TO: City Council  
Board of Directors, Ventura County Waterworks District No. 8

FROM: Office of the City Manager

SUBJECT: CONSIDERATION OF PROPOSED REVISIONS TO THE TERMS AND CONDITIONS OF THE MEMORANDUM OF AGREEMENT WITH THE SERVICE EMPLOYEES INTERNATIONAL UNION (SEIU), LOCAL 721

STAFF RECOMMENDATION

It is requested that the City Council/Board of Directors:

1. Consider the proposed revisions to the terms and conditions of the Memorandum of Agreement (MOA) (Attachment A, page 6) with General Unit employees represented by the Service Employees International Union, Local 721 (SEIU, Local 721) as presented, and give the public an opportunity to provide input prior to making a final determination based on the MOA.

2. Place this matter on the agenda for October 28, 2019 for final determination on the proposed MOA.

BACKGROUND AND OVERVIEW

The current Memorandum of Agreement (MOA) with SEIU Local 721 expired on June 30, 2019. City staff and General Unit employees have met and conferred on revised terms and conditions to the current MOA over the past several months, and have reached an agreement. In accordance with the adopted Policies and Procedures for Negotiations, the modified terms and conditions agreed to in a tentative agreement are being presented to the City Council/Board of Directors this evening to provide transparency and solicit public consideration and comment prior to placing the matter on the agenda for final approval by the City Council/Board of Directors on October 28, 2019.

The policy goals communicated to the negotiating team by the City Council for this negotiation included: addressing increasing pension costs and minimizing long term costs to the City while still recognizing the employees’ commitment and dedication to the City. Representatives of SEIU Local 721 worked with the City’s negotiating team toward an agreement that would not increase pensionable cost for the City due to the concerns with uncertainty of future pension obligations.
FINDINGS AND ALTERNATIVES

The agreement reached with the representatives of SEIU Local 721 represents a two-year agreement, with no PERS-able increases to the City.

As a result of meeting and conferring with representatives of the SEIU Local 721 employees, revisions to the current terms and conditions to the current MOA are proposed and are hereby submitted for the City Council/Board’s consideration as follows:

- Term of Agreement shall be applied retroactively from July 1, 2019 through June 30, 2021.
- SEIU Local 721 will retain 80/20 medical cost sharing with the City as negotiated during 2016. The agreement keeps the existing 80/20 split previously negotiated in place, thus increases in medical care costs will continue to be shared by the City and SEIU Local 721 members.
- SEIU Local 721 agrees to no increases in the salary schedule for the two-year term of the agreement.

In consideration of not increasing pensionable pay over the next two years, the City would agree to:

- Effective for the 2020 – 2021 Medical Plan years, the City will maintain the existing 80/20 medical care cost sharing and adjust the Simi Flex amounts by 80% of the average change in employee out-of-pocket medical plan costs (increases or decreases) for the five HMO medical plans with the highest General Unit enrollment in the prior year. **The amount of out of pocket for the employee could increase by as much as $239 per month in 2020 depending on the plan they choose.** Employees will also have the option of choosing a plan with a less costly premium to maintain or reduce their out of pocket costs. Thus, this allows SEIU members to make health care choices based on their individual economic situations.
- Employees who are promoted shall receive a 5.5% increase, up from a 5% increase, consistent with Management.
- Effective as soon as possible upon City Council ratification, the annual leave accrual rate shall increase for General Unit employees by 0.25 hours per pay period at all levels.
- Effective June 22, 2020, the annual leave accrual rate shall increase by an additional 0.5 hours per pay period at all levels.
- Effective December 21, 2020, the annual leave accrual rate shall increase by an additional 0.25 hours per period at all levels.
- Tuition reimbursement shall be increased from $900 to $1,600 per year, consistent with Non-Sworn Management employees.
- Effective following the approval of the MOA, the maximum accumulation of Annual Leave shall increase from 550 to 620 hours per year.
• Annual Leave cash out maximum will increase from 100 to 160 hours effective with the next cash out opportunity, with the leave balance not falling below 20 hours. The maximum cash out will increase again to 180 hours effective January 1, 2021.
• Effective upon City Council adoption, the City shall contribute $20 per pay period on behalf of each member to the City’s 457 deferred compensation plan. In addition to the $20 per pay period, the City will match each Employee’s Contribution up to $50 per pay period.
• Effective January 1, 2020, the City will increase the group life insurance coverage amount from $100,000 to $101,000 per General Unit employee to be consistent with Management employees.
• Effective with the first paycheck in February 2020, City will make a one-time contribution to the 457 plan on behalf of each enrolled General Unit employee of $250.
• Effective with the first paycheck in 2021, City will make a one-time contribution to the 457 plan on behalf of each enrolled employee of $100.

For the term of the two-year agreement, effective on the date of the signing, a “Me Too” clause has been negotiated, which states that should any recognized City bargaining unit reach a signed agreement that results in an increase in the total compensation of City employees that is greater than any increase provided to SEIU Local 721 employees, the total compensation provided to SEIU Local 721 employees will increase by an equal amount. Should increases result, the SEIU Local 721 will reserve the right to allocate the increase at its discretion. This provision applies to any agreements signed after the date this agreement is approved during this negotiation period.

In addition to the above provisions, some of the modifications to the contract language are below:

• The parties agreed that the City shall have the right to supplement its ADA and Dial-A-Ride services through ride share companies. Supplementing will not supplant existing employees and the City will meet and confer over any negotiable impacts.
• Sympathy Strikes will not be permitted during the term of the MOA.
• Further clarifications on step compared to merit pay.
• Employees who are off for three or more days due to illness or injury may be required to provide a physician’s note; this was increased from one day. Patterns of abuse of leave may still require a physician’s note at the discretion of Management, even if it is one day that the employee calls out ill/injured.
• Building Inspector recertifications covered under AB 717 will be paid for by the City.
• Language for Jury Duty Court Appearances, Summons to Testify for the City and Personal Court Appearances was added to provide further clarification.
• Retirement language modified to include difference between Classic and New Members, and removal of tiers that no longer exist, under the Public Employee Pension Reform Act of 2013 (PEPRA).
• Child care survey reference was removed.
• Opportunities for Annual Leave cash out shall be increased from two to four throughout the year, which will be evenly distributed throughout the year.
• Bereavement Language was modified to incorporate an existing side letter and to broaden the definition of immediate family members.
• Transit Coach Operators shall have their leave requests processed in accordance with the TCO manual.
• Should the City identify a business need to establish a 9/80 work schedule which results in the closure of City Hall every other Friday, the City will provide SEIU Local 721 with notice and will meet and confer over negotiable impacts. The discussion will also include how the City pays out City-recognized holidays.
• SEIU employees will be provided with 14 calendar days’ notice, absent emergency and unanticipated circumstances, of schedule changes.
• The Reduction in Force Policy, Grievance Procedures, Disciplinary Procedures, and Substance Abuse Policy were removed from the text of the MOA and moved to attachments of the MOA.
• First Aid kits shall be provided in City vehicles, in addition to City lunch rooms, and shall be maintained on a regular basis.
• Job classifications were updated in the MOA.
• Language throughout the MOA was simplified, updated and obsolete language was removed.

The table below represents the maximum cost to the City for the term of the contract as some items negotiated in the agreement are optional (for example, whether or not employees choose to maximize the City’s matching contribution to their 457 plan).

<table>
<thead>
<tr>
<th>Contract Year</th>
<th>Maximum Cost to the City</th>
<th>Maximum Cumulative Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yr. 1 (7/1/19 – 6/30/20)</td>
<td>$198,694 (0.79%)</td>
<td>$198,694</td>
</tr>
<tr>
<td>Yr. 2 (7/1/20 – 6/30/21)</td>
<td>$312,548 (1.25%)</td>
<td>$312,548</td>
</tr>
<tr>
<td>Total Over Contract Term</td>
<td></td>
<td>$511,242</td>
</tr>
</tbody>
</table>

As noted above, there is no change to Simi Flex regarding the 80/20 cost sharing that has been negotiated in previous contracts, no salary increases, and no PERSable increases to compensation. Therefore, it is recommended that the City Council consider the proposed revisions to the terms and conditions of the Memorandum of Agreement with General Unit employees represented by the Service Employees International Union, Local 721 and place this matter on the agenda for October 28, 2019 for final determination on the proposed MOA.

The following alternatives are available to the City Council/Board of Directors:

1. Consider the proposed revisions to the terms and conditions of the Memorandum of Agreement (MOA) (Attachment A, page 6) with General Unit employees represented by the Service Employees International Union, Local 721 (SEIU, Local 721) as presented, and give the public an opportunity to provide input prior to making a final determination based on the MOA;
2. Place this matter on the agenda for the October 28, 2019 for final determination on the proposed MOA;

3. Based upon City Council/Board of Director’s review and consideration and/or public comment, vote against the proposed MOA and direct staff to conduct further negotiations;

4. Provide staff with other direction.

Staff recommends Alternative Nos. 1 and 2.

**SUGGESTED CITY COUNCIL MOTION**

I move to:

1. Consider the proposed revisions to the terms and conditions of the Memorandum of Agreement (MOA) (Attachment A, page 6) with General Unit employees represented by the Service Employees International Union, Local 721 (SEIU, Local 721) as presented, and give the public an opportunity to provide input prior to making a final determination based on the MOA;

2. Place this matter on the agenda for the October 28, 2019 for final determination on the proposed MOA;

**SUMMARY**

The current Memorandum of Agreement (MOA) with SEIU Local 721 expired on June 30, 2019. City staff and General Unit employees have met and conferred on revised terms and conditions to the current MOA over the past several months, and have reached an agreement. It is recommended that the City Council/Board of Directors consider the proposed revisions to the terms and conditions of the Memorandum of Agreement with the General Unit employees represented by the Service Employees International Union, Local 721 and place this matter on the agenda for October 28, 2019 for final determination on the proposed MOA.

---

**Prepared by:** Samantha Argabrite, Deputy City Manager

**INDEX**

<table>
<thead>
<tr>
<th>Attachment A – Draft Memorandum of Agreement with the Service Employees International Union, Local 721</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attachment B – Guiding Principles, Policies, and Procedures for Negotiations with Recognized Employee Organizations</td>
<td>134</td>
</tr>
</tbody>
</table>
NOTE: Tentative agreement on any one issue or upon a comprehensive MOA, shall be of no force or effect unless and until the parties enter into a comprehensive MOA and that MOA is later approved by the City Council.

COMPREHENSIVE

MEMORANDUM

OF

AGREEMENT

BETWEEN

CITY OF SIMI VALLEY

AND THE

SERVICE EMPLOYEES INTERNATIONAL UNION,

LOCAL 721

1974 JULY 1, 2019 THROUGH JUNE 30, 2021
# TABLE OF CONTENTS

## SECTION I RECOGNITION

<table>
<thead>
<tr>
<th>Article</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Article 1 - Purpose</td>
<td>1</td>
</tr>
<tr>
<td>Article 2 - Term</td>
<td>1</td>
</tr>
<tr>
<td>Article 3 - Integration</td>
<td>2</td>
</tr>
<tr>
<td>Article 4 - Conclusiveness</td>
<td>2</td>
</tr>
<tr>
<td>Article 5 - Savings Clause</td>
<td>2</td>
</tr>
<tr>
<td>Article 6 - Modification and Waiver</td>
<td>32</td>
</tr>
<tr>
<td>Article 7 - Non-Discrimination</td>
<td>32</td>
</tr>
<tr>
<td>Article 8 - Management Rights</td>
<td>32</td>
</tr>
<tr>
<td>Article 9 - Confidential Employees - Restricted</td>
<td>43</td>
</tr>
<tr>
<td>Article 10 - Coverage</td>
<td>4</td>
</tr>
<tr>
<td>Article 11 - Supplemental Transit Services</td>
<td>4</td>
</tr>
</tbody>
</table>

## SECTION II UNION BUSINESS

<table>
<thead>
<tr>
<th>Article</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Article 1 - Payroll Deduction</td>
<td>65</td>
</tr>
<tr>
<td>Article 2 - Access to Work Locations</td>
<td>65</td>
</tr>
<tr>
<td>Article 3 - Bulletin Boards</td>
<td>65</td>
</tr>
<tr>
<td>Article 4 - Release-Time for Union Business</td>
<td>75</td>
</tr>
<tr>
<td>Article 5 - No-Strike Clause</td>
<td>76</td>
</tr>
<tr>
<td>Article 6 - Regularly Scheduled Union-Management Meetings</td>
<td>86</td>
</tr>
<tr>
<td>Article 7 - Union Representation</td>
<td>97</td>
</tr>
<tr>
<td>Article 8 - Dues Deduction, Indemnification and Maintenance of Membership</td>
<td>97</td>
</tr>
</tbody>
</table>

## SECTION III SALARIED COMPENSATION

<table>
<thead>
<tr>
<th>Article</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Article 1 - Salary Compensation</td>
<td>119</td>
</tr>
<tr>
<td>Article 2 - Inequity Adjustments</td>
<td>119</td>
</tr>
<tr>
<td>Article 3 - Salary Schedule</td>
<td>129</td>
</tr>
<tr>
<td>Article 4 - Merit Salary Increases</td>
<td>129</td>
</tr>
<tr>
<td>Article 5 - Standby Pay</td>
<td>1340</td>
</tr>
<tr>
<td>Article 6 - Bilingual Pay</td>
<td>1340</td>
</tr>
<tr>
<td>Article 7 - Call Back Pay</td>
<td>1410</td>
</tr>
<tr>
<td>Article 8 - Crew Leader/Lead Worker Assignment Pay</td>
<td>1410</td>
</tr>
<tr>
<td>Article 9 - Police Dispatcher Trainer Pay</td>
<td>1410</td>
</tr>
<tr>
<td>Article 10 - Overtime Pay</td>
<td>1511</td>
</tr>
<tr>
<td>Article 11 - Overtime Meal Allowance Reimbursement</td>
<td>1511</td>
</tr>
<tr>
<td>Article 12 - Overtime Computation</td>
<td>1511</td>
</tr>
<tr>
<td>Article 13 - Compensatory Time Off</td>
<td>1511</td>
</tr>
<tr>
<td>Article 14 - Holiday Pay</td>
<td>1642</td>
</tr>
<tr>
<td>Article 15 - Probationary Salary Increases</td>
<td>1642</td>
</tr>
<tr>
<td>Article 16 - Certificates and Licenses</td>
<td>1642</td>
</tr>
<tr>
<td>Article 17 - Salary and Benefit Survey</td>
<td>1743</td>
</tr>
<tr>
<td>Article 18 - Jury and Witness Duty</td>
<td>1813</td>
</tr>
<tr>
<td>Article 19 - Off Duty Contact Pay</td>
<td>1914</td>
</tr>
</tbody>
</table>

## SECTION IV BENEFITS

<table>
<thead>
<tr>
<th>Article</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Article 1 - Benefits</td>
<td>2246</td>
</tr>
</tbody>
</table>
ARTICLE 1. - RETIREMENT .......................................................................................... 2246
ARTICLE 2. – PEPRA AND TRANSIT EMPLOYEES ................................................. 2517
ARTICLE 3. - HOLIDAYS .......................................................................................... 2617
ARTICLE 4. - MEDICAL, DENTAL AND VISION CARE INSURANCE .................. 2818
ARTICLE 5. - RETIREE MEDICAL INSURANCE ...................................................... 3420
ARTICLE 6. - LIFE INSURANCE ............................................................................ 4023
ARTICLE 7. - IRS SECTION 125 PLAN ................................................................. 4124
ARTICLE 8. - STATE DISABILITY INSURANCE .................................................... 4124
ARTICLE 9. - INDUSTRIAL SICK LEAVE .............................................................. 4124
ARTICLE 10. - EMPLOYEE ASSISTANCE PROGRAM ........................................... 4124
ARTICLE 11. - EMPLOYEE ATTIRE ........................................................................ 4124
ARTICLE 12. - SAFETY BOOT/FOOTWEAR ALLOWANCE .................................... 4526
ARTICLE 13. - ANNUAL LEAVE ............................................................................ 4527
ARTICLE 14. - BEREAVEMENT LEAVE ................................................................. 4930
ARTICLE 15. - DEFERRED COMPENSATION ........................................................ 5030
ARTICLE 16. - TUITION REIMBURSEMENT ......................................................... 5134
ARTICLE 17. – PRESCRIPTION SAFETY GLASSES ............................................. 5234
SECTION V WORK SCHEDULES .......................................................................... 5433
ARTICLE 1. - RESPONSE TIME ............................................................................ 5433
ARTICLE 2. - REST BREAKS-POLICE DEPARTMENT ............................................ 5433
ARTICLE 3. - CLEAN-UP TIME ............................................................................ 5433
ARTICLE 4. - TRANSIT COACH OPERATORS ...................................................... 5433
ARTICLE 5. - FLEXIBLE WORKING HOURS ......................................................... 5634
ARTICLE 6. - TIME OFF REQUESTS ...................................................................... 5735
ARTICLE 7. - RESTROOM USE - FIELD PERSONNEL ......................................... 5836
ARTICLE 8 – SCHEDULED TRAINING ................................................................... 5836
ARTICLE 9 – WORK SCHEDULE CHANGES .......................................................... 5836
SECTION VI EMPLOYEE STATUS ......................................................................... 5937
ARTICLE 1. - NOTEWORTHY DATES ..................................................................... 5937
ARTICLE 2. - REINSTATEMENT ............................................................................. 5937
ARTICLE 3. - ACTING ASSIGNMENTS ................................................................... 6038
ARTICLE 4. - PROBATION ...................................................................................... 6038
ARTICLE 5. - REDUCTION IN FORCE ..................................................................... 6139
SECTION VII PERFORMANCE ............................................................................... 6840
ARTICLE 1. - GRIEVANCE PROCEDURES ............................................................. 6840
ARTICLE 2. - DISCIPLINARY PROCEDURES ......................................................... 6940
ARTICLE 3. - EMPLOYEE PERSONNEL FILE ....................................................... 7140
ARTICLE 4. - EMPLOYEE RESPONSE TO PERFORMANCE EVALUATION .......... 7240
SECTION VIII HEALTH AND SAFETY ................................................................... 7344
ARTICLE 1. – SAFETY ............................................................................................. 7344
ARTICLE 2. - REST AND RECOVERY ................................................................. 7344
ARTICLE 3. - FIRST AID KITS ................................................................................ 7442
ARTICLE 4. - SAFETY EQUIPMENT ..................................................................... 7442
ARTICLE 5. - POLICE SERVICE OFFICER TRAINING ......................................... 7442
ARTICLE 6. - SUBSTANCE ABUSE POLICY .......................................................... 7442
ATTACHMENT 1 ................................................................................................. 7843
SUBSTANCE TESTING FOR SAFETY-SENSITIVE POSITIONS POLICY ................................. 10459
ATTACHMENT 7 .................................................................................................... 10459
CLASSIFICATIONS ELIGIBLE FOR BOOTS .......................................................... 8146
ATTACHMENT 3 ...................................................................................................... 8146
CLASSIFICATIONS ELIGIBLE FOR UNIFORMS .................................................... 8045
ATTACHMENT 4 ...................................................................................................... 8247
LAYOFF AND RE-EMPLOYMENT POLICY ............................................................ 8247
ATTACHMENT 5 ...................................................................................................... 8852
GRIEVANCE PROCEDURE POLICY ........................................................................ 8852
ATTACHMENT 6 ...................................................................................................... 9354
DISCIPLINARY ACTION POLICY ............................................................................ 9354
ATTACHMENT 7 ...................................................................................................... 10459
SECTION III SALARIED COMPENSATION .................................................................. 7843
ATTACHMENT 2 ..................................................................................................... 8045
CLASSIFICATIONS ELIGIBLE FOR UNIFORMS .................................................... 8045
ATTACHMENT 3 ...................................................................................................... 8146
CLASSIFICATIONS ELIGIBLE FOR BOOTS .......................................................... 8146
ATTACHMENT 4 ...................................................................................................... 8247
LAYOFF AND RE-EMPLOYMENT POLICY ............................................................ 8247
ATTACHMENT 5 ...................................................................................................... 8852
GRIEVANCE PROCEDURE POLICY ........................................................................ 8852
ATTACHMENT 6 ...................................................................................................... 9354
DISCIPLINARY ACTION POLICY ............................................................................ 9354
ATTACHMENT 7 ...................................................................................................... 10459
SECTION I RECOGNITION ......................................................................................... 1
ARTICLE 1. PURPOSE ............................................................................................. 1
ARTICLE 2. TERM .................................................................................................... 1
ARTICLE 3. INTEGRATION .................................................................................... 2
ARTICLE 4. CONCLUSIVENESS ........................................................................... 2
ARTICLE 5. SAVINGS CLAUSE ............................................................................ 2
ARTICLE 6. MODIFICATION AND WAIVER ......................................................... 2
ARTICLE 7. NON DISCRIMINATION .................................................................. 3
ARTICLE 8. MANAGEMENT RIGHTS .................................................................. 3
ARTICLE 9. CONFIDENTIAL EMPLOYEES - RESTRICTED ................................. 4
ARTICLE 10. COVERAGE ..................................................................................... 4
SECTION II UNION BUSINESS ................................................................................. 5
ARTICLE 1. PAYROLL DEDUCTION ..................................................................... 5
ARTICLE 2. ACCESS TO WORK LOCATIONS ....................................................... 5
ARTICLE 3. BULLETIN BOARDS .......................................................................... 5
ARTICLE 4. RELEASE TIME FOR UNION BUSINESS ........................................... 6
ARTICLE 5. NO STRIKE CLAUSE ....................................................................... 6
ARTICLE 6. REGULARLY SCHEDULED UNION-MANAGEMENT MEETINGS .......... 7
ARTICLE 7. UNION REPRESENTATION ............................................................... 7
ARTICLE 8. AGENCY SHOP AND MAINTENANCE OF MEMBERSHIP ............... 7
SECTION III SALARIED COMPENSATION ................................................................ 9
ARTICLE 1. SALARY COMPENSATION ................................................................ 9
ARTICLE 2. INEQUITY ADJUSTMENTS ................................................................ 9
ARTICLE 3. SALARY SCHEDULE ........................................................................ 10
ARTICLE 4. MERIT SALARY INCREASES .............................................................. 10
ARTICLE 5. STANDBY PAY ............................................................................... 11
ARTICLE 6. BILINGUAL PAY ............................................................................ 11
ARTICLE 7. CALL BACK PAY ............................................................................ 12
ARTICLE 8. CREW LEADER/LEAD WORKER ASSIGNMENT PAY ....................... 12
ARTICLE 9. POLICE DISPATCHER TRAINER PAY ................................................. 12
ARTICLE 10. OVERTIME PAY .............................................................................. 12
ARTICLE 11. OVERTIME MEAL ALLOWANCE REIMBURSEMENT ......................... 12
ARTICLE 12. OVERTIME COMPUTATION ............................................................. 13
ARTICLE 4 - EMPLOYEE RESPONSE TO PERFORMANCE EVALUATION ........................................ 56

SECTION VIII - HEALTH AND SAFETY ........................................................................ 57

ARTICLE 1 - SAFETY ........................................................................................................ 57
ARTICLE 2 - REST AND RECOVERY ............................................................................. 57
ARTICLE 3 - FIRST AID KITS ....................................................................................... 58
ARTICLE 4 - SAFETY EQUIPMENT ................................................................................ 58
ARTICLE 5 - POLICE SERVICE ASSISTANT TRAINING ................................................ 58
ARTICLE 6 - SUBSTANCE ABUSE POLICY .................................................................... 58
ATTACHMENT 1
CLASSIFICATIONS INCLUDED IN THE GENERAL UNIT..............................................60

ATTACHMENT 2
CLASSIFICATIONS ELIGIBLE FOR UNIFORMS..........................................................62

ATTACHMENT 3
CLASSIFICATIONS ELIGIBLE FOR BOOTS.................................................................63

ATTACHMENT 4
CLASSIFICATIONS ELIGIBLE FOR INEQUITY ADJUSTMENTS..................................64

ATTACHMENT 5
SIDE LETTER OF AGREEMENT REGARDING CALPERS HEALTH INSURANCE,
JANUARY 1, 2014........................................................................................................65

ATTACHMENT 6
SIDE LETTER OF AGREEMENT REGARDING RETIREE MEDICAL BENEFITS,
JULY 1, 2002...............................................................................................................67
MEMORANDUM OF AGREEMENT BETWEEN THE CITY OF SIMI VALLEY AND THE SERVICE EMPLOYEES INTERNATIONAL UNION, LOCAL 721 (S.E.I.U.)

SECTION I RECOGNITION

WHEREAS, the Service Employees International Union, Local 721, hereinafter referred to as "S.E.I.U.", representing that certain employees unit, hereinafter referred to as "General Unit Employees", and duly authorized representatives of the management of the City of Simi Valley, hereinafter referred to as "CITY", have conducted "Meet and Confer Sessions" freely exchanging information, opinions and proposals, and have reached the following agreement on matters within the scope of representation.

NOW, THEREFORE, the parties agree and jointly recommend to S.E.I.U. members and to the City Council the following:

Pursuant to the City’s Employer-Employee Relations Resolution and the Meyers-Milias-Brown Act ("MMBA") (Government Code Section 3500 et. seq.) the City recognizes Service Employees International Union, Local 721 ("SEIU Local 721" or "Union"), as the exclusive representative of the full- and part-time regular status employees in the General Employees Bargaining Unit.

Article 1. – Purpose

It is the purpose of this comprehensive Memorandum of Agreement ("MOA") to promote and provide for harmonious labor relations, cooperation and understanding between the Employer CITY and the Employees covered hereinby this MOA, to provide an orderly and equitable means of resolving any misunderstanding or differences which may arise under the Memorandum of Agreement and to set forth the full and entire understanding of the parties reached as a result of meeting and conferring in good faith concerning wages, hours, terms and conditions of employment of the Employees covered herein.

It is agreed that the parties shall be bound by this Memorandum of Agreement MOA shall be binding on the CITY and General Unit Employees upon implementation by the City Council. Upon implementation, the Memorandum of Agreement MOA shall supersede any conflicting rule, regulation or ordinance of the City.

Article 2. - Term

This Memorandum of Agreement MOA shall be effective beginning on July 1, 2019 and shall expire on June 30, 2021. The specific provisions of this Memorandum of Agreement MOA shall be effective as specified herein.
During the term of this agreement ending on June 30, 2021, should any recognized City bargaining unit reach a signed agreement that results in an increase in total compensation of City employees that is greater than any increase provided to SEIU employees, the City agrees to increase the total compensation provided to SEIU employees by an equal amount, effective on the date of the signing of this agreement. SEIU reserves the right to allocate any resulting increases at its discretion.

For example, should other city employees receive the same increase in flexible benefit contributions as those provided to SEIU employees, the fact that because those employees have a lower total compensation base so that the increases they receive amount to a larger percentage increase in total compensation will not cause the me too clause to be invoked.

However, if other city employees receive a greater contribution than SEIU employees to bring the contribution level applicable to them to the level provided to SEIU employees, that “catch up” increase would invoke the me too clause.

Article 3. - Integration

This document MOA embodies a written memorandum of the parties’ entire understanding and mutual agreement of the parties as required by Government Code Section 3505.1, and supersedes previous Memoranda of Understanding and Agreement insofar as they are inconsistent with the previous Memoranda of Understanding and Agreement. This Memorandum of Agreement is subject to the approval of S.E.I.U. members and approval and implementation by the City Council of the City of Simi Valley pursuant to said Section 3505.1. This MOA constitutes an agreement and joint recommendation for ratification by SEIU Local 721’s membership, and approval and adoption in its entirety by the City Council.

Article 4. - Conclusiveness

During the Meet and Confer process that resulted in this Memorandum of Agreement MOA, each party hereto had an unlimited right to make proposals with respect to any subject matter within the scope of representation of the General Unit Employees. All terms and conditions of employment included in this Memorandum of Agreement MOA shall remain in full force and effect for the term of this Memorandum of Agreement MOA as particularized herein unless the City and General Unit Employees Parties mutually agree to amend this Memorandum of Agreement MOA; however, neither party hereto shall be obliged to meet and confer during the term hereof except as provided herein.

Article 5. - Savings Clause

The Parties agree that this MOA is subject to all current and future applicable federal, state, and local laws. If any provisions of this Memorandum MOA conflicts with or is inconsistent with such laws, or is otherwise held to be contrary to law by any tribunal or office court of competent jurisdiction, or by state or federal legislation or initiative or referendum, if compliance with or enforcement of any provision
of this MOA is restrained by such tribunal or office, then such provisions will not be deemed invalid and of no force of effect, subsisting except to the extent permitted by law, provided however, that in that event, all other provisions of the Memorandum MOA will continue in full force and effect; and the parties shall, upon request, to the Agreement will immediately meet and confer over any proposed replacement upon appropriate substitute provision or provisions.

Article 6. - Modification and Waiver

The waiver of any breach, term or condition of this Memorandum of Agreement MOA shall not bar future enforcement of all its terms and provisions. In the event of a violation of any part of this Memorandum MOA, failure to object to the violation shall not waive or bar future enforcement of all provisions.

Article 7. - Non-Discrimination

The provisions of this MOA shall be applied equally to all employees covered hereby without favor or unlawful discrimination based on actual or perceived race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, or military and veteran status or other factors not directly related to the successful performance of the job.

Article 8. - Management Rights

The City reserves, retains, and is vested with, solely and exclusively, all rights of management, regardless of the frequency of use, which have not been expressly abridged by specific provisions of the Memorandum of Agreement MOA or by law, to manage the City for the citizens of Simi Valley, as such rights existed prior to the execution of this or any predecessor Memorandum of Agreement MOA. Without limiting the generality of the foregoing, the City continues to reserve and retain solely and exclusively all rights of management, including those City rights set forth in Resolution No. 73-79 on Employer-Employee Relations, and including but not limited to the right:

a. To determine the mission of its constituent departments, commissions, and boards and the services to be rendered thereby;

b. To set standards of service;

c. To determine the procedures and standards of selection for employment, promotion, demotion and layoff;

d. To direct its employees;

e. To take disciplinary action just for cause;

f. To relieve its employees from duty because of lack of work or for other legitimate reasons;
To maintain the efficiency of governmental operations;

To determine the methods, means and personnel, including contract and/or part-time personnel, by which government operations are to be conducted;

To determine the content of job classifications;

To take all necessary actions to carry out its mission in emergencies;

To exercise complete control and discretion over its organization and the technology of performing its work.

Article 9. - Confidential Employees - Restricted

The City and General Unit Employees Parties recognize that employees in classifications enumerated in this section are recipients of confidential and sensitive information relating to matters of a legal, personnel, and/or employee relations nature. As such, the parties agree that such employees shall be designated as "Confidential" and that no such employee shall 1) serve as a board member, officer, or steward of the Union; 2) serve on a team which either consults, or meets and confers, with City Management over issues relating to wages or the terms and conditions of City employment; or 3) serve as a designated employee representative in any grievance or disciplinary procedure. The following personnel shall be designated "Confidential": Human Resources Division Clerical staff, Human Resources Technician, Senior Human Resources Technician, Human Resources Secretary, City Manager's Office Secretary, and Legal Technician.

Article 10. - Coverage

Employees covered by the terms of this Memorandum of Agreement MOA shall be those General Unit Employees in the classifications listed in Attachment 1. Any additional classifications developed during the term of this Memorandum of Agreement MOA and designated by the City as General Unit classifications shall be added to those classifications listed in Attachment 1.

Article 11. – Supplemental Transit Services

The Parties agree that the City benefits by maintaining its own transit services. In an effort to increase its fare-box recovery, the parties agree that the City shall have the right to supplement its ADA and Dial-a-Ride transit services through rideshare agreements with third-party rideshare companies, such as Uber and/or Lyft. The supplementing and enhancement through such third-party rideshare companies shall not be used to supplant existing services provided by City employees. The City agrees that before entering into such third-party rideshare agreements, it will provide SEIU with notice and the opportunity to meet and confer over any negotiable impacts.
SECTION II UNION BUSINESS

Article 1. - Payroll Deduction

It is agreed by the City and the General Unit Employees that the City will, without charge, deduct Union dues and payments for other Union benefit programs from the checks of represented General Unit Employees each pay period as requested by SEIU Local 721 representatives. SEIU Local 721 may modify deduction amounts once annually.

Article 2. - Access to Work Locations

Paid-Union staff shall be given reasonable access to work locations during work hours, provided that such visits do not unduly interfere with the City's operation.

Article 3. - Bulletin Boards

The General Unit Employees may use City-provided locked Bulletin Boards for the purpose of communicating normal and regular SEIU Local 721 business to its membership subject to the following conditions:

a. Union Stewards shall be responsible for maintaining the specified SEIU Local 721 portions of these City Bulletin Boards.

b. SEIU Local 721 agrees that it will not place on these City Bulletin Boards any material that is derogatory of any City official or other individual, or that may have a disruptive effect on the normal and efficient operations of any City activity.

c. Location of bulletin boards to be used for SEIU Local 721 business:

- City Hall Lunch Room
- City Hall Expansion Area
- Police Department Building East Hallway
- Public Service Center Building Rear Entrance
- Sanitation Plant Lunch Rooms
- Waterworks Building Break Room
- Transit Break Room
- City Hall Public Works/Environmental Services Area

d. The City shall relocate two (2) bulletin boards from the Development Services Building to City Hall Public Works/Environmental Services areas for use by SEIU in posting organizational materials. One board is to be relocated within 30 days of execution of this MOA and placed on the East side of Environmental Services, adjacent to the women’s restroom. The second will be relocated concurrent with final move of employees from the Development Services building and placed in...
Public Works by the west side exit.

The City shall, by September 1, 1994, provide a locking bulletin board in the 2929 Tapo Canyon Road employee's Lunch Room for use by the Union in posting organizational materials.

Article 4. - Release-Time for Union Business

The City shall provide release time for specific purposes for General Unit Employees designated by the Union as "Union Stewards". General Unit Employees designated as "Union Stewards" shall be granted aggregate release-time up to a maximum of 30 total hours in each calendar month. Such release-time may only be utilized by designated Union Stewards for the purposes of meeting with representatives of the City to discuss labor relations issues; and to meet with represented Union members to discuss personnel matters; or to attend monthly Union meetings. Meetings of designated Union Stewards shall not occur on City premises.

General Unit - Employees designated as Union Stewards shall request release-time of their supervisors immediately upon becoming aware of the need to discuss a personnel problem with a represented member. Union Stewards shall notify the Personnel Office not less than 72 hours prior to the time of the requested release-time to attend a Union meeting. Notification of requested release time shall be made on a "Union Release" form available from the Personnel Office. The aggregate amount of release-time under this Section may be accrued to a total of 48 hours. Such time shall not be utilized for purposes other than expressly authorized. Absent exigent circumstances, meetings between Union representatives and City Management shall be scheduled toward the end of the work day or employees' work shifts. The Union agrees to cooperate with the City in accounting for release time utilized and in not abusing privileges afforded by this Section.

The Union shall provide the names of employees designated as Union Stewards in writing to the City within 30 days of the effective date of this Agreement and whenever any changes occur. The maximum number of employees designated as Union Stewards shall be seven.

Article 5. - No-Strike Clause

Neither the Union, its officers or agents nor any of the General Unit - Employees shall engage in, encourage, sanction, condone support or suggest any job actions such as strikes, sympathy strikes, slowdowns, mass resignations, mass absenteeism, willful absence from one's position, stoppage of work or abstinence in whole or in part from the full, faithful and proper performance of their duties. In the event that any individual Union unit member violates this section and the City notifies the Union of such violation, the Union shall immediately notify such individuals in writing to cease and desist from such action and shall instruct any such employee to immediately return to his or her normal duties. Should the employee not return within 48 consecutive calendar hours,
the Union agrees and understands that said employee shall be deemed to have abandoned his/her employment with the City. It is understood by the parties that this provision is controlling so long as the parties abide by the remainder of the terms of this Memorandum of Agreement MOA. It is also understood that an individual employee's actions that violate the prohibitions in this clause shall cause the employee to be subject to individual disciplinary actions, in addition to the provisions herein.

Article 6. - Regularly Scheduled Union-Management Meetings

The City and Union agree that there is a possible need for regularly scheduled meetings between the Union and Management. These meetings shall be held bi-monthly, no less than on a quarterly basis, but more often if needed, for a time not to exceed one hour and shall involve no more than two designated Union officers.
Article 7. - **Union Representation**

The parties agree that in any situation deemed appropriate for employee representation by the Union, no more than one General Unit Employees’ Representative may participate in proceedings as the employee's representative. Employee representatives may participate as witnesses, or in some other official capacity as may be necessary.

Article 8. – **Dues Deduction, Indemnification** [Agency Shop][SN1] **and Maintenance of Membership**

Any employee whose job classification is identified in Attachment 1, shall, within the first 30 days of such hire date as a condition of continued employment, either be required to join the SEIU 721 or pay SEIU 721 a service fee not to exceed the dues amount.

**Per California Government Code Section 3502.5,** any employee who is a member of a bona fide religion, body or sect which has historically held conscientious objections to joining or financially supporting public employee organizations shall not be required to join or financially support the union. Employees will be required to provide proof in a form of a letter from their pastor/minister of the bona fide religion, body or sect. However, those employees will be required to pay sums equal to the dues to non-religious, non-labor charitable funds exempt from taxation under the IRS code. Proof of the payments shall be made on a monthly basis to SEIU 721 as a condition of continued exemption from the requirement of financial support to the employee organization. Further, the employee will be required to fill out the appropriate form provided by SEIU 721 and designate the charitable fund(s) including name, address, and phone number for which he/she intends to submit the charitable contribution in lieu of the agency fee. A proof of payment of such sums will be required to be submitted at the end of each calendar month to SEIU 721 for verification.

Any employee in this unit(s) who has authorized SEIU Local 721 dues deductions on the effective date of this agreement or at any time subsequent to the effective date of this agreement shall continue to have such dues deductions made by the City during the term of this agreement; provided however that any employee in the unit(s) may terminate such SEIU-721 dues or her membership in SEIU Local 721 during the period not less than thirty (30) days and not more than forty-five (45) days before the expiration of this Memorandum of Agreement (MOA), by notifying SEIU Local 721 of their termination of dues in writing. Such notification shall be delivered in person or by U.S. mail and should be in the form of a letter containing the following information: employee name, employee number, job classification, department name and name of SEIU Local 721 from which dues deductions are to be canceled (i.e., Simi Valley). SEIU Local 721 will provide the City's Human Resources with the appropriate documentation to process these dues cancellations within ten (10) business days after the close of the withdrawal period.

Upon SEIU Local 721’s written certification to the City that its members have authorized the deduction of The City shall, without charge to SEIU 721, deduct dues and payments for other SEIU Local 721 benefit programs, from the paychecks the City shall deduct
such dues and benefits payment from of SEIU Local 721 members’ paychecks each pay period, when SEIU 721 members authorize such deductions in writing and provide this authorization to the City. Subject to the provisions in the maintenance of membership, SEIU 721 members may withdraw their authorization for any payroll deductions.

SEIU Local 721 shall indemnify, defend, and hold harmless the City, its officers, and employees harmless against any and all claims, demands, suits, and from liabilities of any nature which may arise out of or by reason of any action taken or not taken by the City under the provisions of this Article. In the event of such indemnification or defense, the City shall be entitled to select its own legal representative. Any claims, demands, disputes arising from the application or interpretation of this Article shall be filed with SEIU Local 721 and shall not be subject to the City’s grievance procedure.

...and shall fully and promptly reimburse the City for reasonable legal fees and costs incurred in responding to or defending against any claims, disputes, or challenges, which are actually brought against the City or any of its agents by other than SEIU 721 in connection with the administration or enforcement of any section of this Agreement pertaining to representation fees. Such reimbursement shall include costs and attorney's fees incurred by the City.

Article 9. – New Employee Orientation

The City shall provide the Union’s designated representative(s) written notice of a new employee orientation at least ten (10) business days prior to the event, unless there is an unforeseeable urgent need requiring a shorter notice period. Union representatives shall be permitted to meet with new hires for up to thirty (30) minutes during the mandatory scheduled new employee orientation. This meeting will be exclusively for union representatives and employees newly hired into SEIU Local 721-represented classifications. The City shall grant release time for up to one steward to participate in the new employee orientation. “New hires” is defined to include any employee new to the bargaining unit represented by SEIU Local 721, including but not limited to through accretion or promotion/demotion.

Violations of this article shall be subject to the Grievance Procedure of this MOA and shall be submitted at the First Formal Step of the Grievance Procedure.
SECTION III  SALARIED COMPENSATION

Article 1. - Salary Compensation

Effective July 13, 2015, there will be a 2.0% salary increase for all General Unit employees.

Effective December 28, 2015, there will be a 0.53% salary increase for all General Unit employees.

Effective June 27, 2016, there will be a 2.0% salary increase for all General Unit employees.

There shall be no salary increases during the term of this MOA.

Article 2. - Inequity Adjustments

Effective July 5, 1999, the City shall complete implementation of salary inequity adjustments for classifications identified in the classification and compensation study conducted by Ralph Andersen and Associates.

Employees in classifications that had been “y-rated” as a result of implementation of the classification and compensation study conducted by Ralph Andersen and Associates, shall receive the base salary increase effective July 5, 1999, July 3, 2000 and July 2, 2001.

Effective July 24, 2006, the City shall adjust compensation for General Unit classifications listed in “Attachment 4”, by one-fourth of that recommended by the 2002 Johnson and Associates classification and compensation study.

Effective June 25, 2007, the City shall adjust compensation for General Unit classifications listed in “Attachment 4”, by an additional one-fourth of that recommended by the 2002 Johnson and Associates classification and compensation study.

Effective June 23, 2008, the City shall adjust compensation for General Unit classifications listed in “Attachment 4”, by an additional one-fourth of that recommended by the 2002 Johnson and Associates classification and compensation study.

Effective June 22, 2009, the City shall complete implementation of salary inequity adjustments for classifications listed in “Attachment 4”, as recommended by the 2002 Johnson and Associates classification and compensation study.
The Service Employees International Union, on behalf of General Unit employees, may request inequity studies for up to three (3) classifications in each year of the Agreement to be submitted to Human Resources no later than January 2nd. Management reserves the right to undertake such studies as it deems appropriate in its sole discretion with due consideration to recruitment and retention issues.

**Article 3. - Salary Schedule**

The City agrees that implementation of the steps agreed on the salary schedule shall be through the use of the General Unit Employees’ existing merit evaluation system on their respective merit review dates. Employees eligible for a step merit increase and approved for a step merit increase will receive the merit increase on their merit review date.

Employees who are promoted to a higher job class shall receive a minimum of 5.5% salary increase or the lowest salary step rate of the new range, whichever is higher.

**Article 4. - Merit Salary Increases**

Employee’s Manual Policy 14.3.1 “Progression in Salary Range” shall be amended as follows:

Effective July 1, 2017, employees shall be considered for a step-pay increase and must receive a rating of 3 or above overall “Meets Expectations” on their annual performance evaluation to receive an increase of five percent (5%) within the classification range unless the employee is less than five percent (5%) from the top of the range and, in such a case, the increase shall be to the top of the pay/salary range.

Employee's Manual Policy 14 entitled "Compensation", Section 14.3.2, shall be amended as follows:

14.3.2 "Effective Date. The effective date of merit salary increases for full-time Regular Status employees shall be on the employee’s merit review date. All merit reviews shall be completed timely. If a merit review has not been completed within thirty (30) days after an employee’s merit review date, the employee will receive a five percent (5%) increase in salary, not to exceed the top of the salary range. Retroactive adjustments will be made, if necessary, back to the merit review date."
**Article 5. - Standby Pay**

A General Unit Employee who the City expressly requires to remain within call for emergency work shall be paid as amended in the Employee's Manual Policy 5, Section 5.31, as follows:

“General Unit employees placed on Standby status on Saturdays, Sundays, and City holidays shall be compensated $19.20 per 24 hour period. Standby compensation for all other periods shall be $12.00 per 24 hour period.”

Effective June 25, 2007, General Unit employees placed on Standby status on regular days off and City holidays shall be compensated $24.00 per 24-hour period. Standby compensation for all other periods shall be $18.00 per 24-hour period.

Effective July 1, 2013, General Unit employees placed on Standby status on regular days off (including flex days) and City holidays shall be compensated $36.00 per 24-hour period. Standby compensation for all other periods shall be $24.00 per 24-hour period.

The City agrees to include Landscape Maintenance Workers and Tree Trimmers as positions eligible for Standby Pay, but the positions shall not be included in the Standby rotation.

94-66, 2014-03, 2019-XX

The City agrees to provide a cell phone for any off-duty General Unit Employee whose official duties have resulted in his/her being placed on court ordered standby.

**Article 6. - Bilingual Pay**

The City shall provide additional salary compensation of $50.00 per month for up to six (one employee per City building) General Unit Employees who are conversant in Spanish or another foreign language and who are required, in the normal course of his/her duties, to communicate in Spanish or that other foreign language with members of the public. The designation shall be based on need as determined by the City. The employees must be certified as conversant in Spanish or that other foreign language by an examination developed by the City’s Human Resources Division. Should the General Unit have more applicants than the allotted assignments, the certification process will determine the most qualified. General Unit Employees receiving bilingual compensation recognize that there may be occasions when their bilingual skills may be requested outside the employee’s regular work schedule; if this occurs, such employee will receive overtime pay for actual time worked.

One additional person will receive bilingual compensation of $50.00 per month specifically for American Sign Language. If any of the seven individuals receiving additional compensation as of the effective date of this agreement leave employment during this contract, the total number of employees receiving the additional compensation will return back to six employees being eligible for additional compensation of $50.00 per month.

Article 7. - Call Back Pay

82-91, 2014-03

The City and General Unit Employees Parties jointly agree that Article 5.32 of the Employees Manual of the City of Simi Valley shall be amended to read that when an maintenance employee has finished their work shift, left the work site and is called back to duty at the work site/project site they shall receive a minimum of two (2) hours pay at time and one-half.

Article 8. - Crew Leader/Lead Worker Assignment Pay

88-89

The City shall increase the special assignment compensation for General Unit Employees assigned as Crew Leaders to $110.00 per month effective July 1, 1989.

88-89, 2014-03, 2019-XX

Effective July 1, 2013 Crew Leaders and/or Lead Workers shall be eligible to receive $135.00 per month in special assignment compensation. Crew Leaders and Lead Workers who are on a leave of absence of 60 days or more are ineligible for this special assignment compensation.

Article 9. – Police Dispatcher Trainer Pay

93-13, 2014-03, 2019-XX

Effective July 1, 2013, employees in the classification of Police Dispatchers shall receive an additional $135 per month, when assigned responsibility for training an employee in the a Dispatcher Trainee classification, shall receive additional compensation in the amount of $135.00 per month.
Article 10. - Overtime Pay

Extended day overtime, overtime contiguous to the regular shift, shall be paid at the rate of one and one-half times the employee’s regular hourly rate for all hours worked in excess of 8 in any one work shift for part-time employees and employees working the traditional 5/8 workweek. Employees on the 4/10 or 9/80 alternative workweeks will be paid at the overtime rate for all hours worked in excess of their regularly scheduled workday. There shall be no duplication or pyramiding of overtime compensation.

Article 11. - Overtime Meal Allowance Reimbursement

Effective July 1, 2017, the City agrees to modify the overtime meal allowance reimbursement to provide a $15.00 meal allowance under the following circumstances:

1.) The employee must be held over to work 3 or more hours overtime;

2.) In the event there are extenuating circumstances that require the employees to work 5 or more hours beyond their scheduled work day, the City may provide meals in some other manner.

The employee’s reimbursement request shall be recorded on an area of the timesheet designated for this purpose; payment will be processed via the City’s payroll system. Meals shall be taken on the employee’s own time unless the employee’s supervisor approves the meal to be taken on continuing work time.

Article 12. - Overtime Computation

The City and General Unit Employees Parties agree that for purposes of computing premium overtime or compensatory time-off, absences due to annual leave and holidays shall be treated as time worked. The City shall amend the appropriate provisions of the Employees’ Manual to reflect the above changes in premium overtime computation.

Article 13. - Compensatory Time Off

The parties agree that the administration of the use of compensatory time shall be identical to the present administration of the use of Annual Leave, specifically including the employee’s right to select which time to use for time off.

Employees may take compensatory time off in lieu of time and one-half overtime pay may be taken by General Unit Employees at the Department Head’s discretion of the Department Head. General Unit Employees may accumulate time off in lieu of overtime compensation up to maximum available compensatory time of one-hundred (100) hours. Employees in the classifications of Dispatcher and Dispatcher Trainee shall be limited to a maximum total accumulation of 180 hours of compensatory time per fiscal
Employees shall schedule compensatory time off in writing by each General Unit Employee whenever unrelated to illness, subject to the Department Head’s written approval of the Department Head. The employee shall provide the supervisor or Department Head with reasonable notice of an absence; then the Department Head shall have the authority to approve or deny the use of compensatory time off for any period of absence unrelated to illness or injury. The scheduling of the time off shall be approved or denied by the Department Head with due regard to the wishes of the employee and the needs of the City. Employees who are off for one-three or more days or more due to illness or injury may be required to provide a physician’s statement authorizing their return to work.

The parties agree to come together no later than December 31, 2006 to discuss the annual accrual limits on compensatory time as it relates to the Senior Police Dispatcher and Police Dispatcher classifications.

Article 14. - Holiday Pay

General Unit Employees who may be required to work on a holiday recognized by the City shall receive be compensated for such overtime worked at the rate of one and one-half times their regular rate of pay, in addition to their holiday pay.

Employees who are assigned to 6-day-a-week operations (such as Transit) or for those employees regularly scheduled to work Saturday, paid holidays shall be observed on the day on which the holiday actually occurs (not the observed date if different).

Article 15. - Probationary Salary Increases

There shall be no merit increase during the probationary period.

Article 16. - Certificates and Licenses

Effective July 1, 2013, The City shall pay for the initial examination and renewal of the following certificates, licenses, or endorsements on a reimbursement basis, upon receipt of original certificates, licenses, or endorsements:

1. Wastewater Treatment Plant Operator Certification Grades Operator In Training (OIT), I, II, III, IV, and V issued by the California State Water Resources Control Board certificates for Wastewater Treatment Plan Operators, Grades I, II and III.

2. All Class A, State of California Department of Motor Vehicles licenses as required and approved by management (including the cost of required physical examinations).

3. Water Treatment Facility Staff Certification Grades T1, T2, T3, T4, and T5 and Distribution System Staff Certification Grades D1, D2, D3, D4, and D5 issued by the California Department of Public Health or other industry.
recognized professional certifying or licensing organization for Waterworks Services Trainee, I, II, and III and Waterworks Systems Technician.

4. California Water Environment Association Certification Grades 1, 2, 3, and 4 for Collection System Technician I and II, Laboratory Technician, Senior Laboratory Technician, and Environmental Compliance Inspector.

5. State of California Department of Motor Vehicles Class B licenses and endorsements for Plant Maintenance Technicians I, II, and III and Transit Coach Operators, including any medical examination costs related to the subject renewal.

6. Distribution System Certification Grades D1, D2, D3, D4, and D5 issued by the California Department of Public Health for Public Works Inspector (Water).

7. International Society of Arboriculture Arborist Certification for Senior Tree Trimmer.

8. If required in job description then the City will pay for the initial and renewal certification and license.

8.9. Recertification of Building Inspectors covered under AB717.

Effective July 1, 1996, the City shall pay for the following:

Renewal of Class B State of California Department of Motor Vehicles licenses and endorsements for Transit Coach Operators (including the cost of required medical examinations);

Recertification of Building Inspectors covered under AB717.

Article 17. - Salary and Benefit Survey

Effective June 29, 1992, the City shall review the following survey agencies for the City's use in determining salary and benefit levels for comparable classifications in other agencies: Agencies - Cities of Camarillo, Oxnard, Thousand Oaks, Ventura, San Fernando, Santa Clarita, Burbank, and County of Ventura. Survey components: Salary, Medical, Dental, Vision, Disability, Retirement (PERS/Social Security), Deferred Compensation, Paid Absences.

The parties agree that, prior to the City conducting a comprehensive classification and compensation study for General Unit employees, the parties will discuss the survey agencies to be used for the Police Dispatcher series, the Police Services Assistant, and the Crime Scene Investigator series classifications. The City further agrees to study the existing linkage between the Police Records Technician classification and other clerical
classifications throughout the City no later than December 31, 2006. Within 60 days of
the conclusion of that study, the City will discuss the results and any proposed
recommendations with the Union.

Article 18. - Jury and Witness Duty

Effective July 1, 1996, Employee's Manual Policy 4830, Section 18.030.1 shall
be amended to include the following language: "Compensation continued under this
section shall be limited to two (2) weeks per year; employees required to serve longer
than two (2) weeks shall continue to receive compensation pursuant to this section,
notwithstanding the two week limit, provided that the employee could not have
reasonably contemplated that such service would extend beyond the allowable
compensation limit and took reasonable steps to avoid such service."

Policy 30 shall further be amended as follows: "Employees assigned to night shifts who
perform eight (8) hours of jury service shall have their shifts adjusted for the day."

A. Jury Duty Court Appearances

Employees shall be entitled to time off without loss of pay to serve on a jury.
Employees must provide advance notice of their jury summons to their supervisors
upon receipt. The jury confirmation form provided by the County Clerk shall be
submitted to their supervisor when reporting for their next work shift.

Employees who do not provide validation of jury duty status will not be eligible to
receive pay for that time, unless the employee utilizes their own Annual Leave or other
available leave banks.

Public employees are not eligible to receive jury service pay. Employees are required
to notify jury services staff that they are a public employee. Employees are eligible to
receive and keep any statutory mileage reimbursement received in conjunction with jury
appearance.

Employees who are required to report for jury duty on days they are not scheduled to
work will not receive pay for jury duty. Flex Days provided under City Policy 21,
Alternate Workweeks, are regularly scheduled non-working days, and employees
are ineligible for any compensation when an employee serves jury duty on regularly
scheduled non-working days. Employees assigned to a night work shift, and performing
jury duty during the day, shall have their work shift adjusted to a day shift for the
affected day(s). Volunteering for Grand Jury service is not covered under these
provisions.

B. Summons To Testify For City

An employee summoned to court or scheduled to testify for the City during his/her
regular shift shall be paid at his/her regular rate of pay. Travel time to and from the
court will be included in the shift schedule.
If the court date is scheduled on the employee’s scheduled day off and a shift adjustment is not an option, the employee shall be compensated at his/her regular rate of pay for a minimum of two (2) hours. The employee shall be paid for all time necessary for travel between the City and the court, and to attend the court appearance. The employee is responsible to provide a verifiable court generated document to validate the time in court.

Employees are responsible for notifying a supervisor and providing a copy of the court summons on the first regularly scheduled work date after receipt of the summons.

**C. Personal Court Appearance**

An employee summoned to attend any court proceeding due to personal reasons during his/her scheduled shift shall be required to use their accrued annual to cover the absence. If an employee does not have enough paid time to cover the absence, it will be unpaid. Employees must notify their supervisor and provide a copy of the court summons on the first regularly scheduled work date after receipt of the summons.

In the event an employee is legally subpoenaed to appear as a witness by SEIU for a matter before the Public Employment Relations Board or in a matter not related to his/her duties as a City employee, the employee should be granted the use of accrued annual leave time to comply with the directive of the subpoena.

**Article 19 – Off Duty Contact Pay**

Whenever an employee responds to a contact by the Department/City while on off-duty or standby status to take action needed to maintain the continuity of City business without the necessity of having to personally report for duty, such employee shall receive a minimum of one hour of compensation at the overtime rate of time and one-half, subject to the following limitations:

1. Only the first disturbance call made in any one (1) calendar day shall qualify for the minimum one hour of compensation described above. The time actually spent on such disturbance call will be considered hours worked for that workweek. Thereafter, compensation for all other qualifying disturbance calls totaling an aggregate of ten (10) minutes or more in that same calendar day shall be for actual time worked.

2. An employee contacted while off-duty concerning subsequent work scheduling shall not be eligible to receive compensation under this Article.
SECTION IV   BENEFITS


The City shall pay to the California Public Employees' Retirement System (CalPERS) on behalf of the employees that percentage of the employees' gross salary previously contributed by the employee. Currently the rate is seven percent of the employees' gross salary.

If an employee receives a merit increase, the City's/employee's dollar amount contribution to CalPERS on behalf of the employees shall be adjusted to reflect the increased salary.

If the required rate of contribution on behalf of the employees is altered, adjustments will be made as follows:

a. In the event the required rate of employee's contribution is raised, the employee's gross monthly salary shall be reduced an amount equal to but not greater than the dollar increase in contributions when applying the increased rate to the then current salary level;

b. In the event the required rate of employee's contribution is lowered, the employee's gross monthly salary shall be increased an amount equal to but not greater than the dollar decrease in contribution when applying the reduced rate to the existent salary level.

Effective June 21, 2010, current employees prior to July 1, 2010 shall make a CalPERS contribution in the amount of 3.97% of salary; employees hired on or after July 1, 2010 shall make a CalPERS contribution in the amount of 7% of salary. A resolution shall be adopted that allows the CalPERS contribution be made on a pre-tax basis.

Definitions

"New Member" is defined in the California Public Employees' Pension Reform Act of 2013 (PEPRA) as any of the following:

- A new hire who is brought into CalPERS membership for the first time on or after January 1, 2013, and who has no prior membership in any California public retirement system;

- A new hire who is brought into CalPERS membership for the first time on or after January 1, 2013, and who is not eligible for reciprocity with another California public retirement system;
A member who first established CalPERS membership prior to January 1, 2013, and who is rehired by a different CalPERS employer after a break in service of greater than six months.

Note: California Public Employees’ Retirement System (CalPERS) refers to all members that do not fit within the definition of a New Member as a “Classic Member.”

The City offers a defined retirement benefit plan through the California Public Employees’ Retirement System (CalPERS). An employee’s retirement benefit plan and there are three (3) tiers, will be based depending on the employee’s date of hire and whether the employee qualified as a “Classic” or “New Member” as those terms are, which defined the various retirement levels for the member’s retirement formula, final compensation calculation, and employee contribution/cost sharing as follows:

<table>
<thead>
<tr>
<th>Tier 1 Classic Member</th>
<th>2% @ 55</th>
<th>Hired prior to 7/1/2010/1/2013 and eligible transfers</th>
</tr>
</thead>
<tbody>
<tr>
<td>Classic Member</td>
<td>2% @ 55</td>
<td>Hired between 7/1/2010 and 12/31/2012 and reciprocal transfers and eligible rehires</td>
</tr>
<tr>
<td>New Member</td>
<td>2% @ 62</td>
<td>Hired on or after 1/1/2013</td>
</tr>
</tbody>
</table>

A. **Tier 1 Classic Members: 2% @ 55**

1. The following is a summary of Tier 1 CalPERS contract provisions for Classic Members:
   a. One Year Final Compensation - Single Highest Year
   b. 4th Level 1959 Survivor Benefits
   c. Military Service Credit as Prior Service
   d. Public Service Credit for Peace Corps or AmeriCorps Vista Service

2. Effective first payroll of March, 2014, General Unit employees in Tier 1 shall contribute an additional 1% of total pensionable income to their CalPERS retirement plan. The total employee contribution for Tier 1 employees will be 4.97%. Effective first payroll of March, 2014, the base salary of each such employee shall be increased by 1% to offset a portion of the employee’s retirement contribution.

3. Effective June 30, 2014, General Unit employees in Tier 1 shall contribute an additional 1.5% of total pensionable income to their CalPERS retirement plan. The total employee contribution for Tier 1 employees will be 6.47%. Effective June 30, 2014, the base salary of each such employee shall be increased by 1.5% to offset a portion of the employee’s retirement contribution.

4. Effective December 28, 2015, all General Unit employees in Tier 1 shall...
contribute an additional 0.53% to complete the full member contribution for the 2015-16 fiscal year. Effective June 27, 2016, and for each following fiscal year thereafter, all General Unit employees in Tier 1 shall pay the full member contribution for pension benefits according to the CalPERS actuarial published for each fiscal year. The contribution amount shall encompass the July 1 effective date each year, based on the Actuarial Studies. General Unit employees in Tier 1 member contribution shall not exceed 8% (PEPRA compliance). The City shall provide a copy of the Actuarial Study to SEIU Local 721 as soon as it is available to document the change.

B. Tier 2: 2% @ 55

1. The following is a summary of Tier 2 CalPERS contract provisions:

   a. One Year Final Compensation – Single Highest Year
   b. 4th Level 1959 Survivor Benefits
   c. Military Service Credit as Prior Service
   d. Public Service Credit for Peace Corps or AmeriCorps Vista Service

2. General Unit employees in Tier 2 shall contribute 7% of total pensionable income to their CalPERS retirement plan, which will apply toward the employee portion.

3. Effective first payroll of March, 2014, the base salary of each such employee shall be increased by 1% to offset a portion of the employee’s retirement contribution.

4. Effective June 30, 2014, the base salary of each such employee shall be increased by 1.5% to offset a portion of the employee’s retirement contribution.

5. Effective December 28, 2015, all General Unit employees in Tier 2 shall pay the full member contribution for pension benefits according to the CalPERS actuarial published for each fiscal year. The contribution amount shall encompass the July 1 effective date each year, based on the Actuarial Studies. General Unit employees in Tier 2 member contribution shall not exceed 8% (PEPRA compliance). The City shall provide a copy of the Actuarial Study to SEIU Local 721 as soon as it is available to document the change.

C.B. Tier 3 New Members: 2% @ 62

1. The following is a summary of Tier 3 CalPERS contract provisions for New Members:
2. **General Unit employees in Tier 3 New Members** shall contribute 7% of total pensionable income to their CalPERS retirement plan, which 6.25% will apply toward employee portion and 0.75% toward the City’s employer portion. New Members are required to contribute at least 50% of the normal costs, which are subject to change on an annual basis based on actuarial analysis.

3. Effective first payroll of March, 2014, the base salary of each such employee shall be increased by 1% to offset a portion of the employee’s retirement contribution.

4. Effective June 30, 2014, the base salary of each such employee shall be increased by 1.5% to offset a portion of the employee’s retirement contribution.

5. Effective December 28, 2015, all **General Unit employees in Tier 3 New Members** shall pay the full member contribution for pension benefits according to the CalPERS actuarial published for each fiscal year. The contribution amount shall encompass the July 1 effective date each year, based on the Actuarial Studies. **General Unit employees in Tier 3 New Member** member contribution shall not exceed 8% (PEPRA compliance). The City shall provide a copy of the Actuarial Study to SEIU Local 721 as soon as it is available to document the change.

---

**Article 2. – PEPRA and Transit Employees**

**P.E.R.S. 2% @ 55**

Within 30 days of receiving an actuarial study on the P.E.R.S. 2% @ 55 benefit, the City shall schedule a meeting with S.E.I.U. to discuss the desirability and affordability of implementing Section 21354 (2% @ 55) of the Public Employees’ Retirement System.

The parties agree to come together, to include designated Management representatives if so desired, no later than December 31, 2007 to discuss issues pertaining to retirement.

Following ratification and adoption of the MOA by SEIU 721 and the City, the parties agree to meet and confer within 30 days of a subsequent court or other federal or state
ruling regarding the Public Employee Pension Reform Act (PEPRA) specific to Transit employees.

**Article 2. - Survivor Benefit**

Effective July 3, 2000, the City shall amend its contract with P.E.R.S. to provide “fourth level” survivors’ benefits, pursuant to the provision of Section 21574 of the California Government Code.

**Article 3. - Holidays**

The following are recognized holidays for regular, full-time employees:

- January 1 - New Year's Day
- Third Monday in January - Dr. Martin Luther King Jr. Day
- Third Monday in February - President's Day
- Last Monday in May - Memorial Day
- July 4 - Independence Day
- First Monday in September - Labor Day
- November 11 - Veteran's Day
- Thanksgiving Day
- Day after Thanksgiving
- December 24 - Christmas Eve
- December 25 – Christmas

Effective January 1, 2014 if any other City bargaining unit receives another holiday during the life of the MOA, the general unit will also receive equivalent holiday time.

**The City and General Unit Employees agree that assigned to facilities other than City Hall shall work their regularly assigned schedule, subject to the following:**

- if December 24th falls on a Wednesday, then the Christmas Eve holiday will be observed on December 26th;
- if the Christmas Eve holiday falls on a Friday, then the added Christmas Eve holiday will be observed on December 23rd;
- if the Christmas Eve holiday falls on a Sunday, then the added Christmas Eve holiday will be observed on December 22nd.

**Effective October 1, 1992, the City will implement a method of recording accrued holiday time on pay check stubs for those General Unit Employees assigned to work a 9-80 alternate work schedule.**

Effective July 1, 2010, the total 88-hour holiday benefit shall be reduced by 18 hours, 2 hours each from New Year’s Day, Dr. Martin Luther King Jr. Day, President’s Day, Memorial Day, Labor Day, Veteran’s Day, Thanksgiving Day, the Day After Thanksgiving, and December 24, 2010.
Effective July 1, 2011, the total 88-hour holiday benefit shall be reduced by 16 hours, 2 hours each from New Year’s Day, Dr. Martin Luther King Jr. Day, President’s Day, Memorial Day, Independence Day, Labor Day, Veteran’s Day, and Thanksgiving Day, for the last two years of the Memorandum of Agreement.

Effective with the January 15, 2016 pay check, and with the first January pay check of each year thereafter, Regular full-time employees shall receive an 8-hour floating holiday shall be added for use by all regular full-time employees. Regular part-time employees shall receive a pro-rated floating holiday benefit based on their part-time status (i.e., a 50% part-time employee will receive 4 hours.) The floating holiday benefit may be used by employees in whole or in part at any time during the calendar year for which it is granted, however it may not be cashed out. Any part of the floating holiday benefit that is not used will expire at the end of the calendar year. The use of floating holidays is subject to the scheduling provisions of Section IV, Article 15, Annual Leave.
Article 4. - Medical, Dental and Vision Care Insurance

The City and General Unit Employees agree to meet and confer on changes in health or dental plan providers or the addition of alternate plans.

The City and General Unit Employees agree to discontinue the City-paid health insurance contribution after an employee has been on leave without pay for twelve months.

FOR HISTORICAL PURPOSES ONLY
In the event of a statutory mandate reducing the City’s financial obligation to fund vision, dental, or medical insurance, the parties agree that the difference in cost between the lower mandated level and the previous level shall continue to be allocated to the Unit. In such circumstance the parties agree to meet and confer regarding the disposition of these funds.

The parties agree to creation of an "Insurance Committee" with voting members representing identifiable groups of employees who are parties of interest in the insurance plans. It is further agreed that this Committee will deliberate over issues central to the provision of insurance benefits and make non-binding recommendations to the City Manager and City Council. It is understood that activities of the Committee will be totally unrelated to collective bargaining, and specifically to the funding of the insurance programs.

The parties agree that any insurance provider invited to bid on medical insurance coverage beginning with the new plan year in 1995 will be asked to submit quotes for both a 12 and 18 month period.

Medical Insurance

FOR HISTORICAL PURPOSES ONLY
Effective for the premiums due on and after January 1, 2011, 2012, 2013, the City shall make a monthly contribution toward the payment of premiums under the current health plans as follows:
FOR HISTORICAL PURPOSES ONLY

<table>
<thead>
<tr>
<th>Coverage</th>
<th>2011</th>
<th>2012</th>
<th>2013</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee Only</td>
<td>$472.00</td>
<td>$472.00</td>
<td>$472.00</td>
</tr>
<tr>
<td>Employee Plus One</td>
<td>$924.00</td>
<td>$924.00</td>
<td>$924.00</td>
</tr>
<tr>
<td>Employee Plus Two or More</td>
<td>$1,340.00</td>
<td>$1,340.00</td>
<td>$1,340.00</td>
</tr>
</tbody>
</table>

If any surplus funds exist due to savings generated by actual premiums that are lower than the City's contribution, the City shall calculate the savings and allow S.E.I.U. representatives to increase the City's contribution to medical insurance for one year by that amount in one-year increments beginning January 1, 2012 and January 1, 2013. Any surplus funds not used to increase the City's contribution shall be used to increase the City's contribution in a future year. Should there be no cost savings generated, the City contribution amount will revert to the City contribution provided above.

Effective for the premiums due on and after January 1, 2007, 2008, 2009, and 2010, the City shall adjust its maximum monthly amount of contribution to the current health plans to the following amounts:

<table>
<thead>
<tr>
<th>Coverage</th>
<th>2007</th>
<th>2008</th>
<th>2009</th>
<th>2010</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee Only</td>
<td>$380.00</td>
<td>$395.00</td>
<td>$433.00</td>
<td>$472.00</td>
</tr>
<tr>
<td>Employee Plus One</td>
<td>$736.00</td>
<td>$788.00</td>
<td>$854.00</td>
<td>$924.00</td>
</tr>
<tr>
<td>Employee Plus Two or More</td>
<td>$1,052.00</td>
<td>$1,122.00</td>
<td>$1,230.00</td>
<td>$1,340.00</td>
</tr>
</tbody>
</table>

Effective January 1, 2014, the City will contract with the Public Employees' Retirement System (CalPERS) for medical insurance coverage through the Public Employees' Medical and Hospital Care Act ("PEMHCA"). Eligible new hires are covered under the program on the first day of the month following enrollment.

For employees enrolled in a CalPERS plan, the City shall pay the required PEMHCA statutory minimum on behalf of each employee participant. A participant is defined as:

1. An enrolled employee and eligible dependents;
2. An enrolled retiree and eligible dependents; and
3. A surviving annuitant.

The PEMHCA minimum contribution will apply only toward the medical insurance premium for a CalPERS Health plan. If an employee chooses not to enroll in a
CalPERS Health plan, the PEMHCA minimum contribution cannot be used for any other purpose.

If CalPERS changes any of the medical insurance plans by either adding to or deleting the plan options described above, employees will be limited to those plan options offered by CalPERS.

FOR HISTORICAL PURPOSES ONLY

**Flexible Benefit**

The City shall provide flexible benefits of $60.00 per month for each General Unit Employee, which may be applied toward medical, dental, vision premiums, deferred compensation or cash.

Effective July 3, 2000, the City shall increase the flexible benefits amount by $25.00, to a total of $85.00 per month for each General Unit Employee.

Effective July 2, 2001, the City shall increase the flexible benefits amount by $25.00, to a total of $110.00 per month for each General Unit Employee. As an alternative, S.E.I.U. may determine to instead apply the flexible benefits adjustment to adjust the City’s aggregate contribution to medical insurance.

Effective for the premiums due on and after January 1, 2006, the City shall increase the flexible benefits amount by $10.00, to a total of $122.50 per month for each General Unit employee.

Effective January 1, 2014, eligible regular employees shall be provided with a flexible benefit package (Simi Flex dollars, described in the table for calendar year 2014), which may be used by the employee to offset the cost of medical, dental, or vision insurance, or other optional benefits. The Simi Flex amount will vary depending upon the medical plan and coverage level selected. It is agreed that the monthly Simi Flex will not exceed $1,422.30 per month, per employee, not including the PEHMCA minimum, with a maximum cash amount of $201.30 per month, per employee.

If an employee chooses not to enroll in a health plan, the employee will only receive Simi Flex in the amount of $201.30 per month.

Effective January 1, 2015, the monthly Simi Flex will be increased by $50.00, not to exceed $1,472.30 per month, per employee, not including the PEHMCA minimum, with a maximum cash amount of $251.30 per month. If an employee chooses not to enroll in a health plan, the employee will only receive Simi Flex in the amount of $251.30 per month.
FOR HISTORICAL PURPOSES ONLY

Health Maintenance Organization - The City shall make available as an alternate health care plan, a type of medical care plan known as a "Health Maintenance Organization" (H.M.O.) by January 1, 1985. City contributions toward such alternate coverage shall not exceed the contributions then in effect for Indemnity-type plan coverage.

Dental and Vision Insurance

The City shall add vision care coverage for General Unit Employees. Such coverage shall be for employees only. Benefit levels shall be equivalent to the group vision care benefits then in effect for Management-designated employees of the City.

The City shall extend the coverage under the current vision plan to include all eligible dependents of General Unit Employees enrolled in the vision plan, and shall increase the amount of the City's contribution as necessary therefor.

The City shall modify the existing dental insurance plan for General Unit Employees to include a "usual, customary and reasonable" (UCR) fee schedule.

Effective July 1, 1997, the City will offer the Delta Care dental plan option to General Unit Employees. To the extent employees change their enrollment from the Delta Preferred Option to the Delta Care Plan, the difference in premium cost for dental coverage may be used to further adjust the City's aggregate contribution to medical insurance.

On July 5, 1999, the City agrees to amend its dental contribution to add orthodontics (children only) for a 50/50 payment to a lifetime maximum of $1,000 per patient with no additional City contributions thereafter.

Effective for the premiums due on and after January 1, 2003, the City shall increase its contribution to dental coverage from $84.02 to $92.42 per employee per month and to vision insurance from $17.48 to $18.35 per month or the actual premium for each General Unit Employee, not to exceed .19% of one year's total compensation for the General Unit.

Effective for the premiums due on and after January 1, 2004, 2005, and 2006, the City shall pay increased premiums not to exceed .19% of that year's total compensation for the General Unit. If the increase in any year should be less than .19%, at the Union's option, any remaining balance shall be allocated to medical insurance premiums or the flexible benefits contribution.
Effective for the premiums due on and after January 1, 2007, 2008, 2009, and 2010, the City shall increase its contribution to dental and vision coverages by an amount up to .05% total compensation.

Effective for the premiums due on and after January 1, 2011, 2012, and 2013, the City shall make a monthly contribution to dental coverage in the amount of $97.36 per employee and a monthly contribution to vision insurance in the amount of $21.00 per employee.

Simi Flex Benefit

In addition to the required statutory PEMHCA contribution, eligible regular employees shall be provided with a flexible benefit package paid by the City for medical, dental, and vision, insurances, the City provides a (Simi Flex cash benefitdollars, described in the chart below), that which may be used by the employee to offset the employee’s cost of medical, dental, and/or vision insurance and other optional benefits.

For the 2018 and 2019 and 2020 and 2021 plan years (beginning with the first pay period in December of each year), the City shall adjust the Simi Flex amounts (excluding opt-out Simi Flex) by 80% of the average change in employee out-of-pocket medical plan costs (increase or decrease, as applicable) for the five HMO medical plans with the highest General Unit enrollment in the prior year (e.g., for 2019 = Kaiser, Anthem Traditional, Anthem Select, Blue Shield Access+, and UnitedHealthcare HMO plans). This is consistent with the agreement reached in 2016 that future increases would be split at an 80% / 20% basis. The rates based on the 80% / 20% split begin on the following page.

For the 2018 health plan year (beginning with the first pay period in December 2017), the Simi Flex amounts will increase by 80% of the average change in the employee out-of-pocket medical plan costs for the Kaiser, Anthem Traditional, Anthem Select, Blue Shield Access+, and UnitedHealthcare HMO plans. The rates based on the 80% / 20% split begin on the following page.

Effective as soon as the City is able to make the necessary system changes, only the remaining Simi Flex cash balance (not to exceed $251.30 per month) or Opt-Out amount ($251.30 per month) will appear on the employee paystub under income. The remaining amount of Simi Flex will be reflected on the employee paystub under “Employer Contributions”.

SEIU MOA 7/1/19 – 6/30/21
Resolution 2019-XX
<table>
<thead>
<tr>
<th>HMO</th>
<th>Full Premium</th>
<th>PEMHCA Minimum</th>
<th>EE Pays</th>
<th>Simi Flex (Traditional 80-20)</th>
<th>EE out-of-pocket or credit from prior year*</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Anthem Traditional</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2017-2019 EE</td>
<td>$713.688787.48</td>
<td>$128136.00</td>
<td>$585.742486.18</td>
<td>$685.52736.96</td>
<td>($99.84552)</td>
</tr>
<tr>
<td>EE+1</td>
<td>$1,427.38756.96</td>
<td>$128136.00</td>
<td>$1,299.38620.96</td>
<td>$1,226.56325.84</td>
<td>($72.82851.12)</td>
</tr>
<tr>
<td>Family</td>
<td>$1,855.582284.05</td>
<td>$128136.00</td>
<td>$1,727.582148.04</td>
<td>$1,695.92839.91</td>
<td>($311.66308.13)</td>
</tr>
<tr>
<td>2018-2020 EE</td>
<td>$784.72934.95</td>
<td>$133139.00</td>
<td>$651.72795.94</td>
<td>$713.78790.90</td>
<td>($62.06504)</td>
</tr>
<tr>
<td>EE+1</td>
<td>$1,569.44869.9</td>
<td>$133139.00</td>
<td>$1,436.44730.90</td>
<td>$1,287.07446.13</td>
<td>($149.37284.77)</td>
</tr>
<tr>
<td>Family</td>
<td>$2,040.27430.87</td>
<td>$133139.00</td>
<td>$1,907.272291.86</td>
<td>$1,775.79984.00</td>
<td>($311.48307.86)</td>
</tr>
<tr>
<td><strong>Anthem Select</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2017-2019 EE</td>
<td>$592.78627.07</td>
<td>$128136.00</td>
<td>$464.78941.07</td>
<td>$685.52736.96</td>
<td>$220.74245.89</td>
</tr>
<tr>
<td>EE+1</td>
<td>$1,185.56254.14</td>
<td>$128136.00</td>
<td>$1,057.56118.14</td>
<td>$1,226.56335.84</td>
<td>$169.00127.70</td>
</tr>
<tr>
<td>Family</td>
<td>$1,541.22643.38</td>
<td>$128136.00</td>
<td>$1,413.2294.38</td>
<td>$1,664.52475.68</td>
<td>$251.30</td>
</tr>
<tr>
<td>2018-2020 EE</td>
<td>$660.17654.04</td>
<td>$133139.00</td>
<td>$527.47155.04</td>
<td>$713.78766.34</td>
<td>$186.61251.30</td>
</tr>
<tr>
<td>EE+1</td>
<td>$1,320.34308.08</td>
<td>$133139.00</td>
<td>$1,187.34169.09</td>
<td>$1,287.07420.38</td>
<td>$99.73251.30</td>
</tr>
<tr>
<td>Family</td>
<td>$1,716.44700.50</td>
<td>$133139.00</td>
<td>$1,583.44561.50</td>
<td>$1,775.79812.80</td>
<td>$192.35251.30</td>
</tr>
<tr>
<td><strong>BlueShield Access+</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2017-2019 EE</td>
<td>$675.98669.75</td>
<td>$128136.00</td>
<td>$547.98533.74</td>
<td>$685.52736.96</td>
<td>$137.54203.22</td>
</tr>
<tr>
<td>EE+1</td>
<td>$1,351.96339.50</td>
<td>$128136.00</td>
<td>$1,223.96203.50</td>
<td>$1,226.56335.84</td>
<td>$2.60132.34</td>
</tr>
<tr>
<td>Family</td>
<td>$1,757.55741.35</td>
<td>$128136.00</td>
<td>$1,629.55605.34</td>
<td>$1,695.92389.91</td>
<td>$66.37234.57</td>
</tr>
<tr>
<td>2018-2020 EE</td>
<td>$613.29909.87</td>
<td>$133139.00</td>
<td>$480.29770.86</td>
<td>$713.78790.90</td>
<td>$233.4920.04</td>
</tr>
<tr>
<td>EE+1</td>
<td>$1,226.58819.74</td>
<td>$133139.00</td>
<td>$1,093.58680.74</td>
<td>$1,287.07446.13</td>
<td>($193.49234.61)</td>
</tr>
<tr>
<td>Family</td>
<td>$1,594.55236.66</td>
<td>$133139.00</td>
<td>$1,461.55226.66</td>
<td>$1,775.79848.04</td>
<td>($251.30242.66)</td>
</tr>
<tr>
<td><strong>UnitedHealthcare</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2017-2019 EE</td>
<td>$545.79669.61</td>
<td>$128136.00</td>
<td>$417.70533.60</td>
<td>$669.00736.96</td>
<td>$251.30203.36</td>
</tr>
<tr>
<td>EE+1</td>
<td>$1,091.42339.22</td>
<td>$128136.00</td>
<td>$963.421203.22</td>
<td>$1,214.72335.84</td>
<td>$251.30132.62</td>
</tr>
<tr>
<td>Family</td>
<td>$1,418.84740.99</td>
<td>$128136.00</td>
<td>$1,290.84604.98</td>
<td>$1,542.14839.91</td>
<td>$251.30234.93</td>
</tr>
<tr>
<td>2018-2020 EE</td>
<td>$602.76067.60</td>
<td>$133139.00</td>
<td>$469.78532.60</td>
<td>$713.78783.90</td>
<td>$244.00251.30</td>
</tr>
<tr>
<td>EE+1</td>
<td>$1,205.56343.20</td>
<td>$133139.00</td>
<td>$1,072.56204.20</td>
<td>$1,287.07446.13</td>
<td>$214.51241.93</td>
</tr>
<tr>
<td>Family</td>
<td>$1,567.23746.16</td>
<td>$133139.00</td>
<td>$1,434.23607.16</td>
<td>$1,775.79858.46</td>
<td>$251.30</td>
</tr>
<tr>
<td><strong>Kaiser</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2017-2019 EE</td>
<td>$573.88618.64</td>
<td>$128136.00</td>
<td>$445.88482.64</td>
<td>$685.52733.94</td>
<td>$239.64251.30</td>
</tr>
<tr>
<td>EE+1</td>
<td>$1,447.78237.28</td>
<td>$128136.00</td>
<td>$1,019.78101.28</td>
<td>$1,226.56335.84</td>
<td>$206.78234.56</td>
</tr>
<tr>
<td>Family</td>
<td>$1,492.10608.46</td>
<td>$128136.00</td>
<td>$1,364.10472.46</td>
<td>$1,615.40723.76</td>
<td>$251.30</td>
</tr>
<tr>
<td>2018-2020 EE</td>
<td>$642.70645.24</td>
<td>$133139.00</td>
<td>$509.70506.24</td>
<td>$713.78757.54</td>
<td>$204.08251.30</td>
</tr>
<tr>
<td>EE+1</td>
<td>$1,285.40290.48</td>
<td>$133139.00</td>
<td>$1,152.40151.48</td>
<td>$1,287.07402.78</td>
<td>$134.67251.30</td>
</tr>
</tbody>
</table>
**Article 5. - Retiree Medical Insurance**

The parties agree that on or after the effective date of this Agreement all General Unit Employees who retire after the effective date hereof with at least 5 years of permanent employment are eligible for CalPERS Region 2 premiums for PersCare, PersChoice, and PersSelect medical plans. Rates for the 2018-2019 and 2019-2020 plan years are shown in the table below. Rates for PersSelect are based on the assumption that the 2019-2020 rate will be applied retroactively to the 2018-2019 plan year.

*Beyond the cost of the medical premium, cash paid to employees may be used to offset the cost of dental or vision insurance and other benefits (i.e. Section 125 costs, dependent care, Aflac plans, etc.)

2020 amounts shown in the table are based upon CalPERS Region 2 premiums. Refer to CalPERS Region 3 cost sheets supplied by the City to determine applicable amounts in that area.

* Employee Out-of-Pocket Medical Plan Cost is the full plan premium minus the City’s medical contribution (PEMHCA monthly minimum). The maximum cash in lieu for any plan will not exceed $251.30.

<table>
<thead>
<tr>
<th>Medical Plan Coverage</th>
<th>2017-2019 Simi Flex*</th>
<th>2018-2020 Simi Flex*</th>
<th>2019-2021 Simi Flex*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Opt Out of Medical</td>
<td>$251.30</td>
<td>$251.30</td>
<td>$251.30</td>
</tr>
</tbody>
</table>

* Simi Flex amounts for part-time employees are pro-rated according to the percentage of full-time work schedule assigned.

---

**SEIU MOA 7/1/19 – 6/30/21**

Resolution 2019-XX
full-time City employment will be allowed to continue insurance coverage at the retiree's cost under the City insurance plans for a period of up to 5 years or age 65, whichever is earliest. It is understood that the City will make no financial contribution to the premiums for this insurance coverage.
The City shall place in a trust fund for the purposes of paying the medical insurance premiums for employees who retire on or after July 1, 2002 an amount equal to one percent for each year of the MOA of total annual salary paid to the General Unit employees. This amount shall be used in all future calculations of total compensation analysis. The disbursement of any monies from this account shall be mutually agreed to between the City and Union in accordance with an actuarial study. City agrees to retain actuarial consultant by September 15, 2002.

**Benefit Period**

General Unit employees who retire from the City of Simi Valley after July 1, 2002 and were hired prior to July 1, 2010 may select one of the following options for health coverage:

**Option One**

The City shall contribute the benefit amount described below for employee-only coverage for active General Unit employees on the City’s group health plan for a period of 24 months for retirees that served ten (10) years with the City prior to retirement. Retirees who served more than 10 years with the City prior to retirement will receive an additional four (4) months of coverage for each additional year of service. The maximum benefit a retiree can receive shall be eight (8) years of coverage, including the initial 24-month period.

<table>
<thead>
<tr>
<th>Years of Service</th>
<th>Benefit Duration</th>
<th>Years of Service</th>
<th>Benefit Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>10</td>
<td>2 years</td>
<td>20</td>
<td>5 years 4 months</td>
</tr>
<tr>
<td>11</td>
<td>2 years 4 months</td>
<td>21</td>
<td>5 years 8 months</td>
</tr>
<tr>
<td>12</td>
<td>2 years 8 months</td>
<td>22</td>
<td>6 years</td>
</tr>
<tr>
<td>13</td>
<td>3 years</td>
<td>23</td>
<td>6 years 4 months</td>
</tr>
<tr>
<td>14</td>
<td>3 years 4 months</td>
<td>24</td>
<td>6 years 8 months</td>
</tr>
<tr>
<td>15</td>
<td>3 years 8 months</td>
<td>25</td>
<td>7 years</td>
</tr>
<tr>
<td>16</td>
<td>4 years</td>
<td>26</td>
<td>7 years 4 months</td>
</tr>
<tr>
<td>17</td>
<td>4 years 4 months</td>
<td>27</td>
<td>7 years 8 months</td>
</tr>
<tr>
<td>18</td>
<td>4 years 8 months</td>
<td>28 or more</td>
<td>8 years (maximum)</td>
</tr>
<tr>
<td>19</td>
<td>5 years</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Option Two**

The City shall contribute the benefit amount described below for employee-plus-one coverage for active General Unit employees on the City’s group health plan for a period of 12 months for retirees that served ten (10) years with the City prior to retirement. Retirees who served more than 10 years with the City prior to retirement will receive an additional two (2) months of coverage for each additional year of service. The maximum benefit a retiree can receive shall be four (4) years of coverage, including the initial 12-month period.
<table>
<thead>
<tr>
<th>Years of Service</th>
<th>Benefit Duration</th>
<th>Years of Service</th>
<th>Benefit Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>10</td>
<td>1 year</td>
<td>20</td>
<td>2 years 8 months</td>
</tr>
<tr>
<td>11</td>
<td>1 year 2 months</td>
<td>21</td>
<td>2 years 10 months</td>
</tr>
<tr>
<td>12</td>
<td>1 year 4 months</td>
<td>22</td>
<td>3 years</td>
</tr>
<tr>
<td>13</td>
<td>1 year 6 months</td>
<td>23</td>
<td>3 years 2 months</td>
</tr>
<tr>
<td>14</td>
<td>1 year 8 months</td>
<td>24</td>
<td>3 years 4 months</td>
</tr>
<tr>
<td>15</td>
<td>1 year 10 months</td>
<td>25</td>
<td>3 years 6 months</td>
</tr>
<tr>
<td>16</td>
<td>2 years</td>
<td>26</td>
<td>3 years 8 months</td>
</tr>
<tr>
<td>17</td>
<td>2 years 2 months</td>
<td>27</td>
<td>3 years 10 months</td>
</tr>
<tr>
<td>18</td>
<td>2 years 4 months</td>
<td>28 or more</td>
<td>4 years (maximum)</td>
</tr>
<tr>
<td>19</td>
<td>2 years 6 months</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Benefit Amount**  
2014-03, 2015-61, **2019-XX**
For the 2014 and 2015 Plan Years, the City shall pay an amount equal to the premium of the Anthem HMO Select medical plan for the General Unit and the retiree will be responsible for the difference between the actual premium rate for the health coverage selected and the retiree benefit amount.

If the retiree elects Medicare supplement coverage during the applicable benefit duration, the City will pay the amount of that premium on the retiree's behalf for the remainder of the benefit duration. In no event, however, will the City-paid benefit amount exceed the premium of the lowest cost **under 65** medical plan with CalPERS.

For the 2016 and 2017 Plan Years, the City shall reimburse to an eligible retiree an amount equal to the average premium (CalPERS Los Angeles City's Designated Region as determined by CalPERS) of all Anthem HMO, Blue Shield HMO, and Kaiser HMO medical plans, or the actual premium amount of the selected medical plan, whichever is less. Retirees shall pay premium amounts that exceed the City’s reimbursement as described in this paragraph.

**Benefit Options**  
2014-03, **2019-XX**
Eligible retired **General Unit** employees have the option of paying for health coverage beyond the benefit duration provided by the City in accordance with PEMHCA regulations.

Retired **General Unit** employees may elect to participate in the City’s group dental and vision plans, at the prescribed premium rates with no City contribution. These plans must be purchased together in accordance with carriers’ terms.

**2006-38, 2019-XX**
The City shall place in a trust fund for the purposes of paying the medical insurance premiums for employees who retire on or after July 1, 2006 an amount equal to .25 percent for each year of the MOA of total annual salary paid to the **General Unit** employees. This amount shall be used in all future calculations of total compensation analysis. The disbursement of any monies from this account shall be mutually agreed to between the City and Union in accordance with an actuarial study. City agrees to
retain actuarial consultant at City’s expense by August 15, 2006. In no event shall
eretiree medical benefits paid exceed the available resources in this account, nor shall
any liabilities be incurred by the City therefore.
The City shall place in the existing trust fund for the purposes of paying the medical insurance premiums for employees who retire after July 1, 2002 and were hired on or before June 30, 2010, an amount equal to one percent of total annual salary paid to the General Unit employees. Employees hired on or after July 1, 2010 shall not be eligible to receive a retiree medical benefit. If the City’s actuarial study shows more than 1% of salary is needed to fully fund this benefit, then S.E.I.U. agrees to meet and confer in order to either reduce the benefit or increase the payment in order to fully fund the benefit. In no event shall retiree medical benefits paid exceed the available resources in this account, nor shall any liabilities be incurred by the City therefore.

Effective January 1, 2014, the City will contract with the Public Employees’ Retirement System for medical insurance through the Public Employees Medical and Hospital Care Act (“PEMHCA”). All benefits shall be provided in accordance with PEMHCA regulations.

For eligible retirees enrolled in a CalPERS plan, the City shall pay the required statutory minimum on behalf of each eligible retiree. The City shall pay up to the lowest cost medical plan for General Unit employees hired prior to July 1, 2010 in accordance with the above provision for Option 1 and 2 above. Any amount due a retiree above the minimum contribution will be reimbursed through a Retirement Health Savings Plan (RHS). The minimum contribution will apply only toward the medical insurance premium for a CalPERS Health plan. If an employee chooses not to enroll in a CalPERS Health plan, the minimum contribution cannot be used for any other purpose.

If CalPERS changes any of the medical insurance plans by either adding to or deleting the plan options described above, employees will be limited to those plan options offered by CalPERS.

During the 2010 Bargaining process, it was agreed by the parties to include language codifying the joint agreement to continue the retiree medical trust fund contribution by the City so that the future negotiations for this benefit would not be required. Due to an oversight by the parties, it was not included in the printed copy. This is now corrected to reflect the intent of the parties to continue this ongoing benefit with the City’s continued contribution to the existing trust fund, if necessary.

The City shall maintain the existing trust fund for the purposes of paying the medical insurance premiums for employees who retire after July 1, 2002 and were hired before June 30, 2010. No further employee contributions will be required for retiree medical benefits vested through December 31, 2013. However, employee contributions for “CalPERS” retiree medical benefits vested beginning January 1, 2014, will be subject to collective bargaining.

At the time of release of the next actuarial study for January 2015, the City and the S.E.I.U. will meet and discuss distribution up to the one percent (1%) pre-tax
contribution to the negotiated base salary in the 2010 MOA, if not necessary to maintain
the retiree Medical benefit pre-2010 in Fund 297 or the Trust.

Article 6. - Life Insurance

Effective January 1, 2018, the City shall increase the amount of group term life insurance coverage to $101,000 for each General Unit Employee, and $5,000 for eligible dependents of each such employee. The City shall pay the premium for such increased life insurance coverage.
Article 7. - IRS Section 125 Plan

The City shall implement a Section 125 pre-tax benefit deduction plan for General Unit Employees. In addition, the City shall establish payroll deductions for the following types of supplemental benefit plans offered by Colonial Life and Accident Insurance Company: life insurance (whole and/or term); cancer insurance; and accident/sickness insurance (short term only). Such plans shall not compete with nor supplant group benefit plans presently provided by the City. General Unit Employees will be authorized a maximum of 30 minutes release-time to meet with representatives of Colonial Life and Accident Insurance Company for the purpose of enrolling in the Section 125 Plan and/or supplemental benefit plan(s).

Effective January 1, 1997, the City will expand the Section 125 Plan to include a medical care reimbursement program component subject to terms currently provided under the dependent care reimbursement program.

Article 8. - Long Term Disability Insurance

The City shall eliminate the long-term disability insurance plan at earliest time in accordance with contractual arrangement between the City and the insurance carrier.

Article 9. - State Disability Insurance

The City shall elect participation for represented General Unit Employees in the State Disability Insurance program.

Article 10. - Industrial Sick Leave

In the event that an General Unit Employee is absent from work as a result of an injury or illness which is accepted by the City as occurring or arising out of the course of his or her employment with the City, industrial sick leave shall be granted. Such leave shall begin on the first full workday after the City's acceptance. The maximum amount of industrial sick leave shall be three days for each occurrence. Industrial sick leave is provided in addition to Annual Leave; however, compensation shall not exceed the employee's normal compensation.

Article 11. - Employee Assistance Program

The City shall select and implement an Employee Assistance Program for use by General Unit Employees. Details of the Employee Assistance Program shall be set forth in the City of Simi Valley Employee's Manual.

Article 12. - Employee Attire

Beginning July 1, 2013, all Transit Coach Operators in part-time positions on the first day of the month shall receive $25.00 per month in compensation for Uniform Maintenance and Shoe Allowance, payable on the second paycheck of the month.
Uniforms for Transit Coach Operators, Police Service Assistants Officers, and Police Dispatchers/Trainees - The City shall provide an initial issuance of a total of five pants/shirts to Transit Coach Operators, Police Service Assistants Officers, and Police Dispatchers/Trainees.
Beginning July 1, 2013, all Police Service Assistants, Transit Operations Assistants, and Transit Coach Operators in permanent full-time positions on the 1st day of the month shall receive $40.00 per month in compensation for Uniform Maintenance and Shoe Allowance, payable with the second paycheck of each month.

All Police Dispatchers/Trainees in part-time permanent positions on the 1st day of the month shall receive $25.00 per month, and Police Dispatchers/Trainees in full-time positions shall receive $40.00 per month, for Uniform Maintenance and Shoe Allowance, payable with the second paycheck of each month.

Uniforms for other General Unit - The City shall provide at least five uniform sets and maintenance of such for those General Unit employees so designated in “Attachment 2”. Employees who are provided with uniforms shall be required to wear uniforms during all working hours. Uniform replacement shall be provided by the City if and when the City determines replacement to be necessary.

Department Policy, 2015-61, 2017-40

Public Works Maintenance Division:
- Street Maintenance Section
- Traffic Maintenance Section
- Storm Drain Maintenance Section
- Custodial Section
Waterworks Division:
- Customer Service Section (field employees)
- Plant Operator I/II/III

Sanitation Division:
- Operations and Maintenance Sections, except when employees are (a) handling or are in proximity to liquid sludge, or caustic/acid chemicals or, (b) in proximity to heated metal surfaces, such as blowers, pumps, etc., or (c) entering into confined spaces.

Line Maintenance Crews:
- Except when employees are required to enter manholes or other confined spaces.

Transit Division:
- Transit Coach Operators

The City will procure two pairs of standard issue shorts, on an annual basis, for all employees who request shorts, currently have City-provided uniforms and are included on the above "shorts approved" lists. Only the issued shorts may be worn on the job.

Non-Uniform Shorts - Non-Uniformed Public Works Inspectors and Building and Safety Inspectors may wear their own shorts during working hours.

Employees in these job classifications desiring to wear shorts, may wear those which are neatly maintained and present an acceptable public image. Acceptable shorts are walking shorts, with pockets, in a solid, conservative color. Specifically excluded are "surfer" shorts, multi-color shorts, gym shorts without pockets, or other shorts which do not resemble the City standard-issue shorts. Non-uniformed employees shall also wear shirts which present an acceptable public image. Acceptable shirts shall be conservative and muted in color. Shirts such as T-shirts, and those with no collars, are specifically excluded.

The wearing of Uniform Shorts or Non-Uniform Shorts may be suspended by the immediate supervisor in consideration for safety concerns on a specific work day(s). Safety concern examples would include employee’s proximity to caustic/acid chemicals, hot asphalt/paving material, concrete mixing/pouring, heated or sharp metal surfaces, or similar hazards. All other employees are prohibited from wearing shorts during working hours.

The contract with Prudential for uniform services expires on January 17, 2020. A workgroup of SEIU representatives, City Department staff and an HR representative will convene for uniform options prior to the renewal or issuance of an RFP for the uniform contract.
Article 1312. - Safety Boot/Footwear Allowance

The City shall provide an initial pair of safety boots to those General Unit employees so-in the classifications designated in “Attachment 3”, at time of hire. The boots provided will be safety boots that meet Cal-OSHA requirements. A replacement pair of boots shall also be provided by the City as it may determine is needed; however, the City shall not replace said boots more often than once every two years.

Effective July 1, 2013, the City shall provide a Safety Boot/Footwear Allowance in the amount of $175.00 per year, to be used by the employee as required by the City, Cal-OSHA requirements and meeting standards established by the City. The Allowance shall be prorated, based on date of hire, during the first year of employment. Payment shall be paid by January 15th of every year. Those General Unit classifications designated as eligible for said safety boot allowance are listed in “Attachment 3” to this MOA. Attachment 3 will be amended to include Waterworks Meter Reader. Failure of an employee listed in Attachment 3 to wear appropriate Safety Boots/Footwear when on duty may result in Disciplinary Action for violation of City Safety Policies.

Appropriate Safety Boots/Footwear shall mean boots/footwear that meets the safety or protection requirements of all jobs to be performed by the worker during a particular shift or job assignment. Footwear, including shoes or boots, shall be durable and designed for protection against potential workplace hazards. For example, it may be necessary to use footwear that provides toe protection from rolling or crushing objects and be equipped with a sole plate that resists penetration by sharp objects. In some applications shoes should be nonconductive where there is possibility of electrical hazards. Other examples include protection for slippery surfaces or chain saw protection. The boots/footwear should be immediately available for use by the employee, e.g., onsite or in their vehicle, in the event their job assignment changes during their shift.

Example: A Meter Reader would not be required to wear safety boots/footwear while conducting meter reads. However, if a Meter Reader is called out to assist in a meter replacement and/or move a meter box Safety Boots/Footwear would be required and would therefore need to be in the vehicle, ready for use.

Article 14. - Child Care

The City will conduct a survey of all City employees regarding child care by June 2018. The results shall be provided in a written report to the City Manager and communicated to designated General Unit representatives.

Article 1513. - Annual Leave

The City and General Unit Employees agree to eliminate the Sick Leave (exclusive of Industrial Sick Leave) and Vacation programs and amend the applicable provisions of
the Employees’ Manual to implement a program of Annual Leave for General Unit Employees.

Regular, General Unit Employees shall accrue Annual Leave with pay to be used for vacation, illnesses and other personal reasons. General Unit Employees accrue paid leave as provided by the following policy to be used in the future or may convert accumulated Annual Leave to salary compensation under the specified conditions set forth below:

2019-XX

Accrual Rate — Effective January 1, 2018, General Unit Employees shall accrue Annual Leave at the end of each pay period, as follows:

General Unit Employees who have completed less than five (5) years of service shall accumulate Annual Leave at the rate of 7.00 hours per pay period (182 hours per year, or 22.75 8-hour days per year).

Effective as soon as administratively possible after ratification and Council adoption, employees who have completed less than five (5) years of service shall accumulate Annual Leave at the rate of 7.25 hours per pay period (188.50 hours per year or 23.56 8-hour days per year.)

Effective June 22, 2020, employees who have completed less than five (5) years of service shall accumulate Annual Leave at the rate of 7.75 hours per pay period (201.5 hours per year or 25.19 8-hour days per year.)

Effective December 21, 2020, employees who have completed less than five (5) years of service shall accumulate Annual Leave at the rate of 8.0 hours per pay period (208 hours per year or 26 8-hour days per year.)

General Unit Employees who have completed five (5) to nine (9) years of service shall accumulate Annual Leave at the rate of 8.15 hours per pay period (211.9 hours per year, or 26.5 8-hour days per year).

Effective as soon as administratively possible after ratification and Council adoption, employees who have completed five (5) to nine (9) years of service shall accumulate Annual Leave at the rate of 8.40 hours per pay period (218.40 hours per year or 27.3 8-hour days per year.)

Effective June 22, 2020, employees who have completed five (5) to nine (9) years of service shall accumulate Annual Leave at the rate of 8.90 hours per pay period (231.4 hours per year or 28.93 8-hour days per year.)

Effective December 21, 2020, employees who have completed five (5) to nine (9) years of service shall accumulate Annual Leave at the rate of 9.15 hours per pay period (237.9 hours per year or 29.74 8-hour days per year.)
**General Unit** Employees who have completed ten (10) or more years of service shall accumulate Annual Leave at the rate of 9.00 hours per pay period (234 hours per year, or 29.25 8-hour days per year).

Effective as soon as administratively possible after ratification and Council adoption, employees who have completed ten (10) or more years of service shall accumulate Annual Leave at the rate of 9.25 hours per pay period (240.5 hours per year or 30.06 8-hour days per year.)

Effective June 22, 2020, employees who have completed ten (10) or more years of service shall accumulate Annual Leave at the rate of 9.75 hours per pay period (253.5 hours per year or 31.69 8-hour days per year.)

Effective December 21, 2020, employees who have completed ten (10) or more years of service shall accumulate Annual Leave at the rate of 10 hours per pay period (260 hours per year or 32.5 8-hour days per year.)

**Advance to New Hires** - Upon hire, new full-time General Unit employees shall be granted 48.90 hours of Annual Leave accumulations. Such employees shall not, however, accumulate any additional Annual Leave until after completion of three months of continuous service. If such employment is terminated during the first three months of such employment, Annual Leave accumulations shall be adjusted to the actual amount that would have been accumulated. If such employee’s use of Annual Leave during the term of employment exceeds the adjusted accumulation amount, then the employee shall refund to the City an amount equal to the excess of hours multiplied by the employee’s hourly salary compensation rate.
Maximum Accumulation – Effective October 2, 2017, the maximum accumulation of Annual Leave for General Unit employees shall be 550 hours. If such employee has accumulated the maximum number of hours, accumulation of Annual Leave will be discontinued. Accumulations shall begin again on the first day of the pay period following a reduction in accumulations below the maximum.

Scheduling - Annual Leave shall be scheduled in advance by each General Unit employee whenever unrelated to illness, subject to the approval of the department head. It is the responsibility of the employee to provide the supervisor or department head with reasonable notice of an absence. The department head shall have the authority to approve or deny the use of Annual Leave for any period of absence unrelated to illness or injury. The scheduling of the use of Annual Leave shall be by the department head with due regard to the wishes of the employee and the needs of the City. Employees who are off for one three days or more due to illness or injury may be required to provide a physician’s statement authorizing their return to work.

Conversion Upon Separation - General Unit Employees who separate their employment shall have all Annual Leave accumulations converted to salary compensation at the employee's then current rate. Compensation shall be paid in one lump sum. Annual Leave shall not be used to extend an employee's actual date of separation. When notice is given by an employee that he/she is terminating, the use of Annual Leave shall be suspended.

Conversion to Salary - General Unit Employees may convert Annual Leave accumulations to salary at the current base salary rate. This provision applies only to those General Unit employees with one or more years of service with the City as of the first working day of December in the year which the conversion is requested.

The City and General Unit Employees agree to provide for two four opportunities during each Fiscal Year when General Unit employees may convert Annual Leave accumulations to salary compensation. The City has the discretion to designate when the four opportunities to convert will occur, provided, however, that the four opportunities are evenly allocated throughout the year.

Effective January 1, 2014, the City shall allow employees to cash-out between eight and 100 hours of Annual Leave accumulations to salary compensation annually on a quarterly basis, provide the employee’s accrued Annual Leave balance does not fall below 20 hours following the cash-out. Effective January 1, 2021, the maximum amount of cash-out will increase to 180 hours.
Advance Following Leave of Absence - General Unit Employees on Leave Without Pay for 30 calendar days or more due to a disability that precludes the employee from working, shall be eligible to receive an advance of Annual Leave accumulations under the same provisions as new General Unit Employees. General Unit Employees shall be eligible to receive such Annual Leave accumulation advance, after the period of disability has ended and the employee has returned to full-time employment. An General Unit Employee shall only be eligible for such Annual Leave accumulation advance once during their employment with the City.

Article 4614. - Bereavement Leave

Effective January 1, 2018, any use of bereavement leave requires notification of the Department Head. Employees shall be entitled to three (3) working days leave with pay whenever the death of their immediate family member occurs.

Immediate family for purposes of this Article is defined to include the following: employee’s mother, stepmother, father, stepfather, brother, stepbrother, sister, stepsister, spouse, children (including stepchildren, foster children), stepchildren, parent, stepparent, brother, stepbrother, sister, stepsister, grandparent, step-grandparent, grandchild, step-grandchild or child of spouse, former legal guardian, parent-in-law, sister-in-law, brother-in-law, daughter-in-law, son-in-law, or domestic partner, aunt, uncle, niece or nephew.

Any authorized leave necessary in excess of three (3) days bereavement leave without pay shall be chargeable to annual leave, as approved by the Department Head.

Employees shall be entitled to five (5) working days of bereavement leave with pay whenever the death of an immediate family member necessitates traveling out of state or out of the country.

Employee is to fill out “Leave Request” form for submission with employee’s timesheet upon return from bereavement leave to document the time used.

When utilizing Bereavement Leave, in addition to completing a Leave Request form, employees will also be required to complete a Bereavement Leave Request and acknowledgement form, available on the City’s share drive. Falsification of the form or inappropriate use of the Bereavement Leave benefit could result in discipline up to and including termination. The Bereavement Leave Request and Acknowledgement form is to be submitted with the employee’s timesheet and Leave Request.

Bereavement use shall be limited to 60 hours per calendar year. Beyond 60 hours per year, employees will be required to take Annual Leave.
Article 1715. - Deferred Compensation

The parties agree that a representative of the Union will be involved in any formal discussions which may result in changes in the Section 457 Deferred Compensation plan, and that the 457 Committee have the right to propose changes for consideration by the City.

Within 30 days of the ratification of this agreement, the City agrees to schedule a meeting with the City’s deferred compensation provider and S.E.I.U. to review the process to implement a loan provision as part of the 457 deferred compensation program. A loan provision will be implemented as soon as determined to be practicable by the City’s deferred compensation provider, but in no event sooner than July 1, 1999. Such loans to plan participants shall be made in accordance with Internal Revenue Service guidelines.

Effective July 24, 2006, the City shall contribute to the City’s 457 Deferred Compensation Plan an amount equal to 100% of a General Unit employee’s voluntary contribution to the 457 Plan, up to a maximum amount of $5 per pay period.

Effective June 23, 2008, the City shall contribute to the 457 Plan an additional match of up to $5 per pay period to each General Unit employee’s voluntary contribution, to a total of $10 per bi-weekly pay period.

Effective June 22, 2009, the City shall contribute to the 457 Plan an additional match of up to $5 per pay period to each General Unit employee’s voluntary contribution, to a total of $15 per bi-weekly pay period.

Effective December 28, 2015, the City shall contribute to the 457 Plan an additional match of up to $19.50 per month to each General Unit employee’s voluntary contribution, to a total of $52 per month. Effective December 26, 2016, the City shall contribute to the 457 Plan an additional match of up to $10.00 per month to each General Unit employee’s voluntary contribution to a total of $62 per month. The effective date noted in this paragraph may be adjusted to accommodate a two-week payroll lead time from the date this change becomes effective through adoption of this MOA.

Effective December 25, 2017, the City shall contribute $20 per month on behalf of each member to the City’s 457 plan. In addition to the $20 per month, the City will match each dollar above $20 that the employee contributes on a “2 for 1” basis, up to $100 for an overall cap of $120 in total City contributions. So for example, if an employee contributes $25, the City will contribute $30, equivalent to the $20 contribution plus a $10 match (the difference between $25 and $20 is $5, multiplied by two is $10). For more scenarios, please see the chart below.
<table>
<thead>
<tr>
<th>Employee Contribution</th>
<th>City Contribution Calculation</th>
<th>City Contribution</th>
<th>Total Contribution (Employee and City)</th>
</tr>
</thead>
<tbody>
<tr>
<td>$0–$20</td>
<td>$20 (no match required from Employee)</td>
<td>$20</td>
<td>$20 to $40 depending on Employee Contribution</td>
</tr>
<tr>
<td>$25</td>
<td>$25–$20=5 5x2=$10</td>
<td>$30 ($20+$10)</td>
<td>$55</td>
</tr>
<tr>
<td>$50</td>
<td>$50–$20=30 30x2=$60</td>
<td>$80 ($20+$60)</td>
<td>$130</td>
</tr>
<tr>
<td>$60</td>
<td>$60–$20=40 40x2=$80</td>
<td>$100 ($20+$80)</td>
<td>$160</td>
</tr>
<tr>
<td>$62</td>
<td>$62–$20=42 42x2=$84</td>
<td>$104 ($20+$84)</td>
<td>$166</td>
</tr>
<tr>
<td>$70</td>
<td>$70–$20=50 50x2=$100</td>
<td>$120 ($100+$20)</td>
<td>$190</td>
</tr>
<tr>
<td>$90</td>
<td>$90–$20=70 70x2=$140 (above cap)</td>
<td>$120 City Contribution-Cap</td>
<td>$210</td>
</tr>
</tbody>
</table>

2019-XX

Effective the first paycheck in February 2020, the City shall make a one-time contribution of $250 on behalf of each enrolled employee to the City’s 457 plan.

Effective the first paycheck in February 2021, the City shall make a one-time contribution of $100 on behalf of each enrolled employee to the City’s 457 plan.

Effective upon City Council adoption, the City shall contribute $20 per pay-period on behalf of each enrolled employee in the City’s 457 plan. In addition to the $20 per pay-period, the City will match each dollar that the employee contributes on a one-to-one basis, up to $50 per pay-period.

**Article 1816. - Tuition Reimbursement**

Effective July 5, 1999, the maximum amount paid to eligible General Unit Employees through the Tuition Reimbursement and/or Scholastic Incentive policy shall be increased from $600.00 to $750.00 per fiscal year. The City shall modify the Tuition Reimbursement and/or Scholastic Incentive policy for General Unit Employees to include reimbursement for textbooks, laboratory fees and student fees.
Effective July 1, 2007, the maximum amount paid to eligible General Unit employees through the Tuition Reimbursement and/or Scholastic Incentive policy shall be increased from $750.00 to $900.00 per fiscal year. Tuition reimbursement will be paid only for coursework from institutions meeting the accreditation standards specified below. Institutions will be acceptable if they have received accreditation from one of the following regional accrediting bodies:

- Middle States Association of Colleges and Schools
- New England Association of Schools and Colleges
- North Central Association of Colleges and Schools
- Northwest Commission on Colleges and Universities
- Southern Association of Colleges and Schools
- Western Association of Schools and Colleges
- Or any other accreditation institution recognized by the United States Department of Education.

It is the City’s policy that any coursework approved for reimbursement be work-related or degree-directed and provides the equivalency of three semester credits or units. The educational criteria for employees will also be based on these standards.

Effective July 1, 2013, Tuition Reimbursement may include professional development courses for the renewal of, or continuing educational units (CEU’s) required to maintain, all required or management approved certificates and licenses from any state accredited or industry-recognized online educational institution.

**Article 4917. – Prescription Safety Glasses**

The City shall provide one pair of prescription safety glasses not to exceed the amount of Two Hundred dollars ($200.00) for each employee required by the City to wear safety glasses to prevent particulates, water or chemicals from striking the eyes. Employees requesting safety glasses must provide a copy of their doctor’s prescription to their Supervisor or Superintendent or a designee. All safety glasses will require side-shields and will be provided through one vendor chosen through the standard purchasing process. Requests for prescription safety glasses must be submitted in a timely manner. Prescription safety glasses with side-shields are being provided for an employee’s safety and must be worn at all times during work assignments.

Prescription safety glasses may be provided once per year if the prescription changes, or once every two years if the prescription does not change. The care and maintenance of the safety glasses that are being provided are the employee’s responsibility.
SECTION V   WORK SCHEDULES

Article 1. - Response Time  
90-69, 2019-XX

General Unit Employees on standby status shall be required to respond to a call back within thirty minutes.

Article 2. - Rest Breaks-Police Department  
74-22, 2017-40, 2019-XX

The City agrees to provide to General Unit Employees in the positions of Dispatcher and Dispatcher Trainee two rest periods of approximately fifteen (15) minutes each during a regularly assigned shift except in cases of unforeseeable emergency. Such rest periods shall be taken as the City in its direction authorizes, except that the City shall make every reasonable effort to authorize one of the periods to be taken in the first half of a shift and the other in the second half of the shift.

Article 3. - Clean-Up Time  
75-79

The City agrees that each employee assigned to the Waste Water Treatment Plant shall receive ten minutes at the end of each shift to clean up and change uniforms. In such case, employees must change clothes and cannot depart the premises wearing or in possession of the soiled uniform; to do so will be grounds for discipline.

Article 4. - Transit Coach Operators

Seniority For Determining Bus Route Assignments  
82-91

The City shall utilize a system of seniority of City employment for determining the assignment of Transit Coach Operators to certain routes. Such seniority shall be determined by each Transit Coach Operator's continuous service. Upon initial implementation of this seniority system, in only such cases where current employees have equal seniority, the Union shall provide the order of seniority for such Transit Coach Operators.

The City may, at the City's option, temporarily assign different routes when such assignment is necessary due to employees leaves or training.

Days Off - Transit Coach Operators  
94-66, 2019-XX

It is agreed that Transit Coach Operators in permanent full-time positions shall be given two consecutive days off as their "weekend", with the understanding that no more than two Transit Coach Operators in permanent full-time positions may be on annual leave at one time have their leave requests processed in accordance with Transit Coach
Operators’ Operating Manual, Section IV (Administration), subsection E (Leave Requests).

Reconfiguration Proposal

In preparing a Transit System reconfiguration proposal, the City agrees to provide interested Transit Coach Operators an opportunity to comment on and provide input into the proposal that is developed for City Council consideration. Operators may choose to either participate in a meeting held for this purpose or to submit written comments and suggestions.

Facilitator

The City agrees to arrange for a facilitator to address communication/trust issues within the Transit Division. The City agrees to complete the foregoing provisions by September 1, 1999.

Issues

The parties agree to come together no later than December 31, 2006 to discuss issues pertaining to the Transit Coach Operator classification.

Vehicle Security Cameras

The City agrees to meet and confer with representatives named by S.E.I.U. prior to the installation of Transit Vehicle security cameras to develop a written policy regarding Vehicle Security Cameras (similar to Gold Coast Transit’s security cameras related policy) within three (3) months of their initial meeting.

Transit Coach Operators Meal and Rest Periods

Due to the nature of work and the need to provide continuous transportation service during regular operating hours, Transit Coach Operators may be unable to be relieved of all duties during their shift, and therefore will be compensated for on the job meal and rest periods. Additionally, Transit Coach Operators’ schedules may vary daily, resulting in the potential for inconsistent meal and rest period times. Therefore, Transit Coach Operators will receive meal and rest periods on an aggregate basis.

Transit Coach Operators will receive 10 aggregate minutes of paid rest time per four hours worked. In addition, 30 aggregate minutes of paid meal time will be provided for shifts exceeding six hours.

General Unit Employees, while performing Transit bus driving duties, including Transit Coach Operators and Transit Operations Assistants, will be subject to these paid aggregate meal and rest periods, only while driving vehicles for a consistent period of at least four hours. Transit Coach Operators and Transit Operations Assistants
performing other functions, for example training, office work, etc., will be subject to 
*Hours of Work per Policy 5, General Unit Manual*.

Examples:

An 8-hour shift will include at least 50 aggregate minutes of paid meal and rest time.
A 6-hour shift will include at least 10 aggregate minutes of paid rest time.
A 5-hour shift will include at least 10 aggregate minutes of paid rest time.

The **City Parties** agrees to meet and confer with the **SEIU bargaining team** to discuss 
Transit language and items pertaining to transit operations no later than September 30, 2017. 
Without delaying the **General Unit** contract negotiations, the **City and SEIU Parties** bargaining teams will meet to discuss the Transit Operations Manual and develop a list of Transit items to be incorporated into the MOA at a later date.

**Article 5. - Flexible Working Hours**

Within the first six months of this Memorandum of Agreement, the City and General Unit 
representatives shall meet and confer to attempt to reach an agreement on specific 
appropriate classifications for working hours different than 8/40, consistent with 
employee desires, management needs, public service convenience, and Air Pollution 
Control District Rule 210 considerations. For purposes of implementation of any 
agreed-upon changes, a target date of January 1, 1991 is to be utilized.

Effective the first payroll period in June 1991, the City will implement 9/80 work 
schedules for employees assigned to the following City operations:

- Public Works Water Division - Operations
- Public Works Engineering Division - Subdivision Engineering
- Public Works Building and Safety Division
- Department of General Services – Personnel and Budget Division

The 9/80-Alternative work schedules will be developed and implemented for a six-month 
trial period. The schedules will be subject to joint evaluation by City and the General 
Unit Employees representatives. Based upon the evaluation, the City will determine 
whether to continue, discontinue, expand, and/or otherwise modify any aspect of the 
program after the initial trial period available to any employee with the Department 
Head’s approval.

The Parties agree that, during the term of this MOA, the City may establish a 9/80 work 
schedule for all employees assigned to City Hall. Under this 9/80 schedule, City Hall 
would be closed every other Friday. The City agrees that should it identify a business 
need to establish a 9/80 work schedule for City Hall, it will provide SEIU Local 721 with
notice and the opportunity to meet and confer over negotiable impacts. The meet and confer shall include discussions about City-paid holidays.

The parties understand that the schedules are to be developed in compliance with the Fair Labor Standards Act (FLSA) but are not intended to result in increased compensation to participants. It is further understood that, should subsequent FLSA rulings result in the work schedule increasing compensation, the City reserves the right to revert to the previous 8 hour per day, 5-day per week work schedule.

The parties agree that three additional dispatchers will be placed on the modified work schedule known as the "4/10" plan, for a total of four dispatchers on this schedule.

The City shall consider reverting the Dispatchers to the 4/10 schedule. Such decision will be based on the City’s analysis and comparison of the advantages and disadvantages of the 5/8, 4/10, and 3/12 programs, including but not limited to ease of scheduling, recruitment/retention factors, staffing, overtime, and other cost factors.

The City shall conduct an ergonomic study of the Dispatch Center. The City agrees to complete the foregoing analyses by September 1, 1999.

Consideration of a 4/10 schedule option will follow a City-wide classification and compensation survey included in the approved FY 2015-16 Budget. City Manager approval of this new schedule option shall not negatively impact service to the citizens in its implementation. It is understood that not all employees and/or departments will be approved for a 4/10 schedule. The City and S.E.I.U. Parties will meet and confer following the classification and compensation study to further discuss regarding implementation of the 4/10 schedule option when requested.

Article 6. - Time Off Requests

The City agrees that any employee requesting time off shall submit in writing and will be formally notified in writing of a denial or approval as follows:

<table>
<thead>
<tr>
<th>Length of Time Off Requested</th>
<th>Length of Notice Required</th>
<th>Length of Time for Supervisor Response</th>
</tr>
</thead>
<tbody>
<tr>
<td>Three (3) Days or Less</td>
<td>At Least Five (5) Business Days</td>
<td>Up to Five (5) Business Days (from the date submitted)</td>
</tr>
<tr>
<td>More than Three (3) Days</td>
<td>At Least ten (10) Business Days</td>
<td>Up to Ten (10) Business Days (from the date submitted)</td>
</tr>
</tbody>
</table>

This shall not preclude the supervisor from approving time off requests of any duration upon their discretion for emergencies or other unforeseen reasons. Discretion should
be used in requesting time off far in advance of the leave date to allow for workload to be managed.

**Article 7. - Restroom Use - Field Personnel**

The parties agree that employees may not be restricted to formal break time as the only time to use restroom facilities. The parties further agree that employees will not be threatened or intimidated for the timely, appropriate use of restroom facilities, and that the burden of proof with regard to misuse of this privilege falls upon supervisory personnel.

**Article 8 – Scheduled Training**

The parties agree that staff time spent in training is time well invested. Therefore, use of annual leave shall not be required for staff attendance at pre-approved training sessions. Training requiring an overnight stay will be subject to the City’s Travel Policy. Supervisor approval for training shall be subject to workload and departmental needs.

**Article 9 – Work Schedule Changes**

The Parties agree to meet and consult regarding problems with, or changes in work schedules on a Department basis during the term of this MOA upon request. Absent emergency/unanticipated circumstances, and when possible, line Department supervision / management will provide at least 14 calendar days’ notice to SEIU of any schedule change reasonably anticipated to impact the bargaining unit.
SECTION VI EMPLOYEE STATUS

Article 1. - Noteworthy Dates

Definitions

Anniversary Date: An employee’s anniversary date is the date on which the employee is hired, and from which such employee has maintained continuous employment. Continuous employment is further described under the definition for “Years of Service” below.

Hire Date: The date, recorded on a Personnel Action Form, upon which an employee has officially begun work with the City. A new Hire Date may be recorded if an employee separates from the City and is later re-employed. All actions regarding an employee’s job employment status, along with other information, is recorded on a Personnel Action Form as described in Policy 4, Personnel Records, in the General Unit Employees’ Manual.

Merit Review Date: The date on which an employee’s performance is evaluated in consideration of receiving a merit increase as defined in Policy 14, Compensation, in the General Unit Employees’ Manual. Merit Review Date shall be correlated with employee’s anniversary date with an exception of promotion, demotion, reclassification and transfer. The Merit Review Date shall be adjusted in cases where probation has been extended as described in Policy 8, Probation, or may also be changed if employee has been promoted, demoted, reclassified, or transferred as described in Policy 14, Compensation, in the General Unit Employees’ Manual.

Years of Service: All continuous Regular Status service to the City, including Temporary or Limited-Term Status employment immediately preceding Regular Status employment will be considered continuous service toward eligibility of service awards as further described in Policy 22, Service Awards, in the General Unit Employee’s Manual.

Article 2. - Reinstatement

An General Unit eEmployee who separates employment in good standing may be reinstated to a vacant position in his/her former job class within one year of separation date without re-qualifying for employment by competitive processes. Reinstatements shall be made at the discretion of the appointing authority as described in Policy 10, Reinstatement, of the General Unit Employees’ Manual.

If an employee is reinstated within one year of termination, the employee is not subject to a new probationary period if probation had been previously completed by that employee in the same classification.
Article 3. - Acting Assignments

Effective July 15, 1991, the City shall amend the Employee's Manual, Policy 6, Section 6.16, to read:

"An General Unit Employee may be temporarily assigned to a higher classification in an acting capacity when the Department Head determines that an acting assignment is required to temporarily replace an employee on leave anticipated to be six consecutive working days or more in duration, or a vacancy occurs in such a classification. Such assignment must be in writing, and signed by the Department Head or the City Manager. An employee must meet the minimum qualifications of the position to which he/she is to be assigned. The employee shall receive the minimum salary for the position to which he/she is assigned, or an additional 5% of his/her current salary for the position to which the assignment has been made, whichever is greater. Such payment will be effective the first day of the temporary acting assignment. A temporary acting appointment shall not exceed 120 consecutive or cumulative working days, unless approved in writing by the City Manager, but in no event shall an employee be assigned to an acting assignment for more than 960 hours per fiscal year. An employee assigned to a temporary acting appointment shall not be removed from the assignment except on the basis of failure to adequately perform the responsibilities of the assignment."

Article 4. - Probation

The City shall have the right to extend an employee's probationary period to account for the employee's absences due to illness, injury, discipline and/or leave requested by the employee, or in lieu of dismissal or demotion; provided, however, that said absences total more than thirty working days during the probationary period, and provided further, that said extension of probationary period shall be for no longer than the number of days the employee actually misses due to absence from illness, injury, discipline and/or leave requested by the employee.

Policy entitled "Probation" of the Employee's Manual shall be amended by adding sub-section "Probation Upon Promotion" as follows:

Promotional appointments in the following less experienced or "in-training" classification in the progression is considered as the probationary period for the more experienced classification.

<table>
<thead>
<tr>
<th>Accounting Assistant I</th>
<th>to</th>
<th>Accounting Assistant II</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounting Technician I</td>
<td>to</td>
<td>Accounting Technician II</td>
</tr>
<tr>
<td>Account Clerk I</td>
<td>to</td>
<td>Account Clerk II</td>
</tr>
<tr>
<td>Building Inspector I</td>
<td>to</td>
<td>Building Inspector II</td>
</tr>
<tr>
<td>Counter Services Technician I</td>
<td>to</td>
<td>Counter Services Technician II</td>
</tr>
<tr>
<td>Clerk I</td>
<td>to</td>
<td>Clerk II</td>
</tr>
<tr>
<td>Collection System Technician Trainee</td>
<td>to</td>
<td>Collection System Technician I*</td>
</tr>
<tr>
<td>Collection System Technician I</td>
<td>to</td>
<td>Collection System Technician II*</td>
</tr>
</tbody>
</table>
Crime Scene Investigator Trainee to Crime Scene Investigator I*
Crime Scene Investigator I to Crime Scene Investigator II*
Engineering Technician to Senior Engineering Technician
Maintenance Worker I to Maintenance Worker II
Mechanic I to Mechanic II
Office Assistant I to Office Assistant II
Office Specialist I to Office Specialist II
Plant Maintenance Technician I to Plant Maintenance Tech. II
Plant Operator Trainee to Plant Operator I*
Plant Operator I to Plant Operator II*
Plant Operator II to Plant Operator III*
Police Dispatcher Trainee to Police Dispatcher
Police Records Technician I to Police Records Technician II
Plant Maintenance Technician I to Plant Maintenance Technician II
Plant Operator Trainee to Plant Operator I*
Plant Operator I to Plant Operator II*
Plant Operator II to Plant Operator III*
Theater Technician I to Theater Technician II
Transit Coach Operator Trainee to Transit Coach Operator
Tree Trimmer I to Tree Trimmer II
Wastewater Collection Tech. Trainee to Wastewater Collection Tech I*
Wastewater Collection Tech. I to Wastewater Collection Tech. II*
Waterworks Services Worker Trainee to Waterworks Services Worker I*
Waterworks Services Worker I to Waterworks Services Worker II*
Waterworks Services Worker II to Waterworks Services Worker III*

*Certifications Required

Original appointments, promotions, transfers, reclassifications, and demotions to Regular Status positions are subject to a probationary period of one year. Transfers, Reinstatements, and Demotions to classifications in which prior probation had successfully been completed are not subject to a new probationary period.

Article 5. - Reduction in Force

The Parties agree that any reductions in force shall be processed in accordance with the Reduction-in-Force Policy set forth in the City’s Employees’ Manual, a copy of which is available at Attachment 4 to this MOA.

Policy Statement

The City may implement a layoff due to lack of work, lack of funds, abolishment of a position, or elimination or reduction in service level as considered necessary by the City.

Definitions

City Seniority: The period of an employee’s continuous, uninterrupted employment with
the City. Uninterrupted City employment includes regular-status and probationary periods. For the purpose of this policy only, limited-term status employment periods beyond the initial two years shall apply towards City seniority.

**Sworn Seniority:** The period of an employee's continuous, uninterrupted employment with the City as a sworn employee of the Police Department. Sworn seniority does not include employment as a Police Officer Trainee.

**Classification Seniority:** The period of an employee's continuous, uninterrupted service, including regular status and probationary periods, within the current job classification. Should an employee temporarily leave a classification to pursue another employment opportunity in the City, and return to the classification within two years, the two-year period shall not constitute an interruption in service when calculating classification seniority.
Sworn Classification Seniority: The period of an employee’s continuous, uninterrupted sworn service, including regular status and probationary periods, within the current and higher-level job classifications.

Flexible Staffing Seniority: For the purpose of this policy, flexibly staffed job classifications, as described in Policy 8, Probation, are considered as one classification.

Regular Status: As defined in Policy 6, Employment Status, a position budgeted on a continuing and indefinite basis. Regular status employees are subject to all rules and regulations, and receive all benefits and rights as provided by these policies.

Limited-Term Status: As defined in Policy 6, Employment Status, a position working on a special assignment for a specific period of time which will cease when the project ends, and is budgeted accordingly. For the purpose of this policy only, limited-term status employees with at least two years of City service shall be defined as regular status employees, except that the calculation of seniority shall exclude consideration of the initial two years of employment.

Temporary Status: As defined in Policy 6, Employment Status, a position that is on-call or not on-going. Temporary status may end at any time, without notice and is not subject to probation. Temporary employees receive no benefits or rights under these policies unless such benefits or rights are specifically provided in the individual policies.

Vacant Funded Position: A position authorized for hire in the City’s budget process where money is allocated to employ an individual in that position. Frozen positions are not considered funded positions, as money is not allocated in the City’s budget to employ individuals for frozen positions.

**Policy**

9.1 Determining Layoff. When implementing a layoff, the City shall determine the number of positions to be affected by job classification.

9.2 Notification to Employees. The City will notify, in writing, any employee who is to be laid off a minimum of fifteen (15) calendar days prior to the actual layoff, or provide commensurate pay.

9.3 Order of Layoff. Once specific classifications have been identified for layoff, the following order of layoff shall be utilized:

1. Temporary status employees
2. Limited-term status employees with less than two years of City service
3. Employees serving a probationary period
4a. All Employees Other than Sworn: Regular status employees with the least classification seniority
4b. Sworn Employees: Regular status employees with the least
sworn classification seniority

5a. All Employees Other than Sworn: If there are two or more employees to be laid off who have identical classification seniority, the order of layoff shall be by City seniority. If such City seniority is also identical, order of layoff shall be determined by the final rating on the most recent performance evaluation on file in the Human Resources Division. If the final ratings are identical, or a performance evaluation has not been filed with Human Resources in the most recent twenty-six (26) pay periods, the order of layoff shall be determined by the drawing of lots.

5b. Sworn Employees: If there are two or more sworn employees to be laid off who have identical sworn classification seniority, the Police Department practice of establishing seniority upon the promotional selection process will be followed. If such Police Department seniority is identical, order of layoff shall be by sworn seniority. If sworn seniority is also identical, order of layoff shall be determined by the final rating on the most recent performance evaluation on file in the Human Resources Division. If the final ratings are identical, or a performance evaluation has not been filed with Human Resources in the most recent twenty-six (26) pay periods, the order of layoff shall be determined by the drawing of lots.

9.4 Displacement/Bumping Rights. Regular status and probationary employees who are designated to be laid off may transfer or demote to a vacant funded position in which they previously held regular status, or displace employees in a lower classification in which they previously held regular status. Probationary employees in the lower classification shall be displaced first, followed by regular status employees with less City seniority than the incumbent exercising the displacement. If such City seniority is identical, the order of layoff presented in Section 9.3.5a. shall be followed. For sworn employees, probationary employees in the lower classification shall be displaced first, followed by regular status employees with less sworn classification seniority than the incumbent exercising the displacement. If such sworn classification seniority is identical, the order of layoff presented in Section 9.3.5b. shall be followed. Employees who have not held regular status in a lower classification shall have no displacement rights.

9.4.1 Timeframe. Employees must exercise displacement rights within five (5) calendar days after receipt of a notice of layoff, by submitting written notice to the Deputy Director/Human Resources. If displacement rights are not exercised within the specified time period, they are automatically forfeited.
9.4.2 Salary and Benefits Upon Demotion. Employees who exercise displacement rights and demote to a lower classification in lieu of layoff, shall retain their current salary or be paid at the top of the lower classification’s salary range, whichever is less. Benefits shall be assigned in accordance with the applicable MOA currently in effect for the lower classification.

9.5 Voluntary Demotion In Lieu of Layoff. Once all displacement/bumping staff movements have been assigned, employees designated to be laid-off may request a voluntary demotion to a remaining vacant funded position for which they meet the minimum qualifications. If more employees request to demote than there are available positions, the option to voluntarily demote shall be offered in City seniority order. Upon demotion, salary and benefits may be modified, as indicated in Section 9.4.2, Salary and Benefits Upon Demotion.

9.6 Voluntary Transfer in Lieu of Layoff. Once all displacement/bumping staff movements have been assigned, employees designated to be laid-off may request a voluntary transfer to a remaining vacant funded position for which they meet the minimum qualifications and with the same maximum salary. If more employees request to transfer than there are available positions, the option to voluntarily transfer shall be offered in City seniority order.

9.7 Re-employment List. All persons who have been laid off or demoted as a result of a reduction in force shall have their names placed on a re-employment list. Such employees shall be offered re-employment to vacant funded positions in the same job classification from which they were laid off, or another vacant funded position with equivalent or lower salary than the position in which they were laid off and for which they meet the minimum qualifications.

9.7.1 Order of Re-employment. Employees will be re-employed in reverse order of the order of layoff. Vacant funded positions shall first be offered to eligible candidates who have been demoted as a result of layoff prior to being offered to those who have been laid off. All such resultant re-employment shall be without competitive examination and all eligible employees on the re-employment list shall be offered re-employment before any new employees within that classification are hired.

9.7.2 Length of Re-employment List. Persons will remain on the re-employment list for a period not to exceed 24 months from the effective date of demotion or layoff.
9.7.3 Rejection of Re-Employment Offer. Employees being offered re-employment in any classification other than the one they were in upon layoff, shall have the right to reject one offer by the City of re-employment to a particular position and shall remain on the re-employment list. Any employee’s second rejection of such an offer automatically removes that employee from the re-employment list.

9.8 Non-Disciplinary Action and No Appeals. Policy 31, Disciplinary Action is not applicable to the Layoff and Re-employment Policy. Demotions, transfers and discharges resulting from reallocation or reduction in work force due to lack of work, lack of funds, abolishment of a position, or elimination or reduction in service level, shall not constitute discipline and shall not be eligible for appeal.

9.9 Pre-Layoff Administrative Review Process. Regular status employees who receive a layoff notice will have the right to respond to the proposed layoff orally or in writing to their Department Director within five (5) calendar days from the date of the layoff notice (and to verbally consult with Human Resources if necessary as deemed appropriate by the Deputy Director/Human Resources). The Department Director shall render a reply in writing within five (5) calendar days after receiving the employee’s oral or written response.

9.10 Restoration of Benefits.

a. Seniority. Upon re-employment, employees shall have the City and sworn seniority status that they held immediately prior to their layoff restored. Employees re-employed to the classification they held prior to layoff shall also have classification and sworn classification seniority status restored.

b. Rate of pay/salary. Upon re-employment, employees shall receive placement in the salary range equivalent to that which they were receiving immediately prior to layoff or demotion. If re-employed to a lower classification, employees shall receive the salary equivalent to that which they were receiving prior to layoff, or the maximum of the salary range for the lower classification, whichever is less.

c. Annual Leave Accrual Rates. Laid off employees who are re-employed shall have the annual leave accrual rate they held immediately prior to layoff restored, provided, however, any reduction or increase in accrual rates for all employees in the bargaining group during the layoff period shall apply to the re-employed employee. Upon re-employment, employees shall receive an advance of annual leave in accordance with the same
provisions as new employees.

\textbf{2015-61} d. \textit{Merit Qualifying Hours.} An employee who is re-employed to the same classification they held prior to layoff shall have the merit qualifying hours earned from the prior merit review to the date of the layoff restored. The employee's merit review date will be adjusted upon his or her return based on the qualifying hours earned. However, credit is not given for time not worked.

\textbf{e. \textit{Probationary Period.}} Laid-off employees who are re-employed under this policy are not required to serve a new probationary period when returning to a classification in which they previously held regular-status.

During the term of the \textit{Memorandum of AgreementMOA} both parties agree to discuss alternatives to Reduction in Force (such as a short-term furlough) should the financial need arise.
SECTION VII PERFORMANCE

Article 1. - Grievance Procedures

The Parties agree that grievances shall be processed in accordance with the Grievance Procedures policy set forth in the City’s Employees’ Manual, a copy of which is available at Attachment 5 to this MOA.

The City and General Unit Employees agree to amend the Employees’ Manual to replace the current Policy 28 titled "Grievance Procedures – City of Simi Valley" with a revised Policy 28 titled "Grievance Procedures".

The following series of steps provides a progressive procedure designed to resolve grievances at the lowest supervisory level consistent with justice, fair treatment, and administrative policy.

Step 1. It shall be the responsibility of the employee to promptly inform and discuss any complaint or grievance as defined in this policy with the immediate supervisor. If, after such discussion, the employee does not believe the grievance has been satisfactorily resolved, the employee shall proceed to Step 2 of the grievance procedure. All complaints or grievances shall be resolved in a timely manner. In order for a grievance to be considered as timely, it shall be brought to the immediate supervisor’s attention within 21 calendar days following the act or occurrence upon which the alleged grievance is based. Where the grievance is based upon a recurring action, the grievance shall be brought to the supervisor’s attention within 21 calendar days following the first instance of such recurring action.

Step 2. If the employee and immediate supervisor cannot satisfactorily resolve the complaint or grievance within ten working days after it is brought to the supervisor’s attention, the employee may file a written grievance concerning the matter with the Department Head. The employee shall clearly state the basis of the grievance, giving time, place, other persons involved, specific policy concerned, and other pertinent information. The Department Head shall, within five working days after receipt of the written grievance, supply an answer in writing to the aggrieved employee, explaining the decision or proposed action.

Step 3. If the employee is not satisfied with the response of the Department Head, the employee may request that the City Manager review the grievance. The employee shall request such review within ten working days after receiving the response from the Department Head. The City
Manager shall consider the employee’s written grievance, as submitted to the Department Head, and the Department Head’s written response in reviewing the grievance. The City Manager or designee may request additional information or conduct additional research as appropriate. The City Manager shall release the results of the review within 15 working days after receiving the employee’s request for such review. The results of the City Manager’s review shall be final.

Time Off to Process Grievance. The employee shall be given time off with pay from regular duties, as determined to be necessary and reasonable by the Department Head, for the processing of a grievance.

Extension of Time Limits. The time limits specified in each step of the grievance procedure may be extended by an equal amount of additional time by either party upon verbal or written notice. Further extensions to the specified time periods may be made upon written mutual consent of both parties.

Failure to Appeal Within Time Limit. If the employee fails to file the grievance within the prescribed time limits, without waiver, the employee relinquishes the right to grieve. If management fails to respond to the prescribed time limits set out in the grievance procedure, without waiver, the grievance shall automatically proceed to the next step.

Representation at Hearings. Although an aggrieved employee may be assisted by a representative of the employee’s choice, the employee shall be present personally and participate in the discussions and proceedings.

Article 2. - Disciplinary Procedures

The Parties agree that disciplinary actions shall be processed in accordance with the Disciplinary Actions policy set forth in the City’s Employees’ Manual, a copy of which is available at Attachment 6 to this MOA.

The City and General Unit Employees agree to amend the Employees’ Manual to replace the current Policy 8, titled "Reprimand, Suspension, Demotion, Dismissal, and Resignation" with a revised Policy 8, titled "Disciplinary Actions".

Effective June 27, 1994, the City shall amend Employee’s Manual Policy 8, Section 8.7, 8.8, 8.9, 8.92, and 8.93 to read as follows:

Section 8.7 - Notice of Intended Decision - Prior to taking any disciplinary action stated in sections 8.2 through 8.4, a regular General Unit Employee who has successfully completed his/her probationary period shall be given written notice of such intended action by his/her Division Head at least ten working days prior to the effective date of the action, unless there is an urgent need for prompt disciplinary action or where delay
would be contrary to public policy. The notice shall include the reasons for the intended action and a statement indicating that copies of materials or documents on which the intended action is based, are available to him/her upon request. Such notice must also inform the employee that he/she is entitled to respond prior to the effective date of the intended action, either orally or in writing, to his/her Department Head.

Following the employee’s response, if any, the Department Head shall confirm or modify the intended disciplinary action. If the intended action becomes final, whether or not the employee responds to such notice, he/she is entitled to appeal the action pursuant to the procedures set forth in this policy. The procedures for review of an intended disciplinary action under this section are intended to meet the pre-disciplinary due process requirements of Skelly and other requirements of State law, and shall not be interpreted to extend rights in excess of those provided by Skelly.

Section 8.8 – Appeal of Disciplinary Action: Regular General Unit Employees who are subject to the provisions of this policy shall have the right to appeal any action taken which results in the denial or loss of compensation or tangible fringe benefits as a result of action imposed for disciplinary reasons.

Subsection 8.91 – Right of Appeal: Any employee who is the subject of disciplinary action stated in Section 8.8, has the right to appeal such action to the City Manager by filing a written request for appeal with the Personnel Administrator within fifteen working days after the effective date of the action. Failure to file the request for appeal within such time period shall constitute waiver of the employee’s right to appeal the action taken by the Department Head.

Subsection 8.92 – Hearing: The hearing shall be before the City Manager unless either the City Manager or the employee request that an alternate hearing officer hear the appeal. The City Manager shall have five working days from receipt of the official appeal requesting that he hear the case to decide whether or not to participate. If the City Manager hears the appeal, it must be held within 30 working days of receipt of the form appeal by the Personnel Administrator. Written notice of this hearing shall be mailed to the employee not later than ten working days before the hearing date.

In such cases that the City Manager or employee decides that an alternate Hearing Officer shall be utilized, the selection of the alternate Hearing Officer shall be by mutual consent, or the Personnel Administrator shall obtain a list of five qualified and available Hearing Officers from the state Mediation and Conciliation Service.

An at-random selection shall be made between the City and the employee to determine which party shall remove the first person from the list. After the first removal of a person, the parties shall alternately remove persons from the list until one person remains. The last remaining person shall be the alternate Hearing Officer.

In the case where an alternate Hearing Officer is utilized, the alternate Hearing Officer shall, within 30 days of the conclusion of the hearing, make his/her recommended decision to the City Manager for his/her consideration. The City Manager may accept,
reject or modify the alternate Hearing Officer’s recommendation. The City Manager’s determination shall be final.

The hearing shall be public unless the employee, at least five days before the hearing date, files a written request with the Personnel Administrator that the hearing be private. However, notwithstanding a timely request for a private hearing, the City Manager or his/her designee, hereinafter referred to as the “Hearing Officer”, may order the hearing closed to the public if he/she determines that certain evidence may tend to invade the privacy of others not a party to the discipline or if certain evidence may lead to charges which may subject a non-party to the hearing to discipline, ridicule or undue embarrassment; and at the request of either party. He/she may exclude witnesses from the audience.

The Hearing Officer shall preside at such hearing and shall determine whether to reverse any disciplinary action taken; modify the disciplinary action by implementing a lesser or more severe penalty; or sustain the action of the appointing authority, within ten working days after such hearing. The Hearing Officer shall support his/her recommendation with appropriate findings resulting from the evidence submitted at the appeal hearing.

Subsection 8.93 - Hearing Expenses/Alternate Hearing Officer Services - In such cases where the employee or the City Manager decides that an alternate Hearing Officer preside over the hearing, the employee and the City shall each be responsible for one-half of the costs associated with the services of the alternate Hearing Officer.

All other sections of the existing Appeals Process shall remain unchanged.

Disciplinary Action

Effective July 5, 1999, counseling memoranda and written reprimands for General Unit Employees that are at least three years old and any future counseling memoranda and written reprimands that become three years old, shall at the request of the employee, be sealed. Sealed files will be temporarily removed from the employee’s file immediately prior to anyone inspecting the employee’s file.

Article 3. - Employee Personnel File

No material relating to performance appraisal, salary action or disciplinary action shall be placed in the employee’s personnel file of a General Unit Employee, without the employee first being given an opportunity to read such materials. The employee shall acknowledge that he/she has read such material by affixing his signature to the material to be filed, with the understanding that, although such signature indicates acknowledgment, it does not necessarily indicate agreement. If the employee refuses to sign the material, it shall be placed in his personnel file with the appropriate notation by the person filing it.
Article 4. - Employee Response to Performance Evaluation

The City and General Unit Employees Parties agree to amend the Employees’ Manual to provide that an employee may have the opportunity to respond in writing to his/her written employee performance evaluation. It is the employee’s responsibility to submit his/her written response. Such response shall be directed to the Department Head and to Human Resources. Upon receipt, Human Resources will place and a copy of the response shall be placed in the employee’s official personnel file at the employee’s request.
SECTION VIII  HEATH AND SAFETY

Article 1. – Safety

The City shall place increased emphasis on its efforts to provide for the safety of employees during the hours of their employment by instituting the following actions in coordination with employees and SEIU Local 721:

a. On or about 30 days after the effective date of this Memorandum MOA, a Safety Advisory Committee consisting of City management and employee representatives of the General Unit Employees shall be established by the City and shall convene its initial meeting. The Committee shall establish procedures to carry out its general objective of advising the City on means of achieving increased employee safety in its operations on an on-going basis. It will be the responsibility of the Committee to analyze and assess existing safety practices and procedures, and to propose modifications and amendments, having due regard for the newly enacted State legislative standards. The Committee will have the function of receiving, assessing and making recommendations to the City regarding employee and employee organization communications pertaining to employee safety matters.

b. Disseminating and familiarizing General Unit Employees with existing safety procedures.

Employees shall be responsible for adherence to all safety rules and regulations. Such training as is necessary shall be scheduled and conducted by qualified personnel.

Article 2. - Rest and Recovery

The Safety Advisory Committee shall review and make recommendations on safety concerns with regard to rest and recovery issues for employees required to work beyond their normal shifts.

The City agrees to finalize its review and implement a rest and recovery policy for General Unit Employees no later than May 15, 1999.

Effective July 24, 2006, the City’s Rest and Recovery policy shall be amended as follows: “The Rest and Recovery policy is intended for those unplanned occasions where an employee works additional hours within the standard sleep hours (9:00 pm to 5:00 am). In cases where the assignment is planned in advance, and is a temporary but continuous change in the employee’s work shift, which lasts in excess of two days, the...”
work schedule may be adjusted as dictated by the assignment. When such work shift is modified pursuant to these circumstances, the employee will receive an hourly premium of 10 percent additional salary for those hours worked outside of the employee’s normal shift hours. No other additional pay will be granted. The number of hours worked within the standard sleep period will be added to the beginning of the shift on the following day or at the employee’s option, and with approval of supervisory staff, employees may elect to:

- Use annual leave or compensatory time when added to rest and regularly scheduled shift.
- Stay on the job and use the rest and recovery at the end of the shift to complete the remainder of their regular work shift.

These options shall not be unreasonably denied by supervisory staff.

**Article 3. - First Aid Kits**

The City shall provide first-aid kits in all City lunch rooms and in City vehicles, and shall maintain and restock such kits on a regular basis.

The City agrees to provide First Aid Kits within reasonable access, and to set up a schedule to check and maintain such Kits at an appropriate level.

The City agrees to have the Safety Committee develop a process by January 2018 to ensure that all City issued First Aid Kits are regularly updated to comply with this article.

**Article 4. - Safety Equipment**

The City shall provide self-contained breathing apparatus (with 30 minute air supply) and portable gas detection meters for employees assigned to Sanitation Plant and flood control responsibilities involving hazardous activities affecting respiration. One back-up apparatus shall be provided per crew.

**Article 5. - Police Service Assistant-Officer Training**

Police Service Assistants-Officers shall be provided periodic safety awareness training as it relates to their being assigned to work alone outside of the Police Facility.

**Article 6. - Substance Abuse Policy**

The Parties agree that the Substance Abuse Policy set forth in the City’s Employee’s Manual shall be applicable to all employees. A copy of the Substance Abuse Policy is available at Attachment 7 to this MOA. The City and General Unit Employees adopt a Substance Abuse Policy except that substance abuse testing provisions shall not become effective until an Employee Assistance Program is implemented. The Substance Abuse Policy shall contain a
statement authorizing the City to proceed on implementation of a separate drug-testing program for Transit employees should the City be so required by federal granting agencies or other legal authority. The Policy shall be incorporated into City of Simi Valley Employee’s Manual.

Effective June 27, 1994, the City shall amend Employee’s Manual, Policy 33, Section 33.2, to read as follows:

The unlawful manufacture, distribution, dispensing, possession, sale, use and/or transportation of narcotics, drugs, controlled substances or alcoholic beverages by employees while on duty, driving a City vehicle or on City property is illegal and forbidden. Further, no employee shall report to work under the influence of narcotics, drugs, controlled substances, whether prescribed or not, alcohol or any other substance which may impair the employee's ability to perform his/her job in a safe and efficient manner. Violation of this policy may result in disciplinary action, even for a first offense. However, reasonable efforts at rehabilitation will be offered to encourage employees to remain active and productive members of the City’s work force.

Effective June 27, 1994, the City shall also amend the Employee’s Manual, Policy 33, Section 33.43, to read as follows:

CHEMICAL TESTING – The examination of blood, breath, and/or urine to determine if a person has used prohibited materials.

Effective June 27, 1994, the City shall also amend the Employee’s Manual, Policy 33, Section 33.7, to read as follows:

SCREENING FOR JUST CAUSE - The City may require a blood test, urinalysis, and/or other drug-alcohol screening of those employees alleged to be using or being under the influence of a drug or alcohol. Such screening shall be determined by medical personnel. The City will utilize the "reasonable suspicion" and "objective symptoms" standards to compel testing. Employees will be asked to complete a Drug Screening Consent Form. Chemical testing shall be conducted in a manner which assures a high degree of accuracy, reliability, and confidentiality. The City will use those tests and their associated standards that are admissible in a California court of law. Where technically advisable, the City shall use the Gas Chromatography/Mass Spectrometry Method for confirmation testing of positive samples.

The City affirms the necessity to uphold a high regard for privacy and dignity in the sampling process. The procedure used shall include an unbroken chain of custody from sample collection to return of the written report. Chemical testing shall be performed at a local medical facility selected by the City.
The split sample shall be preserved such that three independent tests may be conducted. If the initial test is positive, the City shall conduct a confirmation test using a court admissible testing technique. If the confirmation test is positive, the employee may re-test the sample at a laboratory of his/her own choosing and at his/her own expense.

All other provisions in the Substance Abuse Policy shall remain in full force and effect.
ATTACHMENT 1

CLASSIFICATIONS INCLUDED IN THE GENERAL UNIT

Account Clerk I/Account Clerk II/Accounting Assistant I/II
Accounting Technician I/II
Administrative Technician (2015-39)
Building Inspector I, II/Senior Building Inspector
Building Maintenance Technician
Clerk I/Clerk II
Code Enforcement Compliance Technician
Collection System Technician Trainee (2011-34)
Collection System Technician I (2011-34)
Collection System Technician II (2011-34)
Computer Operator
Contract Compliance Technician
Counter Services Technician I/II
Crime Analyst Technician (2010-19)
Crime Scene Investigator Trainee/Crime Scene Investigator I/II (2014-08)
Custodian/Senior Custodian
Customer Service Representative/Senior Customer Service Representative
Electrical Inspector
Engineering Aide
Engineering Technician/Senior Engineering Technician
Environmental Compliance Inspector
Field Laboratory Technician
Geographic Information System Technician
Graphics/Support Services Technician
Heavy Equipment Operator
Human Resources Technician/Senior Human Resources Technician
Industrial Painter
Instrumentation Technician/Senior Instrumentation Technician
Inventory Support Technician
Laboratory Technician/Senior Laboratory Technician
Legal Technician (2013-28)
Maintenance Worker I, II
Maintenance Worker III
Mechanic I, II
Nutrition Services Worker
Paralegal
Planning Technician
Plans Examiner
Plant Electrician (2012-47)
Plant Maintenance Program Technician
Plant Maintenance Technician I, II
Plant Maintenance Technician III
Plant Operator Trainee/Plant Operator I/II/III
Plumbing/Mechanical Inspector
Police Dispatcher Trainee/Police Dispatcher/Senior Police Dispatcher Dispatch Shift Leader
Police Maintenance Coordinator
Police Maintenance Specialist
Police Maintenance Technician/Senior Police Maintenance Technician
Police Records Technician I, II/Senior Police Records Technician
Police Services Assistant/Officer
Printer
Property Officer
Property Technician
Public Works Dispatcher
Public Works Inspector
Recording Secretary
Supervising Building Inspector
Secretary
Senior Center Aide
Support Services Worker
Theater Technician I/II
Transit Coach Operator Trainee/Transit Coach Operator
Transit Dispatcher/Senior Transit Dispatcher
Transit Operations Assistant
Tree Trimmer I/II/Senior Tree Trimmer
Utilities Specialist
Victim Advocate
Wastewater Collection Technician Trainee/Wastewater Collection Technician I/II
Waterworks Meter Reader
Waterworks Services Worker Trainee/Waterworks Services Worker I/II/III
Waterworks Systems Technician
ATTACHMENT 2

CLASSIFICATIONS ELIGIBLE FOR UNIFORMS

Building Maintenance Technician
Collection System Technician I, II, Trainee
Custodian/Senior Custodian
Environmental Compliance Inspector
Heavy Equipment Operator
Industrial Painter
Instrumentation Technician/Senior Instrumentation Technician
Laboratory Technician/Senior Laboratory Technician
Maintenance Worker I/II/III
Mechanic I/II
Plant Maintenance Program Technician
Plant Maintenance Technician I/II/III
Plant Operator Trainee/I/II/III/Trainee
Police Dispatcher Trainee*/Police Dispatcher, Trainee*/Dispatch Shift Leader*
Police Services Assistant Officer*
Property Officer
Property Technician
Transit Coach Operator Trainee/Senior Custodian
Senior Instrumentation Technician
Senior Laboratory Technician
Senior Police Dispatcher*
Senior Tree Trimmer
Transit Coach Operator
Transit Operations Assistant*
Tree Trimmer I/II/Senior Tree Trimmer
Wastewater Collection Technician Trainee/Wastewater Collection Technician I/II
Waterworks Services Worker Trainee/I/II/III/Trainee
Waterworks Systems Technician

* Noted job classifications also receive uniform allowance in accordance with Section IV, Article 12 of the MOA.
ATTACHMENT 3

CLASSIFICATIONS ELIGIBLE FOR BOOTS

- Building Inspector I, II
- Building Maintenance Technician
- Building Inspector III
- Collection System Technician I, II, Trainee
- Community Services Technician
- Crime Analyst
- Custodian/Senior Custodian
- Electrical Inspector
- Environmental Compliance Inspector
- Heavy Equipment Operator
- Industrial Painter
- Instrumentation Technician/Senior Instrumentation Technician
- Laboratory Technician/Senior Laboratory Technician
- Maintenance Worker I, II, III
- Mechanic I, II
- Plans Examiner
- Plant Electrician
- Plant Maintenance Program Technician
- Plant Maintenance Technician I, II, III
- Plant Operator Trainee/I, II, III, Trainee
- Plumbing/Mechanical Inspector
- Police Maintenance Technician/Specialist
- Property Officer
- Property Technician
- Public Works Inspector
- Senior Building Inspector
- Senior Custodian
- Senior Instrumentation Technician
- Senior Laboratory Technician
- Senior Police Maintenance Technician
- Senior Tree Trimmer/Supervising Building Inspector
- Tree Trimmer I, II/Senior Tree Trimmer
- Wastewater Collection Technician Trainee/Wastewater Collection Technician I/II
- Waterworks Meter Reader
- Waterworks Services Worker Trainee/I/II/III
- Waterworks Systems Technician
- Waterworks Services Worker I, II, III, Trainee

Should the Department Head or designee deem that safety boots are required for occasional use for any classification not listed above, the department will reimburse the employee up to the maximum allowance indicated in Section IV, Article 4312, Safety Boot/Footwear Allowance.
ATTACHMENT 4

LAYOFF AND RE-EMPLOYMENT POLICY
CLASSIFICATIONS ELIGIBLE FOR INEQUITY ADJUSTMENTS

Account Clerk I
Account Clerk II
Accounting Technician
Building Inspector I
Building Inspector II
Clerk I
Clerk II
Contract Compliance Technician
Counter Services Technician
Crime Scene Investigator
Crime Scene Investigator Trainee
Customer Service Representative
Electrical Inspector
Engineering Aide
Engineering Technician
Environmental Compliance Inspector
GIS Technician
Human Resources Technician
Industrial Painter
Laboratory Technician
Legal Clerk
Mechanic I
Nutrition Services Worker/Cook
Planning Technician
Plumbing/Mechanical Inspector
Police Records Technician I
Police Records Technician II
Police Services Assistant
Printer
Property Technician
Public Works Inspector
Recording Secretary
Secretary
Senior Building Inspector
Senior Center Aide
Senior Engineering Technician
Senior Human Resources Technician
Senior Laboratory Technician
Senior Police Dispatcher
Senior Police Records Technician
Transit Coach Operator
Transit Dispatcher
Transit Operations Assistant
POLICY 9

LAYOFF AND RE-EMPLOYMENT

Policy Statement

The City may implement a layoff due to lack of work, lack of funds, abolition of a position, or elimination or reduction in service level as considered necessary by the City.

Definitions

City Seniority: The period of an employee's continuous, uninterrupted employment with the City. Uninterrupted City employment includes regular-status and probationary periods. For the purpose of this policy only, limited-term status employment periods beyond the initial two years shall apply towards City seniority.

Sworn Seniority: The period of an employee’s continuous, uninterrupted employment with the City as a sworn employee of the Police Department. Sworn seniority does not include employment as a Police Officer Trainee.

Classification Seniority: The period of an employee's continuous, uninterrupted service, including regular status and probationary periods, within the current job classification.

Sworn Classification Seniority: The period of an employee’s continuous, uninterrupted sworn service, including regular status and probationary periods, within the current and higher-level job classifications.

Flexible Staffing Seniority: For the purpose of this policy, flexibly staffed job classifications, as described in Policy 8, Probation, are considered as one classification.

Regular Status: As defined in Policy 6, Employment Status, a position budgeted on a continuing and indefinite basis. Regular status employees are subject to all rules and regulations, and receive all benefits and rights as provided by these policies.

Limited-Term Status: As defined in Policy 6, Employment Status, a position working on a special assignment for a specific period of time which will cease when the project ends, and is budgeted accordingly. For the purpose of this policy only, limited-term status employees with at least two years of City service shall be defined as regular status employees, except that the calculation of seniority shall exclude consideration of the initial two years of employment.

Temporary Status: As defined in Policy 6, Employment Status, a position that is on-call or not on-going. Temporary status may end at any time, without notice and is not subject to probation. Temporary employees receive no benefits or rights under these policies unless such benefits or rights are specifically provided in the individual policies.
Vacant Funded Position: A position authorized for hire in the City’s budget process where money is allocated to employ an individual in that position. Frozen positions are not considered funded positions, as money is not allocated in the City’s budget to employ individuals for frozen positions.

Policy

9.1 Determining Layoff. When implementing a layoff, the City shall determine the number of positions to be affected by job classification.

9.2 Notification to Employees. The City will notify, in writing, any employee who is to be laid off a minimum of fifteen (15) calendar days prior to the actual layoff, or provide commensurate pay.

9.3 Order of Layoff. Once specific classifications have been identified for layoff, the following order of layoff shall be utilized:

1. Temporary status employees
2. Limited-term status employees with less than two years of City service
3. Employees serving a probationary period
4a. All Employees Other than Sworn: Regular status employees with the least classification seniority
4b. Sworn Employees: Regular status employees with the least sworn classification seniority
5a. All Employees Other than Sworn: If there are two or more employees to be laid off who have identical classification seniority, the order of layoff shall be by City seniority. If such City seniority is also identical, order of layoff shall be determined by the final rating on the most recent performance evaluation on file in the Human Resources Division. If the final ratings are identical, or a performance evaluation has not been filed with Human Resources in the most recent twenty-six (26) pay periods, the order of layoff shall be determined by the drawing of lots.
5b. Sworn Employees: If there are two or more sworn employees to be laid off who have identical sworn classification seniority, the Police Department practice of establishing seniority upon the promotional selection process will be followed. If such Police Department seniority is identical, order of layoff shall be by sworn seniority. If sworn seniority is also identical, order of layoff shall be determined by the final rating on the most recent performance evaluation on file in the Human Resources Division. If the final ratings are identical, or a performance evaluation has not been filed with Human Resources in the most recent twenty-six (26) pay periods, the order of layoff shall be determined by the drawing of lots.
9.4 **Displacement/Bumping Rights.** Regular status and probationary employees who are designated to be laid off may transfer or demote to a vacant funded position in which they previously held regular status, or displace employees in a lower classification in which they previously held regular status. Probationary employees in the lower classification shall be displaced first, followed by regular status employees with less City seniority than the incumbent exercising the displacement. If such City seniority is identical, the order of layoff presented in Section 9.3.5a. shall be followed. For sworn employees, probationary employees in the lower classification shall be displaced first, followed by regular status employees with less sworn classification seniority than the incumbent exercising the displacement. If such sworn classification seniority is identical, the order of layoff presented in Section 9.3.5b. shall be followed. Employees who have not held regular status in a lower classification shall have no displacement rights.

9.4.1 **Timeframe.** Employees must exercise displacement rights within five (5) calendar days after receipt of a notice of layoff, by submitting written notice to the Deputy Director/Human Resources. If displacement rights are not exercised within the specified time period, they are automatically forfeited.

9.4.2 **Salary and Benefits Upon Demotion.** Employees who exercise displacement rights and demote to a lower classification in lieu of layoff, shall retain their current salary or be paid at the top of the lower classification’s salary range, whichever is less. Benefits shall be assigned in accordance with the applicable MOA/MOU currently in effect for the lower classification.

9.5 **Voluntary Demotion In Lieu of Layoff.** Once all displacement/bumping staff movements have been assigned, employees designated to be laid-off may request a voluntary demotion to a remaining vacant funded position for which they meet the minimum qualifications. If more employees request to demote than there are available positions, the option to voluntarily demote shall be offered in City seniority order. Upon demotion, salary and benefits may be modified, as indicated in Section 9.4.2, Salary and Benefits Upon Demotion.

9.6 **Voluntary Transfer in Lieu of Layoff.** Once all displacement/bumping staff movements have been assigned, employees designated to be laid-off may request a voluntary transfer to a remaining vacant funded position for which they meet the minimum qualifications and with the same maximum salary. If more employees request to transfer than there are available positions, the option to voluntarily transfer shall be offered in City seniority order.

9.7 **Re-employment List.** All persons who have been laid off or demoted as a result of a reduction in force shall have their names placed on a re-employment list. Such employees shall be offered re-employment to vacant funded positions in the same job classification from which they were laid off, or another vacant
funded position with equivalent or lower salary than the position in which they were laid off and for which they meet the minimum qualifications.

9.7.1 Order of Re-employment. Employees will be re-employed in reverse order of the order of layoff. Vacant funded positions shall first be offered to eligible candidates who have been demoted as a result of layoff prior to being offered to those who have been laid off. All such resultant re-employment shall be without competitive examination and all eligible employees on the re-employment list shall be offered re-employment before any new employees within that classification are hired.

9.7.2 Length of Re-employment List. Persons will remain on the re-employment list for a period not to exceed 24 months from the effective date of demotion or layoff.

9.7.3 Rejection of Re-Employment Offer. Employees being offered re-employment in any classification other than the one they were in upon layoff, shall have the right to reject one offer by the City of re-employment to a particular position and shall remain on the re-employment list. Any employee's second rejection of such an offer automatically removes that employee from the re-employment list.

9.8 Non-Disciplinary Action and No Appeals. Policy 31, Disciplinary Action is not applicable to the Layoff and Re-employment Policy. Demotions, transfers and discharges resulting from reallocation or reduction in work force due to lack of funds, abolition of a position, or elimination or reduction in service level, shall not constitute discipline and shall not be eligible for appeal.

9.9 Pre-Layoff Administrative Review Process. Regular status employees who receive a layoff notice will have the right to respond to the proposed layoff orally or in writing to their Department Director within five (5) calendar days from the date of the layoff notice (and to verbally consult with Human Resources if necessary as deemed appropriate by the Deputy Director/Human Resources). The Department Director shall render a reply in writing within five (5) calendar days after receiving the employee's oral or written response.

9.10 Restoration of Benefits.

a. Seniority. Upon re-employment, employees shall have the City and sworn seniority status that they held immediately prior to their layoff restored. Employees re-employed to the classification they held prior to layoff shall also have classification and sworn classification seniority status restored.

b. Rate of pay/salary. Upon re-employment, employees shall receive placement in the salary range equivalent to that which
they were receiving immediately prior to layoff or demotion. If re-employned to a lower classification, employees shall receive the salary equivalent to that which they were receiving prior to layoff, or the maximum of the salary range for the lower classification, whichever is less.

c. Annual Leave Accrual Rates. Laid off employees who are re-employed shall have the annual leave accrual rate they held immediately prior to layoff restored, provided, however, any reduction or increase in accrual rates for all employees in the bargaining group during the layoff period shall apply to the re-employed employee. Upon re-employment, employees shall receive an advance of annual leave in accordance with the same provisions as new employees.

d. Merit Qualifying Hours. An employee who is re-employed to the same classification they held prior to layoff shall have the merit qualifying hours earned as of the time of the layoff restored. The employee’s merit/evaluation date will be adjusted upon his or her return based on the qualifying hours earned. However, credit is not given for time not worked.

e. Probationary Period. Laid off employees who are re-employed under this policy are not required to serve a new probationary period when returning to a classification in which they previously held regular-status.

References and Related Policies

Policy 6, Employment Status
Policy 8, Probation
GRIEVANCE PROCEDURE POLICY
SIDE LETTER OF AGREEMENT REGARDING CALPERS HEALTH INSURANCE, JANUARY 1, 2014
Side Letter of Agreement  
Between the City of Simi Valley and  
Service Employees International Union  

The City of Simi Valley ("City") and Service Employees International Union ("SEIU") have met and conferred and reached an agreement on this Side Letter of Agreement to the Memorandum of Agreement ("MOA") between the City and the SEIU. This Side Letter of Agreement agrees to amend Section IV (Benefits), Article 4 (Medical, Dental and Vision Insurance) of the MOA. The agreement reached between the parties is not intended to supersede any of the other terms and conditions of employment contained in the MOA.

CALPERS HEALTH INSURANCE

A. Effective January 1, 2014, the City will contract with the Public Employees’ Retirement System for medical insurance through the Public Employees Medical and Hospital Care Act ("PEMHCA").

B. For employees enrolled in a CalPERS plan, the City shall pay the required statutory minimum on behalf of each employee. The minimum contribution will apply only toward the medical insurance premium for a CalPERS Health plan. If an employee chooses not to enroll in a CalPERS Health plan, the minimum contribution cannot be used for any other purpose.

C. In addition to the required statutory minimum contribution required under PEMHCA, eligible regular employees shall be provided with a flexible benefit package (Simi Flex dollars, described in the matrix below), which may be used by the employee to offset the cost of medical, dental, or vision insurance, or other optional benefits. The Simi Flex amount will vary depending upon the medical plan and coverage level selected. It is agreed that the monthly Simi Flex will not exceed $1,422.30 per month, per employee, not including the PEMHCA minimum, with a maximum cash amount of $201.30 per month, per employee.

D. If an employee chooses not to enroll in a health plan, the employee will only receive Simi Flex in the amount of $201.30 per month.

<table>
<thead>
<tr>
<th>Monthly Simi Flex Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 1, 2014 through</td>
</tr>
<tr>
<td>December 31, 2014</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Medical Insurance – HMO</th>
<th>Employee Only</th>
<th>Employee Plus One</th>
<th>Family</th>
</tr>
</thead>
<tbody>
<tr>
<td>Anthem Select</td>
<td>$554.30</td>
<td>$1006.30</td>
<td>$1319.54</td>
</tr>
<tr>
<td>Anthem Traditional</td>
<td>$554.30</td>
<td>$1006.30</td>
<td>$1422.30</td>
</tr>
<tr>
<td>Blue Shield Access +</td>
<td>$552.20</td>
<td>$1006.30</td>
<td>$1304.06</td>
</tr>
<tr>
<td>Blue Shield NetValue</td>
<td>$477.80</td>
<td>$873.30</td>
<td>$1110.60</td>
</tr>
<tr>
<td>Health Net Salud y Mas</td>
<td>$507.74</td>
<td>$933.18</td>
<td>$1188.44</td>
</tr>
<tr>
<td>Health Net SmartCare</td>
<td>$554.30</td>
<td>$1006.30</td>
<td>$1422.30</td>
</tr>
<tr>
<td>Unitedhealthcare</td>
<td>$554.30</td>
<td>$1006.30</td>
<td>$1350.48</td>
</tr>
<tr>
<td>Kaiser CA</td>
<td>$554.30</td>
<td>$1006.30</td>
<td>$1422.30</td>
</tr>
</tbody>
</table>
POLICY 32

GRIEVANCE PROCEDURE

Policy Statement

Grievance actions shall follow a series of steps. Grievances should be resolved informally at the supervisory level if possible. An employee may be accompanied and assisted by a representative of the employee’s choosing during any step of the grievance procedure.

Definition

Grievable Issues: Employees have the right to present a grievance only in the following situations:

A. When employees feel they have been adversely affected by interpretation or application of the policies contained in the Employee’s Manual.

B. When employees feel they have been adversely affected by interpretation or application of the City’s Employer-Employee Relations Resolution.

C. When employees feel they have been adversely affected by interpretation or application of a Memorandum of Agreement between the City and an employee organization, except that disciplinary action for violation of the "No-Strike Clause" shall not be subject to the grievance procedure.

Policy

32.1 Grievance Procedure. The following series of steps provides a progressive procedure designed to resolve grievances at the lowest supervisory level consistent with justice, fair treatment, and administrative policy.

32.1.1 Step 1. It shall be the responsibility of the employee to promptly inform and discuss any complaint or grievance as defined in this policy with the immediate supervisor. If, after such discussion, the employee does not believe the grievance has been satisfactorily resolved, the employee shall proceed to Step 2 of the grievance procedure. All complaints or grievances shall be resolved in a timely manner. In order for a grievance to be considered as timely, it shall be brought to the immediate supervisor's attention within 21 calendar days following the act or occurrence upon which the alleged grievance is based. Where the grievance is based upon a recurring action, the grievance shall be brought to the supervisor’s attention within 21 calendar days following the first instance of such recurring action.
32.1.2 **Step 2.** If the employee and immediate supervisor cannot satisfactorily resolve the complaint or grievance within ten (10) working days after it is brought to the supervisor’s attention, the employee may file a written grievance concerning the matter with the Department Head. The employee shall clearly state the basis of the grievance, giving time, place, other persons involved, specific policy concerned, and other pertinent information. The Department Head shall, within five (5) working days after receipt of the written grievance, supply an answer in writing to the aggrieved employee, explaining the decision or proposed action.

32.1.3 **Step 3.** If the employee is not satisfied with the response of the Department Head, the employee may request that the City Manager review the grievance. The employee shall request such review within ten (10) working days after receiving the response from the Department Head. The City Manager shall consider the employee’s written grievance, as submitted to the Department Head, and the Department Head’s written response in reviewing the grievance. The City Manager or designee may request additional information or conduct additional research as appropriate. The City Manager shall release the results of the review within 15 working days after receiving the employee’s request for such review. The results of the City Manager’s review shall be final.

32.2 **Time Off to Process Grievance.** The employee shall be given time off with pay from regular duties, as determined to be necessary and reasonable by the Department Head, for the processing of a grievance.

32.3 **Extension of Time Limits.** The time limits specified in each step of the grievance procedure may be extended by an equal amount of additional time by either party upon verbal or written notice. Further extensions to the specified time periods may be made upon written mutual consent of both parties.

32.4 **Failure to Appeal Within Time Limit.** If the employee fails to file the grievance within the prescribed time limits, without waiver, the employee relinquishes the right to grieve. If management fails to respond to the prescribed time limits set out in the grievance procedure, without waiver, the grievance shall automatically proceed to the next step.

32.5 **Representation at Hearings.** Although an aggrieved employee may be assisted by a representative of the employee’s choice, the employee shall be present personally and participate in the discussions and proceedings.

**Reference**

Policy 31, **Disciplinary Action**

**Policy Revised 4/21/14**
<table>
<thead>
<tr>
<th>Medical Insurance - PPO</th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>PersCare PPO</td>
<td>$554.30</td>
<td>$1006.30</td>
<td>$1422.30</td>
</tr>
<tr>
<td>PersChoice PPO</td>
<td>$554.30</td>
<td>$1006.30</td>
<td>$1422.30</td>
</tr>
<tr>
<td>PersSelect PPO</td>
<td>$554.30</td>
<td>$1006.30</td>
<td>$1422.30</td>
</tr>
<tr>
<td>No Medical Insurance</td>
<td>$201.30</td>
<td>$201.30</td>
<td>$201.30</td>
</tr>
</tbody>
</table>

If CalPERS changes any of the medical insurance plans by either adding to or deleting the plan options described above, employees will be limited to those plan options offered by CalPERS.

This Side Letter of Agreement is executed this 9th day of October, 2013, by the employer-employee relations representative who signatures appear below for their respective organizations.

**Service Employees International Union:**

Laura Espinosa, Lead Worksite Organizer  
10/2/13

**City of Simi Valley:**

Eric J. Levitt, City Manager  
10/2/13

James Purtce, Assistant City Manager  
10/2/13
ATTACHMENT 6

DISCIPLINARY ACTION POLICY
POLICY 31

DISCIPLINARY ACTION

Policy Statement

The employment of all Regular Status employees who have completed the probationary period shall be conditioned on satisfactory work performance and conformance with City and Departmental rules and policies. All other employees shall work at the will and discretion of their respective appointing authority, and may be disciplined without right of appeal or discharged without cause. The provisions of this policy do not apply to those employees, except for the provisions of Section 31.9.1.

An appointing authority shall not discriminate on the basis of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, or military and veteran status when discharging their duty as an employee of the City.

Definitions

Administrative Leave: Includes paid time off, as determined by the City Manager, upon the recommendation of the Deputy Director/Human Resources, to maintain employee morale, safety, or workplace security, generally during an investigation, prior to implementing disciplinary action, or pending termination. Employees on Administrative leave are expected to be available by phone or report to work, if needed, at any time during their regularly scheduled work hours. Administrative Leave is not to be used for attending off-duty appointments/meetings or vacations. Employees on Administrative Leave who must attend an appointment or become unavailable for work due to a vacation must utilize available annual leave, compensatory time off, or leave without pay.

Dishonesty: Includes, but is not limited to, the falsification of records, fraud, misrepresentation in securing employment, or abuse or loss of privileges.

Misconduct: Includes, but is not limited to, absence without authorized leave, job abandonment (absence without authorized leave for more than four consecutive work days); improper political activity or failure to file such reports as may be required by State or local laws or rules; failure to observe City or Department rules and regulations, negligent use, intentional misuse or unauthorized use of City tools, equipment, vehicles, materials, supplies, or property; fighting, horseplay, or causing altercations; actual or threatened violence towards others; possessing or bringing dangerous, illegal, or unauthorized firearms, weapons, drugs, alcohol, chemicals, or other materials onto City property; engaging in rude, offensive or discourteous conduct toward others; abusive or vulgar language; gambling; unauthorized departure from worksite; sleeping on duty; harassment or retaliation, as described in Policy 33, Harassment-Free Work Environment; and smoking in non-smoking areas.
**Oral Reprimand**: A verbal admonishment to an employee constituting a warning that the employee’s performance or conduct is not satisfactory.

**Written Reprimand**: A formal written document outlining the employee’s performance or conduct problems and constituting a warning of unsatisfactory behavior.

**Policy**

31.1 **Cause for Disciplinary Action.** The cause for disciplinary action, including but not limited to, reprimand, suspension, reduction in pay, demotion, or dismissal, may be, but not limited to, any one of the following charges as they relate to City employment: misconduct, incompetence, inefficiency, insubordination, dishonesty, mishandling of public funds, failure to observe City or Department rules or regulations, abandonment of job, illegal harassment or retaliation as described in Police 33 Harassment-Free Work Environment, or any other acts incompatible with public service.

31.2 **Oral Reprimand.** An employee may be subject to an oral reprimand for any of the reasons stated in Section 31.1. The fact of an oral reprimand shall be noted in the employee's personnel file.

31.3 **Written Reprimand.** An employee may be subject to a written reprimand for any of the reasons stated in Section 31.1. Written reprimands will be placed in the employee’s personnel file. Employees shall be asked to sign any written reprimand to acknowledge that they have read it and are aware that it will be placed in their personnel file. If the employee refuses to sign, the refusal shall be noted on the reprimand. Counseling memoranda and written reprimands that are at least three (3) years old shall, at the request of the employee, be sealed. Sealed files will be temporarily removed from the employee’s file immediately prior to anyone inspecting the employee’s file, and can be reviewed only by the Deputy Director/Human Resources or City Manager. Periodic performance evaluations shall not be considered as a reprimand even if negative or detrimental comments or remarks are noted.

Employees may file a written response to a written reprimand. Such responses shall be submitted to the Department Head and a copy of such response shall be placed in the employee’s official personnel file.

31.4 **Suspension.** An employee may be suspended without pay for any of the causes stated in Section 31.1.

31.5 **Demotion/Reduction in Pay.** An employee may be demoted or receive a reduction in pay for any of the causes stated in Section 31.1, and as described in Policy 12, Demotion.

31.6 **Discharge.** Department Heads, with review by the Deputy Director/Human Resources, may take action to discharge an employee assigned to their department based on one or more of the charges stated in this policy.
Probationary employees may be discharged at any time without cause, as provided in Policy 8, Probation. Probationary employees discharged without cause are not subject to the notice requirements or the appeal procedures set forth in this policy.

31.7 Administrative Leave. Employees may be placed on Administrative Leave for any reason. Employees who are placed on Administrative Leave are not authorized to access City facilities/worksites, computer systems, files, phone/e-mail systems, or any other work activity or location without prior authorization from their Department Head or Human Resources. Administrative Leave is not considered discipline.

31.8 Notice of Intended Action. Prior to taking any disciplinary action stated in Sections 31.4 through 31.6, an employee who has successfully completed the probationary period shall be given written notice of such intended action by the Division Head at least ten (10) working days prior to the effective date of the action, unless there is an urgent need for prompt disciplinary action or where delay would be contrary to public policy. The notice shall include the reasons for the action and a statement indicating that copies of materials or documents that are the basis of the action are attached. Such notice must also inform the employee of the right to respond prior to the effective date of the intended action, either orally or in writing, to the Department Head, and of the right to union representation.

31.9 Review of Intended Action. Following the employee’s response, if any, the Department Head shall confirm or modify the intended disciplinary action. If the intended action becomes final, whether or not the employee responds to such notice, the employee is entitled to appeal the action pursuant to the procedures set forth in this policy. The procedures for review of an intended disciplinary action under this section are intended to meet the pre-disciplinary due process requirements of Skelly and other requirements of State law, and shall not be interpreted to extend rights in excess of those provided by Skelly.

31.10 Right to Appeal. Regular employees who are subject to the provisions of this policy shall have the right to appeal any action taken which results in the denial or loss of compensation or tangible fringe benefits as a result of action imposed for disciplinary reasons.

31.10.1 Name-Clearing Hearing. All employees who have been disciplined for a published reason, tending to stigmatize that employee such that finding future employment may become difficult or impossible, shall have the right to appeal for the purpose of clearing the employee’s name.

31.11 Appeal Procedures. The following procedures shall be followed in the appeal of disciplinary action.

31.11.1 Request for Appeal. Any employee who is the subject of a disciplinary action stated in Section 31.7 has the right to appeal such action to the City Manager by filing a written request for appeal with the Deputy Director/Human Resources within fifteen (15) working days after the
effective date of the action. Failure to file the request for appeal within such time period shall constitute waiver of the employee’s right to appeal the action taken by the Department Head.

31.11.2 Use of Alternate Hearing Officer. The hearing shall be before the City Manager unless either the City Manager or the employee requests that an Alternate Hearing Officer hear the appeal. The City Manager shall have five (5) working days from receipt of the official appeal requesting that he hear the case, to decide whether or not to participate.

31.11.3 Timing of Hearing. If the City Manager hears the appeal it must be held within 30 working days of receipt of the formal appeal by the Deputy Director/Human Resources. Written notice of the hearing shall be mailed to the employee no later than ten (10) working days before the hearing date.

31.11.4 Determination of Public or Private Hearing. The hearing shall be private unless the employee, at least five (5) days before the hearing date, files a written request with the Deputy Director/Human Resources that the hearing be public. However, notwithstanding a timely request for a public hearing, the Hearing Officer may order a portion of the hearing closed to the public if the Hearing Officer determines that certain evidence may tend to invade the privacy of others not a party to the discipline or if certain evidence may lead to charges which may subject a non-party to the hearing to discipline, ridicule, or undue embarrassment. At the request of either party, the Hearing Officer may exclude witnesses from the audience.

31.11.5 Responsibility of Hearing Officer. The Hearing Officer shall preside at such hearing, and within ten (10) working days of the conclusion of the hearing, determine whether to reverse any disciplinary action imposed by the Department Head; modify the disciplinary action by implementing a lesser or more severe penalty; or sustain the action of the Department Head. The Hearing Officer shall support the recommendation with appropriate findings resulting from the evidence submitted at the appeal hearing.

31.11.6 Selection of Alternate Hearing Officer. When the City Manager or employee decides that an Alternate Hearing Officer shall be utilized, selection of the Alternate Hearing Officer shall be by mutual consent.

The Deputy Director/Human Resources shall obtain a list of five qualified and available Hearing Officers from the State Mediation and Conciliation Service. An at-random selection shall be made between the City and the employee to determine which party shall remove the first person from the list. The parties shall alternately remove persons from the list until one person remains. The last remaining person shall be the Alternate Hearing Officer.
31.11.7 Responsibility of Alternate Hearing Officer. In cases where an Alternate Hearing Officer is utilized, the Alternate Hearing Officer shall, within 30 days of the conclusion of the hearing, make a recommendation to the City Manager for consideration. The City Manager may accept, reject or modify the Alternate Hearing Officer’s recommendation. The City Manager’s determination shall be final.

31.11.8 Expenses for Alternate Hearing Officer Services. In cases where the employee or the City Manager decides that an Alternate Hearing Officer shall preside over the hearing, the City and the employee shall each be responsible for one-half the costs associated with the services of the Alternate Hearing Officer.

31.11.9 Expenses for Recording Services. Hearings conducted under this section shall be recorded. A certified court reporter may, by mutual consent, be utilized for recording services. In such cases where court reporter services are utilized, the cost of using recorder services shall be shared equally between the City and the employee. Additional charges for transcription of the hearing record shall be the responsibility of the party that requests these services from the recorder.

31.12 Time Limits. Any time period specified in this policy may be extended by an equal amount of additional time by either party upon verbal or written notice. Further extensions to the specified time periods may be made upon mutual written consent of both parties and confirmation by the City Manager.

31.13 Representation. An employee may be represented in the appeals procedure by a representative of the employee’s choice. The employee shall be present during all meetings and hearings contained in this policy. Failure to be present, unless authorized by the Hearing Officer, shall constitute a waiver of such hearing or appeal rights.

31.14 Employee Release Time From Regular Duties. If an employee remains employed with the City during the appeals process, the employee shall be granted release time from regular duties as necessary and reasonable for attendance at any meetings and hearings contained in the appeals process. Also, the employee’s representative and witnesses who are employed by the City during this process shall be granted the same release time given to the employee.

References
Policy 8, Promotion
Policy 12, Demotion
Policy 33, Harassment-Free Work Environment

Policy Revised 4/21/14

SIDLE LETTER OF AGREEMENT REGARDING RETIREE MEDICAL BENEFITS, JULY 1, 2002
LETTER OF AGREEMENT BETWEEN
THE CITY OF SIMI VALLEY
AND THE GENERAL UNIT
REGARDING RETIREE MEDICAL BENEFITS

This agreement shall be effective retroactive to July 1, 2002, and shall apply to all General Unit employees who meet the requirements of this agreement as stated below.

BENEFIT PERIOD

General Unit employees who retire from the City of Simi Valley on or after July 1, 2002, may select one of the following options for health coverage:

Option One

The City shall contribute the benefit amount described below for employee-only coverage for active General Unit employees on the City’s group health plan for a period of 24 months for retirees that served ten (10) years with the City prior to retirement. Retirees who served more than ten years with the City prior to retirement will receive an additional four (4) months of coverage for each additional year of service. The maximum benefit a retiree can receive shall be eight (8) years of coverage, including the initial 24-month period.

<table>
<thead>
<tr>
<th>Years of Service</th>
<th>Benefit Duration</th>
<th>Years of Service</th>
<th>Benefit Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>10</td>
<td>2 years</td>
<td>20</td>
<td>5 years 4 months</td>
</tr>
<tr>
<td>11</td>
<td>2 years 4 months</td>
<td>21</td>
<td>5 years 8 months</td>
</tr>
<tr>
<td>12</td>
<td>2 years 8 months</td>
<td>22</td>
<td>6 years</td>
</tr>
<tr>
<td>13</td>
<td>3 years</td>
<td>23</td>
<td>6 years 4 months</td>
</tr>
<tr>
<td>14</td>
<td>3 years 4 months</td>
<td>24</td>
<td>6 years 8 months</td>
</tr>
<tr>
<td>15</td>
<td>3 years 8 months</td>
<td>25</td>
<td>7 years</td>
</tr>
<tr>
<td>16</td>
<td>4 years</td>
<td>26</td>
<td>7 years 4 months</td>
</tr>
<tr>
<td>17</td>
<td>4 years 4 months</td>
<td>27</td>
<td>7 years 8 months</td>
</tr>
<tr>
<td>18</td>
<td>4 years 8 months</td>
<td>28 or more</td>
<td>8 years (maximum)</td>
</tr>
<tr>
<td>19</td>
<td>5 years</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Option Two

The City shall contribute the benefit amount described below for employee-plus-one coverage for active General Unit employees on the City’s group health plan for a period of 12 months for retirees that served ten (10) years with the City prior to retirement. Retirees who served more than ten (10) years with the City prior to retirement will receive an additional two (2) months of coverage for each additional year of service. The maximum benefit a retiree can receive shall be four (4) years of coverage including the initial 12-month period.
<table>
<thead>
<tr>
<th>Years of Service</th>
<th>Benefit Duration</th>
<th>Years of Service</th>
<th>Benefit Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>10</td>
<td>1 year</td>
<td>20</td>
<td>2 years 8 months</td>
</tr>
<tr>
<td>11</td>
<td>1 year 2 months</td>
<td>21</td>
<td>2 years 10 months</td>
</tr>
<tr>
<td>12</td>
<td>1 year 4 months</td>
<td>22</td>
<td>3 years</td>
</tr>
<tr>
<td>13</td>
<td>1 year 6 months</td>
<td>23</td>
<td>3 years 2 months</td>
</tr>
<tr>
<td>14</td>
<td>1 year 8 months</td>
<td>24</td>
<td>3 years 4 months</td>
</tr>
<tr>
<td>15</td>
<td>1 year 10 months</td>
<td>25</td>
<td>3 years 6 months</td>
</tr>
<tr>
<td>16</td>
<td>2 years</td>
<td>26</td>
<td>3 years 8 months</td>
</tr>
<tr>
<td>17</td>
<td>2 years 2 months</td>
<td>27</td>
<td>3 years 10 months</td>
</tr>
<tr>
<td>18</td>
<td>2 years 4 months</td>
<td>28 or more</td>
<td>4 years (maximum)</td>
</tr>
<tr>
<td>19</td>
<td>2 years 6 months</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**BENEFIT AMOUNT**

The City shall pay an amount equal to the premium of the lowest cost medical plan for the General Unit and the retiree will be responsible for the difference between the actual premium rate for the health coverage selected and the retiree benefit amount. This amount shall be reestablished annually once rates are received. Following are the lowest cost medical plan rates for 2002 and 2003:

<table>
<thead>
<tr>
<th>Coverage</th>
<th>2002</th>
<th>2003</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee Only</td>
<td>$201.72</td>
<td>$227.94</td>
</tr>
<tr>
<td>Employee Plus One</td>
<td>$403.92</td>
<td>$473.36</td>
</tr>
</tbody>
</table>

If the retiree elects Medicare supplement coverage during the applicable benefit duration, the City will pay the amount of that premium on the retiree’s behalf for the remainder of the benefit duration. In no event, however, will the City-paid benefit amount exceed the premium of the lowest cost medical plan specified above.

**BENEFIT OPTIONS**

Retired General Unit employees have the option of paying for health coverage beyond the benefit duration provided by the City as described above at retiree rates.

General Unit employees who are at least 50 years of age and are retiring with a minimum of five years of service credit with the Public Employees' Retirement System (PERS) may delay receiving retiree medical benefits up to five years from their date of retirement.

Retired General Unit employees may elect to participate in the City’s group dental and vision plans, at the prescribed premium rates with no City contribution. These plans must be purchased together in accordance with carriers’ terms.

Retirees who meet the requirements of this agreement effective July 1, 2002, shall begin receiving applicable benefits prospectively effective the first of the month following approval of this agreement.

The parties agree to the forgoing provisions.

Mike Sedell, City Manager

Mark Pachowicz, Executive Director

Date

100
ATTACHMENT 7

SUBSTANCE TESTING FOR SAFETY-SENSITIVE POSITIONS POLICY

POLICY 47

SUBSTANCE TESTING FOR
SAFETY-SENSITIVE POSITIONS

Policy Statement

The City of Simi Valley complies with the United States Department of Transportation (DOT) regulations implementing the Federal Omnibus Transportation Employee Testing Act of 1991. Specifically, the City complies with the regulations of the Federal Motor Carrier Safety Administration (FMCSA) and the Federal Transit Administration (FTA - 49 CFR Part 655 and Part 40). Adoption of a policy is one of the City’s obligations under the regulations. This policy sets forth the rights and obligations of covered employees. Employees covered by these requirements should familiarize themselves with the provisions of this policy. Compliance with this policy is a condition of employment.

Employees covered by this policy should be aware that they are also required to comply with the provisions of the City’s Drug-Free Workplace policy.

Policy

47.1 Employee Questions. Employees shall refer any questions regarding his/her rights and obligations under these regulations to either the Deputy Director/Human Resources or Risk Manager, who are the Program Managers.

47.2 Covered Employees. Employees in the following job classifications are "covered employees" because they perform "safety-sensitive functions" as described in Section C below, and thus are subject to all of the provisions of this policy:


47.2.1 Exemptions. An employee may be eligible for a written exemption from this Policy signed by the Deputy Director/Human Resources, if the employee is medically precluded from performing the "safety-sensitive functions" as set forth in 47.4 below but is able to perform the essential functions of the classification with reasonable accommodation.
47.3 Restrictions. Covered employees may not be under the influence or in possession of controlled substances or alcohol during work hours. Further, the regulations of the FMCSA and the FTA prohibit certain conduct while performing, and prior to performing, safety-sensitive functions.

47.4 Safety-Sensitive Functions – Defined. A safety-sensitive function includes the following:

A. All time waiting to be dispatched, unless the driver has been relieved from duty by the City.

B. All time inspecting equipment as required by the Federal Motor Carrier Safety Regulations (FMCSRs), or otherwise inspecting, servicing, or conditioning any commercial motor vehicle at any time.

C. All time spent at the driving controls of a commercial motor vehicle.

D. All time, other than driving time, spent on or in a commercial motor vehicle.

E. All time loading or unloading a commercial motor vehicle, supervising, or assisting in the loading or unloading, attending a vehicle being loaded or unloaded, or remaining in readiness to operate the vehicle.

F. All time spent performing the driver requirements associated with an accident.

G. All time repairing, obtaining assistance, or remaining in attendance upon a disabled vehicle.

47.4.1 Transit Coach Operators/Transit Supervisors/Maintenance Personnel. FTA Safety-Sensitive functions include: operation of revenue service vehicle (whether in or out of service); operation of a non-revenue service vehicle that requires a commercial driver's license; controlling dispatch or movement of a revenue service vehicles or equipment used in revenue service; and maintaining a revenue service vehicle or equipment used in revenue service. A covered FTA employee will be tested under random and reasonable suspicion protocols for alcohol misuse while the employee is performing safety-sensitive functions; just before the employee is to perform safety-sensitive functions; or just after the employee has ceased performing such functions. A covered employee will be tested under random and reasonable suspicion protocols for prohibited drug use anytime while on duty.
47.5 **Prohibited Conduct.** The following conduct is prohibited and may result in discipline, up to and including termination:

A. Reporting for duty or remaining on duty requiring the performance of safety-sensitive functions while having an alcohol concentration level of 0.04 or greater.

B. Performing a safety-sensitive function within four hours of using alcohol.

C. Being on duty or operating a vehicle described in Section C above, while possessing alcohol.

D. Using alcohol while performing a safety-sensitive function.

E. Reporting for duty or remaining on duty requiring the performance of safety-sensitive functions when the employee used any controlled substances, except if the use is pursuant to the instructions of a physician who has advised the employee that the substance does not adversely affect the employee’s ability to safely operate a vehicle.

F. Reporting for duty or remaining on duty requiring the performance of safety-sensitive functions if the employee tests positive for controlled substances.

G. Refusing to submit to any alcohol or controlled substances test required by this Policy. A covered employee who refuses to submit to a required drug/alcohol test will be treated in the same manner as an employee who tested 0.04 or greater on an alcohol test or tested positively on a controlled substances test.

H. Refusing to complete the required DOT forms authorizing the release of test results to the Program Manager.

47.6 **Refusal to Submit to Testing.** A refusal to submit to an alcohol or controlled substances test required by this Policy includes, but is not limited to:

A. A refusal to provide an urine sample for a drug test.

B. Failure to provide a urine or breath specimen for any drug or alcohol test required by DOT or FTA regulations.

C. A refusal to complete and sign the breath alcohol testing form, or otherwise cooperate with the testing process in a way that prevents the completion of the test.

D. An inability to provide adequate breath or urine or provide an adequate amount of breath or urine without a valid medical explanation.

E. Tampering with or attempting to adulterate the specimen or collection procedure. A specimen is considered adulterated if it contains a substance
that is not a normal constituent or contains an endogenous substance at a concentration that is not a normal physiological concentration.

F. Not reporting to the collection site in the time allotted by the supervisor or manager who directs the employee to be tested.

G. Leaving the scene of an accident without a valid reason as to why or authorization from a supervisor or manager, who shall determine whether to send the employee for a post-accident drug and/or alcohol test, was not obtained.

H. Consuming alcohol during the eight hours immediately following an accident, unless the employee has been informed that his/her actions have been discounted as a contributing factor, or if the employee has been tested.

I. Failure to remain at the testing site until the sample has been given and the Federal Drug Testing Custody and Control form (CCF) has been completed.

J. In the case of a directly observed or monitored collection in a drug test, failure to permit the observation or monitoring of specimen collection.

K. Failure or decline to take a second test that the City or collector has directed the employee to take.

L. Failure to undergo a medical examination or evaluation, as directed by the Medical Review Officer (MRO) as part of the verification process, or as directed by the Program Manager as part of the “shy bladder” procedures; failure to cooperate with any part of the testing process (e.g., refusal to empty pockets when so directed by the collector, behaving in a confrontational way that disrupts the collection process) or verbal or written refusal to provide the required urine specimen.

M. Failure to sign Step 2 of the alcohol test form.

N. Failure to follow the observer’s instructions during an observed collection including instructions to raise your clothing above the waist, lower clothing and underpants, and to turn around to permit the observer to determine if you have any type of prosthetic or other device that could be used to interfere with the collection process.

O. Possessing or wearing a prosthetic or other device that could be used to interfere with the collection process.

P. Admitting to the collector or MRO that you adulterated or substituted the specimen.

Q. An MRO verification of adulteration or substitution of the specimen.
47.7 **Obligations for a Drug-Free Workplace.** In addition to the above prohibitions, employees are reminded of their obligations under the Federal Drug Free Workplace Act of 1988. All employees covered by this Policy have previously been provided a copy of the City’s Drug-Free Workplace policy (Policy 47 of the Employee’s Manual), and have signed an acknowledgment that they have read the Statement and agree to comply with its provisions.

47.8 **Union Representation.** When a represented employee is suspected of violating this policy, the employee may, upon request, have any union or non-union representative present during any employee questioning which may lead to disciplinary action.

47.9 **Consequences for Employees Having Alcohol Concentration Between .02 to .04.** Covered employees whose alcohol test indicates an alcohol concentration level between 0.02 and 0.04 will be removed from his or her safety-sensitive position for at least 24 hours under FMCSA regulations and 8 hours under FTA. Such employees may be subject to discipline, up to and including termination. The City will then do a non-DOT retest on the employee before the employee may be returned to his/her safety-sensitive position and the employee’s alcohol concentration must be below 0.02.

47.10 **Circumstances Requiring Testing.** The following circumstances require drug and alcohol testing of covered employees.

47.10.1 **Pre-Employment Testing.** All applicants for classifications which are covered by the DOT regulations (See "covered employees" above), as well as all employees who transfer from classifications which are not covered to classifications which are covered, will be required to submit to pre-employment/pre-duty drug testing. Testing will include urine drug testing and breath alcohol testing. Applicants will not be assigned to a safety-sensitive position if they do not pass the tests. Conditional offers of employment shall be rescinded. The Program Manager must receive confirmed negative test results prior to the applicant/employee performing a safety-sensitive duty.

47.10.1.1 **Cancellation of Tests.** If a test is cancelled, the applicant/employee will be required to re-test with a negative test result. A negative dilute test result on a pre-employment test will require a re-test.

47.10.1.2 **Prior Employment Information.** Applicants are required to report the name and contact information of all employers for the previous two years. The applicant is required to provide a consent statement permitting the previous employers to release drug and alcohol test results to the City. Failure to provide information or provide inaccurate or misleading information will result in immediate termination and/or rescission of employment offer. The outcome of the
investigation may also result in termination and/or rescinding the employment offer. When a covered employee or applicant has previously failed or refused a DOT pre-employment drug test, the employee or applicant must provide the City proof of having successfully completed a referral evaluation, and treatment plan.

47.10.3 Lapse in Testing. If more than 90 days have passed between the time of successfully completing pre-employment tests and the assignment of safety-sensitive duties, another pre-employment test will be required prior to the individual being assigned safety-sensitive duties.

47.10.2 Leave of Absence. Employees covered under this policy who have been off duty for 90 days or more for any reason, and have been out of the random pool, must successfully pass a pre-employment drug test prior to the performance of a safety-sensitive function.

47.10.3 Post-Accident Testing. Post-Accident drug and alcohol testing will be conducted on employees following a vehicular accident. Post-accident alcohol tests shall be administered within two hours following an accident and no test may be administered after eight hours. A post-accident drug test shall be conducted within 32 hours following the accident.

47.10.3.1 FMCSA Provision. An accident occurs when, as a result of an occurrence involving the vehicle, an individual dies or when a State or local law enforcement authority issues a citation to the covered employee for a moving violation arising from the accident.

47.10.3.2 FTA Provision. FTA defines accident as a vehicular occurrence in which: (1) an individual dies; or (2) an individual suffers bodily injury and immediately receives medical treatment away from the scene of the accident; or (3) one or more vehicles (including non-FTA funded vehicles) incurs disabling damage as the result of the occurrence and such vehicle or vehicles are transported away from the scene by a tow truck or other vehicle. FTA requires that not only will the Transit Coach Operator of the vehicle be tested, but so will any other covered employee whose performance may have contributed to the accident, such as a maintenance employee. As soon as practicable following an accident involving the loss of human life, the City shall conduct drug and alcohol tests on each surviving covered employee operating the mass transit vehicle at the time of the accident. Post-accident drug and alcohol testing of the operator is not required under this section if the
covered employee is tested under the fatal accident testing requirements of the Federal Motor Carrier Safety Administration Rule 49 CFR 389.303(a)(1) or (b)(1).

A covered employee who is subject to post-accident testing is required to be readily available for testing, which includes notifying his or her supervisor of his or her location if he or she leaves the scene of the accident prior to submission to such test. Otherwise, the covered employee may be deemed by the City to have refused to submit to testing.

47.10.3.3 Determination of Testing. The decision as to whether or not to test the employee will be left to a supervisory or management employee. The presumption is for testing. The only reason an employee will not be tested following an accident is if a determination is made that the employee’s performance could not have been a contributing factor. If a fatality occurs, the employee will be tested irrespective of whether his/her involvement may be discounted.

47.10.3.4 Non-FTA Accident Defined. An accident occurs in the following circumstances: when an individual dies as a result of an occurrence involving the vehicle; when an individual suffers bodily injury and a State or local law enforcement authority issues a citation to the covered employee for a moving violation arising from the accident; or when a vehicle suffers disabling damage and a State or local law enforcement authority issues a citation to the covered employee for a moving violation arising from the accident. Disabling damage means damage to the vehicle that precludes departure from the scene or damage to vehicles that could have been operated but would have been further damaged if so operated.

47.10.4 Random Testing. Covered employees will be subject to random alcohol and drug testing as follows:

A. A random alcohol test will be administered just prior to the employee performing a safety-sensitive function (i.e., driving), while the employee is performing a safety-sensitive function, or just after the employee has stopped performing a safety-sensitive function. The City will subject at least 10% of the total number of covered employees to random alcohol testing per year or the level determined by State or Federal regulation.

B. A random drug test will be administered to at least 50% of the total number of covered employees per year. Some employees may be tested more than once in a year, while others may not be tested at all, depending on the random selection.
C. On the date an employee is selected for random drug testing, the employee’s supervisor will ensure the employee’s duties are covered. The employee will receive a written notice indicating the time he/she is to report to the lab for testing.

D. The selection of employees for random drug and alcohol testing shall be made by a scientifically valid method, such as a random number table or a computer-based random number generator that is matched with the employees' payroll identification numbers or other comparable identifying numbers. Under the selection process used, each covered employee shall have an equal chance of being tested each time selections are made.

E. The City will ensure that random drug and alcohol tests conducted under this part are unannounced and unpredictable, and that the dates for administering random tests are spread reasonably throughout the calendar year. Random testing must be conducted at all times of day when safety-sensitive functions are performed.

F. The City will require that each covered employee who is notified of selection for random drug or random alcohol testing proceed to the test site immediately. If the employee is performing a safety-sensitive function at the time of the notification, the employee will cease to perform the safety-sensitive function and proceed to the testing site immediately.

47.10.5 Reasonable Suspicion Testing. Covered employees are also required to submit to an alcohol or drug test when a trained supervisor has reasonable suspicion to believe the employee may be under the influence of alcohol or controlled substances. The observation must be based on short-term indicators, such as blurry eyes, slurring, alcohol on the breath, or other indicators as listed under Policy 35. Drug-Free Workplace.

47.10.5.1 Time Restrictions. The reasonable suspicion alcohol test will be administered within two hours of the observation. If not, the employer must provide written documentation as to why the test was not promptly conducted. No test may be administered after eight hours following the observation.

47.10.5.2 Supervisory Training. To ensure that supervisors are trained to make reasonable suspicion determinations, supervisors vested with the authority to demand a reasonable suspicion drug and alcohol test will attend at least one hour of training on alcohol misuse and at least one hour training on controlled substances use. The training will cover the physical, behavioral, speech, and performance indicators of probable alcohol misuse and use of controlled substances.
47.10.6 **Return to Duty/Follow-up Testing.** A covered employee who has violated any of the prohibitions of this policy must submit to a “return to duty” test before he/she may be returned to his/her position after being assessed by the Substance Abuse Professional (SAP) and having completed the SAP recommended treatment program. The test result must indicate an alcohol concentration of less than 0.02 and a verified negative result on a controlled substances test.

47.10.6.1 **Supplemental Follow-Up Testing.** In addition, because studies have shown that the relapse rate is highest during the first year of recovery, the employee will be subject to follow-up testing, which is separate from the random testing obligation. The employee will be subject to at least six unannounced drug/alcohol tests during the first year back to work.

47.11 **Procedures for Detecting Drugs and Alcohol.** Procedures for specimen collection, chain of custody of specimens, laboratory analysis procedures, and quality control requirements will be in accordance with the United States Department of Health and Human Services *Mandatory Guidelines for Federal Workplace Drug Testing Program, Final Guidelines*, and the provisions set forth in 49 CRF Part 40, *Procedures for Transportation Workplace Drug and Alcohol Testing Programs* to assure a high degree of accuracy and reliability.

47.11.1 When a urine specimen collection is to be conducted, the City will supply the collector with the following information:

(a) Full name of the employee being tested.
(b) Employee identification number.
(c) Laboratory name and address.
(d) Employer name, address, phone number, and fax number.
(e) The City’s Program Manager information.
(f) MRO name, address, phone number, and fax number.
(g) The DOT Agency which regulates the employee’s safety-sensitive duties.
(h) Test reason, as appropriate: Pre-employment; Random; Reasonable Suspicion/Reasonable Cause; Post-Accident; Return-to-Duty; or Follow-up.
(i) Whether the test is to be observed or not.

47.11.2 **Alcohol Testing.** Alcohol testing will be conducted by using an evidential breath-testing device (EBT) approved by the National Highway Traffic Safety Administration. A screening test will be conducted first. If the result is an alcohol concentration level of less than 0.02, the test is considered a negative test. If the alcohol concentration level is 0.02 or more, a second confirmation test will be conducted.
47.11.3 **Drug Testing.** Drug testing will be conducted as follows:

A. The specimen will be split into two bottles labeled as "primary" and "split" specimen. Both bottles will be sent to the lab.

B. If the primary specimen tests positive for the presence of illegal, controlled substances, the employee has 72 hours from MRO’s notice to request that the split specimen be analyzed by a different certified lab at his/her own expense.

C. Employees do not have access to a test of their split specimen following an invalid result. An invalid specimen is one that contains an unidentified adulterant, contains an unidentified interfering substance, has an abnormal physical characteristic, or has an endogenous substance at an abnormal concentration that prevents the laboratory from completing testing or obtaining a valid drug test result.

D. The sample will be tested for the following: marijuana, cocaine, opiate, amphetamines, and phencyclidine.

E. If the test is positive for one or more of the drugs, a confirmation test will be performed using gas chromatography/mass spectrometry analysis.

F. Specimen validity testing will be conducted on all urine specimens provided for testing under DOT authority. Specimen validity testing is the evaluation of the specimen to determine if it is consistent with normal human urine. The purpose of validity testing is to determine whether certain adulterants or foreign substances were added to the urine, if the urine was diluted, or if the specimen was substituted. Diluted specimens have creatinine and specific gravity values that are lower than expected for human urine. Substituted specimens have creatinine and specific gravity values that are so diminished or so divergent that they are not consistent with normal human urine.

G. All drug test results will be reviewed and interpreted by a physician before they are reported to the employee and to the City.

H. With all positive drug tests, the physician (a.k.a. medical review officer) will first contact the employee to determine if there is an alternative medical explanation for the positive test result. If documentation is provided and the medical review officer determines that there was a legitimate medical use for the prohibited drug, the test result may be reported to the City’s Program Manager as "negative." The Program Manager will obtain the employee’s permission prior to releasing drug/alcohol records to others (except for the medical review officer and the Substance Abuse Professional).
I. If the laboratory reported to the MRO that the specimen had a creatinine concentration greater than or equal to 2 mg/dL but less than or equal to 5 mg/dL and the MRO reported the specimen as a negative-dilute, then a second collection must take place under direct observation. Should this second test result in a negative dilute result, the test will be considered a negative and no additional testing will be required unless directed to do so by the MRO.

47.12 Refusal to Submit an Alcohol and/or Drug Test. A covered employee who refuses to submit to any required drug/alcohol testing will be treated in the same manner as an employee who tested 0.04 or greater on an alcohol test or tested positively on a controlled substances test.

47.13 Consequences of Failing an Alcohol and/or Drug Test. A positive result from a drug or alcohol test may result in disciplinary action, up to and including termination. If a covered employee is not terminated, the employee:

A. Must be removed from performing any safety-sensitive function.

B. Must submit to an examination by a substance abuse professional. Upon a determination by the substance abuse professional, the employee may be required to undergo treatment to cure his/her alcohol or drug abuse. The City is not required to pay for this treatment.

C. May not be returned to his/her former safety-sensitive position until the employee submits to a return-to-duty controlled substance and/or alcohol test, which indicates an alcohol concentration level of less than 0.02 or a negative result on a controlled substance test.

D. Will be required to submit to unannounced follow-up testing after he/she has been returned to his/her safety-sensitive position. See 47.10.6 above.

47.14 Additional Resources for Employees. Fact Sheets published by the Federal Transit Administration, addressing the effects of alcohol and the various controlled substances, which are tested for under this Policy will be periodically distributed to employees covered under this policy.

47.14.1 Employee Assistance Program. The City has established an Employee Assistance Program to help employees who need assistance with alcohol and controlled substance abuse, under Policy 23, Employee Assistance Program.

References
Policy 23, Employee Assistance Program
Policy 31, Disciplinary Action
Policy 35, Drug-Free Workplace

Policy Revised 1/9/12

SIDE LETTER OF AGREEMENT REGARDING SIMI FLEX BENEFIT,
AUGUST 19, 2015
SIDE LETTER OF AGREEMENT BETWEEN
THE CITY OF SIMI VALLEY
AND SEIU LOCAL 721
REGARDING THE SIMI FLEX BENEFIT

The City of Simi Valley ("City") and Service Employees International Union Local 721 ("SEIU Local 721") have met and conferred and reached an agreement on this Side Letter of Agreement ("MOA"). This Side Letter of Agreement amends Section IV (Benefits), Article 4 (Medical, Dental and Vision Care Insurance) of the MOA.

Simi Flex Benefit

In addition to the contributions paid by the City for medical, dental, and vision, insurances, the City provides a Simi Flex cash benefit that may be used to offset the employee’s cost of medical, dental, and/or vision insurance and other optional benefits. For the 2016 and 2017 plan years, the City shall adjust the Simi Flex amounts (excluding opt-out Simi Flex) by 80% of the average change in employee out-of-pocket medical plan costs (increase or decrease, as applicable) for the five HMO medical plans with the highest General Unit enrollment in the prior year.

For the 2016 health plan year (beginning with the first pay period in December 2015), the Simi Flex amounts will increase by 80% of the average change in the employee out-of-pocket medical plan costs for the Kaiser, Anthem Traditional, Anthem Select, Blue Shield Access+, and Blue Shield NetValue HMO plans as follows:

<table>
<thead>
<tr>
<th>5 HMO Plans with Highest GU Enrollment in 2015</th>
<th>Employee Out-of-Pocket Medical Plan Cost* (Monthly)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Employee Only</td>
</tr>
<tr>
<td>Anthem Traditional</td>
<td>$509.62</td>
</tr>
<tr>
<td>Anthem Select</td>
<td>$371.40</td>
</tr>
<tr>
<td>Blue Shield Access+</td>
<td>$395.86</td>
</tr>
<tr>
<td>Blue Shield NetValue</td>
<td>$363.40</td>
</tr>
<tr>
<td>Kaiser CA</td>
<td>$399.18</td>
</tr>
<tr>
<td>Average</td>
<td>$407.89</td>
</tr>
<tr>
<td>Average Change:</td>
<td>$35.30</td>
</tr>
<tr>
<td>80% of Average Change:</td>
<td>x 80% = $28.24 increase to Simi Flex</td>
</tr>
</tbody>
</table>

* Employee Out-of-Pocket Medical Plan Cost is the full plan premium minus the City’s medical contribution (PEMHCA monthly minimum; $122 for 2015 / $125 for 2016 / TBD for 2017). The maximum cash for any plan will not exceed $251.30.
Side Letter Agreement  
Between City and SEIU Local 721  
2016 & 2017 Simi Flex Benefit  
Page 2

After applying the methodology described above, the Simi Flex amounts for the 2016 and 2017 plan years are as follows:

<table>
<thead>
<tr>
<th>Medical Plan Coverage</th>
<th>2015 Simi Flex*</th>
<th>2016 Simi Flex*</th>
<th>2017 Simi Flex*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee Only</td>
<td>$601.30</td>
<td>$629.54</td>
<td>TBD**</td>
</tr>
<tr>
<td>Employee Plus One</td>
<td>$1,053.30</td>
<td>$1,112.22</td>
<td>TBD**</td>
</tr>
<tr>
<td>Employee Plus Family</td>
<td>$1,469.30</td>
<td>$1,546.55</td>
<td>TBD**</td>
</tr>
<tr>
<td>(more than two persons)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Opt Out of Medical</td>
<td>$251.30</td>
<td>$251.30</td>
<td>$251.30</td>
</tr>
</tbody>
</table>

*Simi Flex amounts for part-time employees are pro-rated according to the percentage of full-time work schedule assigned.

**2017 Simi Flex amounts will be determined, using the methodology described above, once the medical insurance rates are released for the 2017 plan year. The maximum cash for any plan will not exceed $251.30.

The parties agree that at the expiration of the term of the MOA (June 30, 2017), the parties will reevaluate the 80-20 concept.

This Side Letter of Agreement is executed this 19 day of August, 2015, by the employer-employee relations representative who signatures appear below for their respective organizations.

Service Employees International Union,  
Local 721:  

Aram Aghdian, Lead Negotiator

City of Simi Valley:

Eric J. Levy, City Manager  
Alternate Lead Negotiator

SEIU MOA 7/1/19 – 6/30/21  
Resolution 2019-XX
This Memorandum of Understanding represents the agreement and understanding of the representatives of the General Membership of the Union and the City Council of the City of Simi Valley. This document shall become binding on the Membership of the Union and the City of Simi Valley only when ratified by the City Council.

FOR THE CITY OF SIMI VALLEY: FOR S.E.I.U. LOCAL 721:

Samantha Argabrite

Eric J. Levitt, Chief Negotiator

Samantha Argabrite

Lupe Montano

Adrianna Guzman

Jennifer Gutierrez

Nancy Fisher

Jody Kershberg

Shannon Nash

Vivienne DeLuca

Annalisa Erickson

Shannon Nash

Eric Molina

Ramona Mejia

Steve Perez

Matthew Booth

Marshall Miranda

Christie Porter
PURPOSE. The City of Simi Valley values its employees and seeks to provide fair and equitable compensation for each employee group and classification. The following principles are established to guide adoption of compensation plans and contracts covering City employees.

GUIDING PRINCIPLES.

(1.) Bargaining in Good Faith – The City renews its ongoing commitment to abide by the Meyers-Milias-Brown Act while developing strategies for long term fiscal stability. The City will negotiate in good faith, with the ultimate goal of ensuring long-term fiscal sustainability of employee salaries and benefits.

(2.) Recruitment and Retention – The City’s compensation should, when economically feasible, be structured and provided at levels sufficient to recruit and retain qualified employees who are committed to providing the highest quality service to the community using compensation practices that are competitive with other comparable agencies.

(3.) Fiscal Sustainability – All compensation commitments must take into account the financial ability of the City and be consistent with the principles of fiscal sustainability. The City should be able to meet the cost of any compensation commitment from current and projected on-going City revenues. Contracts, including compensation commitments, should not contain embedded costs and obligations that are difficult for the public to understand/evaluate, or for the City to articulate and sustain long-term.

(4.) Transparency – Compensation for all City employees should be transparent to ensure full public disclosure of all elements of compensation, including all differential and incentive pay and all costs associated with health insurance, retirement, and other post-employment benefits. The City’s compensation structure should be simple and easily understood, and available online.

(5.) Compliance with Laws – The City will ensure that its pay practices conform to the Fair Labor Standards Act (FLSA), abide by all requirements of the Meyers-Milias-Brown Act, and comply with other applicable State laws.

(6.) Term of Agreements – Generally, the City should seek to negotiate multi-year agreements with recognized employee organizations. However, the City when considering long-term agreements, salary formulae should be based on objective cost of living indicators.

(7.) Priorities – Levels of employee compensation should ensure the City’s long-term success in achieving its core mission, support the City’s ability to continue providing services, programs, and activities that align with the priorities of the public and the City Council, and be consistent with the interests and welfare of the public.

(8.) Management Rights – The City must maintain its management rights to supervise, manage, and direct its workforce. The City should not enter into agreements that contain unreasonable restrictions on the City’s current management rights.

(9.) Flexibility – The City should recognize that flexibility may be necessary on the specific elements of the overall compensation package, provided that guiding principles are achieved within budget constraints.
POLICIES AND PROCEDURES FOR NEGOTIATIONS
WITH RECOGNIZED EMPLOYEE ORGANIZATIONS

PURPOSE.  The purpose of this policies and procedures document is to set guidelines for staff and the City Council to ensure that all labor negotiations are conducted in good faith, to avoid actions that would hinder the City’s labor negotiation teams, and to provide timely and accurate information about the negotiations to the City Council and the public.

POLICIES AND PROCEDURES.

(1.) Prior to initiation of negotiations, a public meeting shall be held to allow members of the public the opportunity to provide comments on the City’s Guiding Principles, Policies and Procedures, and other labor negotiation recommendations.

(2.) Pursuant to Section (3.)(M.) of Resolution 73-79, the City Manager is the City’s Employee Relations Officer responsible for meeting and conferring in good faith with representatives of formally recognized employee organizations. The City Council may express its views to the City Manager but shall endeavor not to interfere with the execution by the City Manager of his or her authority to negotiate on behalf of the City.

(3.) Pursuant to the Meyers-Millias–Brown Act, all contract negotiations should take place at the bargaining table between the designated representatives of the City and the designated representatives of the various bargaining units. Both the City and the bargaining units have an obligation under applicable laws to negotiate in good faith and, in the spirit of good faith bargaining, should not bypass the negotiating teams.

(4.) Bargaining units should submit their proposals for changes to wages, benefits, terms, and conditions of employment no later than 90 days prior to expiration of the Memorandum of Understanding to encourage a timely conclusion of negotiations.

(5.) Nothing in this policy shall prohibit members of the City Council from listening to bargaining unit representatives or persons acting on their behalf.

(6.) Nothing in this policy prohibits the City Manager from requesting the assistance of the City Attorney in carrying out the City Manager’s responsibilities as the Employee Relations Officer.

(7.) Authorization and direction to the City Manager on bargaining parameters shall be provided by the City Council in closed session. In order to retain the integrity of the negotiation process, closed session discussions must remain confidential.

(8.) The City Manager shall have a duty to advise the City Council during agendized closed session meetings of offers, counteroffers, information, and/or statements of position discussed by employee organizations and City representatives participating in the bargaining process since the last agendized closed session.

(9.) Each Council Member shall disclose publicly during open session, the identity of employee association representatives with whom the Council Member has had any verbal, written, electronic, or other communications regarding a subject matter of a pending meet and confer process.

(10.) Unless mutually agreed to by the City and the bargaining unit representatives, negotiation sessions shall remain confidential.
(11.) Upon impasse, the City Manager may provide periodic updates on the status of labor negotiations to the City Council in open session.

(12.) Upon impasse, bargaining unit representatives or persons acting on their behalf may comment on the City Manager’s open session labor negotiations status update. This shall be done during open session to ensure each of the Council Members receives the same information. The City Council may listen to these statements made in the public forum and may ask questions for clarification purposes, but shall not respond to the comments, or engage in dialogue or any other form of bargaining with the representatives.

(13.) Recognizing there is public interest in transparency regarding compensation practices, recommended labor agreements shall be made available for public review at least 72 hours prior to final approval of an agreement.

(14.) The City shall ensure that all compensation packages are fully, accurately, and simply “costed out over time,” with total costs displayed to the public at the time of public review so the public has the opportunity to understand/evaluate the pay at issue.

(15.) The cost measurements shall display the fiscal impacts of the proposed compensation packages. The report shall include all benefit and or pay aspects of each memorandum of understanding.

(16.) Excepting the resolution of any meet and confer impasse, the rendering of a final City Council determination regarding adoption of a memorandum of understanding shall only be undertaken after the matter has been heard at a regular City Council meeting wherein the public has had the opportunity to review and comment on the matter.

(17.) For purposes of agendized closed session meetings outlined in Item 8 above, “information” shall mean salaries, salary schedules, compensation paid in the form of fringe benefits, the City’s available funds, and funding priorities for the purpose of reviewing the City’s position and instructing the City’s labor negotiating team.