **Employees must purchase monthly passes through the** City Treasurer **no later than the twelfth day of the month prior to the month of intended use, except** when an employee purchases the Adult Regional Annual Pass which requires full payment for the entire year. Payment is loaded onto issued Compass Cards.

Reimbursements are paid in accordance with the following terms:

1. The monthly Adult 2-Zone Coaster Pass and Adult 3-Zone Coaster Pass are subsidized at 90% subject to the $100 monthly reimbursement cap.

2. The SDM Coaster pass (3-Zone Senior Coaster Pass) is subsidized at 90%, subject to the $100 monthly reimbursement cap.

3. The Senior/Disabled SDM Regional Pass **is** subsidized at 90%, subject to the $100 monthly reimbursement cap.

4. The Adult Regional Rapid Express Pass **is** subsidized at 90%, subject to the $100 monthly reimbursement cap.

5. The Senior/Disabled SDM Regional Rapid Express Pass **is** subsidized at 90%, subject to the $100 monthly reimbursement cap.

6. The Youth Regional Pass **is** subsidized at 90%, subject to the $100 monthly reimbursement cap.

7. The All Trolley/Local Bus Route Pass (Adult Regional) **is** subsidized at 75%, subject to the $100 monthly reimbursement cap, or $18.00 per month in Fiscal Year 2017. The City will offer an All Trolley/Local Bus Route (Adult Regional) Annual Pass through a contractual agreement with San Diego Metropolitan Transit System's (SANDAG MTS) ECO Program. Through this program, employees can purchase the annual pass at a 90% subsidy. Payment for the annual pass must be received by the TAP Main Office no later than May 15th of each year through the term of the MOU. Restrictions issued by SANDAG MTS for this annual pass for the term of this MOU include:

   a. No refunds
   b. No opting out of months
   c. Employees are responsible for registering and replacing a lost Compass Card

8. A City approved vanpool program **is** subsidized at 90%, subject to the $100 monthly reimbursement cap.

9. Use of the San Diego Bay Ferry **is** subsidized at 90%, subject to the $100 monthly reimbursement cap.

10. If SANDAG MTS discontinues or modifies the employer discount program during the term of this MOU, the City will meet and confer before it adjusts the costs of the program, but in no event will the reimbursement be less than 75%, subject to the $100 monthly reimbursement cap.

D. The City will provide reimbursement to employees who use the Concourse Parkade **or Civic Center Plaza** and carry riders. The rate of reimbursement will be calculated so that an employee who carries three riders will receive free parking.

E. Management agrees to make its best effort to negotiate with Parking Facility Providers reduced rates comparable to those at the Concourse for employees assigned to City facilities.

ARTICLE 54

Labor Management Committee

A. Management and MEA will establish a joint committee for the purpose of discussing common problems including, but not limited to, safety issues and policies, contract interpretation and administration, application and administration of the grievance procedure, the exceptional merit cash payment program, SPSP, clerical work stations, air quality in City buildings, alternate work schedules, and use of limited appointments.

B. The Labor Management Committee shall meet quarterly, or more frequently if needed, at a time and for a duration that is mutually agreeable to both Management and MEA. MEA and Management will each be able to appoint three members to this Committee.

ARTICLE 55

Polygraph Examinations

A. 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 an employee who refuses 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.

B. An employee who is rejected for a position in the Police Department due to failure of a polygraph examination will be provided with the reason for such failure.

ARTICLE 56

Overtime

For the purposes of overtime compensation, the compensatory time limits set forth in A.R. 95.01 shall be amended to permit employees to accrue one hundred twenty hours of compensatory time off. However, by the end of the fiscal year, compensatory time balances may not be in excess of forty-five hours.

ARTICLE 57

Layoff

A. In the event of a layoff involving classes represented by MEA, the City agrees to provide MEA with a copy of the official layoff notice which is provided to affected departments.

B. The City will make its best efforts to counsel and place employees in alternate jobs when an employee is subject to layoff.

C. The City's layoff procedures currently provide for an order of layoff for permanent employees in a class determined by Citywide seniority. Seniority shall be based upon the employee's most recent hire date with the City without a break in service.

ARTICLE 58

Repair or Replacement of Employees Property

Risk Management will process employee claims submitted under A.R. 35.70, Repair or Replacement of Employees Personal Property, within thirty calendar days of receipt. Disallowed claims may be appealed to the Mayor or his or her designee who shall conduct a hearing as appropriate.

ARTICLE 59

Long Term Disability/Industrial Leave

A. Industrial Leave.

For claims filed based on a work related illness or injury occurring on or after July 1, 1994, the City will implement the following changes to the Industrial Leave Policy. The actual policy (A.R. 63.00) should be consulted for detailed language.

1. Industrial Leave payments will not be granted for any injury which occurs as a result of a motor vehicle accident where available safety restraints were not in use, unless department policy permits.

2. Industrial Leave benefits will be terminated when an employee misses a medical appointment designed to determine the employee's work status, if it is determined that the failure to attend the appointment was not excusable.

B. Long Term Disability (LTD).

1. The City will issue a RFP to administer the LTD program, by an outside vendor.
    a. The City will meet and confer with the Union over the impacts of this decision.

C. Flexible Benefits.

1. The City will pay the participants Flexible Benefits for a maximum of one year while he or she is on LTD. At the end of one year, the participant will be referred to COBRA for extension of appropriate coverage.

2. The City shall pay the participant's Flexible Benefits while the participant is receiving LTD benefits even if the LTD benefit is 100 percent offset by other income benefits.

3. Participants who are in a LTD status during the City's annual open enrollment for its FBP shall be enrolled in Flexible Benefits as required during the open enrollment. Participants shall keep their current health and life insurance coverage, while receiving LTD. Participants will be allowed to change health care plans provided the health care plans so stipulate.

4. When an employee suffers a work-related injury or illness but is not eligible for Industrial Leave benefits, the City shall continue to pay the Flexible Benefits allocation on his or her behalf for the period of his or her temporary total disability and/or participation in internal vocational rehabilitation, not to exceed a total of twelve months.

ARTICLE 60

Out-of-Class Assignments

A. Employees represented by MEA shall be compensated for out-of-class assignments (OCA) on the thirty-first continuous day of assignment or on the thirty-first day of cumulative OCA assignments in the same classification. OCA accrues on a fiscal year basis only. Accumulated days will not be carried into the next fiscal year. An employee in an OCA will receive an increase at least equal to that which would be given if the employee were promoted to the same class from an eligible list established by a promotional examination.

B. The City agrees that all OCA assignments, regardless of the number of hours worked in a pay period, shall be recorded in the employee's personnel file.

C. For employees in classifications in the Administrative Support and Field Service, Professional, Supervisory and Technical representation units, Appointing Authorities shall give first consideration for appointment to an OCA assignment 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. In OCA in excess of thirty work days where specialized needs are required, the Appointing Authority will advertise the vacancy division-wide.

D. Management has discretion to determine when OCA assignments will be made. Management agrees to provide equal opportunity on a rotational basis for OCA assignments to persons on the eligible list and will consider the seniority, availability, training and job performance of employees when making such divisional 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 assignment lasts over five working days, an employee's current shift or station assignment shall not preclude his or her eligibility for OCA.

E. OCA assignments shall not exceed thirty consecutive working days nor shall a series of OCA to any one vacant position exceed thirty calendar days without approval by the Personnel Director. OCA will not be made to avoid filling a position with a limited or permanent appointment.

F. An employee who is not on an existing or expired eligibility list for the particular class will not be assigned to an OCA which would result in the employee supervising his or her current supervisor.

ARTICLE 61

Implementation of New Programs

A. Prior to implementation of any new programs, the City will give MEA advance notice in writing so that the Parties may address the impact of any new programs on wages, hours, and other terms and conditions of employment.

B. The City will make its best efforts to give MEA at least thirty working days advance notice.

ARTICLE 62

Confidentiality of Medical Information

A. The City, its officers and employees, shall respect the confidentiality of employee medical records and shall abide by the guidelines set forth in Personnel Manual Index Code J-4.

B. The City acknowledges that an employee's Constitutional right of privacy entitles an employee to decline to disclose or to permit his or her physician to disclose the nature of an illness, diagnosis or prognosis unless otherwise required by workers' compensation law, by the employee application for Industrial Leave or LTD benefits, state or federal law, application for employment, or required as part of a City-mandated physical examination. To the extent that an employee's absence or absences due to illness have resulted or may result in discipline or placement on a "doctor's list," the employee, at his or her own option, may disclose these details to the appropriate person in his or her chain of command or directly to the Department Head if the employee wishes. Based on an employee's right of privacy, the City forms for an employee's request for a leave of absence shall not require disclosure of the nature of an illness or require authorization for release of a medical provider's records.

ARTICLE 63

Department Work Rules

A. Management agrees to make available to MEA current written departmental and divisional policies, instructions and work standards. When reasonable additional departmental policies and instructions are developed and published, the City will make copies available to MEA and employees. City policies shall be uniformly applied. However, the obligation to make copies of current and future departmental and divisional policies, instructions and work standards available shall not extend to policies which describe confidential or security procedures.

B. All departmental and divisional policies, instructions, and work standards shall conform to the Civil Service Rules, Personnel Regulations, and this MOU.

ARTICLE 64

Time Off for Blood Donation

An employee shall receive paid release time, not to exceed two hours, when he or she donates blood at the annual MEA 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 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 shall submit his or her "blood receipt" to the payroll clerk as verification of the donation.

ARTICLE 65

Call-Back/Court Pay

A. Call-Back Pay.

1. 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 said 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 hours, and shall be computed at the employee's premium overtime rate. This call back-pay provision shall also apply under circumstances where the employee is issued a call-back order before he or she leaves the workplace at the end of his or her shift.

2. Employees in the classifications of Assistant Criminalist, Criminalist, Evidence Technician, Forensic Specialists, Latent Print Examiners, Document Examiners, Police Property and Evidence Clerk, Polygraph Examiner, Interview-Interrogation Specialists, Latent Print and Evidence Technician Supervisor, Supervising Criminalist, Stores Supervisor (Police Property Room), Dispatcher II (Tape Researcher), Cal-ID Technician and Forensic Alcohol Analyst shall receive a minimum of four hours call-back pay.

B. Court Pay.

Assistant Criminalists, Criminalists, **Police Service Officer I & II, Police Investigative Service Officer I & II**, Evidence Technicians, Forensic Specialists, Latent Print Examiners, Document Examiners, Police Property and Evidence Clerks, Polygraph Examiners, Interview-Interrogation Specialists, Latent Print and Evidence Technician Supervisors, Supervising Criminalists, Stores Supervisors (Police Property Room), Dispatcher II's (Tape Researcher), Cal-ID Technicians and Forensic Alcohol Analysts who work shifts other than the day shift, and are required as a result of their employment responsibilities to make court appearances during otherwise off-duty hours, shall be treated as follows:

1. The employee shall receive compensation for all time actually spent in court (minimum of four hours effective July 1, 1990), excluding court recess time.

2. If the employee makes a court appearance during the morning session and at least part of the afternoon session, after he or she has just completed working a night shift, and if the employee is scheduled to work the next succeeding night shift, the employee shall have the option of receiving compensation at his or her normal overtime rate for the actual court appearance time or having the succeeding scheduled night shift off as compensatory time. If an employee is scheduled off on

his or her next shift following such court appearance, he or she may not exercise the second option.

3. Compensatory overtime shall begin at the time indicated on the subpoena unless the employee is otherwise notified by his or her supervisor.

C. Call-Back and Court Pay Exceptions.

1. The above-described provisions for court pay and call-back pay shall not apply in the following situations:

   a. When an employee is required by subpoena to appear in court prior to his or her scheduled shift, and the appearance is contiguous with the shift; or when an employee attends court then reports to work an hour later;

   b. When an employee is already present at the work station and is required by a supervisor to start work early or to resume work following the end of shift;

   c. When an employee is required to attend a meeting scheduled before or after the employee's shift, and which is contiguous with the shift;

   d. When an employee is required to appear in court during a session which begins during the employee's regularly scheduled shift, but which continues past the end of shift.

2. In these instances, and any other not specifically identified as entitling an employee to the four-hour minimum, the employee should receive compensation only for the time he or she actually worked, or spent in court or in meetings before or after his or her shift.

D. Court Stand-By.

When an Assistant Criminalist, Criminalist, Evidence Technician, Forensic Specialist, and Forensic Alcohol Analyst is under subpoena to appear in court during his or her non-duty hours, the employee shall go to the court and stand by until called by the court and shall receive pay at his or her normal overtime rate for such stand-by time, or with the concurrence of the subpoenaing party, remain standing by at another location where he or she may be reached by the court by telephone. If an employee stands by at another location, no pay shall be received for such stand-by time. No employee shall be required to stand-by without compensation without his or her consent.

ARTICLE 66

Engineers and Surveyors

A. The Human Resources Department shall continue to conduct a study of the Engineering and Survey series that shall require the Engineering and Capital Projects to keep the following records to determine that the current levels of recruiting and retention are adequate:

1. Detailed documentation of all eligibles on lists, interviewed or not interviewed, as to why they did meet or did not meet departmental requirements;

2. After selection process has been completed, documentation on interviewees as well as documentation on the reasons why an eligible waived a job offer; and

3. Detailed exit interviews documenting exact reasons for leaving.

B. Management will meet with MEA to share the information gathered on a mutually agreed upon date.

C. Nothing in this Article shall be construed so as to require the release of information which is individually identifiable to a current or prospective City employee.

ARTICLE 67

Objective Hearing Officers

A. Objective Hearing Officers will be assigned to hear disciplinary appeals at the department level. "Objective" means a managerial employee who has not conducted the fact-finding or investigation which led to the proposed discipline and is not the person recommending the discipline. The primary responsibility for conducting a disciplinary investigation and the resulting Advance Notice of disciplinary action, when warranted, 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 Advance Notice. This language is in no way intended to preclude any managerial employee from the normal managerial review of actions recommended within a work unit.

B. The Appointing Authority may delegate the appeal Hearing Officer responsibility to any supervisory or managerial employee at least one level above the employee requesting the appeal. Exceptions may be granted by the Human Resources Director. MEA-represented employees will not act as hearing officers for terminations of any employee in a job class represented by MEA.

C. City agrees that any time MEA feels that the Department Head or his or her designee who intends to hear an appeal pursuant to Article 10, Section J, or Article 37 is

unduly biased under the circumstances, MEA may immediately bring the issue to the attention of the Human Resources Director. The Human Resources Director agrees to take reasonable steps to assure an employee minimum due process in this regard.

ARTICLE 68

Workloads

A. After a section undergoes a reduction in force, Management will prepare a plan demonstrating how the work will be restructured, reassigned, or delayed. Additionally, new or revised work expectations, standards, and adjusted timelines for work product will be developed.

B. Before and after implementation of the plan, Management shall meet with impacted employees for input. Opportunities for follow-up, feedback and proposed adjustments in the reorganization plan will be provided to employees.

ARTICLE 69

Overpayments to City Employees

A. If it has been discovered that an overpayment or an 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.

B. If the employee contends that any portion or the entire amount is not owed, he or she may 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 employee may have a representative attend the meeting or meetings with him or her.

C. If the dispute regarding overpayment arises from the interpretation of a Personnel or Administrative Regulation, the employee may grieve this matter directly to the Department Head.

D. Repayment of Funds.

1. An employee will pay no penalties, fees or interest as a result of the overpayment.

2. The employee shall have the right to select one of the two following options for the repayment of the funds:

a. A lump sum payment with a date mutually established by the employee and the department (lump sum payments must be made if the total amount due is 5 percent or less than the employee's biweekly salary); or

b. Biweekly installment payments through payroll deduction (Installment payments must be a minimum of $10.00 and repayment must be completed within twenty-six pay periods).

c. Any other repayment arrangement mutually agreed upon between the City and the employee

3. The final agreement on the repayment plan will be in writing, with the lump sum payment date, or the biweekly amount, and the beginning and ending date of the installment plan identified.

4. 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 Evaluations or discipline.

E. Referral to Collections.

1. A department may refer an employee to the City 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.

2. 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 70

Transfer Notification Process

Personnel shall establish a Transfer Notification process.

A. Employees who are interested in transferring will submit requests directly to Personnel.

1. Supervisory review and approval will no longer be required.

2. Personnel review or approval, or rejection will only be based on a review of the employee's qualifications in relation to the requirements of the class.

3. Appointing Authorities may contact the employee's current department to review the employee's personnel file with that employee's authorization and or receive recommendation.

B. Requests approved by Personnel will be:

1. Placed on additional eligible list or lists.

2. Notified by Personnel of all vacancies, by written notice to his or her home address or mail station.

ARTICLE 71

Rights of Industrially Injured Employees to Schedule Medical Appointments

A. An employee**,** who has suffered an industrial injury, whether on light duty or full duty status, shall have the right to schedule medical appointments, including physical therapy, which are related to treatment of the industrial injury, during his or her regularly scheduled work hours without loss of pay.

B. Employees shall make their best effort to schedule appointments close to the beginning or end of their work shift.

ARTICLE 72

Telecommuting

The City shall include the following provisions in its telecommuting policy:

A. The City will reimburse employees for required phone costs/lines. Supplies required to complete assigned work at the alternate location which are normally available at the employee's regular office will be made available during in-office visits.

B. The employee's home telephone number will remain private; however, the supervisor may have the number in order to make contact with the employee, if necessary.

C. Participation will not be limited to employees who use computers, but may be extended to other employees whose physical presence at a City office or facility is not necessary to successful performance of the assigned functions.

D. An employee working an alternate work schedule may be eligible to telecommute subject to the discretion of the Appointing Authority; conversely, employees who telecommute may be eligible for alternate work schedules at the discretion of the Appointing Authority.

ARTICLE 73

Consultant/Contractor Review

The City and MEA agree to continue the Consultant/Contractor Review Committee to: (a) study and to evaluate consultant/contractor issues; (b) eliminate waste and abuse; and (c) identify additional employment opportunities for City employees wherever and whenever possible.

ARTICLE 74

Leave-Sharing Plans

A. Catastrophic Leave Plan Program Description

1. Purpose and Scope

Establish a City of San Diego-administered Catastrophic Leave Bank (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.

2. 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), as a result of a qualifying event in order to establish a Leave Bank.

i. 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 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 the 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 document. 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 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:**

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.

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 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 Plan.

2) Employees 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

1. **<u>Purpose and Scope</u>**

   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.

2. **<u>Procedures</u>**

   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 of this document. 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 Controller 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.**

3. **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 75

"PUL" Distribution

MEA may use the City's mail system to distribute its single sheet "PUL" or equivalent communication, to all employees in its Bargaining Unit. The City agrees to provide MEA with a complete list of workplace email addresses for all employees in the Bargaining Units it represents, as well as a list of all applicable mail stations for represented employees, and to update these lists annually.

ARTICLE 76

Side Letters

Effective July 1, 1994, all side letters previously in effect between the Parties are rescinded. The current MOU as printed will represent all agreements between MEA and City. All agreements, including department level agreements, from July 2, 1994 to June 30, 2012, will remain in effect. Effective July 1, 2012, any additional agreements will be made in writing between MEA and City, only with the approval of the Mayor or his or her designee and the President **of MEA** or his or her designee.

ARTICLE 77

Tuition Refund Plan

A. Public Safety Exceptions to Tuition Reimbursements.

Management agrees to meet without impasse annually with MEA to review specific unique Public Safety exceptions to the Tuition Reimbursement process. Management's decision shall be final and non-grievable.

B. Forensic Alcohol Analysts' and Criminalists' Training.

City agrees that if Forensic Alcohol Analysts and Criminalists are required by the department to attend training or instruction for the purpose of obtaining and maintaining a state certification/license, that the training, instruction, and attendance and related costs shall be treated as a special outside course of instruction within the meaning of A.R. 70.40, section 2.1, Special Outside Courses of Instruction, and the Forensic Alcohol Analysts' and Criminalists' attendance will be at City expense in accordance with the terms of A.R. 70.40.

C. Use of Tuition Reimbursement for Job-related Training.

100% of the Tuition Reimbursement benefit may be used by an employee each fiscal year for reimbursement of seminars or other training and 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 shall submit a request for approval of the proposed reimbursable event in advance of attendance and 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 **100%** of the Tuition Reimbursement plan benefit shall be at the initiation of the employee based on his or her proposal for training or education.

D. Tuition Reimbursement Amount.

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

2. A.R. 70.30 will be amended as follows:

    a. Section 2. - Policy

        1) 2.4(b). An education plan must be approved by the Appointing Authority prior to requesting Tuition Reimbursement for a specific course. This plan must include:

        2) 2.4(f). Requests for reimbursement must be submitted for approval to the Appointing Authority within sixty days of completion of the specific course for which reimbursement is being sought.

    b. Section 3 - Requests and Reimbursement - Procedure

1) 3.1 An employee meeting the eligibility rules fills out Form **COM-4**, "Request for Approval of Tuition Reimbursement," with 4 copies attached. The form is available from departmental payroll clerks. A central supply is maintained in City Operations Building - Store No. 4.

3. The following classes, courses and seminars shall be eligible for reimbursement up to the full amount available under the Tuition Reimbursement Plan: Any Professional Engineering License Seminar offered by CPEE; the Professional Engineer Review Class offered by San Diego State University; Review Courses for the Professional Engineering Exam at University of California, San Diego: National Association of Corrosion Engineers for Corrosion Engineers. In the event an equivalent Professional Engineering or Corrosion Engineer preparation class, course, or seminar is offered in addition to, or in place of, one of the above-titled Professional Engineering preparation programs, it will also be eligible for reimbursement up to the full amount of the tuition refund upon approval of the Human Resources Director.

ARTICLE 78

Appointing Authority Interview Feedback

Upon request, an Appointing Authority involved in a selection interview process shall provide feedback to those candidates not selected. The feedback will include how the candidate's experience and training compared to the announced criteria, and an assessment of candidate's interview skills.

ARTICLE 79

Drug and Alcohol Screening

A. Department of Motor Vehicle (DMV) Drug and Alcohol Screening.

A random Drug and Alcohol Screening Program (urinalysis) has been implemented and applies to all employees who undergo the biennial medical examination required by state law for DMV Class A and B drivers' licenses. All employees required to have a Class A /or B license for the performance of their regular duties must have the medical examination and drug and alcohol test conducted by the medical examiner and testing laboratory designated by City. The scheduling of these medical examinations and drug tests will be determined by Management.

ARTICLE 80

Office Space

City will have the right to adopt a revised A.R. 56.00, Office Space Requests. At the request of MEA, City will meet and confer over the identified impacts on the adoption of the A.R.

Such A.R. will be consistent with the policy that in determining work space allocation, the actual work being done based on the job responsibilities of each position and the space necessary to accomplish it, will be the primary determinant of space allocation.

Because space allocation is critical to both efficiency and the quality of the work environment, departments will solicit employee input into this process.

ARTICLE 81

Voluntary Certification Pay

A. Public Utilities Department (PUD) Water Branch Certified Distribution Operator Certification Pay.

1. Employees in the Water Branch in the classifications listed below under Eligible Classifications at the end of section (2) who obtain and maintain a Certified Distribution

2. Operator (CDO) certification, from the State of California, Department of Public Health will be compensated at the following rates:

   D3: $.30/hour
   D4: $.55/hour
   D5: $.80/hour

   Eligible Classifications:

   General Water Utility Supervisor
   Plant Technician Supervisor
   Principal Water Utility Supervisor
   Senior Water Utility Supervisor
   Training Supervisor
   Utility Supervisor
   Water Utility Supervisor

3. Employees in classifications which require a CDO certification from the State of California, Department of Public Health will not be eligible for certification pay for CDO certification at the level required for their position or classification.

4. Employees in the Water Branch in the classifications listed below under Eligible Classifications at the end of section 4 whose positions require a CDO certification, Grade D3, from the State of California, Department of Public Health, and who 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:

Water Distribution Operations Supervisor
Water Systems Technician IV
Water Systems Technician Supervisor
Water Systems District Manager

5. To receive CDO certification compensation, employees must hold permanent, full-time status and meet performance standards at the time the certification pay is awarded.

6. 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.

7. Employees in the Water Branch must maintain a Certified Distribution Operator, Temporary or Interim certification from the State of California, Department of Health Services as required for their positions and/or classifications. Employees with interim certifications must become Certified Distribution Operators at the level appropriate for their classification/position no later than January 1, 2007.

8. Employees in the 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 Water Branch 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.

B. Employees in the Water Branch in the classes listed in Appendix F who obtain and maintain certification in backflow maintenance or cross connection shall be eligible to receive the additional compensation of $.50 per hour for such certificate. Employees must use the certification or certifications as part of their employment to be eligible for the additional compensation.

C. Employees in the classifications listed in Appendix F (and excluding those listed in sections D and E) who obtain and maintain a Grade II certification in a job-related specialty from the California Water Environment Association 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.

D. Employees in the classifications of Electronics Technician Supervisor, Plant Process Control Supervisor, and Instrumentation and Control Supervisor in the Water Branch or any other division within the Public **Utilities Department** in which the certificate is deemed job-related by Management, and who obtain and maintain a Level I certification from the International Society **of Automation (ISA)** will be eligible for $.55 per hour additional compensation. Employees who obtain and maintain a Level II certification will be eligible for additional compensation of $.80 per hour maximum compensation.

E. Employees in the Power Plant Operator series will be eligible for $.30 per hour compensation for possession of the Grade II Stationary Engineer Certification issued by the National Institute for Licensing of Power Engineers. $.80 per hour maximum compensation will be paid for employees who obtain and maintain the Grade I certification. Employees who obtain and maintain the Chief Stationary Engineer Certification will be eligible for additional compensation of $1.05 per hour.

F. In order to be eligible for the additional compensation listed in Sections A-C above, employees must hold permanent status (i.e., have passed initial Citywide probation), and be rated Satisfactory or better at the time the additional compensation is awarded.

G. Possession of the Level II certification from the International Society of Automation (ISA) may be required for classes listed in Section B above, three years from the date of implementation of the requirement, prospectively from that date for employees entering those classes. In the event that such a requirement is imposed, it will not apply to any employee who is already an incumbent of that classification. The City and MEA will meet and confer on the impact of any such changes.

H. Possession of the Grade I Stationary Engineer certification for classes listed in Section C above may be required within three years from the date of implementation, prospectively from that date for employees entering those classes. In the event that such a requirement is imposed, it will not apply to any employee who is already an incumbent of that classification. The City and MEA will meet and confer on the impact of any such changes.

I. The City agrees to provide reasonable assistance when necessary for the successful acquisition and maintenance of certifications. All manner of assistance currently being provided to eligible employees by their respective departments shall continue, including certification reimbursements, study aids, etc.

J. Compensation may be provided for multiple certifications subject to the following criteria: (1) the employee must request approval for multiple certifications in writing to the Human Resources Director via the employee's Deputy Director; (2) the request must describe the responsibilities and duties of his or her position that would be directly related to the additional certification and significantly enhanced by multiple

certifications; and (3) the Human Resources Director will respond with an approval or denial. The decision of the Human Resources Director is final.

K. For multiple certifications not specified in this Article, the request for certification pay must be submitted to the Human Resources Director, who will approve the request if the certification is comparable to those identified in this Article. For purposes of this section, a certification is "comparable" if it is job-related and if it directly and significantly enhances the employee's ability to perform his or her responsibilities and duties.

L. Employees must use the certification or be in a position where the certifications may be used in the performance of their duties as determined by the department to be eligible for the additional compensation.

M. Employees in the Librarian series who obtain the Master of Library Science or Master of Library Information Science or equivalent Masters Degree as determined by the Library Director, shall be eligible to receive additional compensation of 5 percent.

N. Employees in the classifications of Plan Review Specialist I, II, III, and IV, and Supervising Plan Review Specialist who obtain and maintain the International Codes Council (ICC) certification as a Building Plans Examiner, shall be eligible to receive additional compensation of 5 percent.

O. Employees in the option classification of Code Enforcement Coordinator who obtain and maintain the ICC certification, as determined by the Appointing Authority, shall be eligible to receive additional compensation of 5 percent.

P. Employees in the classification of Principal Drafting Aide who obtain and maintain the Computer Aided Design and Drafting certification, as determined by the Engineering and Capital Projects Department shall be eligible to receive additional compensation of 5 percent. Employees in the classification of Principal Drafting Aide who obtain and maintain the Geographic Information Systems certification, as determined by the Water Department, shall be eligible to receive additional compensation of 5 percent.

Q. Employees in the classifications of Senior Zoning Investigator and Zoning Investigator I and II who obtain and maintain the ICC certification, as determined by the Appointing Authority shall be eligible to receive additional compensation of 5 percent.

R. Employees in the classifications of the Agricultural Lease Manager and Property Agent series who obtain and maintain the International Right of Way Association certification shall be eligible to receive additional compensation of 5 percent.

S. Employees in the classifications of Equipment Repair Supervisor, Metal Fabrication Supervisor and Fleet Maintenance Supervisor who obtain and maintain the Master

Level Automotive Service Excellence certification shall be eligible to receive additional compensation of 5 percent.

T. Employees in the classification of Document Examiner who obtain and maintain the American Board of Forensic Documents Examiner III certification shall be eligible to receive additional compensation of 5 percent.

U. Employees in the classification of Latent Print Examiner II who obtain and maintain the certified Latent Print Examiner certification shall be eligible to receive the additional compensation of 5 percent.

ARTICLE 82

San Diego Fire-Rescue Department Dispatchers and Repair Facility

A. Fire Communications.

1. Staffing Levels.

   a. In order to address staffing level concerns by MEA, which may result from the implementation of the Emergency Medical Dispatch (EMD) program, the City agrees to produce to the extent such records exist, and discuss with MEA, records of medical and fire dispatch incidents, call volume, average length of calls, types of calls, and the dispatched calls that the Fire Communications Center handled.

2. Training.

   a. The City will provide MEA with details of the training plan, including the number of hours of classroom training, for EMD related to new responsibilities under the EMD program, prior to finalizing the training plan. If the Fire-Rescue Department and MEA do not mutually agree to the training plan, the Human Resources Director will resolve any outstanding issues.

   b. The City will provide MEA with a work plan for the new Computer Aided Design system training, and installation of the new equipment and work stations. MEA may provide to Fire-Rescue Department and Human Resources input regarding what it considers unresolved issues.

3. Performance Standards.

   The City will provide employees with any changes in performance standards related to the EMD program. Employees will be afforded reasonable opportunity to achieve any new standards.

4. Non-City Employees.

   Under the new EMD program design, non-City employees will perform dispatch duties related to non-emergency transport and basic life support. Non-City employees will not perform fire or emergency medical dispatch duties or other duties within the scope of MEA's representation and Bargaining Units, nor shall such non-City employees direct the work of Fire-Rescue employees within the scope of MEA's representation and Bargaining Units, Fire-Rescue employees included within the scope of MEA's representation and Bargaining Units will not be required to train non-City employees.

5. Hourly Pool.

   The Fire-Rescue Department is committed to developing and maintaining a pool of approximately six (6) trained hourly Dispatchers.

6. Certification Pay.

   Fire Dispatchers, Lead Fire Dispatchers (Terminal Class), Fire Dispatch Supervisors and Dispatcher I and II shall be required to obtain and maintain Emergency Medical Dispatch certification, and shall receive an additional 5 percent certification pay upon evidence of such certification. This certification pay shall be considered as part of the employee's base salary.

7. Radio Positions.

   The City and MEA agree to resolve concerns related to the changes in responsibilities of radio positions in the Fire-Rescue Department including, but not limited to, the issue of overflow calls.

B. Fire Repair Facility.

1. Under the new Emergency Medical and Medical Transportation Services Program Design, non-City employees will not perform any duties or responsibilities currently performed by employees within the scope of MEA's representation and Bargaining Units, including, but not limited to, the classification series Storekeeper, Stock Clerk, Auto Messenger, Fleet Parts Buyer, and Equipment Repair Supervisor.

2. Non-City employees in the Repair Facility shall also not perform and or direct the work of Fire-Rescue Department employees within the scope of MEA's representation and Bargaining Units. Fire-Rescue Department employees included within the scope of MEA's representation and Bargaining Units will not be required to train or supervise the work of non-City employees.

3. The City will provide MEA a work plan, for the Fire Repair Facility which will detail planned changes based on the implementation of the paramedic contract. MEA, Fire-Rescue Department, and the Human Resources Department will meet over any unresolved issues impacting MEA-represented employees.

C. Non-City Employees Becoming City Employees.

If the approved contract for Emergency Medical and Medical Transportation Services results in additional positions becoming City jobs which are presently anticipated to be non-City jobs, then those jobs which involve duties and responsibilities which are the same as or similar to those performed by employees within MEA's Bargaining Units shall be included within the scope of MEA's representation and covered by all terms and conditions of this MOU.

D. Monthly Meetings.

Fire-Rescue Department and MEA will meet on a monthly basis to discuss staffing, equipment, call data, performance, and training issues for Fire Communications and the Fire Repair Facility. In addition, MEA and the City agree to meet and confer on issues within the scope of bargaining to update the Communications Policy Manual during the term of this MOU.

ARTICLE 83

Military Leave

Military Leave for members of MEA will be administered in accordance with Personnel Manual Index Code I-10, Military Leave. MEA agrees that the City Council may determine to extend these benefits beyond what is provided in Personnel Manual Index Code I-10 in cases of national emergencies without an obligation to first meet and confer.

ARTICLE 84

Reimbursement of Emergency Meals

Employees who ordinarily qualify for a meal during the performance of after-hours emergency work shall, with the proper receipts, be reimbursed up to $15.00.

ARTICLE 85

Bereavement Leave

Paid Bereavement Leave of **forty (40) hours** is available **to all full-time employees within one year of** the death of an employee's **spouse or registered domestic partner, father, mother (father and mother to include: step-father and step-mother), father-in-law, mother-in-law, brother, sister (brother and sister to include: step, foster, or adopted), son, daughter (son and daughter to include: step-, foster, or adopted) grandfather, grandmother, granddaughter, and grandson,** with a limit of one (1) eligible death per fiscal year. Proof of death (death certificate, obituary, funeral program, etc.) must be provided before an employee can be paid for Bereavement Leave, which is in addition to Annual Leave and must be submitted within thirty (30) calendar days of when the employee returns to work. **The number of hours of bereavement leave is prorated for employees working ¾ time (30 hours) and ½ time (20 hours).**

ARTICLE 86

Alcohol Consumption Prohibited

The consumption of alcohol is prohibited during work hours, including breaks and unpaid meal periods.

[A. R. 97.00 will be changed to conform to this provision.]

ARTICLE 87

Discretionary Leave

A. Each fiscal year during the term of this MOU, all full time bargaining unit members 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 Article 18 of this MOU.

C. All leave granted under this Article must be used by June 30, **of each fiscal year**, or it will be forfeited. **The discretionary leave under this article does not have any cash value.**

D. The **forfeiture** provision of Section C above does not amend, modify or alter any discretionary leave that may be granted under A.R. 95.91, Employee Recognition and Rewards Program.

ARTICLE 88

Hourly Sick Leave (A.B. 1522)

A. 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, Health 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.

B. 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.

C. Eligible Employees begin accruing Hourly Sick Leave (A.B. 1522) at the commencement of employment, but may not use the accrued leave until the 90th day of employment, which is measured by 90 actual days worked. Any amount of time spent working on a day counts as one day toward the 90-day employment period. After an employee has worked 90 days, he or she may use paid sick leave as it accrues, up to the maximum number of hours set forth in paragraph E below

D. 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.

E. 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.

F. 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.

G. 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.

H. 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 actual days of employment. The City will pay Eligible Employees for accrued, used Hourly Sick Leave (A.B. 1522) on the payday covering the payroll period when the leave was used.

I. 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.

J. 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.

K. Eligible Employees may not cash out Hourly Sick Leave (A.B. 1522) at any time.

L. 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.

M. 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.

N. **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.**

O. **This Article is not intended to waive any rights of Eligible Employees under local, state, or federal law.**

ARTICLE 89

Parental Leave

In accordance with A.R. 95.89, paid Parental Leave of up to 160 hours (which is in addition to Annual Leave) is available within one year of the birth/adoption or placement of a child, with a limit of one (1) eligible birth/adoption/placement per fiscal year. Proof of birth/adoption or placement must be provided before an employee can be paid for Parental Leave, and must be submitted within 30 calendar days of when the employee returns to work.

APPENDIX A

Bargaining Units

ADMINISTRATIVE SUPPORT AND FIELD SERVICE UNIT

Account Clerk
Account Audit Clerk
Auto Messenger I
Auto Messenger II
Benefits Representative I
Benefits Representative II
Bookmobile Driver
Cashier
Claims Clerk
Clerical Assistant I
Clerical Assistant II
Collections Investigator I
Collections Investigator II
Collections Investigator Trainee
Contracts Processing Clerk
Court Support Clerk I
Court Support Clerk II
Customer Services Representative
Deputy City Clerk I
Disposal Site Representative
Editor/Proofreader
Executive Secretary
Field Representative
Golf Starter
Intermediate Stenographer (Terminal)
Legal Secretary I
Legal Secretary II
Legislative Recorder I
Legislative Recorder II
Library Aide
Library Clerk
Library Technician
Micrographics Clerk
Parking Enforcement Officer I
Parking Enforcement Officer II
Payroll Audit Specialist I
Payroll Audit Specialist II
Payroll Specialist I
Payroll Specialist II
Police Property and Evidence Clerk
Police Records Clerk
Police Service Officer I
Police Service Officer II
Public Information Clerk
Public Information Specialist
Public Service Career Trainee
(if target class is in this unit)
Retirement Assistant
Senior Account Clerk
Senior Account Audit Clerk
Special Events Traffic Controller I
Special Events Traffic Controller II
Stock Clerk
Storekeeper I
Student Worker
Test Administration Specialist
Test Monitor I
Test Monitor II
Vehicle and Fuel Clerk
Word Processing Operator

PROFESSIONAL UNIT

Accountant I
Accountant II
Accountant III
Accountant Trainee
Agricultural Lease Manager
Airport Noise Abatement Officer
Asbestos and Lead Program Inspector
Assistant Budget Development Analyst
Assistant Chemist
Assistant Dispute Resolution Officer
Assistant Economist
Assistant Engineer – Civil
Assistant Engineer - Corrosion
Assistant Engineer - Electrical
Assistant Engineer - Mechanical
Assistant Engineer - Traffic
Assistant Management Analyst
Assistant Park Designer
Assistant Planner
Assistant Procurement Contracting Officer
Assistant Property Agent
Assistant Rate Analyst
Assistant Trainer
Associate Budget Development Analyst
Associate Communications Engineer
Associate Economist
Associate Engineer - Civil
Associate Engineer - Corrosion
Associate Engineer - Electrical
Associate Engineer - Mechanical
Associate Engineer - Traffic
Associate Management Analyst
Associate Planner
Associate Procurement Contracting Officer
Associate Property Agent
Biologist I
Biologist II
Community Development Specialist I
Community Development Specialist II
Criminalist I
Criminalist II
Deputy Noise Abatement Officer
Development Project Manager I
Development Project Manager II
Development Project Manager III
DNA Technical Manager
Economist
Fitness Specialist
Hazardous Materials Inspector I
Hazardous Materials Inspector II
Hazardous Materials Inspector III
Hazardous Materials/Pretreatment Trainee
Junior Chemist
Junior Engineer - Civil
Junior Engineer - Electrical
Junior Engineer - Mechanical
Junior Planner
Junior Property Agent
Lakes Program Manager
Land Surveying Assistant
Librarian I
Librarian II
Librarian III
Librarian IV
Library Assistant
Management Trainee
Marine Biologist I
Marine Biologist II
Noise Abatement Officer
Park Designer
Park Ranger
Park Ranger Aide
Procurement Contracting Trainee
Procurement Specialist ***(Terminal)***
Procurement Trainee ***(Terminal)***
Programmer Analyst I
Programmer Analyst II
Programmer Analyst III
Project Assistant
Project Officer I
Property Agent
Public Information Officer
Public Service Career Trainee (if target class is in this unit)
Rate Analyst

Recreation Center Director I
Recreation Center Director II
Recreation Center Director III
Recreation Specialist
Recycling Specialist I
Recycling Specialist II
Recycling Specialist III
Safety Officer
Senior Budget Development Analyst
Senior Management Analyst
Senior Procurement Contracting Officer
Senior Procurement Specialist ***(Terminal)***
Senior Public Information Officer
Structural Engineering Assistant
Structural Engineering Associate
Trainer
Wastewater Pretreatment Inspector I
Wastewater Pretreatment Inspector II
Wastewater Pretreatment Inspector III

SUPERVISORY UNIT

Airport Manager
Aquatics Technician Supervisor
Area Manager I
Area Manager II
Area Refuse Collection Supervisor
Asbestos Program Manager
Assistant Customer Services Supervisor
Assistant Facility Manager
Associate Chemist
Biologist III
Building Maintenance Supervisor
Building Services Supervisor
Building Supervisor
Carpenter Supervisor
Cemetery Manager
Code Compliance Supervisor
Collections Investigator III
Communications Technician Supervisor
Community Development Specialist III
Customer Services Supervisor
Deputy City Clerk II
Disposal Site Supervisor
District Manager
District Refuse Collection Supervisor
Electrician Supervisor
Electronics Technician Supervisor
Equipment Repair Supervisor
Equipment Service Supervisor
Equipment Trainer
Fire Dispatch Administrator
Fire Dispatch Supervisor
Fleet Repair Supervisor
Fleet Parts Buyer Supervisor
General Utility Supervisor
General Water Utility Supervisor
Golf Course Manager
Golf Course Superintendent
Golf Starter Supervisor
Graphic Communications Manager
Graphic Design Supervisor
Greenskeeper Supervisor
Grounds Maintenance Manager
Grounds Maintenance Supervisor
Hazardous Materials Program Manager
Heating, Ventilating, & Air Conditioning Supervisor
Horticulturist
Instrumentation and Control Supervisor
Investigation Support Manager
Land Surveying Associate
Marine Biologist III
Metal Fabrication Services Supervisor
Metal Fabrication Supervisor
Motor Sweeper Supervisor
Multimedia Production Coordinator
Nursery Supervisor
Offset Press Supervisor
Painter Supervisor
Parking Enforcement Supervisor
Parking Meter Supervisor
– Payroll Audit Supervisor
Payroll Audit Supervisor – Personnel (Terminal)

Payroll Supervisor
Pesticide Supervisor
Plant Process Control Supervisor
Plant Technician Supervisor
Plumber Supervisor
Police Code Compliance Supervisor
Police Dispatch Administrator
Police Dispatch Supervisor
Police Records Data Specialist Supervisor
Power Plant Superintendent
Power Plant Supervisor
Principal City Attorney Investigator
Principal Clerk
Principal Customer Services Representative
Principal Legal Secretary
Principal Paralegal
Principal Plan Review Specialist
Principal Plant Technician Supervisor
Principal Police Records Clerk
Principal Procurement Specialist ***(Terminal)***
Principal Test Administration Specialist
Principal Utility Supervisor
Principal Water Utility Supervisor
Print Shop Supervisor
Project Officer II
Property and Evidence Supervisor
Public Information Supervisor
Public Works Dispatch Supervisor
Public Works Superintendent
Public Works Supervisor
Pump Station Operations Supervisor
Ranger/Diver Supervisor
Refuse Collection Manager
Roofing Supervisor
Safety and Training Manager
Senior Accounts Payable Audit Clerk
Senior Benefits Representative
Senior Biologist
Senior Building Maintenance Supervisor
Senior Cashier
Senior Chemist
Senior Civil Engineer
Senior Clerk/Typist
Senior Code Compliance Supervisor
Senior Combination Inspector
Senior Communications Engineer
Senior Communications Technician Supervisor
Senior Corrosion Specialist
Senior Customer Services Representative
Senior Disposal Site Representative
Senior Disposal Site Supervisor
Senior Electrical Engineer
Senior Electrical Inspector
Senior Electrical Supervisor
Senior Engineer - Fire Protection
Senior Engineering Geologist
Senior Housing Inspector
Senior Land Surveyor
Senior Legal Secretary
Senior Legislative Recorder
Senior Library Technician
Senior Marine Biologist
Senior Mechanical Engineer
Senior Mechanical Inspector
Senior Paralegal
Senior Park Ranger
Senior Parking Enforcement Supervisor
Senior Planner
Senior Plant Technician Supervisor
Senior Police Records Clerk
Senior Power Plant Supervisor
Senior Property and Evidence Supervisor
Senior Structural Inspector
Senior Systems Analyst
Senior Test Administration Specialist
Senior Traffic Engineer
Senior Utility Supervisor
Senior Wastewater Operations Supervisor
Senior Water Distribution Operations Supervisor
Senior Water Operations Supervisor
Senior Water Utility Supervisor
Sign Shop Supervisor
Special Events Traffic Control Supervisor
Stadium/Field Manager
Stadium Maintenance Supervisor
Storekeeper II
Storekeeper III

Stores Operations Supervisor
Storm Water Distribution Operations Supervisor
Storm Water Environmental Specialist
Structural Engineering Senior
Supervising Academy Instructor
Supervising Cal-ID Technician
Supervising Crime Scene Specialist
Supervising Criminalist
Supervising Custodian
Supervising Disposal Site Representative
Supervising Field Representative
Supervising Hazardous Materials Inspector
Supervising Latent Print Examiner
Supervising Librarian
Supervising Meter Reader
Supervising Plan Review Specialist
Supervising Procurement Contracting Officer
Supervising Property Agent
Supervising Public Information Officer
Supervising Recreation Specialist
Supervising Wastewater Pretreatment Inspector
Traffic Signal Supervisor
Training Supervisor
Tree Maintenance Supervisor
Utility Supervisor
Wastewater Operations Supervisor
Wastewater Pretreatment Program Manager
Wastewater Treatment Superintendent
Water Distribution Operations Supervisor
Water Operations Supervisor
Water Production Superintendent
Water Systems District Manager
Water Systems Technician Supervisor
Water Utility Supervisor
Work Control Manager

<u>TECHNICAL UNIT</u>

Administrative Aide I
Administrative Aide II
Assistant Laboratory Technician
Assistant Recreation Center Director
Business Systems Aide
Buyer's Aide I
Buyer's Aide II
Cal-ID Technician
City Attorney Investigator
Claims Aide
Claims Representative I
Claims Representative II
Code Compliance Officer
Combination Inspector I
Combination Inspector II
Crime Scene Specialist
Dispatcher I
Dispatcher II
Dispute Resolution Officer
Document Examiner I
Document Examiner II
Document Examiner III
Drafting Aide
Electrical Inspector I
Electrical Inspector II
Electronic Publishing Specialist
Engineering Trainee
Fire Dispatcher
Fleet Parts Buyer
Forensic Alcohol Analyst
Graphic Designer
Housing Inspector I
Housing Inspector II
Hydrography Aide
Information Systems Technician
Interview and Interrogation Specialist I
Interview and Interrogation Specialist II
Interview and Interrogation Specialist III
Junior Engineering Aide
Laboratory Assistant
Laboratory Technician
Lake Aide I
Lake Aide II
Lake Ranger

Latent Print Examiner I
Latent Print Examiner II
Mechanical Inspector I
Mechanical Inspector II
Multimedia Production Specialist
Paralegal
Personnel Assistant I
Personnel Assistant II
Photographer
Plan Review Specialist I
Plan Review Specialist II
Plan Review Specialist III
Plan Review Specialist IV
Planning Technician I
Planning Technician II
Planning Technician III
Police Code Compliance Officer
Police Dispatcher
Police Investigative **Service Officer** I
Police Investigative **Service Officer** II
Police Lead Dispatcher
Police Records Data Specialist
Pool Guard I
Pool Guard II
Principal Backflow and Cross Connection Specialist
Principal Drafting Aide
Principal Engineering Aide
Principal Survey Aide
Principal Traffic Engineering Aide
Public Service Career Trainee (if target class is in this unit)
Public Works Dispatcher
Ranger/Diver I
Ranger/Diver II
Recreation Aide
Recreation Leader I
Recreation Leader II
Safety Representative I
Safety Representative II
Senior Backflow and Cross Connection Specialist
Senior City Attorney Investigator
Senior Claims Representative
Senior Drafting Aide
Senior Engineering Aide
Senior Police Records Data Specialist
Senior Survey Aide
Senior Workers' Compensation Claims Representative
Senior Zoning Investigator
Structural Inspector I
Structural Inspector II
Student Engineer
Swimming Pool Manager I
Swimming Pool Manager II
Swimming Pool Manager III
Victim Services Coordinator
Water Systems Technician IV
Workers' Compensation Claims Aide
Workers' Compensation Claims Representative I
Workers' Compensation Claims Representative II
Zoning Investigator I
Zoning Investigator

APPENDIX B

Uniforms

A. Area Refuse Collection Supervisor.

Items Required:

1. Pants (Dress Slacks, tan, black or navy blue) (10)
2. Polo Shirts with Logo (short or long sleeve) black, tan, white or gray (10)
3. Jacket (Dickey) (1)*
4. Friday – optional to wear black or navy jeans with Polo shirt with logo

B. Environmental Services Department Safety Representatives I and I, Safety Officer, And Safety & Training Manager.

Items Required:

1. Pants (Dress Slacks, tan, black or navy blue) (10)
2. Polo Shirts with Logo (short or long sleeve) black, tan, white or gray (10)
3. Jacket (Dickey) (1)*
4. Friday – optional to wear black or navy jeans with Polo shirt with logo

C. Auto Messenger (Mailroom Personnel - 20th and B and Library).

Items Required:

1. Shirt (5), with City logo
2. Pants/shorts (5)
3. Jacket (1) with City logo
4. Hats (1) with City logo
5. Gloves (issues)

D. Parking Enforcement Officers I and I, **Parking Enforcement Supervisor,** and **Senior** Parking Enforcement Supervisor.

Items Required:

1. Slacks (5)
2. Belt
3. Tie
4. Hat (2) (optional)
5. Jacket (Chill Chaser) (1)
6. Shirt, Long or Short Sleeve (5)
7. Jacket (Tuffy) (1) (optional)

8. Radio Holder (Issued)
9. Gloves
10. Turtleneck Sweater (1) (optional)
11. Turtleneck Dickie (1) (optional)
12. Name Tag (Issued)
13. Shorts (optional)
14. Sweater (optional)
15. Polo Shirt with logo (optional)
16. Shoes

Parking Enforcement Officers must maintain a minimum of 5 shirts and 5 pants or shorts, which must include at least one pair of regular slacks, one required long sleeve shirt and one required short sleeve shirt.

E. Police Service Officer I and II**, and Police Investigative Service Officer I and II**.

Items Required:

1. Tie
2. Belt
3. Shirt, Long or Short Sleeve (3)
4. Slacks (3)
5. Jacket (Chill Chaser)
6. Utility Belt
7. Belt Keepers (4)
8. Patches (as required by the Police Department)
9. Name Tag
10. Radio Holder*
11. Expandable Baton

F. Police Code Compliance Officer and Police Code Compliance Supervisor**.

Items Required:

1. Belt
2. Shirt (3)
3. Slacks (3)
4. Jacket (Chill Chaser)
5. Hat
6. Utility Belt
7. Belt Keepers (4)

G. Special Events Traffic Controller I and I; Special Events Traffic Control Supervisor.

Items Required:

1. Shirt, Long or Short Sleeve (2)
2. Slacks / Shorts (Optional) (2)
3. Belt (1)
4. Hat (1)
5. Jacket (Chill Chaser) (1)
6. Name Tag (1)
7. Sweater (1) (Optional)

H. Code Compliance Officer and Code Compliance Supervisor (Water Utilities).

Items Required:

1. Belt (Black)
2. Shirt (5) (White)
3. Slacks (5) (Navy)
4. Jacket (Chill Chaser) (Blue)

I. Code Compliance Officer and Code Compliance Supervisor (Fire-Rescue)

Items Required:

1. Shirts – (4) Navy Blue, White, Red, Gray – Polo Style, Long or Short Sleeve
2. Pants – (3) Navy Blue – Cargo Style
3. Belt – (1) Black
4. Jacket – (1) Navy Blue Collard
5. Sweatshirt – (1) Navy Blue – Hood Pullover
6. Hat – (1) Navy Blue – Adjustable Baseball Style
7. Hat – (1) Navy Blue – Floppy

J. Field Representative.

1. (Parking Enforcement)

Items Required:

a. Shirts/Blouses (3)
b. Pants/Slacks (3)
c. Jacket (Chill Chaser)
d. Belt
e. Hat

2. Uniform Reimbursement Items.

** When boots are required, the Department shall provide them or reimburse employees for their cost.

K. Swimming Pool Manager; Pool Guard I; Pool Guard I.

Items Required:

1. Swim Suit (2)
2. T-shirts (5)
3. Hat
4. Sweatshirt
5. Collared Shirt (3) Managers Only
6. Sunglasses

L. Park Ranger and Senior Park Ranger.

Items Required:

1. Trousers, Denim (3)
2. Shorts, Bush/6 pocket and Bicycle Compatible (2)
3. Shirts, Long Sleeve (2)
4. Shirts, Short Sleeve (2)
5. Hat, Stetson (Straw) (1)
6. Hat, Stetson (Felt)
7. Hat Band, Leather (2)
8. Polo Shirt with Name & Logo (3)
9. Belt
10. Name Tags (2)
11. Jacket with zip in liner
12. Cap (1)
13. Wool blend trousers (1)*
14. Eisenhower wool blend jacket*

M. Grounds Maintenance Supervisors, Park Use Supervisor, Utility Supervisor (Coastline Parks - Mission Bay Park and Shoreline Park Sections).

1. Items required:

    a. Trousers (7)*
    b. Shirts (7)*
    c. Jacket (1) upon request*
    d. Cap (1) upon request*

e. T-shirts (optional)
f. Sweatshirts (optional)

*Uniform Reimbursement Items

N. Ranger/Diver I and II, and Ranger/Diver Supervisor.

Items Required:

1. Dress shirt with patches (3)
2. Golf/Polo Shirt (5)
3. Tee Shirt (5)
4. Utility Pants (5)
5. Shorts (5)
6. Nylon Windbreaker with fleece flannel lining
7. Name Tag
8. Badge
9. Full Brim Hat
10. Boot steel toe
11. Utility belt (Belt Keepers, pepper spray and holder, expandable baton and holder, handcuffs and holder, radio and holder)
12. Ticket Book
13. Duty Bag

APPENDIX C

Smoking Policy

No smoking in the workplace.

APPENDIX D

Appearance Guidelines

A. All City employees shall maintain a professional appearance through attire reflecting the specific requirements of his/her job duties.

B. All employees shall dress in clean clothing, free of tears.

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. For field personnel who job assignments include contact with the public, T-shirts of any kind are inappropriate.

I. No employee may wear any article of clothing, which bears a sexually suggestive or profane symbol or word.

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.

K. These guidelines establish minimum standards normally applicable. They will be reasonably applied in order to accommodate the various situations not susceptible to enumeration.

APPENDIX E

Addendum to Article 38, Transportation Programs

Classifications Categorically Eligible for "D" Mileage

Asbestos Program Manager
Area Manager I
Area Manager II
Building Inspector Supervisor
City Attorney Investigator
Code Compliance Officer
Code Compliance Supervisor
Combination Inspector I
Combination Inspector II
District Manager
Electrical Inspector I
Electrical Inspector II
Field Representative
Hazardous Materials Inspector I
Hazardous Materials Inspector II
Hazardous Materials Inspector III
Hazardous Materials/Pretreatment Trainee
Hazardous Materials Program Manager
Information Systems Technician
Mechanical Inspector I
Mechanical Inspector II
Meter Reader
Power Plant Superintendent
Power Plant Supervisor
Principal City Attorney Investigator
Public Works Superintendent
Pump Station Operations Supervisor
Safety Officer
Safety Representative I
Safety Representative II
Senior City Attorney Investigator
Senior Combination Inspector
Senior Electrical Inspector
Senior Electrical Supervisor
Senior Mechanical Inspector
Senior Structural Inspector
Senior Power Plant Supervisor
Senior Wastewater Operations Supervisor
Senior Zoning Investigator
Structural Inspector I
Structural Inspector II
Supervising Field Representative
Supervising Hazardous Materials Inspector
Wastewater Operations Supervisor
Zoning Investigator I
Zoning Investigator II

APPENDIX F

Voluntary Certification Pay

Classes Eligible for Voluntary Certification Pay:

General Water Utility Supervisor
Principal Water Utility Supervisor
Senior Water Utility Supervisor
Water Utility Supervisor

Assistant Water Distribution Operator
Distribution Operator Trainee
Water Systems Technician IV
Water Systems Technician Supervisor
Water Systems District Manager

Principal Plant Technician Supervisor
Senior Plant Technician Supervisor
Plant Technician Supervisor

Power Plant Superintendent
Senior Power Plant Supervisor
Power Plant Supervisor
Plant Process Control Supervisor
Instrumentation and Control Supervisor
Electronics Technician Supervisor

Senior Plant Technician Supervisor (Senior Maintenance Coordinator)
Plant Process Control Supervisor (Plant Maintenance Coordinator)

Hazardous Materials Program Manager
Supervising Hazardous Materials Inspector
Hazardous Materials Inspector I
Hazardous Materials Inspector II
Hazardous Materials Inspector III
Hazardous Materials/Pretreatment Trainee
Wastewater Pretreatment Inspector I
Wastewater Pretreatment Inspector II
Wastewater Pretreatment Inspector III
Wastewater Pretreatment Program Manager
Supervising Wastewater Pretreatment Inspector

Supervising Plan Review Specialist
Plan Review Specialist I
Plan Review Specialist II
Plan Review Specialist III
Plan Review Specialist IV
An Employee in the Option Classification of Code Enforcement Coordinator
Principal Drafting Aide
Senior Zoning Investigator
Zoning Investigator I
Zoning Investigator II
Agricultural Lease Manager
Equipment Repair Supervisor
Fleet Maintenance Supervisor
Metal Fabrication Supervisor
Document Examiner
Assistant Property Agent
Associate Property Agent
Property Agent
Supervising Property Agent
Librarian I
Librarian II
Librarian III
Librarian IV
Supervising Librarian
Latent Print Examiner II

APPENDIX G-INTERIM DEFINED CONTRIBUTION PLAN

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-Milias-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 Date
Lead Negotiator, City of San Diego

Jay Goldstone, Date
COO, City of San Diego

FOR MEA

9/5/12
Date

FOR LOCAL 145

9/5/12
Date

FOR LOCAL 127

9.5.12
Date

FOR LOCAL 911

9-5-2012
Date

FOR DCAA

9.5.12
Date

APPENDIX H

Health Care Consolidation/ Cafeteria Benefits Plan

AGREEMENT BETWEEN THE CITY OF SAN DIEGO AND SAN DIEGO MUNICIPAL EMPLOYEES ASSOCIATION (MEA) REGARDING FY14 CAFETERIA PLAN

Pursuant to the provisions of the Meyers-Milias-Brown Act (hereinafter, referred to as "MMBA"), this Side Letter of Agreement is entered into on May 13, 2013, between the City of San Diego (hereinafter referred to as "City") and San Diego Municipal Employees Association (MEA) ("Side Letter Agreement") as an amendment to the current terms and conditions of employment. It is understood and agreed that the specific provisions contained in this Side Letter Agreement shall supersede any previous agreements, whether oral or written, regarding the matters contained herein.

Whereas the City and MEA have met and conferred with the City of San Diego regarding health care consolidation;

And, the City and MEA have mutually reached the following agreement, after meeting and conferring in good faith:

1. This agreement will be effective May 13, 2013 and will be part of the FY14 Cafeteria Benefits Plan;

2. The City will drop the Sharp Health Plan it offers to eligible employees;

3. MEA will allow any City employee (classified, unrepresented, or unclassified) to enroll in the MEA Sharp Health Plans, except those employees represented by San Diego City Firefighters Local 145; however, if the City and Local 145 agree that these employees will have the option to enroll in the MEA Sharp Plan, their enrollment is welcome.

4. MEA agrees to indemnify the City against any and all claims arising out of the administration of MEA's benefits plans.

5. There will be complete transparency by MEA in the administration of its Sharp Health Plans. This means that MEA will provide the City with complete costing information, plan benefits, plan limitations, and plan co-payments.

6. MEA will provide the City with a letter signed by Sharp's authorized representative to verify the amount of all fees, commissions or other remuneration paid to Integrated Labor Solutions (ILS) and/or to MEA in connection with MEA's sponsorship of the MEA Sharp Plan.

7. There will be a joint Labor/Management Committee developed which will include a representative from Risk Management, City Attorney's Office and the Comptroller's Office and up to three representatives from MEA.

This Agreement is executed by the following authorized representatives of each party:

For Municipal Employees Association:

Mike Zucchet, MEA General Manager — Date: 5-13-13

For City of San Diego:

Tim Davis, Lead Negotiator — Date: May 13, 2013

APPENDIX I

Addendum to Uniform Reimbursement/ Corporate Apparel

AGREEMENT BETWEEN THE CITY OF SAN DIEGO AND THE MUNICPAL EMPLOYEES ASSOCIATION (MEA) REGARDING ADDING SENIOR ENGINEERING AIDES IN THE PUBLIC UTILITIES WASTEWWATER COLLECTIONS FEWD SECTION TO THE APPROVED LIST FOR CORPORATE APPAREL

Whereas the Municipal Employees Association (MEA) has discussed with the City of San Diego the adding of Senior Engineering Aides in the Wasterwater Collections FEWD section to the approved list for Corporate Apparel;

And, the City and MEA have mutually reached the following agreement;

The City and MEA agree to the following:

1. The Senior Engineering Aides in the Wastewater Collections FEWD section will be added to the approved list of classifications eligible to receive Corporate Apparel effective April 29, 2013;

2. Article 43, Uniform Reimbursement, Section M will apply to the Senior Engineering Aides in the Wastewater Collections FEWD section.

This Agreement is executed by the following authorized representatives of each party:

For Municipal Employees Association:

Gwen Phillips
Gwen Phillips, Sr. Labor Relations Representative

4/26/2013
Date

For City of San Diego:

Stan Griffith
Stan Griffith, Assistant Director

4/29/2013
Date

John O'Neill
John O'Neill, Labor Relations Officer

4/29/13
Date

APPENDIX J-EXHIBITS A and B TO FY 2011 SALARY ORDINANCE

EXHIBIT A

SALARY TABLE

EXHIBIT A

EFFECTIVE JULY 1, 2010

BASE SALARY TABLE CLASSIFIED SERVICE

Effective 7 – 1 – 2010

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

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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.	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

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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.		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	1659.2	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.
	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	2880.0	36.00
1172	A	2120.80	26.51	1184	A	2225.60	27.82	1196	A	1797.60	22.47
	B	2226.4	27.83		B	2328.80	29.11		B	1880.80	23.51
	C	233	29.13		C	2440.00	30.50		C	1977.60	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

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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

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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

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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

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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

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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

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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.	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.	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

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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

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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

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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

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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

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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

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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

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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

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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

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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

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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	1455.20	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

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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

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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

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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

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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

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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

Effective 7 – 1 – 2010

RATE	STEP	BIWEEKLY	HOURLY
1987	A	2972.80	37.16
	B	3114.40	38.93
	C	3277.60	40.97
	D	3430.40	42.88
	E	3596.80	44.96
1988	A	2274.40	28.43
	B	2376.80	29.71
	C	2484.00	31.05
	D	2602.40	32.53
	E	2719.20	33.99
1991	A	1672.00	20.90
	B	1741.60	21.77
	C	1826.40	22.83
	D	1907.20	23.84
	E	1999.20	24.99
1992	A	1281.60	16.02
	B	1336.80	16.71
	C	1396.00	17.45
	D	1457.60	18.22
	E	1525.60	19.07
1994	A	2564.80	32.06
	B	2684.80	33.56
	C	2819.20	35.24
	D	2957.60	36.97
	E	3096.80	38.71
1995	A	644.80	8.06
	B	684.00	8.55
	C	713.60	8.92
	D	750.40	9.38
	E	788.00	9.85
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
2139	A	930.40	11.63
	B	979.20	12.24
	C	1024.80	12.81
	D	1069.60	13.37
	E	1122.40	14.03
2166	A	1500.00	18.75
	B	1575.20	19.69
	C	1654.40	20.68
	D	1736.00	21.70
	E	1824.00	22.80
2169	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
2185	A	1825.60	22.82
	B	1916.80	23.96
	C	2012.00	25.15
	D	2112.80	26.41
	E	2217.60	27.72
2186	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
2188	A	716.00	8.95
	B	750.40	9.38
	C	784.80	9.81
	D	823.20	10.29
	E	858.40	10.73

RATE	STEP	BIWEEKLY	HOURLY

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
Aircraft Mechanic	1145
Aquatics Technician I	1737
0e5iI8in Technician II	1732
Aquatics Technician a pervisor	1738
B i cr cc e A1 d irr a e c s	1368
Body and Fender Mechanic	1264
Equipment Mechanic	1437
Equipment Painter	1446
Equipment Repair Supervisor	1435
Equipment Service atniqutmnqut	1451
Equipment Service Writer	1447
Equipment Technician I	1436
Equipment Technician II	1438
1elcIIin Technician III	1441
Firearms Technician	1191
Fleet Maintenance Sapervisor	1146
Fleet Manager	1762
Mechinitt	1602
Marine Mechanic	1608
Th cn Tcc nec iro aerv certSupervisor	1604
Si tantFabrication atoirtmrnqut	1616
Motive ahn netechnician	1452

EXHIBIT B

WAGE TYPES NOT INCLUDED IN PENSIONABLE WAGE BASE

AS OF 7/01/2010 OR LATER

EARNING CODE	EARNING CODE TITLE	NEW CODE	Code Change or Additional Code Due to SAP Implemenation
1701	PPE CONV STRAIGHT O/T		X
1702	PPE CONV O/T PREM		X
1703	PPE CONV SPSP MANDATORY		X
1704	PPE CONV SPSP VOLUNTARY		X
1705	PPE CONV MEDICARE		X
1706	PPE CERS OFFSET LEGISLATI		X
1707	PPE CERS OFFSET GENERAL		X
1708	PPE CERS OFFSET SAFETY		X
1709	PPE OFFSET SP SAFETY		X
1710	PPE 1981 OFFSET GENERAL		X
1711	PPE CERS LEGISLATIVE		X
1712	PPE CERS GENERAL		X
1713	PPE CERS SAFETY		X
1714	PPE CERS SPEC SAFETY		X
1715	PPE 1981 RET GENERAL		X
2003	CITY FBP CREDITS		X
2013	CITY FBP CREDITS		X
2023	CITY FBP CREDITS		X
2033	City FBP Credits		X
2043	CITY FBP CREDITS		X
2053	CITY FBP CREDITS		X
2063	City FBP Credits		X
2073	CITY FBP CREDITS		X
2083	CITY FBP CREDITS		X
101C	JAN-C MLGE		X
101D	JAN-D MLGE		X
101F	JAN-FED MLGE		X
101P	JAN-PARKING		
102C	FEB-C MLGE		X
102D	FEB-D MLGE		X
102F	FEB-FED MLGE		X
102P	FEB-PARKING		
103C	MAR-C MLGE		X
103D	MAR-D MLGE		X
103F	MAR-FED MLGE		X
103P	MAR-PARKING		
104C	APR-C MLGE		X
104D	APR-D MLGE		X
104F	APR-FED MLGE		X
104P	APR-PARKING		
105C	MAY-C MLGE		X
105D	MAY-D MLGE		X

EXHIBIT B

WAGE TYPES NOT INCLUDED IN PENSIONABLE WAGE BASE

AS OF 7/01/2010 OR LATER

EARNING CODE	EARNING CODE TITLE	NEW CODE	Code Change or Additional Code Due to SAP Implemenation
105F	MAY-FED MLGE		X
105P	MAY-PARKING		
106C	JUN-C MLGE		X
106D	JUN-D MLGE		X
106F	JUN-FED MLGE		X
106P	JUN-PARKING		
107C	JUL-C MLGE		X
107D	JUL-D MLGE		X
107F	JUL-FED MLGE		X
107P	JUL-PARKING		
108C	AUG-C MLGE		X
108D	AUG-D MLGE		X
108F	AUG-FED MLGE		X
108P	AUG-PARKING		
109C	SEP-C MLGE		X
109D	SEP-D MLGE		X
109F	SEP-FED MLGE		X
109P	SEP-PARKING		
110C	OCT-C MLGE		X
110D	OCT-D MLGE		X
110F	OCT-FED MLGE		X
110P	OCT-PARKING		
111C	NOV-C MLGE		X
111D	NOV-D MLGE		X
111F	NOV-FED MLGE		X
111P	NOV-PARKING		
112C	DEC-C MLGE		X
112D	DEC-D MLGE		X
112F	DEC-FED MLGE		X
112P	DEC-PARKING		
18A0	FLSA OVERTIME		
18A1	OT PAY/STRAIGHT		
18A2	FIRE PREM COMP PAY		X
18A3	LIFEGUARD INTERRUPTION		X
18A4	SA FLSA OT		X
18A5	FLSA CARRYOVER PAY		X
18A6	FLSA MANUAL		X
18AA	OT PAY/ PREMIUM		
18FP	FIRE HOLIDAY PREMIUM RATE		
18FS	SPECIAL ASSIGNMENT HOURS		X
18FT	SPECIAL ASSIGNMENT HOURS		X
18HP	HOLIDAY WORKED		X

EXHIBIT B

WAGE TYPES NOT INCLUDED IN PENSIONABLE WAGE BASE

AS OF 7/01/2010 OR LATER

EARNING CODE	EARNING CODE TITLE	NEW CODE	Code Change or Additional Code Due to SAP Implemenation
18L3	LTD REGULAR		X
18L5	LTD PERMANENT		X
18LA	LTD BENEFIT		X
18LH	TOTAL TEMP DISABILITY		X
18LI	TOTAL PART DISABILITY		X
18LJ	PERM TOTAL DISABILITY		X
18LK	PERM PART DISABILITY		X
18LZ	TTD ADJUSTMENTS		X
18PA	PAYPERIOD ADVANCE COLLECT		
18PC	COMP CONVERSION TO PAY		
18PH	HOLIDAY CONVERSION TO PAY		
18PP	PAY-IN-LIEU		
18PT	CYCLE TIME CONV TO PAY		
18SC	SA NON-MANDATORY		X
18SD	SA TRNG OT MANDATORY		X
18SE	SA SD TO SUPPRESS OT		X
18SF	SA ST WORKED DEPLOYED		X
18SG	SA ST WORKED		X
18SH	SA ST OFF OT NON-MAND		X
18SI	SA ST OFF OT MANDATORY		X
18SJ	SA FIRE HOL OT NON-MAND		X
18SK	SA FIRE HOL OT MANDATORY		X
18SM	SA DEPLOYED SPEC OPS		X
18SN	SA OT COMP PREMIUM		X
18T1	TERMINATION PAY A/L		
18T2	TERMINATION PAY COMP T		
18T3	TERMINATION SICK LV OLD		X
18T4	TERMIN SICK LV OLD 25%		X
18T8	TERMIN SICK LV OLD 0%		X
18TB	TERM PAY FIRE 8HR COMP		
18TC	TERM FIRE HOLIDAY		
18TD	TERM PAY FLOATING HOLIDAY		
18TH	TERM NEGOTIATED LV PAYOFF		X
1AHT	FIRE K9 TEMP		X
1AOL	AIR OP - TEMP LIFEGUARDS		
1AOT	AIR OP PAY- TEMP 145		
1BIT	BILINGUAL-TEMP POA		
1BTM	BILINGUAL-TEMP MEA		
1CLB	CLASS A/B DR LI MEA/127		
1DTT	DISPATCHER TEMP TRNG		
1EOT	EXPLOSIVE ORD FIRE TEMP		X
1ESS	ENG SHIFT DIFF		

EXHIBIT B

WAGE TYPES NOT INCLUDED IN PENSIONABLE WAGE BASE

AS OF 7/01/2010 OR LATER

EARNING CODE	EARNING CODE TITLE	NEW CODE	Code Change or Additional Code Due to SAP Implemenation
1FLS	FLSA MANUAL ADJ		X
1HZT	HAZARDOUS MAT SQD TEMP		X
1K9A	CANINE CARE		
1LPA	LEAD PAINT ABAT		
1MCC	MOTORCYCLE CARE		
1MSY	MAST PAY TEMP		
1PDB	POLICE DISP BIL TEMP		
1PMT	PARAMEDIC PREM		
1PTT	PAR TRNING TEMP		
1RRT	RIVER RESCUE 04/16-11/14		
1SBP	STANDBY PAY		
1SDE	SR DATA ENTRY		
1SDT	SAN DRIVER-T		
1SMA	SEWER MAINT PAY		
1VCT	VECT CONT TECH		
1X01	REGIONAL UNI PD		X
1X02	BEACH UNIFORM		
1X03	BIKE PATROL UNI		
1X04	BOAT SFTY UNIF		
1X05	CANINE UNIFORM		
1X06	STAR UNIFORM		
1X07	SWAT UNIFORM		
1X08	ANNUAL UNIFORM		
1X09	US&R UNIFORM		
1X10	FEMALE UNIFORM MEA		
1X11	HARBOR UNIFORM		
1X12	HELICOPTER UNIFORM		
1X13	HORSE UNIFORM		
1X14	HEAVY RESCUE UNIFORM		X
1X15	INITIAL UNIFORM		
1X16	MOTORCYCLE UNIFORM		
1X17	MAST UNIFORM		
1X18	COLOR GUARD UNIFORM		X
1X53	PAY REDUCTION CORRECTION		X
1X60	BID TO GOAL PAY WATER		
1X61	BID TO GOAL PAY		
1X62	PAY FOR PRFM WD		X
1X63	PAY 4 PRFM ADM		X
1X64	PAY 4 PRFM COLL		X
1X65	PAY 4 PRFM ENG		X
1X66	PAY 4 PRFM OPER		X
1X67	PAY 4 PRFM PGM		X

EXHIBIT B
WAGE TYPES NOT INCLUDED IN PENSIONABLE WAGE BASE
AS OF 7/01/2010 OR LATER

EARNING CODE	EARNING CODE TITLE	NEW CODE	Code Change or Additional Code Due to SAP Implemenation
1X68	PAY 4 PRFM SERV		X
1X69	PAY 4 PRFM TECH		X
1X70	PAY FOR PERFORMANCE		X
1XAD	RETRO PAY ADJ Non-Pension		X
1XPA	RETRO OT PAY ADJUSTMENT		X
1XRO	RETRO ADDON OT		X
1XRT	RETRO ADDON TD		X
1XUN	RETRO UNIFORM		X
1Y01	HEALTH INSURANCE REFUND		X
1Y02	FBP CASH OPTION		X
1Y03	FBP DEP/CHILD CARE PRIOR		X
1Y04	FBP DEP/CHILD CARE REIMB		X
1Y05	FBP DMV PRIOR FY		X
1Y06	FBP D/M/V REIMBURSEMENT		X
1Y07	FLEX BENEFIT ADJUSTMENT		X
1Y20	MEDICARE REFUND ADJ		X
1Y21	ADVANCE EARNED INCOME		X
1Y22	NONTAXABLE EARNING ADJ		X
1Y32	PARAMEDIC CERT BOUNUS MEA		X
1Y33	PARAMEDIC CERT COST REIMB		X
1Y50	CITY VEHICLE		X
1Y51	PARKING ADJUST		X
1Y52	AUTO ALLOWANCE		
1Y53	MILEAGE ADJ NON-TAXABLE		X
1Y54	MILEAGE ADJUSTMENT TAXABL		X
1Y55	OUT OF TOWN MILEAGE TAX		X
1Y56	OUT OF TOWN MILEAGE RMB		X
1Y57	TAXABLE MILEAGE		X
1Y60	CRIME SCENE RESPONSE PAY		
1Y61	DISINTERMENT PAY		
1Y63	NEGOTIATED LEAVE		X
1Y64	VOL OFF PAYBACK		X
1Y67	MOVING ALLOWANCE ACCT		
1Y68	MOVING ALLOWANCE		
1Y70	TRAVEL		X
1Y71	INTOWN MILEAGE		X
1Y72	EE RECOG NON TX		X
1Y73	CERT RENEWAL		X
1Y74	MEMBERSHIP		X
1Y75	VANPOOL		X
1Y76	UNIFORM REIMB		X

EXHIBIT B
WAGE TYPES NOT INCLUDED IN PENSIONABLE WAGE BASE
AS OF 7/01/2010 OR LATER

EARNING CODE	EARNING CODE TITLE	NEW CODE	Code Change or Additional Code Due to SAP Implemenation
1Y77	PERSONAL DAMAGE		X
1Y79	EE REIMB NON TAXABLE		X
1Y80	TOOL		
1Y81	TUIT. REIMB NTX		
1Y82	TUIT. REIMB TX		
1Y84	MAN OFF PAYBACK		X
1Y90	EE RECOG TX-Gross Reult		X
1YBX	CSH BONS UNC-Gross Result		X
1YEI	EXECUTIVE LIFE INSURANCE		
1YHI	EXEC HEALTH INSURANCE		X
1YPI	PORT LIFE INSURANCE IMPUT		X
1YPQ	EXC PAY PERF-Gross Result		X
1YPY	PAY PERF UNC-Gross Result		X
23NH	CITY FBP CREDITS		X
901C	JAN-C MLGE Taxable		X
901D	JAN-D MLGE Taxable		X
901F	JAN-F MLGE Taxable		X
902C	FEB-C MLGE Taxable		X
902D	FEB-D MLGE Taxable		X
902F	FEB-F MLGE Taxable		X
903C	MAR-C MLGE Taxable		X
903D	MAR-D MLGE Taxable		X
903F	MAR-F MLGE Taxable		X
904C	APR-C MLGE Taxable		X
904D	APR-D MLGE Taxable		X
904F	APR-F MLGE Taxable		X
905C	MAY-C MLGE Taxable		X
905D	MAY-D MLGE Taxable		X
905F	MAY-F MLGE Taxable		X
906C	JUN-C MLGE Taxable		X
906D	JUN-D MLGE Taxable		X
906F	JUN-F MLGE Taxable		X
907C	JUL-C MLGE Taxable		X
907D	JUL-D MLGE Taxable		X
907F	JUL-F MLGE Taxable		X
908C	AUG-C MLGE Taxable		X
908D	AUG-D MLGE Taxable		X
908F	AUG-F MLGE Taxable		X
909C	SEP-C MLGE Taxable		X
909D	SEP-D MLGE Taxable		X
909F	SEP-F MLGE Taxable		X
910C	OCT-C MLGE Taxable		X

EXHIBIT B
WAGE TYPES NOT INCLUDED IN PENSIONABLE WAGE BASE
AS OF 7/01/2010 OR LATER

EARNING CODE	EARNING CODE TITLE	NEW CODE	Code Change or Additional Code Due to SAP Implemenation
910D	OCT-D MLGE Taxable		X
910F	OCT-F MLGE Taxable		X
911C	NOV-C MLGE Taxable		X
911D	NOV-D MLGE Taxable		X
911F	NOV-F MLGE Taxable		X
912C	DEC-C MLGE Taxable		X
912D	DEC-D MLGE Taxable		X
912F	DEC-F MLGE Taxable		X

APPENDIX L

Side Letter Agreement Related to Payment of Interest to the San Diego City Employees' Retirement System

SIDE LETTER AGREEMENT
BETWEEN THE
CITY OF SAN DIEGO AND
THE SAN DIEGO MUNICIPAL EMPLOYEES ASSOCIATION
RELATED TO PAYMENT OF INTEREST TO THE
SAN DIEGO CITY EMPLOYEES' RETIREMENT SYSTEM

Pursuant to the provisions of the Meyers-Milias-Brown Act (MMBA), this Side Letter Agreement (Agreement) is entered into between the City of San Diego (City) and the San Diego Municipal Employees Association (MEA) related to the payment of interest to the San Diego City Employees' Retirement System (SDCERS). The City and MEA are collectively referred to as the "Parties." The Parties have met and conferred in good faith in accordance with the MMBA and have reached the following Agreement:

I. This Agreement modifies the terms and conditions of employment for employees represented by MEA as specified, and is intended to be read in conjunction with the Memoranda of Understanding (MOUs) covering the term July 1, 2013 to June 30, 2018, approved by the City Council by San Diego Resolution R-308481 (Oct. 15, 2013), and covering the term July 1, 2016 to June 30, 2020, approved by Resolution R-310148 (Dec. 16, 2015) (MOUs). This Agreement will hereafter be adopted by ordinance approved by two-thirds vote of the City Council in accordance with San Diego Charter sections 11.2 and 99.

II. This Agreement is intended to resolve a dispute between the City and MEA related to MEA's ongoing demand for the City to pay interest charges arising from errors committed by SDCERS, as referenced in the Tolling Agreement executed by the City and MEA effective September 22, 2015, which is attached to this Agreement as Attachment A and incorporated by this reference. With the execution of this Agreement, MEA waives its right to file an unfair labor practice charge over the City's alleged failure and refusal to meet and confer before making a unilateral change in its policy and practice regarding the payment of interest charges associated with SDCERS's errors in plan administration.

III. The City's obligation to indemnify MEA-represented employees in accordance with the provisions of this Agreement will take effect on the earlier of the following occurrences which will hereafter be called the "Occurrence Date": (1) upon the City Council's adoption of an ordinance to implement a Charter amendment authorizing the City to pay all or any portion of underpaid employee contributions to SDCERS or overpaid benefits by SDCERS, or interest payments related to such underpaid contributions or overpaid benefits; or (2) upon a final judgment entered by a court of competent jurisdiction, after the exhaustion of all appeals available to the parties, declaring Proposition B, including Charter section 141.2, to be unlawful or invalid as to MEA-represented employees.

IV. This Agreement is intended to remain in effect until modified through further negotiations in accordance with the MMBA and City Council Policy 300-06. If no Occurrence Date triggers the obligations of this Agreement, and the Agreement has not otherwise been modified through negotiations, then the City and MEA will reopen negotiations on the subject matter of this Agreement.

V. Upon the Occurrence Date, the terms in this Section V will cover all MEA-represented employees who were on the City payroll or on an approved leave of absence from City employment on or after January 1, 2016. Such a covered employee will be deemed an Eligible Claimant under this Section V regardless of his or her status (e.g., active, separated, DROP, retired) at the time a claim arises.

A. Claim for Payment of Interest on Underpaid Contributions or Overpaid Benefits

1. An Eligible Claimant who receives a notification from SDCERS, dated on or after January 1, 2016, that he or she has either underpaid a required employee contribution to SDCERS or been overpaid a benefit, as a result of an error by SDCERS or the City, may submit a claim to the City's Department of Human Resources (Department) for review. Any claim submitted before the Occurrence Date defined in Section III will be deemed denied.

2. The Eligible Claimant is solely responsible for paying the required employee contribution to correct the underpayment or for repaying the principal amount of the overpaid benefit. However, the City will indemnify the Eligible Claimant for any interest charges associated with the underpayment or overpayment correction, unless the City determines that the Eligible Claimant knew or should have known that he or she was underpaying contributions or being overpaid a benefit, or intentionally or willfully contributed to the error.

3. The City will request written notice from SDCERS regarding each such error notification and payment demand, and will assist MEA in identifying and notifying the affected Eligible Claimant.

4. To assist the City in processing a claim, the Eligible Claimant will furnish all information requested by the City. By written authorization, the Eligible Claimant will also allow the City to obtain in writing all relevant information from SDCERS and the City will provide the claimant with a copy of this information.

5. The City's denial of a claim filed by an Eligible Claimant, who is an active employee at the time the claim is made, may be adjudicated through the Grievance Procedure, set forth in Article 5 of the MOU. The City's denial of a claim filed by an Eligible Claimant, who is separated from City service or retired at the time the claim is made, is not subject to the Grievance Procedure; however, the Department will provide a written statement of reasons for denial of the claim with supporting documentation and an opportunity to be heard by the Department either alone or through a representative.

B. Claims Processing Timeline

If and when the provisions of Section V, paragraph A above take effect, the City will expeditiously process claims dated from January 1, 2016 to the Occurrence Date, with the intent to resolve claims within sixty days of the Occurrence Date. For

claims filed after the Occurrence Date, the City will process and pay or deny claims within thirty days following City's receipt of an Eligible Claimant's claim.

VI. The provisions of this Agreement do not limit or supersede any Eligible Claimant's right to challenge SDCERS's determination that an underpayment or overpayment has occurred or otherwise limit or supersede the Eligible Claimant's right to challenge, on any available legal or equitable ground, SDCERS's demand for payment of the principal amount claimed or any interest the City declines to pay.

VII. Specific provisions in this Agreement supersede any previous agreements, whether oral or written, regarding the subject matter of this Agreement. However, all wages, hours, and other terms and conditions of employment presently enjoyed by SDMEA-represented employees, and in the MOU, remain in full force and effect.

This Agreement is executed, by the following authorized representatives of each party:

San Diego Municipal Employees Association

By: Ann M. Smith
Ann Smith
Lead Negotiator

Date: March 4, 2016

By:
Michael Zucchet
General Manager

Date: 3/4/2016

City of San Diego

By:
Timothy Davis
Lead Negotiator

Date: 3-7-16

By:
Judy von Kalinowski
Human Resources Director

Date: 3/7/16

Approved as to form this 26th day of July, 2016.

JAN I. GOLDSMITH, City Attorney

By: Joan F. Dawson
Joan F. Dawson
Deputy City Attorney

IN WITNESS WHEREOF, the undersigned agree to submit this Memorandum of Understanding effective July 1, **2016** – June 30, **2020**, to the appropriate bodies.

Municipal Employees Association

Ann Smith, Lead Negotiator — 4/28/16 Date

Michael Zucchet, General Manager — 4/28/16 Date

Nancy Roberts, Supervising Labor Relations Representative — 4/28/16 Date

Gregory Woods, President — 4/28/16 Date

Jan Lord, Second Vice-President — 4/28/16 Date

Candi Mitchell, Treasurer — 4/28/16 Date

Lisa Goehring, Secretary — 4/28/16 Date

Sam Cerrato, Negotiating Team — 4/28/16 Date

Mary Enyeart, Negotiating Team — 4/28/16 Date

Francine Howell, Negotiating Team — 4-28-16 Date

Pete Lynch, Negotiating Team — 4-28-16 Date

Tina Davis, Negotiating Team — 4-28-16 Date

Joseph Miesner, Negotiating Team — 4/28/2016 Date

Rene Kaprielian, Negotiating Team — 4/28/16 Date

Steven Ramirez, Negotiating Team	4/28/2016 Date
Catherine Rivera, Negotiating Team	4/28/16 Date
Jack Canning, Negotiating Team	4/28/2016 Date
Janice Stevenson, Negotiating Team	4/28/2016 Date
Nick Wright, Negotiating Team	4/28/2016 Date

City of San Diego

(Signature on file, available upon request) _____ _____
Judy von Kalinowski, Human Resources Director Date

(Signature on file, available upon request) _____ _____
Tim Davis, Lead Negotiator Date

(Signature on file, available upon request) _____ _____
Karen DeCrescenzo, Human Resources Deputy Director Date

(Signature on file, available upon request) _____ _____
Julio Canizal, Risk Management Director Date

(Signature on file, available upon request) _____ _____
Estella Montoya, Risk Management Deputy Director Date

For the City of San Diego, I HEREBY APPROVE the form and legality of the foregoing Agreement this _____ day of _____, 2016.

TIMOTHY L. DAVIS:

By: *(Signature on file, available upon request)* _____

TIMOTHY L. DAVIS, ESQ., BURKE, WILLIAMS & SORENSEN, LLP

DATE

SIGNED_____