



SAN RAFAEL
THE CITY WITH A MISSION

Agenda Item No: 8.a

Meeting Date: July 6, 2021

SAN RAFAEL CITY COUNCIL AGENDA REPORT

Department: Human Resources

Prepared by: Sylvia Gonzalez-Shelton,
Human Resources Operations Manager

City Manager Approval:  _____

TOPIC: SUCCESSOR MEMORANDUM OF UNDERSTANDING WITH AFSCME / LOCAL 1 & FURLOUGH REIMBURSEMENT SIDE LETTER

SUBJECT: DISCUSSION AND CONSIDERATION OF A MEMORANDUM OF UNDERSTANDING PERTAINING TO COMPENSATION AND WORKING CONDITIONS FOR AFSCME / LOCAL 1 (JULY 1, 2021 THROUGH JUNE 30, 2024)

RECOMMENDATION:

Staff recommends that the City Council take public comment, and direct staff to return at the next meeting with a resolution seeking approval of the successor Memorandum of Understanding between the City of San Rafael and AFSCME / Local 1 pertaining to compensation and working conditions (July 1, 2021 through June 30, 2024) and a resolution seeking approval of the Furlough Reimbursement Side Letter.

BACKGROUND:

AFSCME / Local 1 represents 8 full-time equivalent (FTE) positions in departments across the City. The most recent Memorandum of Understanding ("MOU") for AFSCME / Local 1 expired on June 30, 2020 and was extended by side letter through June 30, 2021. Over the past several months, representatives of the City and AFSCME / Local 1 have met in good faith and worked diligently to negotiate the terms of a successor MOU. The City and AFSCME / Local 1 reached a tentative agreement on June 24, 2021, for a three-year successor MOU and AFSCME / Local 1 membership subsequently ratified the tentative agreement.

ANALYSIS:

The following are the highlights that reflect the terms and significant economic items included in the agreement between the City and AFSCME / Local 1. In addition to the economic items, some operational items were also addressed in the final agreement, all of which can be found in the attached draft successor MOU.

- 1. Term of the Agreement:** July 1, 2021 through June 30, 2024

FOR CITY CLERK ONLY

File No.: _____

Council Meeting: _____

Disposition: _____

2. **Salary Increase:** Individual classification salary increase percentages may be lower or higher than the percentages listed below, based on the amount of labor market adjustment agreed to for each position in the bargaining unit. The salary schedule included in the attached draft successor MOU authorizes the proposed new salary for each position.
 - a. Year 1: Value of a 3.5% base wage increase for the bargaining group, effective July 1, 2021
 - b. Year 2: Value of a 3.5% base wage increase for the bargaining group, effective July 1, 2022
 - c. Year 3: Value of a 3.5% base wage increase for the bargaining group, effective July 1, 2023
3. **Prior year contract extension – restoration of 3% base wage:** For FY 20-21, all bargaining groups (except WCE, Local 1, Mid-Management and Executive Management) received a 3% base wage increase for the 1-year contract extension, which was implemented for FY 20-21. The timing of the COVID-19 pandemic and the associated financial losses which were projected at that time, resulted in an unintended disparate treatment of the bargaining groups. WCE, Local 1, Mid-Management and Executive Management did not receive this same 3% base wage increase for FY 20-21. However, the City is now in a financial position to “restore” the 3% base wage increase to those groups. The 3% base wage will apply to all Local 1 positions and is reflected in the attached revised salary schedules, effective on July 1, 2021.
4. **One-Time Payment:** Employees represented by the bargaining group will receive a one-time, non-pensionable payment in the amount of \$2,250 in exchange for the elimination of Revenue Sharing. This payment will not contribute to Classic or PEPRA employees’ pensions and is subject to normal payroll taxation.
5. **Eliminate Revenue Sharing:** The revenue sharing provision to be eliminated provides a formula upon which a percentage of excess general tax revenues must be shared with members where specific criteria are met to increase the salary of AFSCME / Local 1 job classes.
6. **Bilingual Pay:** In line with the City’s goal to improve recruitment and retention efforts and promote a diverse workforce, bilingual pay is increased from \$150 per month to \$200 per month.
7. **New Positions:** During successor MOU negotiations, the City proposed a reorganization of the Finance Department and Human Resources Department. Certain AFSCME / Local 1 classifications were proposed to be deleted and added through the reorganization. The Parties satisfied their obligations to meet and confer over the impacts of the City’s planned reorganization in good faith and in accordance with the Meyers-Millias-Brown Act (“MMBA”) and agreed to the reorganization implementation steps via a side letter agreement. The new position classification/job descriptions and salary ranges are included in the attachments to the proposed MOU.
8. **Non-Economic Items:** In addition to items discussed above, agreement was reached on other proposals, which reflect minor changes to existing provisions with no additional cost. The attached draft redline MOU includes all the changes agreed to by the parties. A brief overview of these negotiated MOU sections includes:
 - Retiree Health Insurance (Section 4.2.2): Incorporate side letter language regarding Retiree Health Savings (RHS). For the annual July 1 conversion of sick leave to fund an employee’s retiree health care trust, the remaining sick leave balance requirement is 125 hours.
 - Sick Leave (Section 5.1.3): Update familial relationships under definition of “immediate family” to be more in line with definition under California Paid Family Leave.

Furlough Repayment Side-Letter

In addition to the attached draft successor MOU, a draft template side letter is attached that outlines the terms mutually agreed upon by the City and Local 1 regarding the repayment of the furlough which was implemented in fiscal year 20-21. In response to the global COVID-19 pandemic that began in the spring of 2020, the City of San Rafael declared a local state of emergency. In anticipation of dire financial circumstances, the City exercised its management rights under MOU section 7.6 and implemented a Citywide furlough for all non-safety positions. Based on the best financial projections available at the time, it was necessary and prudent to implement the furlough in order to avoid the need to implement reductions in force in the future.

Year-end review of the FY 20/21 budget shows that the City's projected revenue losses anticipated due to the pandemic fortunately did not materialize as expected and the City is projecting a financial surplus for fiscal year 20-21. As a result, the City is in a financial position at this time to issue repayments to employees who were furloughed over the last year. The circumstances that make it possible for the City to reimburse employees for the furlough are extremely unique in nature and this one-time reimbursement for FY 20-21 is non-precedential. The City will issue a one-time re-payment equal to the actual furlough reduction amount taken by each employee in the bargaining group for FY 20/21. The City already made MCERA pension contributions on each employee's regular (non-furloughed) payroll amount each pay period during FY 20-21, therefore the City will not make any additional contributions to Classic or PEPRAs employees' pensions and the repayment amount is subject to normal payroll taxation. The individual furlough repayment amounts range from approximately \$2,000 - \$2,700, depending upon the individual position.

At the July 19, 2021 City Council meeting when staff presents the successor MOU for approval to the City Council, staff will also present a resolution and a final side letter with Local 1 seeking City Council authority to approve the total amount of the furlough reimbursement.

FISCAL IMPACT:

The current total annual salary and benefit cost to the City for the 8 employees of AFSCME / Local 1 is \$1,212,476. The additional ongoing incremental cost of the successor MOU beyond the FY 21/22 budget is:

	<u>Incremental FY 2021-22</u>	<u>Incremental FY 2022-23</u>	<u>Incremental FY 2023-24</u>
Wages:			
Base Salary	\$44,284	\$21,162	\$21,821
Other costs:			
Pension*	\$21,165	\$10,427	\$10,752
Taxes (Medicare, W/C)	<u>\$ 2,579</u>	<u>\$ 1,244</u>	<u>\$ 1,283</u>
Total Incremental Cost:	\$68,028	\$32,833	\$33,855

***This incremental pension cost results only from the negotiated wage increase and does not include the cost of associated MCERA rate changes. The terms and conditions of the pension benefit plan remain unchanged.*

While the incremental cost is \$68,028 for fiscal year 2021-2022, \$32,833 for fiscal year 2022-2023, and \$33,855 for fiscal year 2023-24, the increases are compounding and therefore the projected wages and other costs total \$303,605 plus \$18,000 in one-time payment, totaling \$321,605 for the three-year term. The incremental cost for fiscal year 21-22 includes the prior year (fiscal year 20-21) contract extension restoration of a 3% base wage increase. The increase in compensation included in this resolution is in line with the City's current budget projections and is within the current salary growth assumptions used

by MCERA in the most recent actuarial valuation which is used to establish pension contribution rates and measure pension liabilities. Funding for these positions is provided for in the City's General Fund.

OPTIONS:

The City Council has the following options to consider in this matter:

- Direct staff to return at the next meeting with a resolution seeking approval of the successor MOU between the City of San Rafael and AFSCME / Local 1 and a resolution seeking approval of the Furlough Reimbursement Side Letter.
- Direct staff to return with more information.

RECOMMENDED ACTION:

Staff recommends that the City Council take public comment, and direct staff to return at the next meeting with a resolution seeking approval of the successor Memorandum of Understanding between the City of San Rafael and AFSCME / Local 1 pertaining to compensation and working conditions (July 1, 2021 through June 30, 2024) and a resolution seeking approval of the Furlough Reimbursement Side Letter.

ATTACHMENTS:

1. Draft MOU (with track changes) between City of San Rafael and AFSCME / Local 1 for July 1, 2021 to June 30, 2024 (and all attachments).
2. Draft Template Furlough Reimbursement Side Letter

MEMORANDUM OF UNDERSTANDING

between

CITY OF SAN RAFAEL

and

~~Public Employees Union Local 1~~ AFSCME / Local 1

JULY 1, 2021~~18~~ - JUNE 30, 20240

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TABLE OF CONTENTS

1	GENERAL PROVISIONS	1
1.1	INTRODUCTION	1
1.1.1	Scope of Agreement	1
1.1.2	Term of MOU	1
1.2	RECOGNITION	1
1.2.1	Bargaining Unit	1
1.2.2	Notice to Employees	1
1.3	NON-DISCRIMINATION	2
1.3.1	In General	2
1.3.2	Bargaining Unit Discrimination	2
1.4	INSPECTION OF MEMORANDUM OF UNDERSTANDING	2
1.5	EXISTING LAWS, REGULATIONS & POLICIES	2
1.6	STRIKES & LOCKOUTS	2
1.7	SEVERABILITY	2
1.8	PREVAILING RIGHTS	2
1.9	FULL UNDERSTANDING, MODIFICATION, WAIVER	3
1.9.1	Understanding	3
1.9.2	Waiver & Modification	3
2	MMBA	3
2.1	BARGAINING UNIT RIGHTS	3
2.1.1	Bargaining Unit Stewards Designation	3
2.1.2	Bulletin Boards	3
2.1.3	Union Orientation of New Employees	3
2.1.4	Employee Information	4
2.2	DUES DEDUCTION	4
2.2.1	Collection of Dues	4
2.2.2	Dues Collection during Separation from Employment	4
2.2.3	Agency Shop	4
2.2.4	Indemnification	4
2.3	MANAGEMENT RIGHTS	5
3	COMPENSATION	6
3.1	GENERAL WAGES AND COMPENSATION	6
3.1.1	Pay Dates	6
3.1.2	General Wage Increase	6
3.1.3	One-Time Payments	7
3.1.4	Definitions	7
3.1.5	Compensation Plan	87
3.2	STEP INCREASES	8
3.2.1	Entry Level Step	8
3.2.2	Consideration for Step Increases	8
3.2.3	Merit Increases	8
3.2.4	Anniversary Date	8
3.2.5	Promotions	98
3.2.6	Performance Evaluations	98
3.3	SALARY CHANGE ON RECLASSIFICATION	9
3.3.1	To a Lower Classification	9
3.3.2	To a Different Classification with the Same Salary Range	9
3.3.3	To a Higher Classification	9
3.4	OUT OF CLASS COMPENSATION	9
3.5	ADDITIONAL PAY	109
3.5.1	Confidential Pay	109

3.5.2	Educational Pay	109
3.5.3	Bilingual Pay	109
3.5.4	Uniform Allowance	10
3.6	REVENUE SHARING	10
3.6.1	Conditions for Revenue Sharing	10
3.6.2	Revenue Definitions & Revenue Sharing Calculations	11+0
3.6.3	Schedule	11
4	BENEFITS	12+1
4.1	EMPLOYEE BENEFITS COMMITTEE	12+1
4.2	HEALTH & WELFARE	12+1
4.2.1	Full Flex Cafeteria Plan	12+1
4.2.2	Retirees Health Insurance	13+2
4.2.3	Pro Rata Benefit Rules	13
4.2.4	Health and Dependent Care Spending Accounts	14+3
4.2.5	Health Insurance Providers	14
4.3	DENTAL PLAN	14
4.4	VISION PLAN	14
4.5	RETIREMENT CONTRIBUTION	15+4
4.5.1	Member Contribution	15+4
4.5.2	Retirement Plans	15+4
4.5.3	Member Cost of Living Rates	15
4.5.4	Pension Committee	15
4.6	STATE DISABILITY INSURANCE (SDI) AND PAID FAMILY LEAVE (PFL)	15
4.7	DEFERRED COMPENSATION	16+5
4.8	GYM REIMBURSEMENT	16+5
4.9	BENEFIT REOPENER	16+5
5	LEAVES	16
5.1	SICK LEAVE	16
5.1.1	Eligibility	16
5.1.2	Sick Leave Accrual	16
5.1.3	Use of Sick Leave	16
5.1.4	Advance of Sick Leave	17+6
5.1.5	Service Credit for Sick Leave	17+6
5.1.6	Compensation for Unused Portion	17
5.2	VACATION LEAVE	17
5.2.1	Eligibility	17
5.2.2	Rate of Accrual	17
5.2.3	Administration of Vacation Leave	18+7
5.2.4	Vacation Cash-In	18
5.3	HOLIDAYS	18
5.4	OTHER LEAVE	19+8
5.4.1	Bereavement Leave	19+8
5.4.2	Jury Duty	19
5.4.3	Military Leave	19
5.4.4	Leave of Absence Without Pay	19
5.4.5	Industrial Injury Leave	19
5.4.6	Family Medical Leave	20
5.4.7	Catastrophic Leave	20
5.4.8	Administrative Leave	20
6	TERMS & CONDITIONS OF EMPLOYMENT	21+0
6.1	HOURS OF WORK	21+0
6.2	OVERTIME	21+0
6.3	COMPENSATORY TIME POLICY	21
6.3.1	Accrual Limit	21
6.3.2	Overtime Rate	21

6.4	PROBATIONARY PERIOD	21
6.4.1	<i>Purpose of Probation</i>	21
6.4.2	<i>Length of Probationary Period</i>	21
6.4.3	<i>Rejection During Probation</i>	21
6.4.4	<i>Notification of Rejection</i>	22 21
6.4.5	<i>Extension of Probationary Period</i>	22 21
6.4.6	<i>Regular Status</i>	22 21
6.4.7	<i>Promotion of Probationary Employee</i>	22
6.4.8	<i>Unsuccessful Passage of Promotional Probation</i>	22
6.4.9	<i>Lateral Transfer Probation</i>	22
6.5	TRANSFERS / REASSIGNMENTS	22
6.5.1	<i>Types of Transfers</i>	22
6.5.2	<i>Minimum Qualifications & Probation</i>	23 22
6.5.3	<i>Transfer Procedures</i>	23 22
6.6	PERSONNEL RULES & REGULATIONS	23
6.6.1	<i>Confidential Nature of Personnel Records</i>	23
6.6.2	<i>Confidential Nature of Medical Records</i>	23
6.6.3	<i>Outside Employment Policy</i>	23
6.6.4	<i>Use of City Vehicle</i>	23
6.6.5	<i>Safety Policy</i>	24 23
6.7	MISCELLANEOUS	24 23
6.7.1	<i>Hazardous Materials</i>	24 23
6.7.2	<i>Gratuities / Solicitation of Contributions</i>	24
6.7.3	<i>Return of City Equipment</i>	24
6.7.4	<i>Political Activity</i>	24
6.7.5	<i>Employment of Relatives</i>	24
6.7.6	<i>Labor / Management Meetings</i>	24
6.7.7	<i>Contract Orientation Work Sessions</i>	25 24
6.7.8	<i>Harassment Policy</i>	25 24
6.7.9	<i>Work Place Conduct</i>	25
7	PROCEDURES	25
7.1	DEMOTION & SUSPENSION	25
7.1.1	<i>Demotion</i>	25
7.1.2	<i>Suspension</i>	25
7.2	TERMINATION OF EMPLOYMENT	25
7.2.1	<i>Resignation</i>	25
7.2.2	<i>Termination - Layoff (Lack of work or funds)</i>	26 25
7.2.3	<i>Termination - Disciplinary Action</i>	26 25
7.2.4	<i>Retirement</i>	26 25
7.2.5	<i>Rejection During Probation</i>	26
7.3	DISCIPLINARY ACTION	26
7.3.1	<i>Notification of Weingarten Rights</i>	26
7.3.2	<i>Right to Discipline & Discharge</i>	26
7.3.3	<i>Preliminary Notice</i>	27 26
7.3.4	<i>Disciplinary Action and Appeal</i>	27
7.4	GRIEVANCE PROCEDURE	27
7.4.1	<i>Definition</i>	27
7.4.2	<i>Procedure</i>	28 27
7.4.3	<i>Arbitration</i>	28
7.4.4	<i>General Provisions</i>	29 28
7.5	POSITION RECLASSIFICATION	29
7.5.1	<i>Purpose</i>	29
7.5.2	<i>Policy</i>	29
7.5.3	<i>Creation of New Position</i>	29
7.5.4	<i>Reclassification</i>	30 29

7.6	FURLOUGH PROGRAM	30
7.6.1	<i>Voluntary Time Off (VTO)</i>	31 ³⁰
7.6.2	<i>Mandatory Time Off (MTO)</i>	31
7.7	REDUCTION IN FORCE	32 ³¹
7.7.1	<i>Authority</i>	32 ³¹
7.7.2	<i>Notice</i>	32 ³¹
7.7.3	<i>Order of Layoff</i>	32
7.7.4	<i>Seniority</i>	32
7.7.5	<i>Bumping Rights</i>	32
7.7.6	<i>Transfer Rights</i>	32
7.7.7	<i>Layoff Procedure Notification</i>	32
7.8	RE-EMPLOYMENT	33 ³²
7.8.1	<i>General Guidelines</i>	33 ³²
7.8.2	<i>Right to Re-Employment</i>	33
7.8.3	<i>Time Limits</i>	33
7.8.4	<i>Availability</i>	33
7.8.5	<i>Probationary Status</i>	33
7.8.6	<i>Restoration of Benefits</i>	33

LIST OF EXHIBITS

Exhibit A Salary Schedule for July 1, 20~~21~~¹⁸ – June 30, 20~~22~~⁴⁰

MEMORANDUM OF UNDERSTANDING

between

CITY OF SAN RAFAEL

and

PUBLIC EMPLOYEES UNION ~~LOCAL 4~~AFSCME / LOCAL 1

This Memorandum of Understanding is entered into pursuant to the provisions of Section 3500, et seq. of the Government Code of the State of California.

The parties have met and conferred in good faith regarding wages, hours and other terms and conditions of employment for the employees in said representation unit, and have freely exchanged information, opinions and proposals and have reached agreement on all matters relating to the employment conditions and employer-employee relations of such employees.

This Memorandum of Understanding shall be presented to the City Council of the City of San Rafael as the joint recommendation of the undersigned parties for salary and employee benefit adjustments for the period commencing July 1, 20~~21~~18 through June 30, 202~~40~~40.

As used in this Memorandum of Understanding, the words "days" or "working days" shall be deemed to mean those days of the week that the City Hall of the City of San Rafael is open for business, unless there is a specific reference to calendar days.

1 GENERAL PROVISIONS

1.1 INTRODUCTION

1.1.1 *Scope of Agreement*

The salaries, hours, fringe benefits and working conditions set forth have been mutually agreed upon by the designated bargaining representatives of the City of San Rafael (herein-after called "CITY") and the Public Employees Union ~~Local 4~~AFSCME / Local 1 (herein-after called "~~Local 4~~AFSCME / Local 1") and shall apply to all employees of the City working in the classifications and bargaining unit set forth herein.

1.1.2 *Term of MOU*

This agreement shall be in effect from July 1, 20~~21~~18 through June 30, 202~~40~~40.

1.2 RECOGNITION

1.2.1 *Bargaining Unit*

City hereby recognizes ~~Local 4~~AFSCME / Local 1 as bargaining representative for the purpose of establishing salaries, hours, fringe benefits and working conditions for all employees within the Bargaining Unit.

1.2.2 *Notice to Employees*

Whenever a person is hired in any of the job classifications set forth herein, City shall notify such person that ~~Local 4~~AFSCME / Local 1 is the recognized bargaining representative for employees in that classification.

1.3 NON-DISCRIMINATION

1.3.1 *In General*

The parties to this contract agree that they shall not, in any manner, discriminate against any person whatsoever because of race, color, age, religion, ancestry, national origin, sex, sexual orientation, marital status, medical condition or disability. Any employee alleging such discrimination should use the internal, administrative process explained in the City of San Rafael's Policy Against Harassment, Discrimination and Retaliation to redress the situation. Such employees shall be entitled to ~~Local 1~~AFSCME / ~~Local 1~~ representation but are not entitled to seek redress using the grievance procedure of this MOU.

1.3.2 *Bargaining Unit Discrimination*

No member, official, or representative of ~~Local 1~~AFSCME / ~~Local 1~~ shall, in any way, suffer any type of discrimination in connection with continued employment, promotion, or otherwise by virtue of membership in or representation by the Bargaining Unit.

1.4 INSPECTION OF MEMORANDUM OF UNDERSTANDING

Both the City and ~~Local 1~~AFSCME / ~~Local 1~~ agree to keep duplicate originals of this Memorandum on file in a readily accessible location available for inspection by any employee or member of the public upon request.

1.5 EXISTING LAWS, REGULATIONS & POLICIES

This agreement is subject to all applicable laws of the State of California, ordinances, regulations, and policies of the City of San Rafael.

1.6 STRIKES & LOCKOUTS

During the term of this Memorandum, the City agrees that it will not lock out employees, and ~~Local 1~~AFSCME / ~~Local 1~~ agrees that it will not agree to, encourage or approve any strike or slowdown growing out of any dispute relating to the terms of this Agreement. The Bargaining Unit will take whatever lawful steps are necessary to prevent any interruption of work in violation of this Agreement, recognizing with the City that all matters of controversy within the scope of this Agreement shall be settled by established procedures set forth in the City's Charter, ordinances, and regulations, as may be amended from time to time.

1.7 SEVERABILITY

If any article, paragraph or section of this Memorandum shall be held to be invalid by operation of law, or by any tribunal of competent jurisdiction, or if compliance with or any enforcement of any provision hereof be restrained by such tribunal, the remainder of this Memorandum shall not be affected thereby, and the parties shall, if possible, enter into meet-and-confer sessions for the sole purpose of arriving at a mutually satisfactory replacement for such article, paragraph or section.

1.8 PREVAILING RIGHTS

All matters within the scope of meeting and conferring which have previously been adopted through rules, regulation, ordinance or resolution, which are not specifically superseded by this Memorandum of Understanding, shall remain in full force and effect throughout the term of this Agreement.

1.9 FULL UNDERSTANDING, MODIFICATION, WAIVER

1.9.1 Understanding

The parties jointly represent to the City Council that this Memorandum of Understanding set forth the full and entire understanding of the parties regarding the matters set forth herein.

1.9.2 Waiver & Modification

Except as specifically otherwise provided herein, it is agreed and understood that each party hereto voluntarily and unqualifiedly waives its right, and agrees that the other shall not be required to meet and confer with respect to any subject or matter covered herein, nor as to wages or fringe benefits during the period of the term of this Memorandum.

The foregoing shall not preclude the parties hereto from meeting and conferring at any time during the term of this Agreement with respect to any subject matter within the scope of meeting and conferring by mutual agreement.

2 MMBA

2.1 BARGAINING UNIT RIGHTS

2.1.1 Bargaining Unit Stewards Designation

The Bargaining Unit shall, by written notice to the City Manager, designate certain of its members as ~~Local 1~~AFSCME / Local 1 Representatives. ~~Local 1~~AFSCME / Local 1 Representatives shall be permitted reasonable time for Bargaining Unit activities including grievance representation. In all cases, the Representatives shall secure permission from the Representative's supervisor before leaving a work assignment. Such permission shall not be unreasonably withheld.

~~Local 1~~AFSCME / Local 1 Representatives, for salary discussions, shall be in accordance with Meyers-Milias-Brown (~~MMB~~) Act (MMBA).

2.1.2 Bulletin Boards

Authorized representatives of the Bargaining Unit shall be allowed to post ~~Local 1~~AFSCME / Local 1 notices on specified bulletin boards maintained on City premises.

2.1.3 Union Orientation of New Employees

Whenever the City hires an employee within any classification covered by this Memorandum of Understanding and represented by the Union, as soon as possible the City will inform the employee that they are represented by the Union, inform the employee of the terms and provisions of this Memorandum of Understanding and will provide said employee with a copy of the current Memorandum of Understanding. The City shall make available up to two hours, at a mutually agreeable time, during the initial thirty (30) days of employment for new employee orientation by the Union. In addition, the City will also provide reasonable advance written notice to the Union of all employee orientations conducted by the City for its members, to include the date, time, and location of the orientation. Written notice shall be via email.

The Union will be afforded the opportunity to have the Business Agent and/or a bargaining unit member (City employee) as representatives to meet with the new employee(s). The Union's new employee orientation will be conducted during regular working hours on paid City time and at a mutually agreeable time approved by department management. At no time shall the Union's new employee orientation result in any overtime or additional costs to the City. The Union will

provide the City advance notice of the name(s) of the bargaining unit member(s) who they wish to attend the orientation.

2.1.4 *Employee Information*

The City shall provide the Union with the name, job title, department, work location, work, home and personal cell phone numbers, home address and personal email address on file with the City for all employees within the Union every 120 days. In addition, a report with similar information of each Union new hire will be provided to the Union within 30 days of the hire date.

2.2 DUES DEDUCTION

2.2.1 *Collection of Dues*

City agrees, upon receipt of a written request by the Bargaining Unit, ~~and upon written consent of the employees involved,~~ to deduct dues and voluntary Bargaining Unit deductions selected by members, as established by ~~Local 1~~ AFSCME / Local 1, from the salaries of its members. The Bargaining Unit shall notify the City in writing as to the amount of such dues uniformly required of all members of ~~Local 1~~ AFSCME / Local 1. The sums so withheld shall be remitted by City, without delay, along with a list of employees and their respective dues and voluntary deductions. The Bargaining Unit bears responsibility for allocating dues and voluntary deductions pursuant to employees' requests.

The employee's earnings must be regularly sufficient after other legal and required deductions are made to cover the amount of the dues or service fees check off authorized. When an employee is in a non-pay status for an entire pay period, no withholding will be made to cover the pay period from future earnings. In the case of an employee who is in a non-pay status during only part of the pay period, and the salary is not sufficient to cover the full withholding, no deduction shall be made. In this connection, all other legal and required deductions have priority over ~~Local 1~~ AFSCME / Local 1 dues.

2.2.2 *Dues Collection during Separation from Employment*

The provisions specified above (Section 2.2.1.) shall not apply during periods of separation from the Bargaining Unit by any such employee but shall reapply to such employee commencing with the next full pay period following the return of the employee to representation by the Bargaining Unit. The term separation includes transfer out of the Bargaining Unit, layoff, and leave without pay absences with duration of more than five (5) working days.

~~2.2.3 *Agency Shop*~~

~~The parties hereto recognize that within the Agency shop provisions of this agreement, Bargaining Unit employees may opt to join Local 1 or register as a fee payer during the first thirty (30) days of their employment. Neither the City nor the Bargaining Unit will discriminate against any employee because of the exercise of their statutory rights. Local 1 agrees to its obligation to represent all the employees in the Bargaining Unit fairly and equally, without regard to their membership in the Bargaining Unit.~~

~~Therefore, any employee of the City, who is a member of Local 1, or who subsequently joins, and all employees in the Bargaining Unit hired, as a condition of continued employment, are required to either belong to Local 1 or to pay to Local 1 an amount equal to a fair share percentage of that which would be paid by an employee who decides to become a member of the Bargaining Unit at the time of employment.~~

~~2.2.4~~ 2.2.3 *Indemnification*

Moneys withheld by the City shall be transmitted to the Treasurer (as identified in writing by ~~Local 1~~AFSCME / Local 1) at the address specified. The Bargaining Unit shall indemnify, defend, and hold the City harmless against any claims made, and against any suit instituted against the City on account of check off of employee organization dues or service fees. In addition, the Bargaining Unit shall refund to the City any amount paid to it in error upon presentation of supporting evidence.

2.3 MANAGEMENT RIGHTS

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

1. To manage the City generally and to determine the issues of policy;
2. To determine the existence of facts which are the basis of the management decision;
3. To determine the necessity of any organization or any service or activity conducted by the City and expand or diminish services;
4. To determine the nature, manner, means, technology and extent of services to be provided to the public;
5. Methods of financing;
6. Types of equipment or technology to be used;
7. To determine and/or change the facilities, methods, technology, means and size of the work force by which the City operations are to be conducted;
8. To determine and change the number of locations, re-locations and types of operations, processes and materials to be used in carrying out all City functions including, but not limited to, the right (after effect bargaining) to contract for or subcontract any work or operation of the City;
9. To assign work to and schedule employees in accordance with requirements as determined by the City, and to establish and change work schedules and assignments;
10. To relieve employees from duties for lack of work or other legitimate reasons;
11. To discharge, suspend, demote or otherwise discipline employees for proper cause in accordance with the provisions and procedures set forth in City Personnel Rules and Regulations and this MOU;
12. To determine job classifications and to reclassify employees;
13. To hire, transfer, promote and demote employees in accordance with this Memorandum of Understanding and the City's Rules and Regulations;
14. To determine policies, procedures and standards for selection, training and promotion of employees;
15. To establish and modify employee and organizational performance and productivity standards and programs including but not limited to, quality and quantity standards; and to require compliance therewith;
16. To maintain order and efficiency in its facilities and operations;
17. To establish and promulgate and/or modify rules and regulations to maintain order and safety in the City which are not in contravention with this Agreement;
18. To take any and all necessary action to carry out the mission of the City in emergencies.

The City and ~~Local 1~~AFSCME / Local 1 agree and understand that if, in the exercise of any of the rights set forth above, the effect of said exercise of rights by the City impacts an area within the scope of representation as set forth in the Meyers-~~Milias~~-Brown Act (MMBA), case law interpreting said acts, and/or Federal law, the City shall have the duty to meet and confer with the Bargaining Unit regarding the impact of its decision/exercise of rights.

3 COMPENSATION

3.1 GENERAL WAGES AND COMPENSATION

3.1.1 Pay Dates

City employees are paid twice per month on the 15th and the last working day of the month. When a holiday falls on a payday, the payday will be transferred to the following day of regular business unless Finance is able to complete the payroll by the previous work day. The method of distributing the payroll shall be established by the Finance Director.

3.1.2 General Wage Increase

Prior year contract extension – restoration of 3% base wage: For FY 20-21, all bargaining groups (except WCE, AFSCME / Local 1, Mid-Management and Executive Management) received a 3% base wage increase for the 1-year contract extension, which was implemented for FY 20/21. The timing of the COVID-19 pandemic and the associated financial losses which were projected at that time, resulted in an unintended disparate treatment of the bargaining groups. WCE, AFSCME / Local 1, Mid-Management and Executive Management did not receive this same 3% base wage increase for FY 20-21. However, the City is now in a financial position to “restore” the 3% base wage increase to those groups. The 3% base wage increase will apply to all AFSCME / Local 1 positions and is reflected in the attached revised salary schedules, effective on July 1, 2021.

The City shall provide the following salary increases for the listed positions in each year of the MOU, with Year 1 salary increases to become effective July 1, 2021; or, on the first pay period after Council’s approval – whichever occurs later in time.:

Administrative Assistant to Police Chief, Administrative Assistant to the City Manager and Senior Administrative Assistant:

- 1.6% general salary increase plus 1.9% equity adjustment (3.50% total) in Year(s) 1, 2 and 3

Legal Assistant I/II

- 1.6% general salary increase plus 1.4% equity adjustment (3.00% total) in Year(s) 1, 2 and 3

Payroll Technician

- 1.6% general salary increase plus .9% equity adjustment (2.50% total) in Year(s) 1, 2 and 3

HR Representative I/II

- 1.6% general salary increase plus 2.4% equity adjustment (4.00% total) in Year 1
- 1.6% general salary increase plus .9% equity adjustment (2.50% total) in Years 2 and 3

Management Analyst and Associate Management Analyst:

- 1.6% general salary increase plus .9% equity adjustment (2.50% total) in Year 1

- 1.6% general salary increase plus .4% equity adjustment (2.00% total) in Years 2 and 3

Principal Accountant and Senior Accountant:

- 1.6% general salary increase plus 2.4% equity adjustment (4.00% total) in Year(s) 1, 2, and 3

Administrative Assistant I and Administrative Assistant II (Confidential)

- 1.6% general salary increase plus 1.9% equity adjustment (3.50% total) in Year 1
- 1.6% general salary increase plus .9% equity adjustment (2.50% total) in Years 2 and 3

~~Effective the first full pay period in July 2018 or upon approval by the City Council, whichever is latest, salary ranges for classifications in this unit shall be increased by 2.0%.~~

~~Effective the first full pay period in July 2019, salary ranges for classifications in this unit shall be increased by 2.0%.~~

~~Salary rates for all bargaining unit positions are shown in the salary table attached as Exhibit A.~~

3.1.3 *One-Time Payment*

Effective the pay period including July 1, 2021 or the first full pay period following Council ratification of a new MOU, whichever occurs later, each employee in the bargaining unit will receive a one-time payment of \$2,250 in exchange for the elimination of the Revenue Sharing provision from the MOU. This payment will not contribute to Classic or PEPRAs employees' pensions and is subject to normal payroll taxation.

~~The following one-time payment is limited to the two years cited in this agreement and is not scheduled to recur in the future:~~

~~Employees represented by the bargaining group will receive a one-time, non-pensionable payment of \$4,000 to revise section 4.2.1 to tie the 3% health inflator to the Kaiser Bay Area Premium rate increase up to a maximum of 3% and reduce the "employee only" Flex Dollar Allowance.~~

~~The \$4,000 payment will be split as follows: \$2,000 will be paid with the first pay period in July 2018 or upon approval by the City Council, whichever is latest, and \$2,000 will be paid with the first pay period in July 2019. This payment will not contribute to Classic or PEPRAs employees' pensions and is subject to normal payroll taxation.~~

~~NOTE: The one-time payments for part-time employees will be prorated based on the full-time equivalent (FTE) of the position. For example, an employee filling a half-time or 0.5 FTE position will receive a receive a \$1,000 payment minus applicable taxes on the same schedule as described above for full-time employees. This payment will not contribute to employees' pensions.~~

3.1.4 *Definitions*

Total Compensation shall be defined as: Top step salary (excluding longevity pay steps), educational incentive pay, confidential pay, holiday pay, uniform allowance, employer paid deferred compensation (except for such portion that may be part of employee cafeteria plan), employer's contribution towards employees' share of retirement, employer's retirement contribution, employer paid contributions toward insurance premiums for health, life, long term disability, dental and vision plans, and employer paid cafeteria/flexible spending accounts.

The **CPI** shall be the percentage change in the San Francisco-Oakland-San Jose Area All Urban Consumer index as published by the Bureau of Labor Statistics for the one-year period ending each October during the term of the contract.

3.1.5 Compensation Plan

The Compensation Plan adopted by the City Council shall provide for salary schedules, rates, ranges, steps and any other special circumstances or items related to the total compensation paid employees.

Each position within the classified services shall be allocated to its appropriate class in the classification plan on the basis of duties and responsibilities. Each class shall be assigned a salary range or a rate established in the salary plan. All persons entering the classified service shall be compensated in accordance with the salary plan then in effect.

All initial employments shall be at the first step of the salary range. The City Manager or his/her designee may authorize, upon the recommendation of the Appointing Authority, a position at an appropriate higher salary when, in his/her opinion, it is necessary in order to obtain qualified personnel or when it appears that the education or experience of a proposed employee is substantially superior to the minimum requirements of the class and justifies a beginning salary in excess of the first step.

3.2 STEP INCREASES

3.2.1 Entry Level Step

All initial employment shall be at the first step of the salary range, provided that the City Manager may make an appointment to a position at an appropriate higher salary when, in his/her opinion, it is necessary to obtain qualified personnel, or when it appears that the education or experience of a proposed employee is substantially superior to the minimum requirements of the class and justifies a beginning salary in excess of the first step.

3.2.2 Consideration for Step Increases

An employee may be considered for an annual salary step increase in accordance with their anniversary date and the parameters of the salary schedule, as referenced in Exhibit A. Unless otherwise noted, salary schedule increases within established salary ranges are scheduled at yearly intervals. Advancement to a higher salary step within an established salary range is granted for continued improvements and efficient and effective work by the employee in the performance of his/her duties.

3.2.3 Merit Increases

Accelerated merit performance step increases of five percent (5%) may be granted an employee based upon the recommendation of the Department Director and approval of the City Manager. Employees at the maximum step of their salary range may be granted a merit performance step increase of five percent (5%) above and beyond their salary range, either in a one-time lump sum payment or as a percent increase per paycheck for the designated period of time. Merit pay awards may be granted in recognition of meritorious performance on complex special project(s) of significant value to the organization and beyond the scope of regular duties in response to extraordinary conditions. A merit step increase may be effective for up to one (1) year. A merit step increase may be withdrawn and is not a disciplinary action and is not appealable.

3.2.4 Anniversary Date

Effective 1-1-89, the anniversary date for employees promoted on or after this date shall remain unchanged. Based upon job performance, as measured by a Performance Evaluation, employees may receive consideration for a step increase within their salary range on their anniversary date.

3.2.5 Promotions

Employees promoted to higher-level positions shall be placed at the step in the new salary range that will provide, at a minimum, a five (5%) increase (unless that would exceed the top step in the salary range).

3.2.6 Performance Evaluations

Prior to the completion of the probationary period, a minimum of one performance evaluation report shall be reviewed with the employee, but such report and review shall not be required prior to separating an employee during the probationary period.

Upon completion of the probationary period, a performance report shall be prepared and reviewed yearly thereafter for each employee in the Classified Service, as a means of determining whether in-grade salary increases are merited, and/or as a means of improving employee performance and communication between supervisors and subordinates.

3.3 SALARY CHANGE ON RECLASSIFICATION

If an occupied position is reclassified the incumbent shall be affected as outlined below:

3.3.1 To a Lower Classification

When a position is re-allocated to a lower classification, the incumbent is either:

1. Transferred to a vacant position in the former classification; or
2. If the incumbent's current salary is greater than the top step of the lower classification, Y-rated at the current salary until the salary of the lower classification is at or above the Y-rate.

3.3.2 To a Different Classification with the Same Salary Range

When a position is reallocated to a different classification with the same salary range, the incumbent shall be granted the same status in the new classification, in which he/she shall be paid at the same step of the range and shall maintain the same salary rights.

3.3.3 To a Higher Classification

When a position is reclassified to a classification with a higher salary range, the incumbent is moved into the higher classification with the position, except in the circumstances prescribed below. Placement in the salary range shall be in accordance with the appropriate salary schedule.

If the duties upon which the reclassification are based could have been assigned to any of a number of employees in that classification within the division or department, then a promotional exam is held for the reclassified position. Such an exam is a departmental only recruitment limited to employees within that classification. If the incumbent is not successful in this competitive process, she/he is assigned to the position vacated by the promotion.

3.4 OUT OF CLASS COMPENSATION

Employees assigned in writing by their supervisor to perform work in a higher paid classification, shall be compensated at a rate 5% greater than the employee's current base salary. The out-of-class increase shall be retroactive to the first day of the assignment. If the assignment extends

beyond four consecutive weeks, then the employee shall be compensated at the lower step of the classification within which the duties fall if that is greater.

3.5 ADDITIONAL PAY

3.5.1 Confidential Pay

Effective 2009, the Confidential Pay incentive for all members is included in the base salary.

3.5.2 Educational Pay

Education Pay is included in the base salary.

3.5.3 Bilingual Pay

Within the job classifications represented by the Bargaining Unit, provisions are hereby established whereby an employee may receive bilingual pay for full fluency in a foreign language.

Full fluency is defined as a skill level that will allow the employee to fully assist someone else who does not speak English in coping with situations or problems by translating for, conversing with and/or reading or writing written material.

An employee can petition to his/her Department Director for this bilingual pay incentive. With the Department Director's recommendation and on review by the Human Resources Director and approval of the City Manager, the employee may begin to receive this bilingual pay incentive.

Criteria for approval of the bilingual pay incentive by the City Manager include:

- a. Certification by a recognized school of the appropriate skill level; and/or
- b. Demonstrated ability of the proficiency level on the job; and
- c. Department Director's recommendation and statement that the bilingual skill of the employee can be of value to the department and the employee in the completion of their regular work assignments.

An employee approved for the bilingual pay incentive shall receive an additional \$~~1520~~0.00 per month above their base salary.

This bilingual pay incentive shall be reviewed annually and as long as the employee demonstrates (by work experience or re-testing, as determined by the City of San Rafael) the full fluency skill level; and as long as the Department Director indicates the value of this skill to the department and the employee in the completion of their regular work assignments.

Removal of the bilingual pay incentive would be considered a non-disciplinary action and as such would not be subject to any appeal/grievance procedure.

3.5.4 Uniform Allowance

Any ~~Local 1~~AFSCME / Local 1 member required to purchase a uniform to meet departmental regulations shall be reimbursed for such cost.

~~3.6 REVENUE SHARING~~

~~3.6.1 Conditions for Revenue Sharing~~

~~Employees in the bargaining unit positions defined in this MOU shall receive Revenue Sharing Increases, effective January 1 of each year of the contract, in addition to the Contract Compensation Increase (if any), if the following conditions are met:~~

- ~~a. If the CPI increase, as defined in section 3.1.3, is greater than the Contract Compensation Increase, and~~
- ~~b. If General Tax Revenues have resulted in revenues being available for distribution, based upon the formulas defined in Section 3.6.2, and,~~
- ~~c. The “net change in General Fund Balance”, as defined in Section 3.6.2, as presented in the previous fiscal year’s annual audited financial statements, is positive and,~~

~~The City’s General Fund Emergency and Cash Flow reserve at the end of the previous fiscal year contains at least 10% of the General Fund budgeted expenditures for that same year. If all of the above four conditions are met, then a Revenue Sharing salary increase shall be paid prospectively, in accordance with the schedule below, to bring the combination of the Contract Compensation Increase and the Revenue Sharing Increase up to the level of CPI. However, in no event shall the Combined Contract Compensation Increase and Revenue Sharing Increase result in a total compensation increase that exceeds 5% for the fiscal year under review.~~

~~3.6.2 — Revenue Definitions & Revenue Sharing Calculations~~

~~**Net Change in General Fund Balance** is determined in the course of the City’s annual financial audit and presented as “net change in fund balance” in the City’s published financial statements.~~

~~**General Tax Revenues** shall be defined to include the following taxes: Sales Tax, Property Tax (Secured, Unsecured and Unitary), Motor Vehicle License Fees, Property Transfer Tax, Hotel Occupancy Tax, Business License Tax and Franchise Fees. No other revenue sources of the City will be included in this definition.—~~

~~If General Tax Revenues of the City for the fiscal year previous to this contract year (i.e., FY 2012-13) exceed General Tax Revenues of the City for the prior fiscal year (i.e., FY 2011-12) , then the members of the bargaining unit shall be entitled to apply two percent (2%) of one-half (1/2) of the excess of fiscal year General Tax Revenues over prior fiscal year General Tax Revenues adjusted for 75% of the total compensation increases provided to members for the contract year, in accordance with the schedule below, for a Revenue Sharing Total Compensation adjustment.~~

~~3.6.3 — Schedule~~

- ~~a. **September 7th – General Tax Revenues.** The City shall make known to the Bargaining Unit if General Tax Revenues of the most recently ended fiscal year have grown from the prior fiscal year on September 7th of each year of this contract. If no growth in General Tax Revenues has taken place, there shall be no Revenue Sharing for that fiscal year of the contract.~~
- ~~b. **November 15th – Net Change in General Fund Balance and the Funding Level of the City’s General Fund Emergency and Cash Flow Reserve.** By November 15th of each year, the City shall make known to the Bargaining Unit whether there is a positive change in the General Fund Balance when the most recently ended fiscal year is compared to the previous one. At the same time, the City shall make known to the Bargaining Unit whether the funding level of the City’s General Fund Emergency and Cash Flow reserve is at or above 10% of budgeted expenditures. If these two conditions are not met, then no Revenue Sharing shall take place for that contract year.~~
- ~~c. **November 30th – CPI.** If the conditions for revenue sharing have been met for the contract year, the City shall identify the change in CPI for the year in October and make the figure known to the Bargaining Unit by November 30th.~~

d. ~~January 1st — Base Monthly Pay Increases. The January 1st pay period shall be the start date (for paycheck date of January 31st) for Revenue Sharing Salary increases.~~

4 BENEFITS

4.1 EMPLOYEE BENEFITS COMMITTEE

Both parties agree to continue to utilize the Employee Benefits Committee for ongoing review of benefit programs, cost containment and cost savings options. The Committee shall be made up of representatives of the SEIU, SEIU - Childcare, Police, Police Mid-Management, Fire, Fire Chief Officers Association, Western Council of Engineers, ~~Local 1~~AFSCME / ~~Local 1~~, Mid-Management and Management employees.

4.2 HEALTH & WELFARE

4.2.1 Full Flex Cafeteria Plan

Effective January 1, 2010, the City implemented a Full Flex Cafeteria Plan for active employees, in accordance with IRS Code Section 125. Active employees participating in the City's Full Flex Cafeteria Plan shall receive a monthly flex dollar allowance to purchase benefits under the plan.

The monthly flex dollar allowance effective the paycheck of December 15, 20~~2018~~ shall be:

For employee only:	\$ 779.86 <u>803.50</u>
For employee and one dependent:	\$1,559.72 <u>\$1,606.99</u>
For employee and two or more dependents:	\$1,749.00 <u>\$1,771.10</u>

Flex dollar allowances shall increase on the December 15th paycheck of each subsequent year up to a maximum of three percent (3%) on an annual basis, based on but not to exceed the Kaiser Bay Area premium rate increase for the upcoming calendar year.

The City shall contribute to the cost of medical coverage for each eligible employee and his/her dependents, an amount not to exceed the California Public Employees' Medical and Hospital Care Act (PEMHCA) contribution, as determined by CalPERS on an annual basis. This portion of the monthly flex dollar allowance is identified as the City's contribution towards PEMHCA. The balance of the monthly flex dollar allowance (after the PEMHCA minimum contribution) may be used in accordance with the terms of the cafeteria plan to purchase health benefits or may be converted to taxable income.

Conditional Opt-Out Arrangement: An employee may elect to waive the City's health insurance coverage and receive a \$300 monthly Opt-Out payment in accordance with the terms of the cafeteria plan, and the Affordable Care Act, if the employee complies with the following conditions:

- 1) The employee certifies that the employee and all individuals in the employee's tax family for whom coverage is waived have alternative Minimum Essential Coverage as defined by the Patient Protection and Affordable Care Act through a provider other than a federal marketplace, a state exchange, or an individual policy.
- 2) During the City's annual open enrollment period, the employee must complete an annual written attestation confirming that the employee and the other members of the employee's tax family are enrolled in alternative Minimum Essential Coverage. The employee agrees to notify the City no later than 30 days if the employee or other member(s) of the employee's tax family lose coverage under the alternative Minimum Coverage Plan.

- 3) The employee understands that the City is legally required to immediately stop conditional opt-out payments if City learns that the employee and/or members of the employee's family do not have the alternative Minimal Essential Coverage.

The City reserves the right to modify at any time, the amount an employee is eligible to receive under this paragraph, if required by IRS Cafeteria Plan regulations, other legislation, or Federal and/or California agency guidance.

The City shall be responsible for paying premiums for a life insurance and Accidental Death and Dismemberment (AD&D) policy for each employee. The life and AD&D policy shall provide a \$5,000 life insurance and a \$5,000 AD&D benefit.

The City shall be responsible for paying premiums for a Long-Term Disability Policy for each employee that satisfies the eligibility provisions of the long-term disability policy. The Long-Term Disability policy shall provide for salary replacement of 66.67% of an individual's salary up to a maximum disability benefit of \$1,000 per month.

4.2.2 *Retirees Health Insurance*

Employees represented by ~~Local 4~~AFSCME / Local 1 who retire from the Marin County Employees' Retirement Association (MCERA) within 120 days of leaving their City of San Rafael position (and who comply with the appropriate retirement provisions under the MCERA laws and regulations) are eligible to continue in the City's retiree group health insurance program offered through PEMHCA. The City's contribution towards retiree coverage shall be the PEMHCA minimum contribution as determined by CalPERS on an annual basis.

- a. **Employees hired on or before January 1, 2010.** The City shall make a monthly retiree health insurance payment into a Retiree Healthcare Reimbursement Trust (Retiree HRA Trust) on behalf of employees hired before January 1, 2010 and who retire from the City of San Rafael as described in this Section. The City's total payment, which includes the PEMHCA minimum contribution, shall not exceed \$659 per month. The City's retiree health contribution shall continue for the lifetime of the retiree and retiree's spouse, in accordance with PEMHCA eligibility provisions for coverage.

Employees receive the pro-rated amount based on their status at the time of retirement. For example: if an employee works parttime and retires while working part-time, then the employee receives a pro-rated contribution based on the employee's parttime status at the point of retirement.

- b. **Employees hired on or after January 1, 2010** and who meet the eligibility requirements for retiree health insurance are eligible to continue in the City's group health insurance program. The City's maximum contribution towards retiree coverage under this subsection 4.2.23.b, shall be the PEMHCA minimum contribution as determined by CalPERS on an annual basis. The City shall not be responsible for making any contributions towards the cost of coverage of the retiree's spouse, registered domestic partner, or dependents upon the employee's retirement from the City in excess of the PEMHCA minimum contribution as required by CalPERS.

The City shall additionally make available a retiree health care trust to enable these employees (hired on or after January 1, 2010) to prefund retiree health care premiums while employed by the City. The retiree health care trust shall be funded by annual conversion of 50 hours of sick time in service on July 1 of each year, provided an employee has a remaining balance of ~~125~~75 hours of sick leave time after the conversions.

4.2.3 *Pro Rata Benefit Rules*

Employees covered by this Agreement who work less than full time but more than twenty (20) hours per week on a regular basis shall be eligible to receive: a) pro-rated leave benefits; b) a pro-rated share of the monthly dollar contribution made by the City to be used for enrollment in City offered group health, life, and long term disability insurance plans which the employee may be eligible for based upon the regular hours the employee works, and c) pro-rated share shall be equivalent to the part time employee position's ratio of hours worked to full time equivalency.

4.2.4 *Health and Dependent Care Spending Accounts*

City will offer as part of its Section 125 Plan, for as long as such a plan is desired by ~~Local 4AFSCME / Local 1~~ and available pursuant to the IRS Code, Health and Dependent Care Spending Accounts. The Flexible Spending Accounts offered by the City include:

- a. Healthcare Spending Account: Out-of-pocket medical expenses that qualify under the IRS Code effective January 1, 2003 at IRS Code limit, not to exceed \$2,500. Employees are responsible to pay the monthly administrative fee and any increase established by the third-party administrator.
- b. Dependent Care Spending Account: Dependent care expenses that qualify under the IRS Code at the IRS Code limit (currently \$5,000). Employees are responsible to pay the monthly administrative fee and any increase established by the third-party administrator.
- c. Premium Only Plan: Excess Medical premiums shall be deducted from employee's pay with pre-tax dollars as long as such deduction is allowable under the applicable IRS Code.

The City shall establish an annual enrollment period and each employee must re-enroll annually for either plan noted in a. and/or b. above. The City shall have the authority to implement changes to the 125 Programs to comply with changes in applicable IRS laws without having to go through the meet and confer process.

4.2.5 *Health Insurance Providers*

The City shall have the option, after meeting and consulting with representatives of ~~Local 4AFSCME / Local 1~~, of either contracting with the Public Employees Retirement System (PERS) Health Benefits Division for health insurance or contracting directly with some or all of the providers of health insurance under the PERS program; provided, however, contracting directly with the providers shall not cause any material reduction in insurance benefits from those benefits available under the PERS program.

4.3 DENTAL PLAN

The City will provide a dental insurance program which offers 100% coverage for diagnostic and preventative care; \$25.00 deductible on corrective care (80/20); and an 80% payment of eligible costs associated with crown and cast restoration per patient per calendar year and orthodontic coverage for eligible dependents (50/50). The dental provider will provide payments for covered services at the percentage indicated in the plan booklet up to a maximum of \$1,500 for each enrollee in each calendar year.

Dental insurance enrollment will be available to part time, permanent employees working at least 20 hours per week (FTE level of position). The City's contribution towards the monthly dental insurance premium will be prorated based on the FTE level of the part time employee.

4.4 VISION PLAN

The City will contract for and pay for a vision plan for employee only vision benefits. Employees will be eligible to enroll qualified family members and will pay the premium for such enrollment.

4.5 RETIREMENT CONTRIBUTION

4.5.1 Member Contribution

~~Local 1~~AFSCME / Local 1 members shall pay the full share of the employee's contribution to the Marin County Retirement System.

Effective when feasible in accordance with MCERA and City administrative requirements all unit employees will pay an additional contribution of one percent (1%) of pensionable compensation toward the normal cost of pension provided by the Marin County Employees Retirement Association, in addition to the current employee contribution towards pension as determined by MCERA.

The City of San Rafael acknowledges that under its current practice, the employee's share of their retirement contribution is deducted with pretax dollars. This practice will continue until changed through the Meet and Confer process or until IRS regulations change.

4.5.2 Retirement Plans

The City shall provide the Marin County Employee Retirement Association 2.7% at 55-retirement program to all eligible ~~Local 1~~AFSCME / Local 1 members, as defined under the 1937 Act Government Code Section 31676, subject to Marin County Employee Retirement Association procedures and regulations and applicable 1937 Act laws that govern such plans. This is based on an employee's single highest year of compensation.

Employees hired on or after July 1, 2011 will receive an MCERA retirement benefit at the formula 2% at 55, calculated based on the average of their highest three years of compensation, in accordance with MCERA regulations. The annual pension adjustment shall be a maximum of 2% COLA. Minimum retirement age is 55.

Employees hired by the City on or after January 1, 2013 who are defined as "new members" of MCERA in accordance with the Public Employees' Pension Reform Act (PEPRA) of 2013, shall be enrolled in the MCERA 2% @ 62 plan for Miscellaneous members.

Final compensation will be based upon the highest annual average compensation earnable during the thirty-six (36) consecutive months of employment immediately preceding the effective date of his or her retirement or some other period designated by the retiring employee.

4.5.3 Member Cost of Living Rates

~~Local 1~~AFSCME / Local 1 members who are eligible to participate in the Marin County Employee Retirement Association will pay their full share of members' cost of living rates as allowed under Articles 6 and 6.8 of the 1937 Retirement Act. ~~Local 1~~AFSCME / Local 1 member contribution rates include both the basic and COLA portions (50% of COLA is charged to members as defined in the 1937 Act).

4.5.4 Pension Committee

A representative of the Union will participate in the City-wide pension committee.

4.6 STATE DISABILITY INSURANCE (SDI) AND PAID FAMILY LEAVE (PFL)

Employees will have the full premium cost for SDI or PFL coverage automatically deducted from their paycheck and no City contribution will be made toward participation in the plan.

It is incumbent upon the employee to keep the City advised of their medical status and eligibility for SDI or PFL. With this notification, SDI or PFL benefits, as determined by the State, shall be integrated with accrued sick and vacation leave.

4.7 DEFERRED COMPENSATION

Effective simultaneously with the increase in employee contribution by one percent (1%) to be contributed toward the normal cost of pension benefits provided by MCERA as described in Article 4.1.4, the City will contribute one percent (1%) of pensionable compensation toward a City-provided deferred compensation plan.

The City will make an additional contribution equivalent to one and six hundredths percent (1.06%) of base pay into a City-provided deferred compensation plan for each member of the unit to be paid in installments on a pay period basis following agreement.

4.8 GYM REIMBURSEMENT

Employees are eligible to receive up to \$16.50 per month reimbursement for paid gym membership. Such reimbursement shall be processed annually and reported as taxable income to the employee.

4.9 BENEFIT REOPENER

The City may reopen negotiations during the term of this Agreement to meet and confer on a replacement health, dental and life insurance/AD&D plan provider.

5 LEAVES

5.1 SICK LEAVE

5.1.1 Eligibility

Sick leave with pay shall be granted to each eligible employee. Sick leave may not be used at an employee's discretion but shall be allowed only in case of necessity and actual sickness or disability. The employee is required to notify employee's immediate supervisor or Department Director according to department Rules and Regulations at the beginning of his/her daily duties. The City has the right to request medical verification from an employee who is absent from his/her duties for three (3) or more consecutive work days.

5.1.2 Sick Leave Accrual

All eligible full-time employees shall earn sick leave credits at the rate of one (1) working day per month commencing with the date of employment. Unused sick leave may be accumulated to any amount, but a cap exists for payoff purposes (see Section 5.1.6). The sick leave accrual rate is prorated for eligible part time employees.

5.1.3 Use of Sick Leave

An employee may use accrued sick leave during their probationary period. An employee eligible for sick leave with pay shall be granted such leave for the following reasons:

1. Personal illness of the employee or illness within the immediate family (family member means an employee's spouse, registered domestic partner, sibling, parent, parent-in-law, grandchild, grandparent and any unmarried child, including adopted child, a stepchild, or recognized natural child who lives with the employee in a regular parent-child relationship), or physical incapacity of the employee resulting from causes beyond the employee's control; or
2. Enforced quarantine of the employee in accordance with community health regulations; or
3. Medical appointments that cannot be scheduled during non-working hours shall be charged to sick leave.

4. Personal illness of an employee's parent that requires the employee to attend to their care.

5.1.4 *Advance of Sick Leave*

Whenever circumstances require, and with the approval of the City Manager, sick leave may be taken in advance of accrual up to a maximum determined by the City Manager, provided that any employee separated from the service who has been granted sick leave that is un-accrued at the time of such separation shall reimburse the City of all salary paid in connection with such un-accrued leave.

5.1.5 *Service Credit for Sick Leave*

Employees who retire from the City of San Rafael within 120 days of leaving City employment (excludes deferred retirements) shall receive employment service credit for retirement purposes only, for all hours of accrued, unused sick leave (exclusive of any sick leave hours they are eligible to receive and they elect to receive in compensation for at the time of retirement (see Section 5.1.6).

Employees hired on or after July 1, 2009 are not eligible to receive employment service credit of all accrued, unused sick leave for retirement purposes.

5.1.6 *Compensation for Unused Portion*

Upon termination of employment by resignation, retirement or death, a regular employee who leaves the City service in good standing shall receive compensation for all accumulated unused sick leave based upon the following formula: a rate of three percent (3%) for each year of service (i.e., 3% times number of employment service years). The maximum number of accumulated, unused sick leave an employee may be compensated for upon termination of employment is 600 hours. See Section 5.1.5 regarding service credit option for accumulated, unused sick leave that the employee is not compensated for upon termination.

5.2 VACATION LEAVE

5.2.1 *Eligibility*

Annual vacation with pay shall be granted each eligible employee. Vacation leave accrued shall be prorated for those employees working less than full time. Employees will be permitted to use accrued vacation leave after six (6) months of employment subject to the approval of the Department Director.

5.2.2 *Rate of Accrual*

Vacation benefits shall accrue during the probationary period. Each regular full-time employee (part time regular are prorated) shall accrue vacation at the following rate for continuous service. Each service year in the chart begins on the first working day and ends on the last day of the service year:

Service Year	Annual Hours	Hours Per Month
1	75.000 hours	6.2500
2	75.000 hours	6.2500
3	75.000 hours	6.2500
4	112.500 hours	9.3750
5	117.867 hours	9.8222
6	123.234 hours	10.2695

7	128.601 hours	10.7167
8	133.968 hours	11.1640
9	139.335 hours	11.6110
10	144.702 hours	12.0580
11	150.000 hours	12.5000
12	157.500 hours	13.1250
13	165.000 hours	13.7500
14	172.500 hours	14.3750
15	180.000 hours	15.0000
16 plus	187.500 hours	15.6250

When an employee is on an approved leave without pay, vacation accrual is prorated based upon paid hours in the pay period.

5.2.3 *Administration of Vacation Leave*

The City Manager, upon the recommendation of the Department Director, may advance vacation credits to any permanent regular and permanent part time employee.

No employee may accrue more than 250 hours. Vacation accruals will resume once the employee's accumulated vacation balance falls below the allowable cap limit.

The time at which an employee may use his/her accrued vacation leave and the amount to be taken at any one time, shall be determined by employee's Department Director with particular regard for the needs of the City but also, insofar as possible, considering the wishes of the employee. In the event that one or more City holidays falls within an annual vacation leave, the vacation hours that shall be charged against any employee's accrued vacation shall be those hours that the employee is regularly scheduled to work.

Employees who terminate their employment shall be paid in a lump sum for all accrued vacation leave earned prior to the effective date of termination.

5.2.4 *Vacation Cash-In*

An employee who has taken at least ten (10) days of vacation in the preceding twelve (12) months may request that accrued vacation, not to exceed seven (7) days, be converted to cash payments and the request may be granted at the discretion of the City Manager. Employees cannot cash in more than seven (7) days of vacation in any one twelve (12) month period.

5.3 HOLIDAYS

All employees who are required to work on a day designated as an authorized holiday, other than a day on which an election is held throughout the state, shall be paid at the applicable rate of pay for the number of hours actually worked.

When a holiday falls on Saturday or Sunday, the Friday preceding a Saturday holiday or the Monday following a Sunday holiday shall be deemed to be a holiday in lieu of the day observed.

The following holidays will be observed:

January 1 st	New Year's Day
The third Monday in January	Martin Luther King Jr. Day
The third Monday in February	Washington's Birthday

March 31 st	Cesar Chavez Day
The last Monday in May	Memorial Day
July 4 th	Independence Day
The first Monday in September	Labor Day
November 11 th	Veteran's Day
The fourth Thursday in November	Thanksgiving Day
The fourth Friday in November	Day after Thanksgiving
December 25 th	Christmas Day

In addition to designated holidays, employees in this Bargaining Unit receive two (2) floating holidays. Floating holidays not used are added to employee's vacation balance.

5.4 OTHER LEAVE

5.4.1 *Bereavement Leave*

In the event of the death of an employee's spouse, registered domestic partner, child, parent, ~~parent-in-law, brother, sistersibling, in-laws,~~ grandparent, grandchild or relative who lives or has lived in the home of the employee to such an extent that the relative was considered a member of the immediate family and/or another individual who has a legal familial relationship to the employee and resided in the employee's household, up to ~~three (3) days within the State and up to five (5) days out-of-state~~ may be granted for bereavement leave.

In those cases where the death involves an individual who had such a relationship with the employee, as defined above, the employee shall sign a simple affidavit describing the relationship and submit this to the Department Director as part of the request for bereavement leave.

5.4.2 *Jury Duty*

Employees required to report to jury duty shall be granted a leave of absence with pay from their assigned duties until released by the court, provided that the employee provides advance notice to the Appointing Authority and remits to the City all per diem service fees except mileage or subsistence allowance within thirty days from the termination of such duty.

5.4.3 *Military Leave*

Military leave shall be granted in accordance with the State of California Military and Veteran's Code as amended from time to time. All employees entitled to military leave shall give the appointing authority and the Department Director an opportunity, within the limits of military regulations, to determine when such leave shall be taken.

5.4.4 *Leave of Absence Without Pay*

Leave of absence without pay may be granted by the City Manager upon the written request of the employee. Accrued vacation leave must be exhausted prior to the granting of leave without pay.

5.4.5 *Industrial Injury Leave*

For benefits under Workers Compensation, an employee should report any on the job injury to his/her supervisor as soon as possible, preferably within twenty-four (24) hours. The Human Resources Department coordinates benefits for Worker's Compensation claims. For further information, see the City's Workers' Compensation policy located on the Intranet at <https://intranet.cityofsanrafael.org>.

Employees of the City who have suffered any disability arising out of and in the course of their employment as defined by the Worker's Compensation Insurance and Safety Act of the State of California are entitled to all benefits allowed them by the Workers' Compensation Insurance and Safety Act of the State of California.

Temporary disability payments (TD) are made to all employees (full and part-time) when a physician reports an employee is unable to perform their job duties due to an industrial injury and the City cannot accommodate the restrictions mandated by their physician. TD is set by State law and is approximately two-thirds of full salary with state-mandated minimums and maximums. For full-time, regular employees, however, the City augments TD payments with salary continuation, as follows:

Workers Compensation leave payments shall not exceed the employee's regular full pay for the first three (3) calendar months and three-fourths (3/4) of the regular full pay for the following six (6) calendar months.

Sick Leave Usage Post Industrial Injury/Illness

The following rule applies to employees who have an accepted industrial injury/illness: Available accrued sick leave cannot be used for more than 60 calendar days after one of the following has been determined:

- a. The employee has reached maximum medical improvement and/or has been determined "permanent and stationary."
- b. The employee has been determined to be unable to return to their usual and customary occupation, with or without reasonable accommodation.

Given the above has occurred next steps would include:

- a. The interactive process; attempt to locate other appropriate employment within the City
- b. If none available proceed with termination process, including disability retirement application and/or Skelly process, if appropriate.

5.4.6 Family Medical Leave

Family leave shall be granted in accordance with the federal Family and Medical Leave Act of 1993 and the California Family Rights Act of 1991. Requests for Family Care Leave are submitted to the employee's Department Director for approval and reviewed by the Human Resources Director for consistency with the law prior to approval. Employees approved for this type of leave must use appropriate accrued and unused vacation leave and/or compensatory time before going on leave without pay status. Accrued and unused sick leave may be used if appropriate and requested. Sick leave usage is to be consistent with sick leave provisions of the MOU. To be eligible for this family leave benefit, an employee must have worked continuously for the City of San Rafael for at least 12 months and have worked a minimum of 1250 hours in the previous 12-month period. For details, please see the City's FMLA policy located on the Intranet at <https://intranet.cityofsanrafael.org>.

5.4.7 Catastrophic Leave

Catastrophic Leave shall be in accordance with the City-wide Catastrophic Leave Policy located on the City's Intranet at <https://intranet.cityofsanrafael.org>.

5.4.8 Administrative Leave

Employees filling positions designated as exempt from overtime shall receive five (5) days of Administrative Leave each calendar year subject to the approval of the Department Director and the City Manager. Unused Administrative Leave shall not carry over from one calendar year to

the next, nor shall unused Administrative Leave Balances be paid to an exempt confidential employee upon his/her resignation.

6 TERMS & CONDITIONS OF EMPLOYMENT

6.1 HOURS OF WORK

The WORK WEEK will reflect thirty-seven and one-half (37.5) hours for all represented job classes. Unless otherwise designated, the normal business hours for vacation, sick and administrative leave deduction and sick and administrative leave accrual purposes shall be 7.5 hours per day.

6.2 OVERTIME

Overtime shall mean actual time authorized and worked beyond thirty-seven and one half (37.5) hours in the regular work week. A work or duty week shall be defined as seven (7) consecutive calendar days. Overtime is compensable to the nearest half-hour and must have prior authorization and approval of the Department Director.

Each Department Director shall have the authority to designate certain job classifications for mandatory overtime in emergencies. In the event the Department Director determines that there is a staffing need during an emergency, the Department Director shall first make a reasonable effort to seek qualified volunteers to work overtime during the emergency. If the Department Director determines that there are an insufficient number of volunteers, or if time constraints prevent the soliciting of volunteers, the Department Director may order employees in the designated classifications to report to work in overtime status to address the emergency.

6.3 COMPENSATORY TIME POLICY

With the Department Director's approval, compensatory time, in lieu of overtime pay, may be taken subject to the following rules:

6.3.1 *Accrual Limit*

Employees may accrue up to 125 hours of compensatory time after which said employee must accept overtime pay in lieu of accruing additional compensatory time.

6.3.2 *Overtime Rate*

Employees who work overtime may be paid for it at the rate of time and one-half or may accrue compensatory time at a rate of time and one-half subject to the limitations in Section 6.3.1. Employees who elect compensatory time must take the time off, preferably within the quarter during which it was earned, and shall not be paid for it.

6.4 PROBATIONARY PERIOD

6.4.1 *Purpose of Probation*

After passing an examination and accepting appointment, each employee shall serve a period of probation beginning on the date of appointment. Such period shall be for the purpose of determining the employee's ability to perform satisfactorily the duties prescribed for the position.

6.4.2 *Length of Probationary Period*

The probationary period on original and promotional appointment shall be for one (1) year.

6.4.3 *Rejection During Probation*

During the probationary period an employee may be rejected at any time by the Appointing Authority without the right of appeal.

6.4.4 *Notification of Rejection*

On determining that a probationary employee's work is not satisfactory, the Appointing Authority shall notify the Human Resources Director in writing of his/her intention to terminate the employee. After discussion with the Human Resources Director, the Appointing Authority shall notify employee in writing of his/her rejection.

6.4.5 *Extension of Probationary Period*

The probationary period shall not be extended except in the case of extended illness or injury or compelling personal situation during which time the employee was unable to work. In such cases, the probationary period may be extended for the length of time the ill or injured employee was unable to work.

6.4.6 *Regular Status*

Regular status shall commence with the day following the expiration date of the probationary period.

6.4.7 *Promotion of Probationary Employee*

An employee serving a probationary period may be promoted to a position in a higher position classification provided he/she is certified from the appropriate Eligible List. The employee promoted in this manner shall serve a new probationary period for the position to which employee is promoted and the new probationary period and promotional appointment shall be effective the same date.

6.4.8 *Unsuccessful Passage of Promotional Probation*

An employee who does not successfully pass his/her promotional probationary period shall be reinstated to the position in which the employee held regular status prior to his/her promotion. Provided, however, that if the cause for not passing the promotional probationary period was sufficient grounds for dismissal, the employee shall be subject to dismissal without reinstatement to the lower position.

6.4.9 *Lateral Transfer Probation*

Voluntary transfers to another job classification, within the same salary range, shall require a six (6) month probationary period. In the event of unsuccessful passage of this period refer to Section 6.4.8.

6.5 TRANSFERS / REASSIGNMENTS

6.5.1 *Types of Transfers*

Transfers may be within the same department (intra-departmental) or between departments (inter-departmental). The requirements for each are as follows:

a. Intra-departmental transfers.

The Appointing Authority shall have the authority to transfer an employee from a position in one division of a department to a position in the same or similar classification with the same salary range, in the same division or to another division of the same department (at any time and for any duration).

b. Inter-departmental transfers.

An employee may transfer from a position in one (1) department to a position in the same or similar classification in another department, provided the consent of the two Appointing Authorities and the City Manager is obtained.

c. Voluntary Transfers.

An employee may make a written request for transfer to the Human Resources Director to a position in the same or similar classification with the same salary range. Such a transfer may be made on the recommendation of the affected Department Director(s) and the approval of the City Manager.

6.5.2 Minimum Qualifications & Probation

Any persons transferred to a different position shall possess the minimum qualifications for the position.

6.5.3 Transfer Procedures

The City Manager may authorize the transfer of an employee from one position to another of the same or comparable class of work and where the same general type of examination is given for entrance to such a position.

Transfers from one department to another department having a different jurisdiction or different function shall be done only with the consent of the Department Directors, involved, unless such a transfer is ordered by the City Manager for purpose of economy or efficiency.

Any person transferred to a different position shall possess the minimum qualifications for the position.

Employees who have completed their initial probation may seek voluntary transfers to positions within the same job class, and/or lower level job classes as long as the employee meets the minimum qualifications for the position. Employees seeking transfer should submit a completed application to the Human Resources Department. As vacancies occur, transfer candidates may receive consideration along with those on the eligibility list.

6.6 PERSONNEL RULES & REGULATIONS

~~Local 1~~AFSCME / Local 1 agrees to accept the City's Personnel Rules and Regulations.

6.6.1 Confidential Nature of Personnel Records

All personnel records and files and examination materials are confidential. The Human Resources Director shall take all necessary steps to protect the confidentiality of those materials. Disclosure of such records shall be governed by the Public Records Act, Government Code Sections 6250, et. seq. Individual employees may review their official personnel file maintained by Human Resources Department and/or respective appointing authority. With the written consent of the employee, the authorized representative of the recognized employee organization may also review that personnel file.

6.6.2 Confidential Nature of Medical Records

All medical records and files are the property of the City of San Rafael. These confidential records and files are to be maintained in a file separate from the employee's personnel file in the Human Resources Department. Disclosure of such records shall be governed by the Public Records Act, Government Code, Section 6250, et. seq.

6.6.3 Outside Employment Policy

~~Local 1~~AFSCME / Local 1 members should refer to the City wide Policy on outside employment, located on the City's Intranet (<https://intranet.cityofsanrafael.org>) for policies and procedures related to outside employment.

6.6.4 Use of City Vehicle

At the discretion of the Department Director, a ~~Local 1~~AFSCME / Local 1 employee may be assigned a City vehicle for job related duties during regular working hours. Only in emergency conditions will an employee be allowed to take a City vehicle home and only with prior approval of the Department Director.

6.6.5 *Safety Policy*

The City of San Rafael is committed to providing a safe and healthy place to work. The City shall furnish safety devices and safeguards, and shall adopt and use methods and processes adequate to ensure that the work place is safe and healthy. Employees are expected to obey safety rules and make proper use of safety gear and equipment. The City's safety policies and procedures shall comply with all applicable state laws related to a safe work environment.

6.7 MISCELLANEOUS

6.7.1 *Hazardous Materials*

First responders at this level (awareness only) are those who are likely to witness or discover a hazardous substance release and who have been trained to initiate an emergency response operations level. "Awareness" individuals take no action beyond notifying the designated authorities of the release. The Deputy Fire Marshal is the Hazardous Materials Coordinator for the City of San Rafael.

It is understood and agreed by both parties that employees represented by ~~Local 1~~AFSCME / Local 1 do not have any responsibility to clean up, mitigate or otherwise dispose of hazardous materials. The Fire Department personnel and/or contract personnel have the direct responsibility of dealing with hazardous materials.

6.7.2 *Gratuities / Solicitation of Contributions*

Gratuities and solicitation of gratuities shall be governed by the City's Personnel Rules and Regulations.

6.7.3 *Return of City Equipment*

Upon termination of employment, all tools, equipment, and other City property assigned to an employee shall be returned.

6.7.4 *Political Activity*

The political activity of City employees shall comply with pertinent provisions of State and Federal Law.

6.7.5 *Employment of Relatives*

Employment of relatives shall be governed by the City's Personnel Rules and Regulations.

6.7.6 *Labor / Management Meetings*

During the term of the Agreement, the City and the Bargaining Unit agree that consultation meetings may contribute to improved employer-employee relations. Issues relating to the usage of volunteers and temporary/part-time/seasonal employees, promotional opportunities and the implementation of safety programs will serve as a basis for initial agenda items to be discussed and acted upon.

The committee shall be comprised of two (2) ~~Local 1~~AFSCME / Local 1 representatives and three (3) representatives from City Management. The parties agree that committee members may change depending on the subject matter.

Meetings may be requested by either party. The party requesting the meeting shall submit a proposed agenda and the receiving party shall acknowledge and confirm the date, time and location of the requested meeting. It is intended that the subject matter will not include issues subject to Article 7.4 Grievance Procedures.

6.7.7 Contract Orientation Work Sessions

The City and the Bargaining Unit agree that the individuals having responsibility for the enforcement of the Agreement, ~~Local 1~~AFSCME / Local 1 Representatives and Department Directors/Supervisors, shall participate in an Annual Contract Orientation Work Session for the purpose of obtaining a better understanding of the provisions of the contract. These work sessions shall be held on City time and facilities.

6.7.8 Harassment Policy

Employees shall adhere to the City's Policy against Harassment, located on the City's Intranet (<https://intranet.cityofsanrafael.org>).

6.7.9 Work Place Conduct

Employees, managers and supervisors will treat each other, regardless of position or profession, with dignity, courtesy, trust and respect. Disputes over the interpretation or application of this section will not be subject to the arbitration process of this agreement.

7 PROCEDURES

7.1 DEMOTION & SUSPENSION

7.1.1 Demotion

The Appointing Authority may demote an employee when the following occurs:

- a. The employee FAILS to perform his/her required duties.
- b. An employee requests such a demotion. No employee shall be demoted to a classification for which he/she does not possess the minimum qualifications. When the action is initiated by the Appointing Authority, written notice of demotion shall be provided to an employee at least ten (10) working days before the effective date of the demotion, and a copy filed with the Human Resources Department.

Withholding a salary step increase or withdrawing a merit step increase within or above the salary range of the employee's position shall not be deemed a demotion.

Disciplinary demotion action shall be in accordance with Article 7.3, "Disciplinary Action."

7.1.2 Suspension

The Appointing Authority may suspend an employee from a position at any time for a disciplinary purpose. The intended suspension action shall be reported immediately to the Human Resources Director, and shall be taken in accordance with Article 7.3, "Disciplinary Action".

7.2 TERMINATION OF EMPLOYMENT

7.2.1 Resignation

An employee wishing to leave City service in good standing shall file with his/her immediate supervisor, at least fourteen (14) days before leaving the service, a written resignation stating the effective date and reason for leaving. A copy of the resignation shall be forwarded to the Appointing Authority and the Human Resources Department.

7.2.2 Termination - Layoff (Lack of work or funds)

The Appointing Authority may terminate an employee because of changes in duties or organization, abolishment of position, shortage of work or funds, or completion of work for which employment was made.

The City will not layoff any employees in the bargaining unit between July 1, 2011 and December 31, 2011, unless the City is subject to significant revenue reduction (a reduction of one percent (1%) or more in General Fund revenue) due to state cuts or reduction in other revenue sources.

7.2.3 Termination - Disciplinary Action

An employee may be terminated at any time for disciplinary action, as provided in Article 7.3, "Disciplinary Action".

7.2.4 Retirement

Retirement from City services shall, except as otherwise provided, be subject to the terms and conditions of the City's contract as amended from time to time, with the Marin County Retirement System.

7.2.5 Rejection During Probation

An employee may be terminated from their position during the probationary period of their initial appointment to the City's classified service without Right of Appeal.

7.3 DISCIPLINARY ACTION

7.3.1 Notification of Weingarten Rights

The City will inform all members of their rights to Union representation (Weingarten Rights) prior to any meetings in which disciplinary action may be a result.

7.3.2 Right to Discipline & Discharge

Upon completion of the designated probationary period an employee shall be designated as a non-probationary employee and the City shall have the right to discharge or discipline any such employee for dishonesty, insubordination, drunkenness, incompetence, negligence, failure to perform work as required or to observe the Department's safety rules and regulations or for engaging during the term of this Memorandum of Understanding, in strikes, individual or group slowdowns or work stoppages, or for violating or ordering the violation of the Memorandum of Understanding. The City shall use progressive disciplinary steps (i.e., reprimand, suspension, demotion, discharge) unless the violation is such as to justify termination. Disciplinary action shall mean discharge/dismissal, demotion, reduction in salary, and suspension resulting in loss of pay.

In addition, the City may discipline or discharge an employee for the following: Fraud in securing appointment; negligence of duty; violation of safety rules; unacceptable attendance record including tardiness, overstaying lunch or break periods; possession, distribution or under the influence of alcoholic beverages, non-prescription or unauthorized narcotics or dangerous drugs during working hours; inability, unwillingness, refusal or failure to perform work as assigned, required or directed; unauthorized soliciting on City property or time; conviction of a felony or conviction of a misdemeanor involving moral turpitude; unacceptable behavior toward (mistreatment of discourteousness to) the general public or fellow employees or officers of the City; falsifying employment application materials, time reports, records, or payroll documents or other City records; misuse of City property; violation of any of the provisions of these working rules and regulations or departmental rules and regulations; disorderly conduct, participation in

fights, horseplay or brawls; dishonesty or theft; establishment of a pattern of violations of any City policy or rules and regulations over an extended period of time in which a specific incident in and of itself would not warrant disciplinary action, however, the cumulative effect would warrant such action; failure to perform to an acceptable level of work quality and quantity; insubordination; other acts inimical to the public service; inability or refusal to provide medical statement on cause of illness or disability.

7.3.3 *Preliminary Notice*

A non-probationary employee shall receive a preliminary written notice from the employee's Supervisor of any proposed disciplinary action that involves the loss of pay. The notice must contain a specific statement of charges or grounds upon which the proposed disciplinary action is based and the date the disciplinary action will be effective.

Any known written materials, reports or documents upon which the disciplinary action is based must be attached to the notice.

Upon the receipt of the notice, the employee shall have five (5) days to appeal the matter in writing to Step 2 of the Grievance Procedure. If a written appeal is filed, no disciplinary action shall be imposed until the Department Director has conducted a hearing with the employee and employee's representative present and having heard the response of the employee. If no written appeal is filed within five (5) days, the employee shall be deemed to have waived his right to proceed with the steps for appeal in the Grievance Procedure.

7.3.4 *Disciplinary Action and Appeal*

After hearing the response of the employee, the Department Director may order that the proposed disciplinary action or modification thereof be imposed. Such notification shall be issued in writing within 10 days of the meeting.

If the employee elects to appeal the Department Director action, he/she may request a confidential settlement conference with the City Manager. Participation in the confidential settlement conference shall be voluntary. For pre-termination disciplinary action, the decision of the City Manager shall be final and binding.

For disciplinary discharges only, if the matter is still unresolved after the confidential settlement conference, the employee shall notify the City within ten (10) days that the discharge is appealed to Step 4 (Arbitration) of the Grievance Procedure. The discharge appeal shall then proceed in accordance with the Grievance Procedure.

7.4 GRIEVANCE PROCEDURE

7.4.1 *Definition*

1. **Grievance** is a dispute, which involves the interpretation or application of any provision of this Memorandum of Understanding. All ordinances, resolutions, rules and regulations, which are not specifically covered by the provisions of this Memorandum shall not be subject to the Grievance Procedure.
2. **Day** shall mean any day that the City Office is open for business, excluding Saturdays, Sundays and the holidays recognized by the City.
3. **Grievant** may be an individual employee or a group of employees or Local 1 AFSCME / Local 1 on the behalf of a group of employees or Local 1 AFSCME / Local 1 on its own behalf on matters involving the City and Local 1 AFSCME / Local 1 relationship.

Time limits begin with the day following the event causing the grievance or the day following receipt of a grievance decision.

7.4.2 Procedure

Step 1

Within seven (7) working days of when the grievant knew or should have known of the act or omission causing the grievance the grievant shall present either in writing or verbally a clear and concise statement of the grievance to the immediate supervisor. Within five (5) working days thereafter the immediate supervisor shall investigate and respond to the allegations of the grievant.

Step 2

If the grievant is not satisfied with the resolution at Step 1 the grievant must reduce the grievance to writing and present it to the Department Director within five working (5) days. The written grievance shall contain a statement of facts about the nature of the grievance and shall identify the specific provisions of this Memorandum of Understanding alleged to be violated, applicable times, places and names of those involved, the remedy or relief requested, and shall be signed by the grievant. The Department Director shall confer with the grievant and within ten (10) working days respond to the allegations in writing.

Step 3

If the grievant is not satisfied with the resolution at Step 2, the grievant shall, within five (5) working days, appeal the matter to the City Manager.

The City Manager shall investigate the matter, conduct a hearing if the City Manager deems it appropriate and within ten (10) working days, thereafter, respond to the allegations in writing.

Step 4

If the grievance remains unresolved after Step 3, the Bargaining Unit may give written notice to the City's Human Resources Department within ten (10) working days after receipt of the response in Step 3; notify the City that ~~Local 1~~AFSCME / Local 1 wishes to appeal the grievance to final and binding arbitration. The parties shall attempt to agree upon an arbitrator. If no agreement is reached, they shall request a list from the State Conciliation Service of nine (9) names. The selection process will include a review of the arbitrator's availability for the hearing. Each party shall then alternately strike a name until only one (1) name remains, said person to be the arbitrator. The order of striking shall be determined by the flip of a coin.

7.4.3 Arbitration

The arbitrator shall be empowered to conduct a hearing and to hear and receive evidence presented by the parties. The hearing should be held within 60 calendar days of the selection of the arbitrator. The hearing shall be informal and need not be conducted according to technical rules of evidence. Repetitious evidence may be excluded and oral evidence shall be taken only under oath. The arbitrator shall determine what evidence is relevant and pertinent, as well as any procedural matters, and he/she may call, recall and examine witnesses, as she/she deems proper.

The burden of proof shall be upon ~~Local 1~~AFSCME / Local 1 in grievance matters and upon the City in disciplinary discharge matters.

After the conclusion of any hearing and the submission of any post hearing evidence or briefs agreed upon by the parties, the arbitrator shall render a written decision which shall be final and binding upon the City, ~~Local 1~~AFSCME / Local 1 and any employee(s) involved in the grievance or disciplinary discharge.

The arbitrator shall not be empowered to add to, subtract from, or in any way modify or alter any provision of this Memorandum of Understanding. The arbitrator shall only determine whether a grievance exists in the manner alleged by the grievant, and what the proper remedy, if any, shall be, or in the case of disciplinary discharge matters, whether the City allegations are accurate and the appropriateness of the disciplinary discharge.

The fees and expenses of the arbitrator shall be shared equally by ~~Local 4~~AFSCME / Local 1 and the City. All other expenses shall be borne by the party incurring them. The cost of the services for the court reporter shall be borne by the requesting party unless there is a mutual agreement to share the cost or unless the arbitrator so requests. Then the costs will be shared.

7.4.4 General Provisions

1. Employees who participate in the Grievance Procedure, by filing a grievance or acting, as a witness on the behalf of either party shall be free from discrimination by either ~~Local 4~~AFSCME / Local 1 or the City.
2. A grievant has the right to be represented at each stage of the procedure, to cross examine witnesses, and have access to all information regarding the basis of the grievance upon which the City relies in making its determinations.
3. If the City management fails to respond within the specified time limits, the grievance shall, at the request of ~~Local 4~~AFSCME / Local 1, be moved to the next step of the procedure. If ~~Local 4~~AFSCME / Local 1 or a grievant fails to process or appeal a grievance within the specified time limits, the matter shall be deemed withdrawn with prejudice. The parties may, by mutual agreement, waive the steps in the procedure.
4. If a hearing is held during work hours of employee witnesses, such employees shall be released from duties without loss of pay or benefits to appear at the hearing. Witnesses requested by the parties shall be compelled to attend said hearings.
5. The Human Resources Department shall act as the central repository for all grievances.
6. Time limits contained herein may be extended by mutual agreement of the parties. Absence for bona fide reasons by a grievant, ~~Local 4~~AFSCME / Local 1 Representative or any management official involved in responding to the grievance shall automatically extend the time limits by the same number of days of absence.

7.5 POSITION RECLASSIFICATION

The process by which an individual position may be audited to review the appropriateness of its classification is provided in this Article.

7.5.1 Purpose

This administrative procedure shall establish consistent guidelines for the creation and/or review of a position's job classification.

7.5.2 Policy

The City of San Rafael seeks to maintain a classification system and process whereby all positions are accurately classified on the basis of current and ongoing job responsibilities officially assigned to said position(s).

7.5.3 Creation of New Position

The Appointing Authority or their designee may during the budget process request the creation of a new job classification by:

1. Completion of prescribed personnel form(s) and a position description questionnaire form.

2. Completed forms shall be submitted to the City's Human Resources Department.
3. Human Resources Department staff shall within 60 calendar days of receipt of the forms complete a formal audit of the proposed job class and prepare a written report.
4. The written report shall be submitted to the City Manager and the City Council for final approval.
5. Creation of a new job classification shall be effective with the start of the new fiscal year.

7.5.4 *Reclassification*

The Appointing Authority or their designee or an incumbent of a position or ~~Local 1 AFSCME /~~ Local 1 on behalf of an employee may request, in writing, a classification review. This classification review may be requested if the position has not been reviewed within the previous twelve (12) months and either permanent and substantial changes have been made in the duties and responsibilities assigned to the position or there is evidence that the majority (50% or more) of the work being performed is not appropriate for the position's current classification.

1. All requests for reclassification must be submitted to the Human Resources Department on prescribed personnel form(s) by the appointing authority. Reclassification requests must be accompanied by a current job description approved by the position's immediate supervisor and appointing authority.
2. Employee initiated reclassification requests must first be directed to the employee's Appointing Authority. The appointing authority shall forward the employee's request to the Human Resources Director within ten (10) days of receipt.
3. The Human Resources Director shall ensure the review (audit) of the employee's position is completed within sixty (60) calendar days of receipt of the request in the Human Resources Department.
4. Based upon the analysis and evaluation of a position, the Human Resources Department reviewer may recommend that the position be sustained in its current class or be reclassified (up or down) to the proper classification based upon the assigned work. The City Manager or their designee shall review all reclassification recommendations made by the Human Resources Department.
5. Within ten (10) days of receipt of the written audit decision the affected employee(s) may, in writing, submit a request for review of this decision to the City Manager. This request for review must show substantial error and/or omission on the part of the auditor. The City Manager may render a decision on the appeal on the basis of the written material or may interview the involved parties to discuss the specific error or omission prior to rendering a decision.
6. The City Manager shall have final decision-making authority on all reclassifications.
7. Reclassifications shall be effective the first of the month following final approval of the action. Any changes of pay as a result of the reallocation shall be in accordance with the City's Personnel Rules and Regulations in effect at the time.

7.6 FURLOUGH PROGRAM

Both the City of San Rafael and ~~Local 1 AFSCME /~~ Local 1 recognize the unpredictable shifts in funding that affect City finances. Through this recognition and in a cooperative spirit the City of San Rafael and ~~Local 1 AFSCME /~~ Local 1 have worked expeditiously on the development of a Furlough Program. This Agreement does not mean the City will necessarily implement furloughs; but in the event it is necessary to implement due to continued economic problems in the City of San Rafael, the City shall meet and consult with the Bargaining Unit at least 60 days prior to implementation of the Furlough Program. The procedures for this Furlough Program

shall provide for both Voluntary Time Off (herein described as VTO) and Mandatory Time Off (herein described as MTO).

7.6.1 *Voluntary Time Off (VTO)*

The needs of the City and the respective departments (as determined by the Department Director and City Manager) will need to be considered in the actual granting of VTO. Any VTO time granted and the resulting savings will have a corresponding impact on the time needed through MTO.

1. An employee's VTO time would count in determining how many hours of MTO an employee needed to take during the fiscal year.
2. An employee selecting at least a 5% reduction of hours through the VTO would receive "float days" as described in Section 7.6.2, item 4.b.
3. Employees who take VTO at a time other than when MTO is taken by other employees will have to take vacation leave, compensatory time off or leave without pay if the MTO results in the closure of the department.
4. Employees will be allowed to exceed a 5% reduction of hours through the VTO with review of the Department Director and approval of the City Manager and such approval shall be revocable should the City determine that the impact of the absence can not be absorbed by the Department. Prior to revoking approval, the City will contact the employee and review pertinent information which would impact the employee's ability to return to work. Should the City need to remove additional VTO, such removal would be considered a non-disciplinary action and would not be subject to any appeal/grievance procedure.

7.6.2 *Mandatory Time Off (MTO)*

MTO will be taken by the employee during the MTO period when feasible in their respective department (as determined by the Department Director and City Manager) and after consultation with ~~Local 4~~AFSCME / Local 1.

1. Employees may not take paid vacation time in lieu of designated MTO time.
2. MTO time shall be considered time in pay status for the accrual of leave and eligibility for holidays. MTO time will not impact health, dental and life insurance benefits. At this time MTO time will not impact Marin County retirement calculations of average compensation or service credit as the City and employee will continue to fund the full amounts. If the Marin County Retirement Association changes its policy on this, the City will, effective the first of the month following notice from the Marin County Retirement Association, make the necessary change in the program's administration to correspond with the change in the policy.
3. MTO time shall apply toward time in service for step increases and completion of probation.
4. Other Terms and Conditions:
 - a. The MTO program shall be limited to a maximum five percent (5%) reduction in work hours/pay for the fiscal year. When the maximum MTO reduction (5%) is implemented, the involved employee shall be credited with three (3) days of float time.
 - b. Float time accrued through the MTO Program must be taken in the next fiscal year following the furlough, with supervisory approval or the leave will be forfeited. The float days have no cash value upon termination of employment. If an employee is laid off before having the opportunity to take unused furlough induced float time, said

employee would be eligible to take the unused float time during the thirty-day layoff notice period.

- c. Should the City of San Rafael experience a financial windfall during the fiscal year that furloughs are implemented, the City and ~~Local 1~~AFSCME / Local 1 agree to re-open negotiations on this Furlough Plan.

7.7 REDUCTION IN FORCE

7.7.1 Authority

The Appointing Authority may lay off, without prejudice, any regular employee because of lack of work or funds, or organizational alterations, or for reasons of economy or organizational efficiency.

7.7.2 Notice

Regular employees designated for layoff or demotion shall be notified in writing at least thirty (30) calendar days prior to the anticipated date of termination or demotion. The employee organization shall also be notified.

7.7.3 Order of Layoff

Layoffs and/or reductions in force shall be made by classification. A classification is defined as a position or number of positions having the same title, job description and salary. Extra hire employees shall be laid off before permanent employees in the affected classification. In effecting the preceding order, a part-time permanent employee with more seniority can displace a full time permanent employee.

7.7.4 Seniority

If two or more employees within a classification have achieved permanent status, such employees will be laid off or reduced on the following basis:

- a. Seniority within the affected classification will be determinative. Such seniority shall include time served in higher classification(s). The computation of seniority for part-time employees will be credited on a pro rata basis to full time service. Time spent on a City Manager approved leave of absence without pay does not count toward seniority.
- b. If the seniority of two or more employees in the affected classification or higher classification(s) is equal, departmental seniority shall be determinative.
- c. If all of the above factors are equal, the date regular status in City service is achieved shall be determinative.
- d. If all of the above are equal, date of certification for appointment shall be determinative.

7.7.5 Bumping Rights

An employee designated to be laid off may bump into a class at the same salary level, or into the next lower classification in which such employee has previously held regular status. An employee who is bumped shall be laid off in the same manner as an employee whose position is abolished.

7.7.6 Transfer Rights

The Human Resources Director will make every effort to transfer an employee who is to be affected by a reduction in force to another vacant position for which such employee may qualify. The length of eligibility for such transfer will be the period of notification as provided in Section 7.7.3, but no longer than the effective date of such layoff or reduction.

7.7.7 Layoff Procedure Notification

Once the decision has been made to reduce the workforce per this MOU, the City will meet with the Bargaining Unit to review and receive feedback on the procedure to be used to inform and process the lay-offs. The information gained in this meeting from the Bargaining Unit by the City will be advisory and non-binding.

7.8 RE-EMPLOYMENT

7.8.1 *General Guidelines*

Individuals who have been laid off or demoted shall be offered re-appointment to the same or similar classification in which they held status in the order of seniority in the classification. Individuals demoted in lieu of reduction in force shall be offered restoration to the highest class in which they held status and in which there is a vacancy prior to the appointment of individuals who have been laid off.

7.8.2 *Right to Re-Employment*

Each person who has been laid off or demoted in lieu of a layoff from a position the person held, shall, in writing, be offered re-appointment in the same classification should a vacancy occur in the classification within two years after the layoff or demotion. Prior to being re-employed, the employee must pass a physical exam administered by a City appointed physician and must pass the background check administered by the City.

7.8.3 *Time Limits*

Should the person not accept the re-appointment within seven (7) calendar days after the date of the offer, or should the person decline or be unable to begin work within two weeks after the date of acceptance of the offer, the person shall be considered unavailable for employment, shall forfeit the right to re-employment and be removed from the re-employment list.

7.8.4 *Availability*

Whenever a person is unavailable for re-employment, the next senior person who is eligible on the re-employment list shall be offered re-employment.

7.8.5 *Probationary Status*

Employees re-appointed under the provisions above will not be required to complete a new probationary period if they had previously held permanent status in the classification. Employees who had not completed their probationary period shall serve the remainder of the probationary period upon re-appointment.

7.8.6 *Restoration of Benefits*

Employees restored to previously held positions shall be deemed to have returned from a leave of absence for the purpose of all rights and benefits legally permissible. Time not on the payroll will not count as time worked for the purposes of seniority accrual.

AFSCME / Local 1:

**Lisa Davis, Business Agent
AFSCME / Local 1**

**Rhonda Castellucci, HR Representative II
AFSCME / Local 1**

**Laraine Gittens, Legal Assistant II
AFSCME / Local 1**

**Anita Rose, Administrative Assistant to
the Police Chief, AFSCME / Local 1**

Date

CITY OF SAN RAFAEL:

**Tim Davis, Lead Negotiator
Attorney, Burke Williams Sorensen**

Sylvia Gonzalez-Shelton, HR Operations Manager

Thomas Wong, Analyst

Date

AFSCME / LOCAL 1 - CONFIDENTIAL
SALARY SCHEDULE
Effective July 1, 2021

Grade	Position	A	B	C	D	E
7122	ADMIN ASST I (CONFIDENTIAL)	\$4,655	\$4,888	\$5,133	\$5,389	\$5,659
7123	ADMIN ASST II (CONFIDENTIAL)	\$5,133	\$5,390	\$5,659	\$5,942	\$6,239
7215	ADMIN ASSISTANT TO THE CM	\$5,955	\$6,253	\$6,565	\$6,893	\$7,238
7207	ADMIN ASST TO THE CHIEF OF POLICE	\$5,264	\$5,527	\$5,804	\$6,094	\$6,399
2106	ASSOCIATE MANAGEMENT ANALYST	\$5,797	\$6,087	\$6,391	\$6,711	\$7,046
TBD	HUMAN RESOURCES ANALYST I*	\$6,505	\$6,830	\$7,171	\$7,530	\$7,906
TBD	HUMAN RESOURCES ANALYST II*	\$7,154	\$7,512	\$7,888	\$8,282	\$8,696
TBD	HUMAN RESOURCES ASSISTANT*	\$5,455	\$5,728	\$6,015	\$6,315	\$6,631
2109	HUMAN RESOURCES REPRESENTATIVE I	\$5,846	\$6,138	\$6,445	\$6,768	\$7,106
2110	HUMAN RESOURCES REPRESENTATIVE II	\$6,440	\$6,762	\$7,100	\$7,455	\$7,828
7242	LEGAL ASSISTANT I	\$5,926	\$6,222	\$6,533	\$6,860	\$7,203
9205	LEGAL ASSISTANT II	\$6,530	\$6,856	\$7,199	\$7,559	\$7,937
7204	MANAGEMENT ANALYST	\$6,377	\$6,696	\$7,031	\$7,382	\$7,751
TBD	PAYROLL ADMINISTRATOR*	\$6,320	\$6,636	\$6,968	\$7,316	\$7,682
7203	PAYROLL TECHNICIAN	\$5,989	\$6,289	\$6,603	\$6,933	\$7,280
7316	PRINCIPAL ACCOUNTANT	\$7,920	\$8,316	\$8,732	\$9,168	\$9,627
2136	SENIOR ADMIN ASST (CONFIDENTIAL)	\$5,527	\$5,803	\$6,093	\$6,398	\$6,718
2130	SENIOR ACCOUNTANT	\$7,056	\$7,409	\$7,780	\$8,169	\$8,577

*New classification approved with 2021-2024 MOU

AFSCME / LOCAL 1 - CONFIDENTIAL
SALARY SCHEDULE
Effective July 1, 2022

Grade	Position	A	B	C	D	E
7122	ADMIN ASST I (CONFIDENTIAL)	\$4,772	\$5,010	\$5,261	\$5,524	\$5,800
7123	ADMIN ASST II (CONFIDENTIAL)	\$5,261	\$5,524	\$5,801	\$6,091	\$6,395
7215	ADMIN ASSISTANT TO THE CM	\$6,163	\$6,471	\$6,795	\$7,135	\$7,491
7207	ADMIN ASST TO THE CHIEF OF POLICE	\$5,448	\$5,721	\$6,007	\$6,307	\$6,623
2106	ASSOCIATE MANAGEMENT ANALYST	\$5,913	\$6,209	\$6,519	\$6,845	\$7,187
TBD	HUMAN RESOURCES ANALYST I	\$6,700	\$7,035	\$7,386	\$7,756	\$8,143
TBD	HUMAN RESOURCES ANALYST II	\$7,369	\$7,738	\$8,124	\$8,531	\$8,957
TBD	HUMAN RESOURCES ASSISTANT	\$5,619	\$5,900	\$6,195	\$6,505	\$6,830
2109	HUMAN RESOURCES REPRESENTATIVE I	\$5,992	\$6,292	\$6,606	\$6,937	\$7,284
2110	HUMAN RESOURCES REPRESENTATIVE II	\$6,601	\$6,931	\$7,278	\$7,641	\$8,023
7242	LEGAL ASSISTANT I	\$6,104	\$6,409	\$6,729	\$7,066	\$7,419
9205	LEGAL ASSISTANT II	\$6,726	\$7,062	\$7,415	\$7,786	\$8,175
7204	MANAGEMENT ANALYST	\$6,505	\$6,830	\$7,171	\$7,530	\$7,906
TBD	PAYROLL ADMINISTRATOR*	\$6,509	\$6,835	\$7,177	\$7,535	\$7,912
7203	PAYROLL TECHNICIAN	\$6,139	\$6,446	\$6,768	\$7,107	\$7,462
7316	PRINCIPAL ACCOUNTANT	\$8,237	\$8,649	\$9,081	\$9,535	\$10,012
2136	SENIOR ADMIN ASST (CONFIDENTIAL)	\$5,720	\$6,006	\$6,306	\$6,622	\$6,953
2130	SENIOR ACCOUNTANT	\$7,339	\$7,706	\$8,091	\$8,495	\$8,920

AFSCME / LOCAL 1 - CONFIDENTIAL
SALARY SCHEDULE
Effective July 1, 2023

Grade	Position	A	B	C	D	E
7122	ADMIN ASST I (CONFIDENTIAL)	\$4,891	\$5,136	\$5,393	\$5,662	\$5,945
7123	ADMIN ASST II (CONFIDENTIAL)	\$5,393	\$5,662	\$5,946	\$6,243	\$6,555
7215	ADMIN ASSISTANT TO THE CM	\$6,379	\$6,698	\$7,033	\$7,384	\$7,754
7207	ADMIN ASST TO THE CHIEF OF POLICE	\$5,639	\$5,921	\$6,217	\$6,528	\$6,854
2106	ASSOCIATE MANAGEMENT ANALYST	\$6,031	\$6,333	\$6,649	\$6,982	\$7,331
TBD	HUMAN RESOURCES ANALYST I	\$6,901	\$7,246	\$7,608	\$7,988	\$8,388
TBD	HUMAN RESOURCES ANALYST II	\$7,590	\$7,970	\$8,368	\$8,787	\$9,226
TBD	HUMAN RESOURCES ASSISTANT	\$5,788	\$6,077	\$6,381	\$6,700	\$7,035
2109	HUMAN RESOURCES REPRESENTATIVE I	\$6,142	\$6,449	\$6,772	\$7,110	\$7,466
2110	HUMAN RESOURCES REPRESENTATIVE II	\$6,766	\$7,104	\$7,459	\$7,832	\$8,224
7242	LEGAL ASSISTANT I	\$6,287	\$6,601	\$6,931	\$7,278	\$7,642
9205	LEGAL ASSISTANT II	\$6,928	\$7,274	\$7,638	\$8,020	\$8,421
7204	MANAGEMENT ANALYST	\$6,635	\$6,966	\$7,315	\$7,681	\$8,065
TBD	PAYROLL ADMINISTRATOR*	\$6,705	\$7,040	\$7,392	\$7,761	\$8,150
7203	PAYROLL TECHNICIAN	\$6,293	\$6,607	\$6,938	\$7,284	\$7,649
7316	PRINCIPAL ACCOUNTANT	\$8,566	\$8,995	\$9,444	\$9,917	\$10,412
2136	SENIOR ADMIN ASST (CONFIDENTIAL)	\$5,920	\$6,216	\$6,527	\$6,853	\$7,196
2130	SENIOR ACCOUNTANT	\$7,632	\$8,014	\$8,414	\$8,835	\$9,277

**Draft “Template” Side Letter
Between
AFSCME / Local 1 (Local 1)
and
The City of San Rafael**

[Insert Date]

In response to the global COVID-19 pandemic that began in the spring of 2020, the City of San Rafael declared a local state of emergency. Additionally, and in accordance with Governor Gavin Newsom’s Executive Order(s), which severely curtailed and/or outright closed commercial establishments, the City temporarily closed its offices for an undetermined amount of time and established remote work options for its non-public safety workforce in order to continue serving the needs of the community. The City utilizes the services of HDL to provide sales tax forecasts and tax revenue projections. HDL advised the City in the Spring of 2020, that it should be prepared for unprecedented financial losses, in an amount upwards of \$12M over the next 18 months. In anticipation of these dire financial circumstances, the City exercised its management rights under MOU section 7.6 and implemented a Citywide furlough for all non-safety positions. Based on the best financial projections available at the time, it was necessary and prudent to implement the furlough in order to avoid the need to implement reductions in force in the future.

Two significant things changed during fiscal year 20-21:

1. In the fall of 2020, the Measure R passed, which is expected to increase the City’s annual sales tax revenues by approximately \$4M, which the City will begin receiving at the end of FY 20-21, and
2. In the first quarter of 2021, HDL’s sales tax revenue forecasts significantly changed for the better and the revenue losses initially expected due to the pandemic, luckily did not materialize.

Based on the two above changes in financial condition, the City is projecting a financial surplus for fiscal year 20-21, therefore the City is willing to issue repayments to employees who were furloughed over the last year. The City is pleased that it is in the financial position to do so.

The circumstances that make it possible for the City to reimburse employees for the furlough at this time are extremely unique in nature. The City retains the management right under MOU section 7.6 in the future to implement a furlough if needed. The City does not commit to any future reimbursement of the furlough monies and considers this one-time offer to reimburse the FY 20-21 as non-precedential. Thus, the City now grants to each employee in the bargaining group a one-time re-payment equal to the amount they would have received had the furlough not occurred. In exchange for receiving these funds, employees will not be entitled to 3 days of float under MOU section 7.6.2 subsection 4.

The furlough repayment amount for each employee will be calculated based on their individual actual furlough reduction amounts that were deducted from each employee’s paycheck during FY 20-21. The furlough repayment amounts range from approximately \$2,000 - \$2,700, depending upon the individual position. The City already made MCERA pension contributions on each employee’s regular (non-furloughed) payroll amount each pay period during FY 20-21, therefore the City will

not make any additional contributions to Classic or PEPRA employees' pensions and it is subject to normal payroll taxation. The actual total dollar amount to be reimbursed to the members of this bargaining unit is [insert total amount].

FOR AFSCME/LOCAL 1:

FOR THE CITY OF SAN RAFAEL:

Lisa A. Davis, Chief Negotiator
Senior Business Agent

Tim Davis, Burke Williams Sorensen

Laraine Gittens, Negotiator – Local 1

Sylvia Gonzalez-Shelton, HR Operations Mgr

Rhonda Castellucci, Negotiator – Local 1

Anita Rose, Negotiator – Local 1

City of San Rafael
Job Class Specification

HUMAN RESOURCES ANALYST I

HUMAN RESOURCES ANALYST II

DEFINITION

Under the direction of the Human Resources Director or other higher level HR staff, the Human Resources Analyst I/II performs professional human resources administrative and analytical assignments in a variety of program areas, including: recruitment and selection, classification and compensation, benefit administration, employee development and training, leaves, workers' compensation, policy and procedure development; delivers human resources services to internal and external customers; and provides staff support in the administration and implementation of City Human Resources programs and policies, as assigned.

Incumbents may be assigned to either a specific or a generalist assignment with responsibility for dealing with a wide array of analytical staff assignments. Incumbents are expected to be capable of performing a variety of Human Resources related management analysis techniques and procedures.

DISTINGUISHING CHARACTERISTICS

Human Resources Analyst I - This is the entry level class in the Human Resources Analyst series. Positions in this class typically have little or no directly related work experience and work under general supervision while learning job tasks. The Human Resources Analyst I class is distinguished from the II level by the performance of less than the full range of duties assigned to the II level. Incumbents work under general supervision while learning job tasks, progressing to direction as procedures and processes of assigned area of responsibility are learned.

Human Resources Analyst II - This is the full journey level class in the Human Resources Analyst series and is distinguished from the I level by the ability to perform the full range of duties assigned with only occasional instruction or assistance as unusual or unique situations arise. Positions in this class are flexibly staffed and are normally filled by advancement from the I level.

SUPERVISION RECEIVED AND EXERCISED

Human Resources Analyst I: Receives general supervision from the Human Resources Director or higher-level HR staff. Exercises no supervision.

Human Resources Analyst II: Receives direction from the Human Resources Director or higher-level HR staff. Exercises direct supervision of technical and administrative staff.

EXAMPLES OF ESSENTIAL DUTIES - Duties may include, but are not limited to, the following:

- Analyze, interpret, research and compile information for the revision and maintenance of the City's classification plan and allocation of positions; monitor and maintain allocation schedules and salary schedules.

- Provide advice, interpretation and counsel to managers, supervisors and employees on Human Resources policies and procedures and assure compliance with governing Council policies, legislation, and Memoranda of Understanding (MOUs)
- Supervise the design and implementation of recruitment activities to obtain qualified candidates, including the creation of recruitment timelines, advertisement sources and selection process including application review, supplemental questionnaire development, and test administration; receive, research and respond to candidate appeals.
- Supervise the processing and maintenance of a comprehensive benefit plan including health, dental and life insurance, long term disability, flexible spending, and other benefits including protective leave; administer the City's open enrollment process.
- Advise employees on matters related to employment, promotion, retirement, benefits, and classification and compensation.
- Oversee payroll input and leave activities, ensuring appropriate usage of leave hours in accordance with MOU's and Personnel Rules and Regulations.
- Prepare a variety of administrative and technical reports and correspondence including correspondence to Department Directors.
- Provide technical support in the maintenance, implementation and use of the City's HRIS system and performance evaluation system; analyze and develop forms and procedures associated with computer applications; oversee the department's intranet and internet pages.
- Participate in and lead special projects; participate in the selection of consultants and vendors; review and approve the work of consultants and vendors.
- Evaluate operations and activities of assigned responsibilities; recommend improvements and modifications; prepare various reports on operations and activities.
- Assist with the development and maintenance of City policies and procedures; represent the department to outside professional organizations; participate on cross functional teams.
- Complete internal and external compensation and benefit studies.
- Recommend and participate in the implementation and improvement of policies and procedures.
- Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.
- Perform related work as required.

MINIMUM QUALIFICATIONS

Human Resources Analyst I:

Knowledge of:

- General principles and practices of human resources administration and organization management.
- Practices, methods and procedures utilized in recruitment and selection.
- Pertinent federal, state, and local laws, codes and regulations.
- Elementary statistics.
- Modern office equipment and procedures including use of a variety of software applications.
- English usage, spelling, grammar and punctuation.

Ability to:

- Learn to perform a wide variety of human resources activities, ensuring compliance with City policies and procedures, local, state and federal laws and regulations.
- On a continuous basis, know and understand all aspects of the job. Intermittently analyze work papers, reports and special projects; identify and interpret technical and numerical information; observe and problem solve operational and technical policy and procedures.
- Collect, compile, analyze and summarize written and statistical information and data.
- Prepare clear and concise technical and administrative reports.
- Analyze situations carefully and adopt effective courses of action.
- Use a personal computer and a variety of software applications.
- Plan and organize workload.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Communicate clearly and concisely, both orally and in writing.

Experience and Training

Experience: No professional experience is required.

AND

Education: A Bachelor's degree from an accredited college or university in human resources, business administration, public administration, social sciences or a related field.

License or Certificate: Possession of a valid California driver's license by date of appointment.

Human Resources Analyst II: In addition to requirements for the Human Resources Analyst I:

Knowledge of:

- Principles and practices of recruitment, selection, classification, salary and benefit administration, EEO and employee relations within a public agency.
- Advanced methods of statistical research and presentation.
- Principles and practices of project management.
- Principles and practices of supervision, training and performance evaluations.

Ability to:

- Independently perform professional analytical work in support of human resources programs.
- Identify, research and respond to questions from other City departments, outside agencies and the public.
- Prepare and present technical reports.
- Interpret and explain human resources programs and policies.
- Collect, compile and analyze data and develop logical conclusions and sound recommendations.
- Respond appropriately to difficult and sensitive matters.
- Supervise, train and evaluate assigned staff.

Experience and Education

Experience: Two years of responsible experience performing duties similar to that of a Human Resources Analyst I with the City of San Rafael and lead or supervisory experience.

AND

Education: A Bachelor's degree from an accredited college or university in human resources, business administration, public administration, social sciences or a related field.

License or Certificate: Possession of a valid California driver's license by date of appointment

LANGUAGE SKILLS: Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations.

MATHEMATICAL SKILLS: Ability to add, subtract, multiply, and divide using whole numbers.

REASONING ABILITY: Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee is occasionally required to stand and walk. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, color vision, and ability to adjust focus. On a continuous basis, sit at desk for long periods of time. Intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone and write or use a keyboard to communicate through written means; and lift or carry weight of 10 pounds or less.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

City of San Rafael
Job Class Specification

Job Title: Human Resources Assistant

DEFINITION:

Under the direction of the Human Resources Director or other higher level HR staff, the Human Resources Assistant performs a variety of administrative and clerical duties in support of the Human Resources Department in areas such as data entry, Human Resources Information Systems (HRIS), benefits, recruitment and selection, and file management. This position interacts frequently with employees and the public and exercises tact and discretion when dealing with issues of a confidential or sensitive nature.

EXAMPLES OF DUTIES:

- Provide customer service and respond to general inquiries regarding Human Resources operations from citizens, employees, and job applicants in person, on the telephone, and via e-mail.
- Process employment transactions including Personnel Action Forms, enter data into the human resources database, and prepare documents for the bi-monthly payroll.
- Establish, update, and maintain departmental records, files, and databases, while preserving confidentiality.
- Maintain personnel files, contract and vendor files, and assist with records management and retention.
- Type, proofread, and process a variety of documents including general correspondence, forms, memos, charts, and specialized documents, draft notes, or brief instructions.
- Compile information and data for financial reports; check and tabulate data; prepare simple financial reports; and maintain a variety of financial records.
- Assist with the coordination of recruitments, including posting recruitment flyers, uploading job announcements on-line, entering applicant data into applicant tracking database, responding to questions about recruitment and testing processes, sending notices to candidates, scheduling written exams and oral board interviews, preparing oral board and other testing materials, and scheduling testing appointments.
- Maintain the Human Resources general voicemail, inboxes, and Outlook calendars.
- Update Employee website and general HR webpage.
- Open, sort, screen, and distribute Human Resources mail.
- Send standard correspondence to employees, including citywide memorandums and notices.
- Coordinate training for City staff, including scheduling training, preparing and distributing announcements, tracking attendance, and setting up training site with materials and refreshments when needed.
- Process benefit enrollments and changes in City's financial system and benefit vendor websites.
- Maintain departmental operating supplies and process purchase orders.
- Manage and reconcile invoices and ensure timely payments for services and goods related to the Human Resources Department.
- Process reimbursements for training.
- Maintain compliance posters in all areas posted within the City.

- Respond to requests for verification of employment.
- Assist with the coordination of Human Resources events.
- Perform other duties as assigned.

SUPERVISION RECEIVED

Receives supervision from the Human Resources Director or other higher level HR staff.
Exercises no supervision.

TYPICAL QUALIFICATIONS

Knowledge of:

- Basic knowledge of office practices and procedures related to recruitment and selection, file management, and benefits administration.
- Modern office procedures, methods, and equipment including computers and applicable computer applications.
- Basic functions and structure of municipal government.
- Principles and practices of effective customer service.
- Methods and techniques of proper phone etiquette.
- English vocabulary, including spelling, grammar, and punctuation.
- Basic business arithmetic.
- Business letter writing formats.

Ability to:

- Perform a variety of clerical duties and activities of a general and specialized nature in support of the Human Resources Department.
- Maintain accurate, confidential, and complete employee records; implement and maintain standard filing systems.
- Prepare basic reports.
- Operate office equipment, including computers, word processing programs, spreadsheets, Human Resources Information Systems (HRIS), applicant tracking software (ATS), and other database applications.
- Type and enter data at a speed necessary for successful job performance.
- Make simple mathematical calculations accurately.
- Deal successfully with the public, in person and over the telephone.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Work effectively, with frequent interruptions and a high degree of public contact.
- Maintain professionalism, courtesy, and composure at all times, including stressful situations.
- Communicate effectively, both orally and in writing.

EXPERIENCE AND EDUCATION

Any combination of experience and education that would likely provide the required knowledge and ability is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

- Two Years of general office experience involving extensive customer service.

Education:

- Equivalent to the completion of the twelfth grade.
- Completion of some college level coursework or certification is desired.

LANGUAGE SKILLS: Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations.

MATHEMATICAL SKILLS: Ability to add, subtract, multiply, and divide using whole numbers.

REASONING ABILITY: Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee is occasionally required to stand and walk. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, color vision, and ability to adjust focus. On a continuous basis, sit at desk for long periods of time. Intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone and write or use a keyboard to communicate through written means; and lift or carry weight of 10 pounds or less.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**City of San Rafael
Job Class Specification**

Job Title: Payroll Administrator

SUMMARY:

Under general supervision, performs a variety of complex and specialized payroll and accounting duties related to the processing of the City's payroll and the maintenance of the payroll system; reviews and reconciles a variety of payroll reports including payroll taxes, benefits reports, quarterly taxes, and MCERA retirement contributions; ensures all local, state, and federal rules and regulations are followed; assists with the coordination, preparation, and analysis of the City-wide payroll budget; trains staff on payroll processes, procedures, and reports; assists with a variety of special projects; evaluates payroll processes and procedures and makes recommendations for improvement; interacts with employees regarding questions and concerns regarding payroll issues; maintains up-to-date knowledge of a variety of payroll related requirements; performs related work as assigned.

DISTINGUISHING CHARACTERISTICS:

This is an advanced journey-level single position classification that handles complex and specialized payroll and accounting duties related to the administration of the City's payroll and benefits as well as the maintenance of the payroll system. Incumbents are expected to accomplish the full range of duties independently with only occasional instruction or assistance as unusual or unique situations arise, and exercise sound decision making and independent judgment.

SUPERVISION RECEIVED AND EXERCISED:

The Payroll Administrator receives general supervision from assigned management staff and may supervise or provide direction to assigned para-professional, accounting clerical and clerical staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

This list is meant to be representative, not exhaustive. Some incumbents may not perform all the duties listed while in other cases related duties may also be assigned.

- Maintains the payroll system and employee pay records; posts and distributes time and attendance records; reviews, audits and corrects time sheets; prepares paychecks; prepares and files required reporting documents in an accurate and timely manner including but not limited to quarterly reports, and annual reporting of W2's.
- Demonstrates a full understanding of applicable wage policies, procedures and work methods associated with assigned duties; maintains current knowledge of City, state, and federal legislation affecting payroll; understands and follows applicable provisions of MOUs.
- Reviews timesheets for completeness and accuracy; prepares pay records for posting to the general ledger; reconciles payroll records to the general ledger; researches and resolves payroll related general ledger issues; prepares payroll journal vouchers; prepares a variety of routine and special reports as necessary; audits and reconciles payroll deductions and earnings registers for reasonableness.
- Processes withholdings, deductions, wage garnishments, or other special payroll actions and changes affecting net wages such as exemptions, and insurance coverage; submits MCERA

retirement reports each payroll; prepares payroll tax deposits; completes, verifies, and processes forms and documentation for administration of benefits such as pension plans, unemployment and medical insurance; reconciles payroll deductions withheld from employees to actual cost, including union dues and deferred compensation.

- Assists with the coordination, preparation, and analysis of the City-wide payroll budget, including final and mid-year computations.
- Exercises extreme sensitivity to the issues of confidentiality of employee/employer data and maintains absolute confidentiality of personal data.
- Runs computer programs to produce payroll reports; posts and maintains payroll related employee data in a timely and accurate manner.
- Integrates various payments from State Disability Insurance, Workers Compensation, and Paid Family Leave into employees' pay and monitors leave levels.
- Prepares, reconciles and submits payments to providers for employee benefits and deductions.
- Trains staff on payroll processes, procedures, and reports; develops and maintains Payroll Procedure Manual; provides information and instruction to personnel regarding procedures and methods involved in processing payroll.
- Evaluates operations and activities of assigned responsibilities; recommends improvements and modifications to the payroll system; tests system upgrades and fixes; verifies results for accuracy; prepares various reports on operations and activities.
- Interprets and implements personnel rules, Memoranda of Understandings, federal and state regulations, changes to reporting; assists with the analysis of the feasibility and technical implications of labor agreement changes and makes recommendations; assists with labor negotiations by providing a variety of data and information; provides suggestions for Memorandum of Understanding language related to payroll and benefits; explains rules and regulations regarding payroll.
- Identifies and resolves problems and inconsistencies relative to the maintenance of payroll accounting controls; reviews wages computed and works with Human Resources to correct errors to ensure accuracy of payroll; computes any corrections or retroactive pays; prepares manual checks when necessary; makes wage adjustments.
- Assists employees, benefit vendors, auditors and outside agencies with payroll questions and requests; works with management to address any legalities and payments regarding compensation concerns such as judgments, arbitrations, and/or court rulings; assists employees in the completion of payroll related forms; researches changes to wage and hour ordinances and recommends modifications to the payroll system for compliance purposes.
- Performs related duties as assigned.

KNOWLEDGE OF:

- Principles and practices of municipal payroll processing, administration, and records maintenance.
- Experience reading, reviewing, and interpreting City policies, procedures, and MOU's.
- Pertinent laws, rules, and regulations governing areas of responsibility including, but not limited to FLSA, employee leaves and benefit plans, Federal W-2 and Quarterly Tax reporting, ACA reporting, and MCERA reporting and procedures.

- Laws, rules and regulations regarding the confidentiality of payroll related records.
- Experience with interpretation and implementation of FLSA concepts, particularly related to public safety.
- Research and report preparation techniques related to a wide variety of payroll programs and projects.
- Bookkeeping and accounting principles; methods and techniques of automated record keeping and report generation.
- Business arithmetic, basic statistics and statistical methods, basic accounting.
- English usage, spelling, grammar and punctuation.
- Office practices and technology including personal computer hardware and software typically found in a modern office.

ABILITY TO:

- Understand federal, state and local laws and regulations applicable to human resources administration, finance, and payroll processing.
- Prepare, maintain, process, and reconcile a complex municipal payroll.
- Maintain payroll records, reports, and files.
- Train staff on payroll processes, procedures, and reports.
- Know and understand all aspects of the job; analyze work papers, reports, and special projects; identify and interpret technical and numerical information; observe and problem solve operational and technical policy and procedures.
- Conduct research, prepare, and analyze data and statistics related to assignment, and prepare a variety of reports.
- Safeguard and maintain the confidentiality of records.
- Verify, reconcile, and balance a variety of records and information.
- Interpret, explain, and apply applicable laws, codes, and regulations governing payroll administration.
- Assist in implementing various policies and procedures.
- Understand and carry out both oral and written instructions.
- Organize work and set priorities for a variety of projects and tasks in an effective, efficient, and accurate manner while ensuring all deadlines are met.
- Process payroll and prepare related reports, spreadsheets, and documentation.
- Understand the provisions of the City's various Memoranda of Understandings and ensure compliance.
- Collect data and conduct basic research and analysis.
- Compile and maintain confidential and complex reports and files.
- Communicate clearly and concisely; respond appropriately and effectively to the needs of internal and external customers.
- Prepare and present clear, concise, and logical written and oral reports.
- Use computer technology and applications in the performance of daily activities.

- Establish and maintain effective working relationships with those contacted in the course of work.
- Use tact, initiative, prudence and independent judgment within general policy, procedural and legal guidelines.
- Coordinate activities with other City departments and agencies as required.
- Meet the physical requirements necessary to perform the assigned duties safely and effectively.

EDUCATION AND EXPERIENCE REQUIREMENTS:

Any combination of education and experience that would provide the required knowledge, skill and ability outlined above is qualifying. A typical way to obtain such knowledge, skill and ability is:

Experience: Five (5) years of increasingly responsible, professional level experience in payroll processing, preferably in the public sector. One (1) year of experience providing technical and functional direction over personnel processing payroll is highly desirable.

Training: Equivalent to an Associate's degree from an accredited college in business, accounting, finance or a related field.

LANGUAGE SKILLS:

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

MATHEMATICAL SKILLS:

Ability to work with mathematical concepts such as probability and statistical inference. Ability to apply concepts such as percentages, ratios and proportions to practical situations.

REASONING ABILITY:

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee is occasionally required to walk. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, and ability to adjust focus.