

MEETING DATE: August 11, 2014

AGENDA ITEM: Adoption of a Resolution Approving a Three (3) Year Memorandum of Understanding with the Culver City Employees Association for the Period of July 1, 2014 through June 30, 2017

ATTACHMENTS

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1. Proposed Resolution (with MOU)	1 - 98

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WHEREAS, the Culver City Employees Association's employee representatives and City representatives have met and conferred and reached a tentative labor agreement in the form of a Memorandum of Understanding; and,

NOW, THEREFORE, the City Council of the City of Culver City, DOES
HEREBY RESOLVE AS FOLLOWS:

1. The Memorandum of Understanding, a copy of which is attached hereto and made a part hereof, is hereby approved for the period of July 1, 2014 through June 30, 2017.

2. The City Manager and Chief Financial Officer are hereby authorized to adjust the budget and the records of employees necessary to pay the salaries and costs related to the terms of the approved Master Memorandum of Understanding.

APPROVED and ADOPTED this day of 2014.

MEGHAN SAHLI-WELLS, Mayor
City of Culver City, California

ATTEST:

APPROVED AS TO FORM:

MARTIN R. COLE
Assistant City Manager/City Clerk
A14-00631

CAROL A. SCHWAB, City Attorney

**MEMORANDUM OF UNDERSTANDING
BETWEEN
CITY OF CULVER CITY, CALIFORNIA
AND
THE CULVER CITY EMPLOYEES' ASSOCIATION (CCEA)**

ARTICLE ONE

EMPLOYEE AND EMPLOYER RIGHTS

I. PARTIES TO THE MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding, hereinafter called the "MOU" is made by and between the City of Culver City, California, hereinafter called the "City", and The Culver City Employees' Association, hereinafter called "CCEA" representing the full-time, non-management, non-safety general service classified employees and unclassified regular part-time (RPT) general service employees of the City. This MOU is made pursuant to the California Government Code Section 3500, et seq.

II. RECOGNITION

A. FULL-TIME GENERAL SERVICE CLASSIFIED EMPLOYEES

The City hereby recognizes CCEA as the exclusive representative of the full-time, non-management, non-safety, general service classified employee classifications of the City, as set forth in Appendix "A," as amended, and attached hereto, pursuant to the City's Employer-Employee Relations Resolution No. 2008-R009, as amended, generally referred to and hereinafter called "CCEA," General Service Employees" or "Employees."

B. REGULAR PART-TIME (RPT) GENERAL SERVICE UNCLASSIFIED EMPLOYEES

1. The City hereby recognizes CCEA as the exclusive representative of regular part-time (RPT) general service employee positions designated as RPT.
2. An RPT is a regular part-time, unclassified employee who has been appointed to work an annual average rate of at least twenty (20) hours per week and less than forty (40) hours per week,

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notwithstanding the fact that the aggregate number of hours worked per week in a combination of different positions may equal or exceed forty (40) hours in any given work week.

3. This recognition does not change the “at-will” status of any RPT employee. At-will employees:
 - Do not have any rights as set forth in the City’s Civil Service Rules; and
 - Do not receive any additional or modification to any wages, benefits or terms and conditions of employment which are not expressly agreed to and provided for in this MOU.

III. **BARGAINING UNIT CHANGES**

Any change in the classes which compose the CCEA/General Service Employees unit shall be in accordance with the provisions of the City's Resolution No. 2008-R009, as amended.

IV. **TEMPORARY FILLING OF BARGAINING UNIT POSITIONS**

A. **VACANT AUTHORIZED POSITIONS**

1. CCEA and City agree that a vacant authorized position in a bargaining unit classification may be filled on a temporary basis as follows:
 - Limited-term appointment that shall not exceed twelve (12) months in duration, except as may be extended for up to one (1) additional year but not to exceed two (2) years total, with approval by the Human Resources Director; or a
 - Provisional appointment not to exceed one hundred twenty (120) days, nor continue beyond thirty (30) days from the establishment of the Eligible List or the date of appointment from an Eligible List, whichever occurs first, except upon good cause, with justification provided to the Human Resources Director and approval by the City Manager.
2. Further details regarding Limited-term and Provisional appointments can be found in the Civil Service Rules.

B. LIMITATIONS

1. Unless the limited-term or provisional employee filling the vacancy is a classified unit employee, he/she shall not become classified or a member of the unit during the limited-term or provisional appointment.
2. Such limited-term and/or provisional employees shall:
 - Be at-will, and
 - Not have appeal rights regarding termination of the limited appointment, and
 - Not be subject to layoff seniority or bumping rights provided to classified unit employees.
3. The City agrees that an authorized position, which is not eliminated from the City budget, will be filled by a classified unit employee within the maximum two (2) year period.
4. Unit employees must meet minimum qualifications for the vacant position.

V. NONDISCRIMINATION

A. POLICY

No unit employee shall be subject to discrimination which is prohibited by applicable federal, state or local law. In accordance with this policy, the City agrees that no employee shall be interfered with, intimidated, restrained, coerced, employed, promoted, demoted, discharged or in any way favored or discriminated against because of political opinions or affiliations, race, religious belief, age, sex, sexual orientation, gender orientation, physical or mental disability, or because of the exercise of his/her rights under this MOU.

B. UNION AGREES NOT TO DISCRIMINATE

In accordance with the above policy, CCEA agrees not to discriminate against a unit employee because of the exercise of his or her rights granted under this MOU or with respect to admission to membership and the rights of membership in CCEA for any of the above enumerated reasons.

VI. **AGENCY SHOP**

A. **OPTION TO JOIN CCEA OR PAY SERVICE FEE**

1. Unit employees in classifications represented by CCEA, have the option of joining the union or paying a service fee equivalent to union dues. This payroll deduction is mandatory.
2. Unit employees must complete this payroll deduction form within fourteen (14) calendar days after receipt to elect to join CCEA, or pay the service fee, or deductions for the service fee will automatically begin in the next pay period.

B. **EMPLOYEE RELATIONS CONFIDENTIAL / SUPERVISORY EMPLOYEES**

Unit employees in Employee Relations Confidential positions are exempt from the provisions of this Agency Shop provision, but may voluntarily join CCEA and pay member dues.

C. **CONSCIENTIOUS OBJECTIONS TO AGENCY SHOP**

1. Unit employees who are members of a bona fide religion, body or sect that has historically held conscientious objections to joining or financially supporting public employee organizations may submit evidence of active membership in such religion, body or sect.
2. The unit employee will be required to pay a sum equivalent of the agency fee to one of the charitable organizations agreed upon by the City and CCEA.
3. The City will deduct such contribution from the paycheck of those unit employees and remit the contribution to the charitable organization.

VII. **DUES / INSURANCE CHECK-OFF**

The City shall, on behalf of CCEA during the term of this MOU do the following:

1. Provide official payroll deductions for CCEA dues and approved insurance and welfare plan fees (uniform in dollar amount for all unit employees) to be deducted bi-weekly by the City from the salary of each unit employee who has filed a written authorization, on the appropriate City form, that such deduction be made.

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2. Assist CCEA on a quarterly basis by identifying newly hired unit employees in the representation unit.
3. Distribute CCEA membership packets, if provided to the City, to newly hired unit employees in the representation unit; and
4. Inform all new hires in the representation unit that CCEA is the employee organization designated as the representative of the employees in the unit.

VIII. INDEMNIFICATION

CCEA agrees to indemnify and hold harmless the City against all claims including costs of suit and reasonable attorney fees and/or other forms of liability arising from the provisions of Article One of this MOU.

IX. RIGHTS

A. EMPLOYEE RIGHTS

1. Unit employees of the City shall have the right to form, join, and participate in the activities of employee organizations of their own choosing for the purpose of representation on all matters of employer-employee relations including but not limited to wages, hours, and other terms and conditions of employment.
2. Unit employees also shall have the right to refuse to join or participate in the activities of employee organizations.
3. No unit employee shall be interfered with, intimidated, restrained, coerced, or discriminated against by the City or by any employee organization because of the exercise of these rights.

B. CITY'S RIGHTS

The City reserves the right to make the final determination, as to all matters which are necessary to manage, control and administer the City's operations including, but not limited to:

1. Determining the mission of the City's constituent departments, commissions and boards;
2. Setting standards of service;

3. Determining the procedures and standards of selection for employment and promotions, directing employees, and taking disciplinary action;
4. Relieving employees from duty because of lack of work or other legitimate reasons, maintaining the efficiency of governmental operations;
5. Determining the methods, means and personnel by which governmental operations are to be conducted;
6. Determining content of job classifications;
7. Taking all necessary actions to carry out the City's mission in emergencies;
8. Exercising control and discretion over the City's organization and the technology of performing its work;
9. Regulating the use of all equipment and other property of the City;
10. Establishing, altering or disposing of operations, departments, commissions or boards;
11. Determining the work to be contracted out;
12. Determining the complement of employees needed or assigned to a particular function or work location;
13. Establishing and modifying employee staffing levels;
14. Establishing, changing and/or modifying work schedules for employees; and
15. Performing all other functions not specifically delegated to employees elsewhere in this MOU.

C. IMPACT OF MANAGEMENT RIGHTS

If any provision of this subsection is found to be inapplicable and/or in conflict with final court decision or decree or state law affecting Culver City, the remainder of this subsection shall continue in effect.

X. PAID TIME OFF FOR CCEA REPRESENTATIVES

A. RELEASE TIME

1. Leave of Absence with Pay is authorized for representatives of CCEA to attend conferences, meetings, institutes, or similar affairs (in addition to meet and confer sessions with City representatives).
2. The total leave granted for the calendar year for the bargaining unit shall not exceed one hundred and forty-four (144) hours.
3. Such leave is subject to the prior approval of Management.
4. CCEA agrees that any off-duty time shall not constitute hours worked for computation of overtime in the respective work period.

B. RELEASE TIME CERTIFICATION

An officer of CCEA will provide certification that CCEA is authorizing the unit employee to use the release time as set forth in Article One, Section X.A.

C. USE OF OTHER LEAVES

1. This special leave of absence will not prohibit unit employees from requesting and being granted accumulated Compensatory Time Off, Floating Holiday, Leave of Absence without Pay, or the use of Vacation Leave, within governing rules and department policies.
2. Arrangements for the individual employee(s) involved will be made in advance with Appointing Authority or designee, and a "Request for Leave of Absence" form with CCEA certification shall be submitted to, and signed by the Appointing Authority or designee prior to the authorization being granted.

D. GENERAL MEMBERSHIP MEETINGS

CCEA unit employees will be released from duty to attend up to two (2) general membership meetings during the calendar year, with the understanding that such meetings will be scheduled in a manner that minimizes disruption of City services.

E. GRIEVANCE OR BUSINESS MEETINGS

1. CCEA representatives must notify their supervisor(s) at least two (2) days in advance of any grievance or business meeting that they

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are expected to attend, unless such meeting is being scheduled by the supervisor(s).

2. If less than two (2) days notice is provided, the supervisor(s) may deny leave from work, or may approve the time or an alternate time at the supervisor's discretion.
3. CCEA Representatives may not stop work or leave their duties without supervisory authorization.
4. CCEA agents (non-employees) may contact affected department management to schedule a meeting with unit employees on City time.
5. In the event insufficient advance notice is given, department management will advise the agent when such meeting may be held (i.e., when the unit employee may be released from duty).
6. This provision shall not preclude CCEA or its agents from scheduling meetings with unit employees during non-work hours.
7. City agrees to provide meeting space if requested and whenever possible.

ARTICLE TWO

SALARIES AND COMPENSATION

I. SALARIES

Unit employees shall receive a 2% base salary adjustment each year in the pay period that includes July 1 in 2014, July 1, 2015 and July 1, 2016.

The salary schedules specifying the salary range for each classification covered herein is set forth in Appendix "A," as may be amended.

It is City Council's policy goal to pay City employee salaries consistent with the median of comparable cities when financial resources permit.

II. EQUIVALENT BIWEEKLY, MONTHLY AND ANNUAL RATE

1. Equivalent biweekly pay rate shall be determined by multiplying the hourly rate by eighty (80) hours.
2. Equivalent annual pay rate shall be determined by multiplying the hourly rate by two thousand and eighty (2080) hours.
3. Equivalent monthly pay rate shall be determined by dividing the annual rate by twelve (12) months.

III. FREQUENCY OF PAYCHECK ISSUANCE

Current unit employees shall be paid bi-weekly, once every two (2) weeks, either by paycheck or by direct deposit, as elected by the employee.

IV. VOLUNTARY DEFERRED COMPENSATION

A. VOLUNTARY 457 DEFERRED COMPENSATION PLAN

1. City agrees to provide a deferred compensation plan for unit employees covered herein pursuant to IRS Code Section 457.
2. If more than one plan is offered, unit employees shall be limited to participation in one (1) plan at a time.

3. Plan documents and participation rules under Section 457 are maintained by and available from the Human Resources Department.

B. CITY CONTRIBUTION TO DEFERRED COMPENSATION (NON-PERSABLE)

1. The City's maximum contribution to deferred compensation shall be forty dollars (\$40) per pay period (non-PERSable) for unit employees that contribute a minimum of twelve dollars (\$12) per pay period and a dollar per dollar match for employees that contribute less than twelve dollars (\$12) per pay period.
2. The deferred compensation plan is a benefit, and as such the contribution by the City on behalf of the unit employee shall not change the employee's salary classification range.
3. Unit employees may, at their option, contribute in excess of the City's matching contribution per pay period to the plan.

C. CONVERSION OF FLOATING HOLIDAY HOURS

1. The City will permit unit employees to convert the dollar value of excess accruals of floating holiday time, which would otherwise be paid to the employee in his/her paycheck, to deferred compensation.
2. The Human Resources Department will assist employees in calculating and arranging such deferrals.

D. CHANGING YOUR CONTRIBUTION

1. Unit employees may reduce the amount of their bi-weekly deferred compensation contribution at any time with a minimum of two (2) weeks advance written notice on the appropriate form to the Human Resources Department.
2. Unit employees may increase the amount of their bi-weekly deferred compensation contribution only during quarterly open enrollment, including conversion of floating holiday hours.

E. LIMITATIONS

1. The City does not warrant that amounts deposited in the deferred compensation plans are "qualified" for tax deferral and is not to be

held liable for such tax payments as may be determined assessable.

2. Unit employees may convert excess annual vacation (accruals which would exceed the maximum vacation bank as earned), floating holiday time, or compensatory time accruals for prospective conversion to deferred compensation, and will provide information to unit employees who want to utilize this option.

V. ACTING PAY

A. ELIGIBILITY

1. Any unit employee who is required to, and does act and perform duties included within a higher classification and which are broader than the specifications governing such employee's position shall be eligible for acting pay upon written approval by Management and the Human Resources Director.
2. To be eligible, the unit employee must be assigned to work in the acting higher classification a minimum of one full pay period.
3. The employee's department shall submit a Personnel Action Form to start the Acting Pay effective the beginning of the first full pay period in which the employee is acting. The department shall submit another Personnel Action Form to stop the Acting Pay at the end of the pay period in which the acting assignment ceases.

B. COMPENSATION

1. A unit employee approved for acting pay:
 - a. Shall be paid the hourly rate for the acting classification which is a minimum of five percent (5%) above the current base salary of the employee's permanent position, or Step 1 of the acting classification whichever is greater; and
 - b. Shall in no instance be entitled to be paid more than Step 5 of the acting classification.
2. During that period of acting service a unit employee:
 - Shall be paid at the acting pay rate when off due to an official City holiday , floating holiday or any approved leave of absence, and
 - Shall not be paid at the acting pay rate for bi-weekly leave payoffs and/or cash-outs.

3. A unit employee working overtime or call back during acting assignment shall be paid at the acting pay rate for such time.
4. Employees receiving acting pay as set forth above shall continue to receive the benefits associated his/her permanent position and not the benefits associated with the acting position.
5. Pursuant to the California Code of Regulations (CCR) Section 571, Acting Pay shall be reported to CalPERS as special compensation under the category of Premium Pay – Temporary Upgrade Pay.

C. LIMITATIONS

1. The City strongly encourages departments not to use acting pay for long-term assignments and to fill vacancies as soon as practicable.
2. Acting pay assignments may not be made unless the employee meets the minimum requirements of the classification in which acting pay is being provided.

VI. SPECIAL COMPENSATION PAY

A. PURPOSE

An employee may be assigned additional duties beyond the scope of the employee's regular classification when operational conditions necessitate prioritizing these duties as an essential function of the division and/or department and the qualifications and skill level of the employee are appropriate to fulfill the duties.

1. Such additional pay shall not be considered a promotion, and may be reduced or removed without cause, notice or appeal rights.
2. No person shall receive both special compensation and acting pay as set forth in respective MOUs.
3. Special Compensation is not an assignment to a vacant, higher level position, but is an assignment of higher level duties that are added to current classification/position duties.
4. Special Compensation is temporary in nature.
5. Special Compensation is distinct from assignment of collateral duties in that the duties for which the employee receives special

compensation are of a higher or more complex nature than the employee's permanent classification.

B. ELIGIBILITY

Special compensation shall only be given when an employee is assigned higher level duties that are in excess of a full pay period. Employees shall be precluded from receiving special compensation while on any type of leave of absence.

C. PROCESS

1. The City Manager may approve special pay commensurate with the additional duties, while such duties are assigned, for up to six (6) months. Such special pay may be an amount not to exceed 10% of the employee's regular base pay.
2. If at the end of six (6) months the department needs an extension of special compensation, the request shall be submitted to the City Manager in writing, who may then renew the special compensation for another six (6) months. By the end of the extension period the department must determine the long-term nature of the additional duties and operational needs; only one renewal period is allowed.
3. By the end of the first or second six (6) month period, the department must cease the situation leading to special compensation, request a permanent reclassification, or make other such personnel or operational changes that will absorb the additional duties. The additional duties must cease at the same time as the special compensation ceases.
4. Pursuant to the California Code of Regulations (CCR) Section 571, Special Compensation shall be reported to CalPERS as special compensation under the category of Premium Pay – Temporary Upgrade Pay.

VII. TRANSLATOR PROGRAM

A. PURPOSE

1. The purpose of the Translator Program is to provide linguistic assistance for non-English speaking person(s) who represent a large segment of the community. The current languages are Arabic, Farsi and Spanish.

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2. This service is provided through unit employees who have been certified as proficient in a designated foreign language which is regularly utilized in providing services to the community.

B. QUALIFICATION

1. The Human Resources Department will conduct oral and written proficiency tests, as needed, in designated language(s) as described in "A" above.
2. The Human Resources Department will then certify an eligible list of qualified translators so certified to speak and/or write in a designated foreign language.

C. COMPENSATION

Oral Translator Pay: Employees certified to the eligible list of qualified translators for speaking in a designated foreign language shall receive special compensation of five percent (5%) above their base hourly rate.

Written Translator Pay: Employees certified to the eligible list of qualified translators for writing in a designated foreign language that are assigned by their Department Head to translate written documents shall receive special compensation of two and one-half percent (2.5%) above their base hourly rate. Unit employees shall not be required to perform written translation duties without compensation.

Total additional compensation for a unit employee certified for both written and oral translation, and assigned to perform written translation by their Department Head, shall be seven and one-half percent (7.5%).

Pursuant to the California Code of Regulations (CCR) Section 571, Translator Pay shall be reported to CalPERS as special compensation under the category of Special Assignment Pay – Bilingual Premium.

D. LIMITATIONS

1. .
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3. A qualified unit employee off on an official City holiday or sick leave shall be paid at their regular hourly rate plus translator assignment pay for such time taken.

4. Vacation, floating holidays or comp time leave taken while on translator assignment pay service shall not be paid translator assignment pay.
- 5.
6. Any written translator assignment which ends shall not be considered a disciplinary action, and shall not be subject to grievance or appeal unless the decision is tied to other disciplinary causes.

VIII. ENGINEERING IN TRAINING (EIT) CERTIFICATE PAY

A. PURPOSE

The purpose of the Engineering In Training (EIT) Certificate Pay is to provide certain qualified unit employees with compensation in recognition of their attainment of this special Engineering Training Certificate.

B. COMPENSATION

Unit employees occupying the following classifications, who possess an Engineering In Training Certificate, shall be paid five percent (5%) above their base hourly rate:

- Assistant Civil Engineer, or
- Associate Civil Engineer, or
- Plan Check Engineer.

Pursuant to CCR Section 571, EIT Certificate Pay shall be reported to CalPERS as special compensation under the category of Educational Pay – Educational Incentive.

IX. CIVIL ENGINEER CALIFORNIA REGISTRATION PAY

A. PURPOSE

The purpose of the Civil Engineer California Registration Pay is to provide certain qualified unit employees with compensation in recognition of their attainment of their California Registration as a Civil Engineer.

B. COMPENSATION

Unit employees occupying the following classifications, who possess California Registration as Civil Engineer, or a PhD in Civil Engineering or Environmental Engineering, shall be paid ten percent (10%) above their base hourly rate:

- Assistant Civil Engineer, or
- Associate Civil Engineer, or
- Plan Check Engineer.

Pursuant to CCR Section 571, Civil Engineer California Registration Pay shall be reported to CalPERS as special compensation under the category of Educational Pay – Engineering Registration Premium.

C. LIMITATIONS

Unit employees receiving Civil Engineer California Registration Pay shall not receive Engineering In Training Certificate Pay.

X. JAIL DUTIES ASSIGNMENT PAY

A. PURPOSE

The purpose of Jail Duties Assignment Pay is to provide compensation to female unit employees occupying the following classifications, who are required to perform jail duties with female prisoners as assigned by Police Management:

- Community Service Officer (CSO),
- Police Records Technicians, or
- Safety Services Communications Operators.

B. COMPENSATION

Qualified female unit employees in the following classifications who are assigned by Police Management to fulfill the temporary duties of the Jail Duties Assignment shall be paid the equivalent of two (2) hours at their

base hourly rate of pay for each workday so assigned to the Prisoner Search Assignment:

- Community Service Operator (CSO),
- Police Records Technicians, or
- Safety Services Communications Operators.

C. LIMITATIONS

Jail Duties Assignment Pay, which is equivalent to two (2) hours of base hourly rate of pay, shall not be construed as additional hours worked for the purposes of computing eligibility for overtime. This compensation is not reportable to CalPERS.

XI. PEST CONTROL ADVISOR PAY

A. PURPOSE

The purpose of Pest Control Advisor Pay is to provide compensation to certain qualified Pest Control Technicians and/or Urban Foresters who obtain and maintain state licensing as a Pest Control Advisor.

B. COMPENSATION

Qualified Pest Control Technicians and/or Urban Foresters who are licensed as Pest Control Advisors shall be paid five percent (5%) above their base hourly rate of pay.

Pursuant to CCR Section 571, Pest Control Advisor Pay shall be reported to CalPERS as special compensation under the category of Educational Pay – Educational Incentive.

C. LIMITATIONS

Such Pest Control Advisor Pay shall be eliminated if and when the City determines that the state requirements have been met by a properly licensed supervisor or by contract with an outside company.

XII. NOTARY CERTIFICATION PAY

A. PURPOSE

The purpose of Notary Certification Pay is to provide compensation to certain qualified unit employees who agree and are assigned to obtain and maintain Certification as a Registered Notary as assigned and approved by their Department Head and the City Manager or designee.

B. COMPENSATION

1. Qualified unit employees who are required to maintain Certification as a Registered Notary, shall be paid five percent (5%) above their base hourly rate of pay.
2. The City shall pay for Notary License including training for those unit employees assigned Notary Certification Pay.
3. Pursuant to CCR Section 571, Notary Pay shall be reported to CalPERS as special compensation under the category of Educational Pay – Notary Pay.

C. LIMITATIONS

1. Notary Certification Pay shall be paid for all hours worked including overtime and legal holidays.
2. Notary Certification Pay shall not be paid for any hours taken for comp time, floating holidays, sick leave or vacation.

XIII. FIRE PREVENTION CERTIFICATION PAY

A. PURPOSE

The purpose of Fire Prevention Certification Pay is to provide compensation to certain qualified unit employees who are required to obtain and maintain Certification as a Fire Prevention Specialist as a condition of employment as approved by their Department Head and the City Manager or designee.

B. COMPENSATION

Qualified unit employees who are required to maintain Certification as a Fire Prevention Specialist as a condition of employment shall be paid five percent (5%) above their base hourly rate of pay.

Pursuant to CCR Section 571, Fire Prevention Certification Pay shall be reported to CalPERS as special compensation under the category of Special Assignment Pay – Fire Inspector Premium.

XIV. FLEET SERVICES CERTIFICATIONS

A. PURPOSE.

The City recognizes and acknowledges that the obtainment of high level technical certifications such as the Automotive Service Excellence Master Technician certification bring value to the organization.

B. COMPENSATION

Qualified unit employees that obtain and maintain a Master Technician certificate in automobile, medium/heavy truck and/or transit bus shall be paid five percent (5%) above their base hourly rate of pay. The City shall pay the cost of the tests and provide reasonable time off to take the tests.

Pursuant to CCR Section 571, Master ASE Certification Pay shall be reported to CalPERS as special compensation under the category of Educational Pay – Education Incentive.

C. MOTOR VEHICLE AIR CONDITIONING CERTIFICATION (MVAC)

The City agrees to meet and confer regarding unit employees obtaining an MVAC certification and discuss appropriate compensation for such certification, if applicable.

XV. PLAYGROUND INSPECTOR LICENSE

Unit employees who are designated by Management to obtain and maintain a Playground Inspector License shall receive a one-time payment of \$500.

This compensation is not reportable to CalPERS.

XVI. TRAINING ASSIGNMENT PAY

A. PURPOSE

The purpose of Training Assignment Pay is to provide compensation to any non-supervisory unit employees, who are specifically assigned to train other unit employees within the same classification.

B. CLASSIFICATIONS NOT ELIGIBLE TO RECEIVE TRAINING ASSIGNMENT PAY

Bus Operators and Sanitation Drivers are not eligible to receive Training Assignment Pay, but shall be compensated at two-dollars (\$2.00) per hour above their base hourly rate when assigned to train new drivers.

C. RESPONSIBILITY FOR TRAINING ASSIGNMENT PAY

Unit employees specifically assigned to serve as a trainer by Department Management shall have the following responsibilities:

- Train and supervise new unit employees in the same classification,
- Provide instruction and supervision in the use and operation of equipment,
- Evaluate employee's job performance, and
- Make recommendations regarding the employee's job performance.

D. ELIGIBILITY FOR TRAINING ASSIGNMENT PAY

1. The unit employee serving as the trainer must be assigned for no less than one full pay period.
2. The unit employee serving as the trainer must be assigned to one (1) or more employees in the same classification who are:
 - Probationary employees (new to the City or division), or
 - Regular unit employees who have been transferred or reassigned to perform substantially different duties or operate equipment for which they have not previously received training.

E. COMPENSATION

Qualified unit employees who are specifically assigned to train other unit employees within the same classification shall be paid five percent (5%) above their base hourly rate of pay.

Pursuant to CCR Section 571, Training Pay shall be reported to CalPERS as special compensation under the category of Special Assignment Pay – Training Premium.

F. LIMITATIONS

1. Training Pay shall not exceed three (3) months unless an extension is approved by the Department Head and City Manager or designee.
2. No unit employee shall receive both Acting Pay and Training Pay at the same time.
3. Training Pay shall only be paid for actual hours worked and shall not be paid for any leave of absence, with the exception of official City Holidays.

XV. BUS OPERATORS – SAFETY MEETINGS

A. PURPOSE

The purpose of this provision is to provide compensation to Bus Operators who are required to attend Safety Meetings as required by Management.

B. COMPENSATION

1. Bus Operators required by Management to attend Safety Meetings shall be paid a minimum of two (2) hours of pay at their base hourly rate for each meeting so attended.
2. All hours spent at the Safety Meetings shall be used for the purposes of computing eligibility for overtime.

XVI. NIGHT SHIFT DIFFERENTIAL PAY

A. PURPOSE

The purpose of this provision is to provide compensation to unit employees whose regular scheduled work shift includes fifty percent (50%) or more of their scheduled work time between the hours of 6:00 pm and 6:00 am, herein referred to as Night Shift Differential, as assigned by Management.

B. COMPENSATION

Eligible unit employees, except for Bus Operators and Transit Operations Supervisor, shall be paid Night Shift Differential Pay of five percent (5%) above their base hourly rate of pay for actual time worked which is:

- Between the hours of 6:00 pm and 6:00 am; and
- Is a minimum of fifty percent (50%) or more of their scheduled work time.

Hours eligible for Night Shift Differential Pay shall be reported on the bi-weekly timesheet. Pursuant to CCR Section 571, Night Shift Differential Pay shall be reported to CalPERS as special compensation under the category of Special Assignment Pay – Shift Differential.

C. LIMITATIONS

1. Night Shift Differential Pay shall not be paid for any work day if for any reason the unit employee does not work such night shift (i.e., administrative leave, bereavement, comp time, emergency leave,

floating holidays, IOD, jury duty, legal holidays, sick leave, vacation, etc.).

2. Overtime worked:
 - Shall be paid at time and one-half of the unit employee's base hourly rate of pay, and
 - Shall not include the five percent (5%) Night Shift Differential Pay premium.
3. Holidays:
 - Shall be paid at the employee's base hourly rate of pay, and
 - Shall not include the five percent (5%) Night Shift Differential Pay premium.

XVII. SPLIT SHIFT DIFFERENTIAL – BUS OPERATORS

A. PURPOSE

The purpose of this provision is to provide compensation to Bus Operators whose assigned work shift requires a break of 2+ hours.

B. DEFINITION

A split shift is defined as a paired same-day work assignment in which a Bus Operator is required to work both assignments. This assignment is established as a split run in the Culver City Roster Report (Bid Package).

C. COMPENSATION

Bus Operators shall receive one-hour straight time compensation for each assigned split shift that includes a break which exceed two (2) hours.

D. LIMITATION

The one-hour compensation shall not be considered time worked for the purposes of overtime calculation.

XVII. EFFECTIVE DATE OF ASSIGNMENT / CERTIFICATION AND/OR SKILL PAY

1. Assignment / Certification and/or Skill Pay as authorized herein shall be:
 - Effective as of the first day of the pay period following receipt by the City of proof of the required certificates or registrations; and
 - Documented in writing on a Personnel Action (PA) Form approved by Human Resources Director or designee.
 - Ending dates shall coincide with the last day of a pay period and be documented by a PA Form.

2. Training Assignment Pay shall be:
 - Paid upon the effective date assigned and approved by the appointing authority which shall coincide with the first day of a pay period, and
 - Documented in writing on a Personnel Action Form approved by the Human Resources Director or designee.
 - Ending dates shall coincide with the last day of a pay period and be documented by a PA Form.

XVIII. TEMPORARY ASSIGNMENTS

Assignment pays, skill pays and additional compensation including but not limited to those referenced herein:

- Are temporary assignments,
- Are not a separate job classification,
- Do not have civil service status,
- Are not subject to civil service selection procedures, appeals or seniority,
- Do not have any property rights, and
- May be revoked by Management at any time for job related reasons or operational necessity.

XIX. LONGEVITY PAY**A. PURPOSE**

In recognition of continuous full-time employment, excluding unpaid breaks in service, the City shall provide Longevity time as follows:

B. COMPENSATION

<u>Years of Continuous Service</u>	<u>Monthly Amount</u>	<u>Bi-weekly Amount</u>
10	\$75 per month	\$34.62 per pay period
15	\$100 per month	\$46.16 per pay period
20	\$200 per month	\$92.31 per pay period
25	\$250 per month	\$115.39 per pay period

In addition, unit employees hired prior to November 1, 2011 shall receive an additional 2% Longevity Pay. This additional compensation is provided for eligible unit employees that have worked for the City of Culver City for a minimum of five years. The Longevity Pay shall be added to the base hourly rate for the purposes of calculating the payoff of sick and vacation leave accruals, as well as other accrued leave banks such as compensatory time and floating holiday time. It shall also be added to overtime, as permitted by State

and Federal law. No other special pays (i.e. certificate pay, uniform, etc) shall be included in the calculation of sick and/or vacation leave accrual payoff.

Pursuant to the California Code of Regulations (CCR) Section 571, Longevity Pay shall be reported to CalPERS as special compensation.

XX. NON-RECURRING COMPENSATION

Unit employees shall receive a 1% lump sum payment upon full execution of this agreement. Additionally, unit employees will receive a 1% lump sum payment in the first full pay period after July 1, 2015 and July 1, 2016.. This compensation shall be reported to CalPERS pursuant to California Code of Regulations (CCR) Section 571, Off-Salary-Schedule Pay.

ARTICLE THREE

WORK PERIODS, SCHEDULES AND OVERTIME

I. ESTABLISHING AND POSTING WORK SCHEDULES

- A. The City shall establish work schedules for unit employees. The work schedule shall specify the days of the week and the daily starting and quitting times.
- B. Work schedules shall be posted by the City in such a manner so all employees may be aware of the work schedule.

II. WORK PERIODS

A. SEVEN (7) DAY WORK WEEK

The work period for unit employees, for the purposes of the Fair Labor Standards Act (FLSA), shall be a fixed and regularly recurring period of time consisting of one-hundred and sixty-eight (168) consecutive hours consisting of seven (7) consecutive twenty-four (24) hour periods.

B. SEVEN (7) DAY WORK PERIOD FOR EMPLOYEES ON OTHER THAN 9/80 AND 3/12 WORK SCHEDULES, BEGINNING/ENDING

The seven (7) day work period shall begin on Monday at 12:00 a.m. and end on Sunday at 11:59:59 p.m. except as modified by management.

C. SEVEN (7) DAY WORK PERIOD FOR EMPLOYEES WORKING THE 9/80 and 3/12 WORK SCHEDULES, BEGINNING/ENDING

- 1. The workweek for unit employees scheduled to work the 9/80 or 3/12 work schedule shall be defined (for FLSA purposes) as beginning four (4) hours into their shift on their alternating regular day off.
- 2. For example, a unit employee working a 9/80 work schedule whose regular day off is Friday, and who works a schedule from 7:30 a.m. to 4:30 p.m. on Friday (with one [1] hour for lunch) shall have a workweek which shall begin at 11:30 a.m. on Fridays and end at 11:29 a.m. on the following Friday.

D. EMPLOYEES SCHEDULED TO WORK FIVE DAYS PER SEVEN DAY PERIOD

The work week for unit employees scheduled to work a regular week composed of five (5) in a seven (7) day period, the work period begins Monday at 12:01 a.m. and ends on the following Sunday at 12:00 Midnight.

III. WORK SCHEDULES

A. CITY WORK SCHEDULES

City work schedules shall be as herein defined, except as otherwise provided for in this agreement:

1. 5/40 Work Schedule: The 5/40 work schedule shall consist of a forty (40) hour week schedule consisting of five (5) eight (8) paid work hour days in seven (7) consecutive calendar day period, exclusive of any meal periods assigned by management.
2. 9/80 Work Schedule: The 9/80 work schedule shall consist of an eighty (80) hour two (2) week schedule consisting of eight (8) nine (9) hour days and one (1) eight (8) hour working day in a eighty (80) work hour work period in fourteen (14) consecutive calendar days. This schedule shall be divided into two (2) forty (40) work hour work period segments exclusive of any meal periods as assigned by management.
3. 4/10 Work Schedule: The 4/10 work schedule shall consist of a forty (40) work hour week schedule consisting of four (4) ten (10) paid work hour days in a seven (7) consecutive calendar day period exclusive of any meal periods assigned by management.
4. 3/12 Work Schedule: The 3/12 work schedule for Jailers and Safety Service Communications Operators is scheduled each bi-weekly pay period as follows:

Jailers:

- One (1) Jailer works 6:00 am - 6:00 pm Monday through Wednesday, plus eight (8) hours every other Sunday; and
- The other Jailer works 5:00 am – 5:00 pm Thursday through Saturday, plus eight (8) hours every other Sunday.

Safety Service Communications Operators:

The 3/12 work schedule for Safety Service Communication Operators is 7:00 am – 7:00 pm or 7:00 pm – 7:00 am, three (3) days each week, plus an eight (8) hour shift every other Sunday.

IV. CHANGING OF WORK SCHEDULES

A. NOTICE TO EMPLOYEES

This shall not preclude, following proper notification to unit employees, other work schedules or the changing of the work schedule including the utilization of comparable work schedules (e.g., ten [10] hours per day for four [4] days per week) when the needs of the City so dictate, such as conformance to operational needs of the department or compliance with law.

B. TWENTY-ONE (21) CALENDAR DAY NOTICE

The City agrees that work schedules existing as of the effective date of this MOU will not be changed without a minimum twenty-one (21) calendar day notice, except (a) in cases of emergency, (b) upon request of the affected employee, or (c) by mutual agreement of the parties.

C. REQUEST FOR CHANGE IN WORK SCHEDULE

Unit employees may request, with Department Head approval, a different work schedule.

V. SHIFT TRADING: POLICE DEPARTMENT

- A.** Unit employees in the Communications and Records Divisions of the Police Department may request to trade shifts with other unit employees at a straight time trade, subject to the approval of the supervisor.
- B.** The supervisor will attempt to implement such requests when he/she deems possible in accordance with the needs of the department.

VI. BUS OPERATORS WORK SCHEDULE

A. REGULAR ASSIGNMENT

Full-time Bus Operators, with a regular assignment, shall have guaranteed work hours based on a minimum forty (40) hour work week schedule. A regular work week may exceed forty (40) hours.

B. USE OF LEAVE TIME ACCRUALS / FORTY (40) HOUR WORK WEEK PROVISION

If a full-time Bus Operator is absent on an authorized leave of absence with pay, the appropriate leave credit account will be charged for sufficient time to meet the guaranteed forty (40) hour/week provision (i.e., if scheduled for six and one-half hours (6.5) hours, only six and one-half (6.5) hours of leave credit need be charged, subject to adjustment by such differential necessary to fill the forty hour workweek).

C. REGULAR PART-TIME BUS OPERATORS PAID ACTUAL HOURS WORKED

Regular part-time Bus Operators will be paid according to actual hours worked and hours of leave taken.

VII. OVERTIME

A. DEFINITION AND ELIGIBILITY

1. FULL TIME UNIT EMPLOYEES

Full-time unit employees who work a minimum of eight (8) hours per day and forty (40) hours per seven (7) day work period, who are required to work in excess of their regularly scheduled workday (i.e., eight (8) hours, nine (9) hours, or ten (10) hours), or work week, shall be paid overtime at one and one-half (1½) times their hourly rate, except as provided below.

2. REGULAR PART-TIME (RPT) AND FULL-TIME EMPLOYEES WORKING VOLUNTARY REDUCED WORK SCHEDULES

Regular part-time employees, and full-time employees working a voluntary reduced work schedule, who are required to work beyond their established workweek schedule shall be paid overtime at one and one-half (1½) times their hourly rate for all hours worked in excess of forty (40) hours, when the cumulative hours worked exceeds forty (40) hours in the seven (7) day work period.

B. PAID LEAVE OF ABSENCE TIME INCLUDED IN WORK TIME

1. Except for Bus Operators and Transit Operations Supervisors, each workday a unit employee is off duty on an authorized paid leave of absence; i.e. holiday, vacation leave, sick leave, etc., during the

ARTICLE THREE

scheduled workweek shall be considered work time by the unit employee for the purpose of establishing eligibility for overtime in the seven (7) day work period.

2. For Bus Operators and Transit Operations Supervisors, any authorized paid leave of absence with the exception of sick leave shall be considered work time for the purpose of establishing eligibility for overtime in the seven (7) day work period.

C. APPROVAL OF OVERTIME

All overtime must be approved in advance by an authorized supervisor.

D. OVERTIME CREDITED IN TENTHS OF HOURS

Overtime shall be credited in tenths of hours. Time so worked of less than a tenth of an hour shall be considered incidental and shall not be credited.

E. REGULAR DAY OFF WORKED

Unit employees required to work on a regularly scheduled day off shall receive overtime pay for hours actually worked. The hours so worked shall not be credited towards the base hours of a work period for purposes of establishing any basis for overtime or other purposes.

VIII. BREAK-REST PERIODS WITH PAY FOR UNIT EMPLOYEES EXCLUDING BUS OPERATORS

A. BREAK – REST PERIOD DEFINED

Break-rest periods must be earned as any other benefit and are computed at the rate of fifteen (15) minutes per four (4) hours worked or major fraction thereof.

B. BREAK-REST PERIOD SCHEDULING

1. Break-rest periods are scheduled and/or rescheduled by management so as not to impair service and as job requirements dictate.
2. Unit employees, except for Bus Operators and unit employees in the Police Department, may receive:
 - Two (2) paid break-rest periods of fifteen (15) minutes each for each scheduled work day actually worked; and

ARTICLE THREE

- One (1) paid break-rest period of fifteen (15) minutes for each four (4) consecutive hours of overtime worked.

C. BREAK-REST PERIOD FIFTEEN (15) MINUTE DURATION

The duration of a break-rest period shall consist of fifteen (15) minutes of cessation of work and will include time involved in going to and from a rest area unless otherwise authorized by this agreement.

D. LIMITATIONS

1. Break-rest periods are non-cumulative and shall not be added to any meal time, vacation, or any other form of authorized absence from work, unless authorized by Management.
2. Break-rest periods may not be used at the beginning or the end of a work shift unless authorized by management.

IX. MEAL TIME – UNPAID / NON-WORK TIME

A. MEAL TIME SCHEDULING

1. The schedule for meal times shall be determined by management in consideration of the continuity of services provided to the public and the convenience of the unit employee.
2. All unit employees, except for Bus Operators, shall be entitled to one (1) non-working, unpaid meal time per scheduled work day of eight (8) or more consecutive hours worked, exclusive of overtime worked.

B. MEAL TIME ONE (1) HOUR DURATION

1. Except for some field and twenty-four (24) hour operations, as specified by management, the normal unpaid meal time shall be one (1) hour in duration.
2. Unit employees that are required to work in the field shall be provided up to 15 minutes total travel time, in addition to the prescribed unpaid meal period, to accommodate the time necessary to return to the City yard and back to the work site during the meal period. This is not mandatory and shall be at the option of the employee.
3. In no other case will meal time be permitted to exceed one (1) hour.

C. LIMITATIONS

1. Meal time is non-cumulative and shall not be added to any break-rest time, vacation, or any other form of authorized absence from work, unless authorized by Management.
2. Meal time may not be used at the beginning or the end of a work shift unless authorized by management.
3. All meal time taken is considered non-work time and is unpaid.

X. BREAK-REST PERIODS AND MEAL TIME FOR BUS OPERATORS – STATE WAGE ORDER #9

A. PURPOSE

The purpose of this section is to comply with State and Industrial Welfare Commission Wage Order #9, herein in referred to as “Order.”

B. REQUIREMENTS

Pursuant to requirements of the Order, the City and the Association have met and agreed upon the following meal time and rest breaks for Bus Operators.

C. FULL-TIME RUNS: RECOVERY TIME – MEAL AND REST BREAKS

1. Recovery time is defined as the period after completion of a run when the bus is stationary and not in service.
2. In scheduling full-time runs (i.e., over five [5] hours in length) for Bus Operators, the City agrees to include recovery time that is sufficient to provide for meal and/or rest breaks for the Bus Operator that cumulatively totals at least forty (40) minutes.
3. For full-time runs over eight (8) hours, the City agrees to include recovery time that is sufficient to provide for meal and/or rest breaks for the Bus Operator that cumulatively total at least fifty (50) minutes.
4. The unpaid time in between non-straight (i.e. “split shift”) runs or cumulative recovery time on part-time runs (i.e., under five [5] hours in length) shall serve as the Bus Operator meal and/or rest breaks.

D. UNREALIZED RECOVERY TIME

1. From time-to-time, due to traffic conditions, accidents and other incidents beyond the control of the City, a Bus Operator on a full-time run may not receive any or all of the cumulative recovery time.
2. The Bus Operator shall then contact a Transit Operations Supervisor to complete and sign a form claiming the “unrealized” recovery time.
3. Upon approval of the claim by the Transit Operations Manager, the Bus Operator shall receive straight time compensation for the time not realized at their regular rate of pay.

E. VERIFICATION OF UNREALIZED RECOVERY TIME CLAIMS

1. The City reserves the right to verify any claims by Bus Operators for unrealized recovery time, including the use of Automatic Vehicle Locator (AVL) technology.
2. The City reserves the right to impose disciplinary action, up to and including removal from employment with the City, for the filing of false claims for unrealized recovery time compensation.

F. GRIEVANCES – BUS OPERATORS MEAL AND REST BREAKS

1. Any Bus Operator dispute specifically only concerning the City’s application of meal and rest breaks, which is not resolved through the City’s grievance procedure as agreed to by the City and CCEA, shall be submitted to final and binding arbitration.
2. Should the grievance be unresolved through the City’s grievance procedure, specific provisions for the final and binding arbitration process will be determined between the City and CCEA to resolve Bus Operator disputes specifically only concerning the application of meal and rest breaks.

XI. CALL BACK OVERTIME (UNSCHEDULED)

A. PURPOSE

1. Call-back work is unscheduled time worked by an off-duty unit employee called-back to work after they have completed their regular work schedule and have left work or are on their day off.
2. Such assignments or call backs shall include emergency purposes or required attendance at meetings of the City Council, Commissions, Committees or other official bodies as approved by the City Manager.
3. The City shall, when possible, make available to qualified unit employees an equitable distribution of call-back overtime within their assigned section.

B. COMPENSATION

1. All call-back overtime shall be paid or credited compensatory time at one and one-half (1½) times the unit employee's base hourly rate of pay.
2. Unit employees shall be guaranteed a minimum credit of four (4) hours of overtime, payable at one and one-half (1½) times the employees' base hourly rate of pay.

C. LIMITATIONS

1. This four (4) hours guaranteed minimum shall not apply to emergencies which occur within four (4) hours of the start of the unit employees' regular work schedule.
2. Unit employees must physically return to the worksite in order to receive call-back pay.
3. Unit employees assigned or called back to work beyond their regular work day schedules shall be paid overtime pay commencing at the time of reporting for duty.

XII. STAND-BY ASSIGNMENT

A. PURPOSE

Stand-by assignment is required of certain off-duty unit employees designated by management. Designated unit employees must be accessible by phone or other methods approved by management and must reside within a response time approved by Management.

B. COMPENSATION

The compensation for such stand-by time will be equivalent to ten (10) hours of straight-time pay or compensatory time at the unit employee's base hourly rate of pay for each seven (7) assigned day period.

C. LIMITATIONS

1. Stand-by assignments will be limited to those public services which must have emergency response during off-duty hours.
2. City will compensate unit employees specifically required to be on stand-by duty under the conditions described below:
 - Unit employees must be formally assigned for a specific period of time, not less than seven (7) assigned days in duration; and
 - Unit employees must be available and must respond to any call-back while so assigned; and
 - The consumption of alcoholic beverages during an assigned stand-by period is prohibited, as is any use of illegal drugs or other incapacitating medication; and
 - Violation of the above shall invalidate the employee's eligibility for stand-by compensation for that period, in addition to any disciplinary action which is warranted.
 - The City may, in its discretion, provide a communication device to an assigned employee, which shall be his/her responsibility during such assignment (loss or damage due to negligence will result in employee replacing or paying for the paging device).

D. NOT ELIGIBLE FOR STAND-BY PAY

1. It is agreed that other unit employees may have a responsibility to respond to paging or phone messages, and if contacted may be ordered to respond under the call-back provisions of the MOU, but are not required to stand-by under the terms of this Agreement.
2. The use of pagers is voluntary unless the employee is placed in stand-by assignment.

XIII. COURT STAND-BY “ON-CALL” TIME ASSIGNMENT

A. PURPOSE

1. Court Stand-by “On-Call” Time is non-worked time required of an off-duty unit employee by a court of competent jurisdiction or an administrative tribunal ordering the affected unit employee to appear in a matter involving the City or to stand-by on-call and be available for such purpose at a location other than the location specified in the subpoena between the hours of 8:00 a.m. and 5:00 p.m. unless other stand-by times are ordered by the court or administrative tribunal.
2. Unit employees placed on court stand-by “on-call” time during their off-duty time are required to be accessible by telephone or by other methods approved by management. They can appear at court in a reasonable amount of time if so ordered by the court or administrative tribunal.

B. COMPENSATION

1. The Court Stand-by compensation will be equivalent to two (2) hours of straight-time at the unit employee’s base hourly rate of pay for each three (3) hour period (i.e., 9:00 a.m. to Noon, and 1:00 p.m. to 4:00 p.m.) or equivalent compensatory time.
2. Such compensation shall not be considered pay for hours worked.
3. The maximum compensation for any Court Stand-by day will be equivalent to four (4) hours at the straight-time at the unit employee’s base hourly rate of pay or equivalent compensatory time.

C. LIMITATIONS

1. City will provide compensation for court stand-by (voluntary on-call status when subpoenaed for testimony) under the conditions described below:
 - Court stand-by compensation will be available when the court is in session and the unit employee is on-call during his/her off-duty time; and
 - Court stand-by does not apply to Civil Service Hearings; and
 - The City may require the unit employee to report to work rather than allowing the employee to wait at home; and

ARTICLE THREE

- If the on-call unit employee reports to work or to court on an overtime basis, he/she shall receive the greater of the actual overtime or the court stand-by pay, not both; and
 - Minimum call-back provisions do not apply to Court Stand-by status.
2. Court Stand-by status is subject to verification by the City.
 3. It is the unit employee's responsibility to maintain contact with the Court and respond if called.
 4. Failure to be available or to report when called will cause forfeiture of Court Stand-by pay.
 5. If such voluntary "on call at home" elections are determined by the Department of Labor or court of competent jurisdiction to be hours worked within the definition of the Fair Labor Standards Act (FLSA) and, therefore, subject to overtime compensation, the option of being at home on-call shall be nullified, and the unit employee will report to work when subject to a court subpoena.

XIV. REMOTE ASSISTANCE PAY

A. PURPOSE

The purpose of Remote Assistance Pay is to compensate unit employees that are assigned by management to resolve issues related to City business from a remote location.

B. COMPENSATION

Unit employees who are required to perform work duties from a remote location shall receive a minimum of one (1) hour of their base hourly rate of pay or overtime pay rate, or equivalent compensatory time, as applicable. Additional time worked shall be paid in ½ hour increments. Eligible unit employees must receive advance management approval prior to performing remote assistance duties.

C. LIMITATIONS

It is agreed and understood that if said issues are unable to be resolved remotely unit employees may be ordered to respond to the work site under the Call-Back provision of the MOU. Further, Remote Assistance shall not be used as a telecommuting option for unit employees.

XIV. ASSIGNMENT OF OVERTIME

Except as otherwise provided for in this Agreement, Management retains the right to determine the assignment of overtime or stand-by to any qualified unit employee.

XV. COMPENSATORY TIME

A. ELIGIBILITY

Unit employees may choose to have overtime hours worked converted to compensatory time in-lieu of overtime payment.

B. ACCUMULATION OF COMPENSATORY TIME BANK

1. Compensatory time will be accumulated on the basis of one-and-one-half (1½) hours for each one (1) hour worked in excess of the scheduled workday or workweek.
2. The maximum number of compensatory hours that may be accumulated is two hundred forty (240) hours at the straight time hourly rate which may be carried indefinitely and used as time off, or which may be paid to the unit employee upon separation from service for any reason.
3. Once the maximum has been accumulated, any additional compensatory overtime accrual submitted through payroll will be automatically paid to the unit employee on the succeeding paycheck, or may be deferred by prior arrangement to the employee's deferred compensation savings account.

C. SCHEDULING AND USE OF COMPENSATORY TIME

1. The scheduling of compensatory time off shall be handled as the scheduling of vacation time off.
2. Accumulated compensatory time may be utilized as paid leave on a straight time hour for hour basis at the mutual convenience of management and the unit employee.
3. All compensatory time utilized as paid leave by a unit employee shall be debited from the unit employee's compensatory time bank.

D. PAY OUT OF COMPENSATORY TIME

1. Unit employees may cash out accumulated compensatory time up to 240 hours in accordance with Article Five Section VIII
2. In the event of separation from service for any reason, the unit employee shall be entitled to cash payment of one-hundred percent (100%) of accumulated compensatory time paid at the unit employee's straight time base hourly rate.

XVI. TIME RECORDS

The City shall provide for the maintenance of records of time worked including overtime, time docked, time on leave of absence, and compensatory time accumulated. Reporting of time worked for all purposes (i.e., using and/or accruing leave of absence credit) involving fractions of hours shall be reported in tenths (1/10) of hours.

ARTICLE FOUR**SUPPLEMENTAL BENEFITS****I. RETIREMENT****A. PERS RETIREMENT BENEFITS**

The City agrees to provide retirement benefits to eligible unit employees under the California Public Employees' Retirement System (PERS) as follows. The definition of "new" member and "classic" member are set forth in Appendix B of this MOU.

GOVERNMENT CODE SECTION	BENEFIT
7522.20 (a)	<u>"New" Members, as defined by the Public Employees Pension Reform Act (PEPRA), hired on or after January 1, 2013</u> <u>2% @ Age 62:</u> Base retirement plan of two percent (2%) at age 62 for all unit employees defined as "new" members by AB 340 and hired on or after January 1, 2013.
20037	<u>For unit employees hired on or after July 1, 2011:</u> <u>Three-year Final Compensation:</u> Final compensation is the average full-time monthly pay rate for the highest thirty-six (36) consecutive months; the City also coordinates with Social Security, therefore the final compensation will be reduced by \$133.33.
20042	<u>For unit employees hired prior to July 1, 2011:</u> <u>One-Year Final Compensation:</u> Final compensation is the average full-time monthly pay rate for the highest twelve (12) consecutive months; the City also coordinates with Social Security, therefore the final compensation will be reduced by \$133.33.
20055	<u>Prior Service Credit:</u> Unit employees may be eligible to purchase prior service credit.
20124	<u>Military Service Credit:</u> Unit employees may elect to purchase up to four (4) years of service credit.

ARTICLE FOUR

GOVERNMENT CODE SECTION	BENEFIT
21329	<u>Two percent (2%) COLA</u> : Beginning the 2 nd calendar year after the year of retirement, retirement and survivor allowances will be adjusted annually on a compound basis of two percent (2%); the adjustment may not be greater than the change in the CPI.
21353	<u>2% at Age 60</u> : Base retirement plan of two percent (2%) at age 60 for all unit employees hired on or after July 1, 2011. (See Chart Below)
21354.4	<u>2.5% at Age 55</u> : Base retirement plan of two and one-half percent (2.5%) at age 55 for all unit employees hired prior to July 1, 2011.
21548	<u>Pre-retirement Option 2</u> : Upon the death of a member who was eligible to retire, the spouse may receive an allowance equal to the amount the member would have received if the member had retired for service retirement on the date of death and elected Option 2W.
21551	<u>Death Benefit Continues</u> : Provides that death benefits paid to a spouse of a member who died prior to retirement will continue in full should the spouse remarry.
21620	<u>Retired Death Benefit of \$500</u> : Upon the death of a retiree, a one-time lump sum payment of five-hundred dollars (\$500) will be paid to the retiree's designated survivor(s), or to the retiree's estate.

2% @ 60 Benefit Chart

<u>Age at Retirement</u>	<u>Benefit Factor</u>
50.....	1.092%
51.....	1.156%
52.....	1.224%
53.....	1.296%
54.....	1.376%
55.....	1.460%
56.....	1.552%
57.....	1.650%
58.....	1.758%
59.....	1.874%
60.....	2.000%
61.....	2.134%
62.....	2.272%
63+.....	2.418%

**B. CALPERS EMPLOYEE CONTRIBUTION FOR “CLASSIC MEMBER”
EMPLOYEES HIRED PRIOR TO JULY 1, 2011**

1. The PERS employee contribution rate of eight percent (8%) for the 2.5% @ 55 retirement plan is established by State legislation. Unit employees shall be responsible for payment of the eight percent (8%) PERS employee contribution rate.
2. The City continues to pay all other PERS employer related costs for PERS benefits provided by the City.
3. The City has adopted the CalPERS resolution in accordance with Internal Revenue Code section 414(h)(2) to ensure that the employee contribution is made on a pre-tax basis. .

**C. CALPERS EMPLOYEE CONTRIBUTION FOR “CLASSIC MEMBER”
EMPLOYEES HIRED ON OR AFTER JULY 1, 2011**

1. The PERS employee contribution rate of seven percent (7%) for the 2% @ 60 retirement plan is established by State legislation. Unit employees shall be responsible for the full PERS employee contribution payment which is currently seven percent (7%)
2. The City continues to pay all other PERS employer related costs for PERS benefits provided by the City.
3. The City has adopted the CalPERS resolution in accordance with Internal Revenue Code section 414(h)(2) to ensure that the employee contribution is made on a pre-tax basis.

**D. CALPERS EMPLOYEE CONTRIBUTION FOR “NEW MEMBER”
EMPLOYEES HIRED ON OR AFTER JANUARY 1, 2013**

1. Unit employees defined as new members by PEPRA are covered under the 2% at age 62 retirement formula. New members shall be responsible for paying the employee contribution rate of one-half of the total normal cost of the plan as determined by CalPERS.
2. The City continues to pay all other PERS employer related costs for PERS benefits provided by the City.
3. The City has adopted the CalPERS resolution in accordance with Internal Revenue Code section 414(h)(2) to ensure that the employee contribution is made on a pre-tax basis.

II. MEDICAL INSURANCE

A. MEDICAL INSURANCE – PERS MEDICAL PLANS

The City contracts with the California Public Employees' Retirement System (PERS) for medical insurance coverage. Eligible new hires are covered. The City will contribute the Public Employees' Medical and Hospital Care Act (PEMHCA) statutory minimum on behalf of each participant in the program. A participant is defined as 1) an enrolled employee and eligible dependents 2) an enrolled retiree and eligible dependents and 3) a surviving annuitant. The PEMHCA statutory minimum for 2014 is \$119 per month and \$122 per month for calendar year 2015. Inclusive of the statutory minimum, flexible benefits shall be provided as follows.

The City and CCEA must mutually agree in writing to change from PERS Health Care to another health care plan.

B. CAFETERIA PLAN

The City shall implement a full flex cafeteria plan in accordance with IRS Code Section 125 for all active employees. Unit employees participating in the City's full flex cafeteria plan shall receive a monthly flex dollar allowance to purchase benefits offered under the full flex cafeteria plan. The following health care benefits shall be offered through the cafeteria plan: medical, dental, vision and life. The monthly dollar allowance, which is inclusive of the statutory PEMHCA minimum, shall be:

Employee only:	\$ 664.00
Employee + 1:	\$ 1,143.00
Family:	\$ 1,422.00

The monthly flex dollar allowance may be used in accordance with the terms of the cafeteria plan to purchase benefits offered under the cafeteria plan and other supplementary products. After the mandatory medical insurance plan has been made the employee has the option to waive the other benefits and have the excess flex dollars converted to taxable income or purchase other supplementary products.

In the event that premiums and/or costs for the selected benefits exceed the monthly flex dollar allowance, the balance will be paid by the employee through automatic pre-tax payroll deduction, as permitted under IRS Code Section 125.

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The City will contribute up to an additional 4% towards the increased cost of medical premiums in a calendar year. The average increase in PERS monthly health care premiums for active employees shall be calculated by subtracting the average cost of Los Angeles area Basic premiums for all available City-offered CalPERS health-care plans for the current year from the average cost of Los Angeles area Basic premiums for all available City-offered CalPERS health-care plans for the upcoming year. If this percentage is less than 4%, then the City allowances shall be increased only by that percentage. If this percentage equals or exceeds 4%, the City allowances shall be increased by 4%. If there is a year where the average premium increase is 0%, or there is an overall decrease, the City contribution shall not be adjusted. In addition, the City shall continue to provide flex dollars to cover 100% of HMO dental, vision and life insurance premiums.

C. MEDICAL INSURANCE PREMIUMS – OPT-OUT/CASH OUT OPTION (NON-PERSABLE)

Unit employees may elect to discontinue participation in,“ the PERS Health Plan medical insurance coverage (“Opt Out”). The intent of this provision is to share premium savings that the City will incur as a result of a unit employee canceling City coverage.

D. PROOF OF COVERAGE / WAIVE CITY LIABILITY

Unit employees electing to waive City medical insurance coverage for themselves and all eligible family members must provide proof of coverage through another (non-City) benefit plan (e.g., spouse's coverage through another employer), and must waive any liability to the City for their decision to cease coverage under the City's medical insurance plan.

E. OPT-OUT

Upon proof of other coverage, unit employees may elect to waive the City's medical insurance and use the above allotted single-party flex dollars toward other items in the full flex cafeteria plan or convert it to taxable income.

F. EMPLOYEE SPOUSES / DEPENDENTS

For medical insurance plans, when a unit employee is the spouse of another benefited City employee, the affected employees shall have the option of:

- Each employee have a flex dollar amount of a single employee; or
- one (1) employee may select a plan and list the spouse as a dependent under the two-party or family coverage, as applicable and the remaining employee may opt-out as outlined above.

G. RE-ENROLLMENT IN CITY MEDICAL INSURANCE PLAN

1. After electing this provision, a unit employee who later requests to re-enroll under the City plan can only do so during the open enrollment period or after a qualifying event as permitted by the insurance carrier and Cafeteria Plan regulations. Employees shall be re-enrolled per the Cafeteria Plan as provided in Article Four Section II.B.
2. A qualifying event shall be defined as set forth in the PERS medical Plan and the City's Cafeteria Plan document, a copy of which is available to unit employees in the Human Resources Department.

H. RETIREE MEDICAL INSURANCE

1. The City's monthly contribution for medical insurance provided through the PERS Health plan, for employees hired prior to July 1, 2011 and who retire on or before December 31, 2011 or "Grandfathered Employees", shall be as follows:

All plans except PERSCare:

- City shall pay ninety-five percent (95%) of the monthly medical plan premium; and
- Employees and retirees shall pay five percent (5%) of the monthly medical plan premium.

PERSCare Plan:

- City shall pay seventy percent (70%) of the monthly PERSCare premium; and
- Employee and retirees shall pay thirty percent (30%) of the monthly PERSCare premium.

"Grandfathered employees" is defined as unit employees that, as of December 31, 2011, have twenty (20) or more years of CalPERS service (excluding "Air Time") or, unit employees that retire on or before January 1, 2022 with twenty-five (25) years or more of Culver City service.

2. The City's monthly contribution for medical insurance provided through the PERS Health plan, for employees hired prior to July 1, 2011 that retire after December 31, 2011, shall be as follows:

Upon retirement with a minimum of 5 years City service, employees who were hired prior to July 1, 2011 shall be eligible to receive up to \$520.68/mo based on plan enrollment for retiree only; and pre-65 spousal/dependent coverage shall be provided up to an additional \$454.48/mo subject to vesting. Vesting for pre-65 spousal/dependent coverage is contingent upon the employees' years of City service. Employees who retire with 6 years of City service shall be eligible to receive 20% of the maximum pre-65 spousal/dependent allowance, and another 20% for each additional year of City service up to 100% of the maximum dependent allowance after 10 years of City service (i.e. 6 years = 20%, 7 years = 40%, 8 years = 60%, 9 years = 80%, 10 years = 100%).

The City's contribution towards retiree medical insurance shall not increase by more than 4% annually. If the average premium increase of CalPERS Los Angeles area Basic (non-Medicare) medical insurance plans exceeds 4%, any additional amount shall be borne by the annuitant. The average increase in PERS monthly health care premiums shall be calculated by subtracting the

ARTICLE FOUR

average cost of Los Angeles area Basic (non-Medicare) premiums for all available City-offered CalPERS health-care plans for the current year from the average cost of Los Angeles area Basic (non-Medicare) premiums for all available City-offered CalPERS health-care plans for the upcoming year. If this percentage is less than 4%, then the City allowances shall be increased only by that percentage. If this percentage equals or exceeds 4%, the City allowances shall be increased by 4%. If there is a year where the average premium increase is 0%, or there is an overall decrease, the City contribution shall not be adjusted. Employees shall only be eligible to receive the City contribution towards retiree medical insurance based on his or her family status at the time of retirement. This amount shall only be increased by up to 4% of the average cost of CalPERS Los Angeles area Basic (non-Medicare) premiums as described above.

The City shall make available a retiree health care trust (RHS) to enable employees to prefund retiree health care expenses while employed by the City. Mandatory participation is required. The City shall match the first \$25 per pay period of the employee contribution to the RHS. The individual accounts can be utilized after separation of service for reimbursement of all qualified medical expenses, including insurance premiums, in accordance with IRS Section 213. Employees who separate from City service for any reason shall be eligible to receive the full amounts in the RHS at the time of separation. The Retiree Health Savings Trust shall reimburse expenses in accordance with the Internal Revenue Code. CCEA understands that changes to contributions and/or disbursements from the RHS can change at any time pursuant to federal laws and regulations.

3. The City's monthly contribution for medical insurance provided through the PERS Health plan, for employees hired on or after July 1, 2011 shall be as follows:

Upon retirement, employees shall be eligible to receive a City contribution for retiree medical in accordance with Government Code 22892. The City shall contribute an amount not to exceed the California Public Employees' Medical and Hospital Care Act (PEMHCA) contribution, as determined by CalPERS on an annual basis. The statutory minimum amount for 2014 is \$119/mo and \$122 per month for calendar year 2015.

In addition to the receipt of the CalPERS statutory minimum as provided in the previous paragraph, the City shall make available a retiree health care trust (RHS) to enable employees to prefund

retiree health care expenses while employed by the City. Mandatory participation is required. The City shall match the first \$25 per pay period of the employee contribution to the RHS. The individual accounts can be utilized after separation of service for reimbursement of all qualified medical expenses, including insurance premiums, in accordance with IRS Section 213. Employees who separate from City service for any reason shall be eligible to receive the full amounts in the RHS at the time of separation. The Retiree Health Savings Trust shall reimburse expenses in accordance with the Internal Revenue Code. CCEA understands that changes to contributions and/or disbursements from the RHS can change at any time pursuant to federal laws and regulations.

III. “ME TOO” CLAUSE FOR RETIREE MEDICAL BENEFIT

During the term of this MOU should any recognized Culver City (City) bargaining unit reach a signed agreement which results in a higher retiree medical benefit than provided to members of the Culver City Employees’ Association (CCEA), the City agrees to adjust the retiree medical benefit provided to CCEA to an equivalent amount.

IV. DENTAL INSURANCE

1. The City shall continue contracting for the current or comparable program. All unit employees shall be eligible to enroll qualified dependents and will pay the premium costs for such enrollment through the full flex cafeteria plan.
2. For dental insurance plans, when a unit employee is the spouse of another benefited City employee, the affected employees shall have the option of:
 - individual coverage; or
 - one (1) employee may select a plan and list the spouse as a dependent.

V. VISION CARE INSURANCE

1. The City shall continue contracting for the current or comparable program. All unit employees shall be eligible to enroll qualified dependents and will pay the premium costs for such enrollment through the full flex cafeteria plan.

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2. For vision insurance plans, when a unit employee is the spouse of another benefited City employee, the affected employees shall have the option of:
 - individual coverage; or
 - one (1) employee may select a plan and list the spouse as a dependent.

VI. LIFE INSURANCE

The City shall continue contracting for the current or comparable program for Term Life Insurance Group coverage of \$50,000.

VII. CITY RIGHTS – CONTENT AND CONTRACTORS

1. The City retains the exclusive right to determine the content and contractor(s) for dental, vision and life insurance plans, and any other employee benefits except as otherwise provided for in this MOU.
2. The City agrees to consult with representatives of CCEA over any City-proposed change in the benefit levels of dental, life or vision care insurance during the term of this agreement.
3. It is understood that no significant changes in benefit levels will occur without the agreement of CCEA.

VIII. IRS SECTION 125 FLEXIBLE SPENDING ACCOUNT

The City provides a flexible spending account for medical expenses and dependent care, pursuant to Section 125 of the Internal Revenue Service Code (Section 125), as amended. Under Section 125, the maximum annual amount an employee may contribute for future medical and dependent care expenses reimbursement is two thousand five hundred dollars (\$2,500), exclusively. Pursuant to Section 125, employees may contribute pre-tax earnings into these accounts.

The medical expense contribution may be used for reimbursement of eligible medical and dental expenses such as deductibles, co-pays and expenses in excess of what insurance covers.

Dependent care expenses may not be reimbursed until after they are actually incurred - i.e., after the care has been provided, and not when the participant is formally billed. Reimbursable dependent care expenses are non-health care expenses that include insuring a qualified dependent's well-being and protection. Qualified dependents are children under age 13, disabled spouses and other dependents who are physically or mentally incapable of self-care, and who regularly spend at least eight hours each day in the taxpayer's household.

Pursuant to Section 125, eligible reimbursable expenses must be incurred within the calendar year, January 1st through December 31st, and must be submitted for

reimbursement no later than March 31st of the following calendar year. Receipts submitted after March 31st in the following calendar year shall be forfeited.

There are other limitations and restrictions set forth by the Internal Revenue Service.

IX. STATE DISABILITY INSURANCE (SDI)

1. The City will provide unit employees with State Disability Insurance (SDI) by payroll deduction from the unit employees' paycheck.
2. The amount deducted is set forth by the State.
3. Fifty percent (50%) of the total amount deducted each pay period will be reimbursed to unit employees on each bi-weekly paycheck.

Example: If the cost to the unit employee is \$20.00 per pay period, the City shall reimburse the unit employee \$10.00 per pay period.

X. UNIFORMS AND UNIFORM ARTICLES: REGULAR PART-TIME (RPT) BUS OPERATORS

A. UNIFORM ARTICLES SUPPLIED BY THE CITY TO RPT BUS OPERATORS

1. The following uniform articles will be furnished to RPT Bus Operators, via a credit voucher:
 - Three (3) dress shirts, long shirt or short sleeve; and
 - Three (3) knit shirts; and
 - Three (3) uniform pants.
2. The credit voucher is available up to one (1) week prior to appointment as an RPT Bus Operator.
3. The credit vouchers have no cash value.
4. No substitutions of uniform articles are permitted.

B. OTHER REQUIRED UNIFORM ARTICLES SUPPLIED BY THE CITY TO RPT BUS OPERATORS

1. The following uniform articles shall be supplied by the City to RPT Bus Operators:
 - Transfer Punch (if the Bus Operator does not already have one)

- Restroom Key (DLX)
- Locker Key

2. All uniform articles provided by the City shall be returned to the City upon separation/termination from the City.

C. REQUIRED UNIFORM ARTICLES SUPPLIED BY THE RPT BUS OPERATOR

1. The following uniform articles are required pursuant to the Culver City Bus Operators Manual, as amended, to be purchased at the unit employee's expense from the vendor authorized by the City or at no expense from the Transportation Department. A recycle program is available:

Additional dress shirts, long or short sleeve	Shoes or Boots
Additional knit shirts	Socks
Jacket or sweater	Belt
Railroad Approved Watch	Pants
Bag for carrying supplies needed while on duty (i.e., transfers, accident packets, paddles, etc.)	

2. Uniform articles obtained from the recycle program shall be returned to the City upon separation/termination.

D. OPTIONAL UNIFORM ARTICLES SUPPLIED BY THE RPT BUS OPERATOR

The following uniform articles are optional pursuant to the Culver City Bus Operators Manual, as amended, to be purchased at the unit employee's expense from the vendor authorized by the City:

Caps, hats, berets	Sun protection sleeve in color approved by Transportation Department
Gloves	Name Tag
Key Holder	Ties

XI. UNIFORMS AND UNIFORM ARTICLES: PROBATIONARY AND PERMANENT BUS OPERATORS AND TRANSIT OPERATIONS SUPERVISORS

A. CITY ISSUED CREDIT VOUCHERS TO PROBATIONARY UNIT EMPLOYEES

ARTICLE FOUR

1. The City will issue credit vouchers to probationary unit employees in the classifications of Bus Operator, Van Driver and Transit Operations Supervisor up to four hundred dollars (\$450) for the purchase of uniforms and uniform articles from the vendor authorized by the City at the beginning of the probationary period.

B. CITY ISSUED CREDIT VOUCHER TO PERMANENT EMPLOYEES

1. Upon passing probation, the City will provide full-time unit employees in the classifications of Bus Operator, Van Driver and Transit Operations Supervisor, a credit voucher of six hundred - fifty dollars (\$650) - to purchase the following uniform articles, required pursuant to the Culver City Bus Operators Manual, as amended, from the vendor authorized by the City:

Caps, hats, berets	Railroad Approved Watch
Dress shirts, long or short sleeve	Shoes or boots
Gloves	Socks
Jacket or sweater	Ties
Key holder	Trouser belt
Knit shirts	Trousers
Name tag	
Transfer Punch	
Bag for carrying supplies needed while on duty (i.e., transfers, accident packets, paddles, etc.)	

2. In addition to purchasing uniform articles, the annual six hundred - fifty dollars (\$650) credit voucher may also be used towards the reimbursement for the cost of dry cleaning required uniform articles, upon presentation of receipt(s) to their supervisor clearly identifying the uniform articles.
3. Thereafter, in July of each calendar year, unit employees in the classifications of Bus Operator, Van Driver and Transit Operations Supervisor shall receive a credit voucher of six hundred - fifty dollars (\$650) to purchase uniform articles from the vendor authorized by the City including reimbursement for the cost of dry cleaning uniform articles, upon presentation of a receipt to their supervisor clearly identifying the uniform articles.

XII. UNIFORM ALLOWANCE: DESIGNATED CLASSIFICATIONS

A. UNIFORM ALLOWANCE: PROBATIONARY EMPLOYEES IN CERTAIN DESIGNATED CLASSIFICATIONS

ARTICLE FOUR

Effective the first full pay period after January 1st, probationary employees in the following designated classifications shall receive four hundred - fifty dollars (\$450) for the initial purchase of uniform items as specified by their supervisor or designee:

Animal Services Officer	Jailer
Automated Enforcement Technician	Parking Enforcement Officer
Business Tax Inspector	Park Patrol Officer
Code Enforcement Officer	Police Records Technician
Communications Technician	Property Technician
Fire Prevention Specialist	Safety Services Communication Operator
Forensic Specialist	Senior Jailer
Information Systems Analyst (PD)	

B. UNIFORM ALLOWANCE: PERMANENT EMPLOYEES IN CERTAIN DESIGNATED CLASSIFICATIONS

Permanent employees in the following designated classifications shall be paid an annual lump sum, not to exceed seven hundred dollars (\$700) in the first full pay period in January each calendar year to replace uniform articles as needed:

Animal Services Officer	Jailer
Automated Enforcement Technician	Parking Enforcement Officer
Business Tax Inspector	Park Patrol Officer
Code Enforcement Officer	Police Records Technician
Communications Technician	Property Technician
Fire Prevention Specialist	Safety Services Communication Operator
Forensic Specialist	Senior Jailer
Information Systems Analyst (PD)	

C. UNIFORM ALLOWANCE: COMMUNITY SERVICES OFFICER (CSO)

Effective the first full pay period after January 1st unit employees in the classification of Community Services Officer shall receive four hundred dollars (\$450) annually for uniform items as specified by their supervisor or designee.

D. UNIFORMS ISSUED TO UNIT EMPLOYEES IN DESIGNATED CLASSIFICATIONS

1. The issuance of a required uniform is based upon the job classification as assigned by Management.
2. Unit employees newly hired into the job classifications designated below will be issued eleven (11) shirts and eleven (11) pants.

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3. Unit employees in the job classifications designated below are required to wear identifiable uniform clothing at all times while on duty.
4. Laundry service for City issued uniforms is provided weekly at no charge to unit employees in the job classifications designated below.
5. The City shall be responsible for the replacement of damaged or worn out uniform items.
6. Unit employees shall be responsible for the payment of lost uniform items, unless otherwise approved by Management.
7. On or about May 1 of each year, the City will provide five (5) City logo t-shirts to each of the job classifications designated in this section for use during working hours only during the summer months, May through September.
8. Colors shall correspond to the department and/or division.
9. T-shirts will not be replaced if damaged or lost, unless otherwise approved by Management.
10. If t-shirts are lost or damaged, the designated unit employee(s) will be required to wear regular uniform shirts.
11. Unit employees shall be responsible for cleaning and maintaining the t-shirts.
12. The City will provide each unit employee in the designated classifications below with one (1) uniform jacket for cold weather.

E. CLASSIFICATIONS DESIGNATED FOR UNIFORMS

The classifications designated for uniforms are as follows:

Building Engineer	Pest Control Technician
Building Services Specialist	Pool Maintenance Technician
Building & Safety Inspector	Sanitation Collector
Cement Finisher	Sanitation Crew Supervisor
Electrical Crewleader	Sanitation Driver
Fleet Services Supervisor	Sanitation Roll-off Driver
Fleet Services Assistant	Sanitation Roll-off Driver
Facilities Lead Worker	Scout Vehicle Operator
Facilities Maintenance Worker	Senior Maintenance Worker
Heavy Equipment Operator	Senior Tree Maintenance Worker
Heavy Truck Driver	Sewage Lift Station Electro Mechanic

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HVAC Maintenance Worker	Street Light Technician
Irrigation Maintenance Technician	Street Maintenance Crewleader
Laborer	Subdrain Crewleader
Maintenance Carpenter	Subdrain Worker
Maintenance Electrician	Traffic Painter
Maintenance Painter	Traffic Painting Crewleader
Maintenance Plumber	Traffic Signal Technician
Maintenance Worker I	Urban Forester
Maintenance Worker II	Warehouse Supervisor
Parking Meter Technician	Warehouse Wrkr/Delivery Driver
Park Maintenance Crewleader	Welder
Senior Fleet Services Technician	
Fleet Services Technician	

F. UNIFORM ALLOWANCE/REIMBURSEMENT VALUE REPORTED TO PERS FOR UNIT EMPLOYEES IN DESIGNATED CLASSIFICATIONS

1. The value of the required uniform shall be reported to PERS on behalf of the unit employees in the designated classifications in Public Works, PR & CS, Sanitation and Transportation.
2. The total value of issued shirts and pants reported to PERS shall be nine dollars and sixty cents (\$9.60) per pay period, regardless of the number of shirts and pants issued.

G. UNIFORM REIMBURSEMENT: DISABLED TRANSFERRED UNIT EMPLOYEES

Incumbent unit employees who have been transferred to one of the designated positions pursuant to the City's Disability Transfer Rule and who are not probationary may request reimbursement for the initial supply of required uniform articles.

XIII. UNIFORM ALLOWANCE REQUIREMENTS

A. LIMITATIONS

1. Uniform allowances shall cover all uniform items not provided by the City as safety equipment or for identification.
2. Shoes meeting departmental standards may be purchased within this allowance.
3. Uniform allowances may be used for dry cleaning costs of uniform items.

B. UNIFORMS ARE PROPERTY OF THE CITY

1. All uniforms provided by the City shall remain the property of the City.
2. All uniforms provided by the City shall be returned to the City whenever a unit employee terminates their employment with the issuing Department.

XIV. UNIFORM ALLOWANCE AND UNIFORM REIMBURSEMENT: PERSABLE / NON-PERSABLE

A. PERSABLE / NON-PERSABLE

1. All uniform allowances and uniform reimbursements to unit employees shall be considered PERSable up to the amount set forth in this Agreement.
2. Personal health and safety items such as protective vests, , and safety shoes are non-PERSable.

B. UNIFORMS: PERS EMPLOYEE RATE

Employees shall be responsible for paying the entire 7% or 8% PERS employee contribution rate as required for the reportable uniform compensation.

XV. SAFETY EQUIPMENT

A. SAFETY EQUIPMENT: CITY ISSUE AND/OR REPLACE

The City will issue and replace as needed, all items of equipment the City deems necessary for a unit employee to safely perform the duties required of the unit employees' classification.

B. SAFETY SHOES

1. If required by the City, safety shoes shall be provided to unit employees upon appointment to a designated classification requiring safety shoes.
2. Safety shoes shall be replaced by the City if damaged or rendered unusable in the course of employment.

ARTICLE FOUR

3. The list of designated classifications/positions required to wear safety shoes is determined by affected Department Heads, Risk Management and approved by the City Manager.
4. The maximum amount the City will reimburse (non-PERSable) designated unit employees, for the purchase of safety shoes every six (6) months is as follows, except as approved by the Department Head under extenuating circumstances. The designated unit employee shall bear any cost above the maximum reimbursement as follows:

<u>Type of Shoe:</u>	<u>Maximum Reimbursement</u>
Electrical Hazard	\$300
General Safety	\$300
Waterproof (Subdrain)	\$375

5. Safety shoes remain the property of the City while assigned to designated unit employees.

C. PRESCRIPTION SAFETY GLASSES

1. Prescription safety glasses will be provided for those unit employees in designated classifications/positions determined to be required by affected Department Heads, Risk Management and approved by the City Manager.
2. The City shall provide frames from Risk Management and will reimburse designated unit employees, upon proof of purchase and receipt, as follows:

<u>Type of Lense</u>	<u>Maximum Reimbursement</u>
Single vision prescription safety lenses:	\$ 70.00
Double vision prescription safety lenses:	\$ 85.00
Progressive vision prescription safety lenses:	\$150.00

D. LIMITATIONS

1. All safety equipment/items will be used only on City business.
2. Safety equipment/items will be left at designated City facilities while not in use.
3. The value of safety equipment/items is non-PERSable.

XVI. PROTECTIVE ARTICLES

A. CITY ISSUED PROTECTIVE ARTICLES: PARKING ENFORCEMENT OFFICER

Unit employees in the classification of Parking Enforcement Officer may use the uniform allowance to purchase protective vests for use on the job, or may use tactical entry vests which will be made available.

B. CITY ISSUED PROTECTIVE ARTICLES: JAILER

The City will provide one (1) new bullet-proof vest (the type worn under a uniform shirt or blouse) to any Jailer who requests one.

C. LIMITATIONS

1. The City will issue unit employees protective articles that the City deems necessary.
2. Such protective articles will be used only on City business.
3. Such protective articles will be left at designated City facilities while not in use.

XVII. MECHANIC TOOLS

A. MECHANIC TOOL ALLOWANCE – NON-PERSABLE

1. Effective the first full pay period after January 1st, the City shall provide unit employees in the following classifications five-hundred dollars (\$500) per calendar year for tools purchased within the same calendar year:
 - Fleet Services Supervisor
 - Senior Fleet Services Technician
 - Fleet Services Technician
 - Welder

The City shall provide unit employees in the Fleet Services Assistance classification four-hundred dollars (\$400) per calendar year for tools purchased within the same calendar year.

2. For these mechanic job classifications, certain journey-level tools are to be maintained by the unit employees.

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3. If these mechanic tools are broken during the normal course of work, they will be replaced at the City's expense.
4. If the mechanic tools are covered by a manufacturer's warranty replacement, this warranty will supersede the City replacing the tool.
5. If the unit employee provides the Equipment Service Manager a tool inventory, and maintains this inventory with regular updates, the City will replace the tool free of charge when a specific tool is lost or stolen, upon submission of proof of ownership.

XVIII. MILEAGE REIMBURSEMENT

The City agrees to provide mileage reimbursement to unit employees who use their personal vehicles for City business, pursuant to Council Policy. The reimbursement rate shall be the applicable IRS allowance rate.

XIX. TUITION REIMBURSEMENT

The City agrees to reimburse unit employees up to one hundred dollars (\$100) per applicable accredited college unit, plus the actual costs of books, registration fees and parking permit fees, pursuant to Administrative Policy II-08, as amended.

XX. EMPLOYEE DEVELOPMENT AND TRAINING

A. SELF-DEFENSE TRAINING: SAFETY SERVICES COMMUNICATION OPERATORS / POLICE RECORDS TECHNICIANS

The City will provide self-defense training to unit employees in the following classifications to assist them in safely performing their occasional matron duties:

- Safety Services Communication Operators
- Police Records Technicians

B. CITY PAID CERTIFICATION COURSES, PROGRAMS AND/OR LICENSE FEES

1. The City will include sufficient funds in the respective department budgets to cover the fees or costs for the certification courses, programs or licenses which may be required for the following classifications:

<u>Classification</u>	<u>Course, Program, License</u>
Forensic Specialist:	Crime Scene Analyst and/or Latent Print Examiner
Irrigation Technician:	Back-Flow Inspection Certification
Pest Control Technician:	Certified Pest Control Applicator

2. Designated unit employees will be required to maintain such certifications or licenses, once achieved, as a condition of employment.

C. JOB-RELATED TRAINING

1. The City will support job-related training, education and certification to enhance the unit employees' ability to perform his/her job, and will encourage unit employees to seek those opportunities.
2. Respective departments will budget funds for training and education courses which may include certification costs.
3. Commercial driver's licenses are the personal and financial responsibility of the individual operator as a condition of employment.
4. The City may provide time and/or training to assist unit employees in obtaining a commercial license if their job duties change and such license becomes a requirement.

XXI. ON-DUTY DEATH/FUNERAL BENEFIT

1. In recognition of services rendered, should any unit employee covered by this MOU die in the line of duty, the City will provide the family of the employee a funeral benefit of seven thousand five-hundred dollars (\$7,500).
2. This benefit shall be payable over and above any benefits payable through PERS or Labor Code provisions.
3. Payment to the family shall be made as soon as possible, but in no event later than fifteen (15) working days following the death.

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LEAVES OF ABSENCE

I. POLICY

It shall be the policy of the City to grant leaves of absence to permanent and probationary unit employees for the purpose of rest and relaxation, and for recuperation from illness, based on each unit employee's total length of service with the City. Unit employees are expected to take advantage of the vacation provisions afforded them in order to maintain their mental and physical health.

II. ACCUMULATION, USE AND REQUESTS FOR LEAVE

A. ACCUMULATION OF LEAVE

1. The unit employee's anniversary date (date of original benefited employment adjusted for breaks in service) shall determine the category of leave accumulation.
2. Unit employees shall continue to accumulate vacation and sick leave when on authorized leave with pay of any kind.

B. USE OF LEAVE

1. Leave shall be taken in multiples of one-half (1/2) hour.
2. Unit employees can take up to the total amount of accumulated leave credit accruals.
3. Charges against comp time, floating holidays, vacation or sick leave credit accruals shall be made for only regularly scheduled work day hours.
4. No charge to accumulated accrual balances (i.e., floating holidays, vacation, comp time, sick leave) shall be made when an official holiday occurs during an authorized period of paid leave.

C. ADVANCE OF VACATION OR SICK LEAVE

A request for one (1) year's advance of vacation or sick leave accrual credit may be approved for use by the Department Head and the City Manager.

D. REQUESTING LEAVE

1. Except as otherwise provided, no leave of absence with pay shall be granted to any unit employee without the approval of the Department Head or designee.
2. Whenever possible, unit employees shall file a request for a leave of absence on a form provided by the appointing authority, and shall receive written approval before taking such leave period.
3. When conditions prevent a prior request, the unit employee, upon return from said leave, may be required to file a report explaining the conditions which prevented a prior request.

E. FAILURE TO FILE A PRIOR REQUEST

Failure to file a prior request, in the absence of extenuating conditions, shall be grounds for disciplinary action.

III. HOLIDAYS

A. OFFICIAL PAID CITY HOLIDAYS: FULL-TIME BENEFITED UNIT EMPLOYEES

1. Official Paid City Holidays for full-time, benefited unit employees shall be:
 - Considered eight (8) hours leave with pay, or
 - Equal to the actual number of regularly scheduled workday hours that fall on an Official City Holiday
 - Included for the purpose of calculating the base for overtime,
 - Paid at the overtime rate when a unit employee is required to work on an Official Paid City Holiday.
2. Unit employees shall not receive overtime credit for both the Official Paid City Holiday and actual hours worked.

B. OFFICIAL PAID CITY HOLIDAYS: REGULAR PART-TIME (RPT) EMPLOYEES AND FULL-TIME EMPLOYEES WORKING A REDUCED SCHEDULE

1. Official Paid City Holidays for Regular Part-time (RPT), benefited unit employees and full-time reduced schedule employees shall be:
 - The number of hours less than eight (8) hours, and
 - In the same proportion as their regularly scheduled workweek is to forty (40) hours, rounded to the nearest half (1/2) hour.

Example: An RPT employee regularly works thirty-five (35) hours per week which is equivalent to eighty-seven and one-half percent (87.5%) of a forty (40) hour work week; therefore, the RPT employee's Official Paid City Holiday would be seven (7) hours which is equivalent to eighty-seven and one-half percent (87.5%) of an eight (8) hour work day.

2. Unit employees shall not receive overtime credit for both the Official Paid City Holiday and actual hours worked.

C. OFFICIAL PAID CITY HOLIDAYS FOR UNIT EMPLOYEES EXCEPT FOR DESIGNATED SANITATION CLASSIFICATIONS

1. The Official City Paid Holidays for unit employees **(except for designated Sanitation classifications)** shall be as follows:
 - New Year's Day (The first day of January)
 - Martin Luther King Day (Third Monday in January)
 - Memorial Day (Last Monday in May)
 - Independence Day (The fourth day of July)
 - Labor Day (First Monday in September)
 - Thanksgiving Day (Fourth Thursday in November)
 - Friday After Thanksgiving Day
 - Christmas Day (Twenty-fifth day of December)
 - Forty (48) hours of Floating Holiday time each fiscal year
2. Any one-time special day designated by the President of the United States or the Governor of California requiring the City offices to close.
3. Any day authorized by the City Manager.
4. When an Official Holiday falls on a Saturday, the Friday immediately preceding the Saturday shall be deemed to be the day of the Official Paid City Holiday.

5. When an Official Holiday falls on a Sunday, the Monday immediately following the Sunday shall be deemed to be day of the Official Paid City Holiday.

D. OFFICIAL PAID CITY HOLIDAYS FOR DESIGNATED SANITATION CLASSIFICATIONS

1. Official Paid City Holidays for unit employees in the classifications of Sanitation Crew Supervisor, Sanitation Driver, Roll-Off Driver, Sanitation Dispatcher, Scout Vehicle Operator, (Sanitation) Heavy Truck Driver, Sanitation Collector, Heavy Equipment Operator, and Laborer, shall be as follows:
 - New Year's Day (First day in January)
 - Martin Luther King Day (Third Monday in January)
 - Memorial Day (Last Monday in May)
 - Independence Day (Fourth day of July)
 - Labor Day (First Monday in September)
 - Veterans' Day (Eleventh day of November)
 - Thanksgiving Day (Fourth Thursday in November)
 - Friday after Thanksgiving Day
 - Christmas Day (Twenty-fifth day of December)
 - Thirty-two (40) hours of Floating Holiday time each fiscal year for full-time unit employees, or a number of pro-rated hours for RPT employees, in designated Sanitation classifications.
2. Any one-time special day designated by the President of the United States or the Governor of California requiring the City offices to close.
3. Any day authorized by the City Manager.
4. When an Official Holiday falls on a Saturday, the Friday immediately preceding the Saturday shall be deemed to be the day of the Official Paid City Holiday.
5. When an Official Holiday falls on a Sunday, the Monday immediately following the Sunday shall be deemed to be day of the Official Paid City Holiday.

E. FLOATING HOLIDAY LEAVE TIME

1. Full-time benefited unit employees shall be eligible to receive forty-eight (48) hours of paid Floating Holiday leave time each fiscal year. Eight (8) of these hours have been provided in recognition of Cesar Chavez day. Floating holiday balances shall be paid in the pay period that includes June 30th. The new accrual bank will be

available and eligible for use in the pay period that includes July 1st.

2. Full-time benefited unit employees in the classifications of Sanitation Crew Supervisor, Sanitation Driver, Roll-Off Driver, Sanitation Dispatcher, Scout Vehicle Operator, (Sanitation) Heavy Truck Driver, Sanitation Collector, Heavy Equipment Operator, and Laborer shall be eligible to receive forty (40) hours of paid Floating Holiday leave time each fiscal year.
3. Regular part-time, benefited unit employees or full-time employees working a reduced schedule, excluding Sanitation RPT's, shall be eligible to receive floating holiday hours each fiscal year using a prorated formula based on the number of hours scheduled to work each week:

An **example** of how floating holiday leave time is calculated and prorated for an RPT employee is as follows:

An RPT employee scheduled to work thirty-five (35) hours per week would be eligible to receive forty-two (42) hours of floating holiday leave time in a fiscal year, based on a forty-eight (48) hour accrual.

4. An **example** of how floating holiday leave time is calculated and prorated for a Sanitation RPT employee is as follows:

A Sanitation RPT employee scheduled to work thirty-five (35) hours per week would be eligible to receive thirty-five (35) hours of floating holiday leave time in a fiscal year, based on a forty (40) hour accrual.

F. ELIGIBILITY FOR FLOATING HOLIDAY LEAVE

1. Full-time benefited unit employees and RPT unit employees on the payroll as of July 1 of each fiscal year shall receive a bank of floating holiday leave hours as set forth above, which may be utilized on or after the pay period that includes July 1st of each fiscal year, and will appear on the paycheck for the pay period which includes July 1st each fiscal year.
2. Full-time benefited and RPT unit employees, excluding Sanitation employees, hired after July 1st of each fiscal year shall receive prorated floating holiday leave time in proportion to the time remaining within the respective fiscal year calculated from the first day of the month following the date of hire and June 30th of the following

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calendar year. Each full month is equal to 4 hours of floating holiday leave time based on a forty-eight (48) hour annual accrual, or pro-rated for RPT employees.

3. Full-time benefited Sanitation unit employees, hired after July 1st of each fiscal year shall receive pro-rated accruals for floating holiday leave time in proportion to the time remaining within the respective fiscal year calculated from the first day of the month following the date of hire and June 30th of the following calendar year. Each full month is equal to 3.33 hours of floating holiday leave time based on a forty (40) hour annual accrual.
4. Sanitation RPT employees hired after July 1st of each fiscal year shall receive pro-rated accruals for floating holiday leave time in proportion to the time remaining within the respective fiscal year calculated from the first day of the month following the date of hire and June 30th of the following calendar year. Each full month is equal to 3.33 hours of floating holiday leave time, based on a forty (40) hour annual accrual rate.
5. Unit employees appointed to classifications covered by this MOU after July 1 of the calendar year shall receive floating holiday leave upon appointment, prorated on the basis of the number of months remaining in the twelve (12) month period (e.g., one-year equals one-half credit) rounded to the nearest whole hour.

G. PAYOFF OF UNUSED FLOATING HOLIDAY LEAVE TIME

1. Floating Holiday Leave Time unused as of the pay period ending on or before June 30th of the prior fiscal year shall be paid to eligible full-time benefited and RPT unit employees, at their base hourly rate which is/was in effect during that pay period.
2. Floating Holiday payoff, at the unit employee's discretion, may be:
 - Deposited into the unit employee's deferred compensation account by prior written notice through the Human Resources Department during open enrollment, or
 - Donated to the City's Catastrophic Leave Bank.

H. PAYOFF OF UNUSED FLOATING HOLIDAY LEAVE TIME UPON TERMINATION/SEPARATION

Unused floating holiday leave time shall be paid to eligible unit employees at their base hourly rate upon termination / separation.

IV. OFFICIAL HOLIDAYS OCCURRING ON A SCHEDULED DAY OFF

A. PAYMENT OR CARRY-OVER WITHIN THE CURRENT FISCAL YEAR

Official Holidays occurring on a unit employee's regularly scheduled day off may, at the unit employee's discretion, be:

- Paid to the unit employee in the same pay period; or
- Carried-over for use on another day no later than June 30th of the same fiscal year.

B. LIMITATIONS

1. Official Holidays carried over have no cash value, and therefore, cannot be cashed out at a later date.
2. Unit employees must use or lose official holiday time carried-over no later than June 30th of the same fiscal year.

V. EMPLOYEE REQUIRED TO WORK ON AN OFFICIAL HOLIDAY

1. When a unit employee is required to work any hours on an official holiday, the entire work shift shall be paid at the overtime rate (or accrue compensatory time), regardless of whether or not the unit employee has completed forty (40) hours during the workweek.
2. Only the hours actually worked on such holiday shall contribute toward the forty (40) hour base for establishing eligibility for further overtime credit.
3. When a unit employee is required to work on a scheduled holiday, the employee shall be paid eight (8) hours holiday pay or equivalent to the actual number of regularly scheduled workday hours, in addition to overtime for the work shift, or the unit employee and appointing authority may agree to an alternative date for leave with pay on another day within the same pay period.

VI. WORK SCHEDULES WHICH INCLUDE SATURDAY AND/OR SUNDAY

1. Unit Employees whose regular work schedules include Saturday or Sunday will observe Christmas (December 25), New Years Day (January 1), and/or Independence Day (July 4) on the actual date, rather than the date City Hall closes for that holiday.
2. This will also apply to employees in the Sanitation division observing Veterans' Day (November 11).

3. Holiday overtime pay will apply if the employee is scheduled to work those days. If the actual date is an off-duty day, the employee may elect pay or carry-over of the time consistent with those provisions above.

VII. VACATION LEAVE

A. ELIGIBILITY FOR VACATION LEAVE

1. All unit employees shall be eligible for vacation leave after serving twelve (12) months of employment with the City. Vacation leave shall accrue during the first twelve (12) month period, but not be available for use.

B. ACCRUAL OF VACATION LEAVE

1. Vacation hours shall accrue each pay period at one twenty-sixth (1/26) of the annual accrual rate (i.e., annual accrual rate divided by 26).
2. Exceptions to the maximum allowable accruals may be granted by the City Manager, or his/her designee, to meet exceptional departmental staffing needs.
3. No vacation shall be authorized, for leave or payment, unless accrued prior to the time for use or payment, except as authorized by the City Manager.

C. TABLE OF VACATION LEAVE BENEFITS

1. The Table of Vacation Leave Benefits shown below sets forth in detail the number of working hours per year to which a full-time unit employee is entitled as a vacation leave benefit.
2. A regular part-time employee shall accrue vacation in the proportion represented by their regular work week schedule in relation to a forty [40] hour work schedule (i.e., the bi-weekly accrual for a thirty-five [35] hour RPT employee will be based upon eighty-seven and one-half percent [87.5%] of the annual amount shown for a full-time unit employee).

2. The benefit shown in each category shall commence upon entering the first day of the new category as follows:

1 st thru 4 th Year	5 th thru 14 th Year	15 th thru 20 th Year	21 st Year and thereafter
80 Hours	120 hours	160 hours	160 hours, plus 8 hours per year of service over twenty (20) years

D. ACCUMULATION OF VACATION LEAVE

1. Vacation time may be accumulated by unit employees to a maximum of twice the annual accrual of vacation hours for which the unit employee is eligible.
2. Once a unit employee has accrued the maximum amount of vacation leave, no further vacation leave shall be accrued until the unit employee's level of accrued vacation has been reduced to less than the maximum. At that time, the unit employee shall again begin accruing vacation but at no time may he/she accrue more than the maximum allowed pursuant to this section.

E. LIMITATIONS

Vacation shall not be used in lieu of accumulated sick leave or when sick leave request is disapproved.

F. BI-WEEKLY PAYOFF OF EXCESS VACATION ACCRUALS – NON-PERSABLE

Vacation time which accumulates in excess of the maximum allowed each employee, shall be paid in cash (non-PERSable) on the next regular bi-weekly paycheck at the employee's base hourly rate, thereby bringing the employee's vacation balance to no more than the maximum allowable (except as provided in this Article).

G. VACATION PAYOFF UPON TERMINATION – NON-PERSABLE

1. Any unit employee who terminates employment shall be paid (non-PERSable) at the employees regular rate of pay for such vacation time accrued but unused as of the date of the termination.

2. It shall not be necessary to carry such employee on the payroll for the vacation period.

VIII. BI-ANNUAL ACCRUAL CASH OUT ELECTION

A. ELIGIBILITY

The City shall provide unit employees' the option to cash out vacation, compensatory time and floating holiday leave banks. Unit employees must maintain a minimum vacation leave bank balance of forty (40) hours in order to be eligible.

B. PROCEDURE

Accrual cash outs as specified above shall only be permitted each June 1st and December 1st. Unit employees must submit a written request to Human Resources Department prior to the end of the regular payroll deadline for that pay period. Upon proper notification, cash out elections shall be included in the paycheck for the first full pay period that includes June 1st and December 1st as requested.

VIII. SICK LEAVE

A. ELIGIBILITY FOR SICK LEAVE

No sick leave shall be granted until a unit employee has completed three (3) full months of service, including time spent on provisional or temporary appointment.

B. ACCRUAL OF SICK LEAVE: FULL-TIME AND RPT UNIT EMPLOYEES

1. Each full-time unit employee shall accrue sick leave each bi-weekly pay period pro-rated on an annual basis and shall be credited as follows:

Sick Leave Accrual Rate for Full-time Unit Employees		
Bi-weekly accrual rate	Monthly Accrual rate	Annual Accrual rate
3.7 hours (96 hrs / 26 pay periods)	8 hours	96 hours

2. Each RPT unit employee shall accrue sick leave each bi-weekly pay period pro-rated on an annual basis in the same proportion that their regularly scheduled workweek compares to a forty (40) hour workweek as follows:

EXAMPLE: Sick Leave Accrual Rate for Regular Part-time (RPT) Unit Employees			
RPT regularly scheduled workweek hours	Bi-weekly accrual rate	Monthly accrual rate	Annual accrual rate
35 hours (35 hrs ÷ 40 hrs = 87.5%)	3.5 hours (40 hrs X 87.5%)	7.6 hours (3.5 hrs X 26 pp ÷ 12 mo)	91 hours (3.5 hrs X 12 mo)

C. PURPOSE, PROCEDURE, USE AND VERIFICATION OF SICK LEAVE

- Sick leave is intended for the illness or injury of a unit employee as follows. Sick leave may be allowed for:
 - Personal illness or injury of the employee;
 - Authorized emergency leave;
 - Serious illness or injury of the employee's spouse, state registered domestic partner, or child, parent's, siblings, grandparents, any of which that reside in the unit employee's residence;
 - Medical or dental appointments;
 - Cases of quarantine; or
 - Where exposure to contagious diseases would endanger the health of other employees.
- Sick leave may be taken in increments of one-half (1/2) hour or more.
- Vacation time may not be used for disapproved sick leave.
- The responsibility for proving the validity of a request for sick leave shall be upon the unit employee.
- The unit employee shall notify his immediate supervisor within one (1) day of the beginning of sick leave, or pursuant to the rules of the Department.
- At the end of the second day of sick leave, Management or designee may request verification to be made by a qualified person.
- For absences of over two (2) days, a medical certificate from a qualified physician, chiropractor or practitioner may be required.

8. Upon return to duty, the unit employee shall present evidence of the necessity of sick leave, if so requested by Management or designee.

D. BI-WEEKLY PAYOFF PLAN: UNUSED SICK LEAVE ACCRUAL (NON-PERSABLE)

1. When an employee shall have accumulated three hundred and eighty-four hours (384) hours of unused sick leave credit, the employee will, thereafter, be eligible for payment in each pay period of a portion of the unused sick leave accrued during the preceding pay period, subject to the following conditions:

TIER 1: SICK LEAVE PAYOFF AT THREE HUNDRED AND EIGHTY FOUR (384) HOURS			
Bi-weekly Accrual Rate	Tier 1 Maximum Accumulation	Amount of Bi-weekly Sick Leave Payoff @ 50% (Non-PERSable)	Amount of Bi-weekly Sick Leave Accrued @ 50%
3.7 hours	384 hours	1.85 hrs X hourly rate (1/2 [50%] of bi-weekly accrual rate of 3.7 hours)	1.85 hours
- The unit employee must maintain at least three hundred and eighty four (384) hours of sick leave accruals. - If the sick leave accrual balance falls below three hundred and eighty four (384) hours at any time, the unit employee will become ineligible for any unused sick leave payment until such time as her/her sick leave accruals again exceed three hundred and eighty four (384) hours.			

- 2a. Unit employees with at least three hundred and eighty four (384) hours but less than seven hundred and twenty (720) hours of accrued sick leave may be paid for one-half (50%) of sick leave accrued and unused in each pay period as set forth in the Tier 1 table above.
- b. The remaining unused sick leave in each pay period shall be added to the unit employee's accruals up to the seven hundred and twenty (720) hour maximum.
- c. Unit employees at the maximum accrual of seven hundred and twenty (720) hours, or who reach maximum accrual thereafter, will

be paid (non-PERSable) one hundred percent (100%) of accrued unused sick leave in that pay period.

E. SICK LEAVE CONVERSION PAYOFF UPON RETIREMENT OR FAVORABLE RESIGNATION – (NON PERSABLE)

Unit employees who retire or terminate are eligible to convert unused accumulated sick leave accrual to vacation accrual (non-PERSable) on the following basis:

1. With favorable resignation, excluding resignation in-lieu of proposed or imposed disciplinary action, after ten (10) or more years of satisfactory service, one-half (1/2) or fifty percent (50%) of the accumulated sick leave accrual will be converted to vacation accrual.
2. With retirement after ten (10) or more years of satisfactory service, seventy-five percent (75%) of the accumulated sick leave accrual will be converted to vacation accrual.
3. With retirement after fifteen (15) or more years of service, one hundred percent (100%) of the accumulated sick leave accrual will be converted to vacation accrual.
4. Accumulated sick leave credit as used in this section shall mean that balance of accrued and unused sick leave available to the employee as of the date of retirement or resignation.

F. SICK LEAVE PAYOFF UPON THE DEATH OF AN EMPLOYEE – NON-PERSABLE

1. Upon a unit employee's death, his/her beneficiaries or estate shall be entitled to receive the same accumulation and conversion benefit payoff as the unit employee would have received were he/she alive and had favorably resigned or retired.
2. Any payoff under this benefit is non-PERSable.

IX. PRE-RETIREMENT DISTRIBUTION OF LEAVE ACCRUALS – NON-PERSABLE

1. A unit employee giving irrevocable notice of his/her intent to retire within three (3) years (36 calendar months) may have accrued leaves (which are otherwise payable upon retirement) distributed in equal installments to his/her paychecks over the months preceding retirement, with a minimum

duration of six (6) months and a maximum duration of thirty-six (36) months.

2. Such distributions may be taken as taxable earnings, or may be used for deposit in the deferred compensation account under the terms of the Section 457 Catch-up provisions.

X. INJURY ON DUTY LEAVE (IOD)

A. UP TO SIX (6) MONTHS MAXIMUM SALARY CONTINUANCE

1. If injured-on-duty (IOD) and claim is determined to be compensable, a unit employee may be eligible for salary continuance. Salary continuance is to be paid during the period for which temporary disability is required pursuant to Workers' Compensation Laws of the State of California, an amount which, when added to such temporary disability benefits and earnings from other employment, will equal the unit employee's normal base salary for the period.
2. Such salary continuance payments shall be subject to normal tax deductions and other mandatory or voluntary deductions, but without deduction from sick leave or vacation leave accruals and shall be provided for a period not to exceed six (6) calendar months from the date of the injury.
3. In no case shall such compensation be paid for a period of time in excess of the unit employee's continuous service immediately prior to such injury.

B. EXTENSION OF LEAVE AND SALARY CONTINUANCE

If a unit employee's temporary disability exceeds the six (6) calendar months of salary continuance as set forth above, salary continuance for up to an additional six (6) months, with the approval of the City Manager, if the unit employee is not otherwise eligible for retirement, light or modified duty or disability transfer, and the Risk Management Division, after consultation with the City's Physician(s), determines that the employee will likely return to full duty within a reasonable period not to exceed six (6) months.

C. EXHAUSTION OF SALARY CONTINUANCE

1. If the unit employee exhausts such salary continuance as set forth above, or is denied extension of salary continuance, he/she may

elect to utilize accumulated sick leave or vacation leave accruals which, when added to temporary disability payments and earnings from other employment, will equal his/her normal base salary, subject to normal deductions.

2. When a unit employee's temporary disability payments stop, and he/she is still unable to return to work, he/she may elect to utilize accumulated sick leave or vacation leave accruals equal to his/her normal base salary, subject to normal deductions.

D. CITY INITIATED DISABILITY RETIREMENT

If, at any time during a temporary disability absence, the City receives medical information which indicates that the employee will not be able to return to performance of the duties of his/her position, the City may initiate disability retirement procedures even if there is unexpended leave available to the employee.

E. LIMITATIONS

1. When a unit employee's absence is a result of a compensable industrial injury, and the absence is less than three (3) days, the absence shall be deducted from the unit employee's sick leave accruals, unless temporary disability payments are required to be paid pursuant to Workers' Compensation Laws of the State of California.
2. Unit employees receiving IOD payments, salary continuance, and/or temporary disability payments:
 - a. Shall be available for follow-up treatment, diagnosis, therapy, and related matters, unless authorized to leave the area for extenuating circumstances with prior authorization from Risk Management, and
Shall be required to provide an address and phone number where they can be contacted, if they plan to be away from their residence. Shall be required to notify Risk Management immediately upon change of residence and contact information.

XI. MISCELLANEOUS LEAVES WITH PAY

A. BEREAVEMENT LEAVE

1. Any unit employee who is compelled to be absent from duty because of a death in the immediate family shall be allowed time necessary to be absent from work at their base hourly rate of pay for the equivalent of the employee's regular workweek, but not more than forty (40) working hours per incident, without charge to accrued sick leave, vacation, comp time or floating holiday time.
2. Immediate family, for the purposes of this Section only, shall be defined as follows:

Brothers	Sisters
Children	Spouse
Child's Spouse	Spouse's Brothers
Grandchildren	Spouse's Grandparents
Grandparents	Spouse's Parents
Parents	Spouse's Sisters
State Registered Domestic Partner	Stepchildren
Siblings' Spouse	Stepparents
3. If additional leave time is required, the employee may request sick leave, vacation or floating holiday time.
4. Should the list of immediate family members be increased in any other Culver City bargaining unit MOU, the additional provisions shall apply to this unit.
5. The City may require verification of the death of a member of the immediate family. Verification may include any printed record or notice of the death (e.g., newspaper obituary notice, mortuary leaflet or card, etc.).
6. If special circumstance exists wherein a unit employee believes another person reasonably substitutes for one of the foregoing, (i.e., foster parent, legal guardian, foster child, legal ward, etc.) the unit employee must register that special circumstance with the Human Resources Department in writing in advance in order to qualify for the bereavement leave. (Note: The special circumstance does not permit substitution of individuals in the place of persons already deceased.)

B. EMERGENCY LEAVE

1. An emergency leave of absence with pay may be granted by Management to any unit employee because of family illness, legal matters, non work-related court appearances, home emergencies (e.g., burst water heater, or sudden structural damage, etc.), providing the unit employee may have such leave charged to his/her sick leave, compensatory time, service award leave or vacation leave accounts.
2. Emergency leave shall automatically be deducted from sick leave unless the unit employee requests that it be deducted from another leave as set forth in Section B.1 above.
3. All emergency leaves of absence shall be limited to twenty-four (24) working hours within any calendar year taken in increments of at least one-half (1/2) hour.
4. Verification of all emergency leaves may be required by Management.

C. JURY DUTY

1. A unit employee called to active jury service during scheduled work days shall receive his/her regular compensation for such time served to a maximum of ten (10) working days for each jury summons.
2. The unit employee will forfeit jury fees to the City, but shall retain any mileage compensation provided.
3. Unit employees working other than a Monday through Friday daytime schedule will when practicable, be reassigned to such a schedule during jury duty service if possible, or to another schedule compatible with employee and department interests.
4. Jury service required on an employee's off-duty day is not compensable by the City, and the unit employee may retain jury compensation for such days.
5. Unit employees whose work schedule cannot be modified, whose regular work day may be Saturday or Sunday, and/or who serve jury duty and then work some portion of the same day, shall receive

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their regular compensation for the scheduled work day and may retain jury pay.

6. Jury duty time shall not be considered work time and does not count toward hours worked for the calculation of overtime.
- 7a. In the event the unit employee is required to serve in excess of ten (10) compensated work days, he/she may use accrued leave and retain excess jury fees for that period.
- b. Unit employees who are compelled by the Court to serve longer than ten (10) days on a jury may submit a request to their Department Head to approve additional jury leave.
- c. If the request is approved, the City shall provide pay for one-half (1/2) of the hours spent on jury duty in excess of the original ten (10) days up to an additional ten (10) half day of the unit employees regularly scheduled workday hours.
- d. The unit employee may use accrued vacation, floating holiday, or comp time for the remainder of the half day regularly scheduled workday hours.
8. The unit employee shall be responsible for providing proof of jury service upon his/her return to work.
9. Specific procedures for jury duty leave with pay, consistent with this provision, shall be established in City Administrative Policy.
10. The City shall provide a copy of the current City Administrative Policy on Jury Duty.

D. OUTSTANDING PERFORMANCE LEAVE

The City may grant up to three (3) days off with pay to unit employees rewarded for outstanding performance, or provide other forms of recognition pursuant to Civil Service Rules.

E. RELIGIOUS SERVICES

1. Unit employees shall be permitted to attend or observe religious services, or holidays of major theological importance, which occur during work hours provided that:
 - The work load of the organization so permits; and
 - Management authorized the absence.

2. Time taken shall be charged to the unit employee's accumulated vacation, floating holiday), compensatory leave or service award leave time.

F. MILITARY LEAVES OF ABSENCE

Military leave with pay shall be granted in accordance with applicable state law, federal law and municipal law, and applicable City policies.

G. VOTING LEAVE

1. Unit employees shall be permitted leave to vote as required by California Elections Code ~~Section 14350-14352~~, as amended, if the unit employee cannot otherwise get to the polling place during non-working hours.
2. Leave may be provided at the beginning or end of the normal work shift, whichever permits the opportunity to vote with minimal interruption of work responsibilities.
3. Unit employees shall be required to give a minimum three (3) day notice of the need for leave, obtain advance approval, and submit proof of voting.

H. SCHOOL ACTIVITY LEAVE

1. Pursuant to California Labor Code Sections 230.7 and 230.8, as amended, unit employees who are parents of school-age children shall be allowed School Activity Leave from their jobs, with or without pay, as may be necessary to participate in school activities such as parent-teacher conferences, disciplinary matters, school programs and related events with their children.
2. Such leave is limited to forty (40) hours per school year, at a maximum of eight (8) hours per month.
3. Regular part-time unit employees may take such leave in an amount equal to the proportion of their regular workweek to a 40-hour workweek (e.g., 7 hours per month for a 35-hour RPT employee).
4. This limit shall not apply when a unit employee is required to appear in the school of his/her child pursuant to a request from the school administration pertaining to disciplinary action.

5. Unit employees must give reasonable advance notice to the employer to permit work coverage, and may be required to provide documentation from the school that the unit employee participated in the activity on the specific date and time.
6. Leave properly requested in advance shall not be denied.
7. Unit employees may take accrued leave with pay (vacation, compensatory time, floating holiday, or service award leave) for School Activity Leave purposes.

XII. FAMILY MEDICAL LEAVE ACT (FMLA) AND CALIFORNIA FAMILY RIGHTS ACT (CFRA)

1. This section does not purport to provide all the provisions of law, but summarizes the general intent at the time this MOU was adopted.
2. Specific details of the State and Federal laws relating to FMLA and CFRA are available in the Human Resources Department.
3. Unit employees and department management must contact Human Resources Department to verify current provisions and requirements.
4. Failure to do so could result in a misunderstanding of rights and obligations, and could cause loss of leave benefits or loss of insurance coverage.

A. ELIGIBILITY FOR FMLA AND CFRA

1. Pursuant to State and Federal laws, employees shall be eligible for Family and Medical Leave of absence (FMLA) for:
 - The birth of a child of the employee
 - Disability due to pregnancy – FMLA only
 - The placement of a child with an employee in connection with the adoption or foster care of that employee
 - The care of the employee's child with a serious health condition
 - The care of a spouse or parent with a serious health condition
 - The employee's own serious health condition
 - Any qualifying exigency arising out of a spouse, child or parent called to active military duty
2. Such leave rights apply to all employees with twelve (12) months or more service with the City prior to the leave request who have

worked a minimum of 1,250 hours in the preceding twelve (12) months.

B. EMPLOYEE RIGHTS UNDER FMLA

1. The maximum amount of leave shall be twelve (12) weeks in a twelve (12) month period.
2. The twelve-month period is rolling, and is measured backward from the date leave is used.
3. Leave may be taken as days off, or intermittent or modified work schedules.
4. The unit employee is guaranteed a return to his/her position at the end of approved leave.
5. During the 12-work week FMLA period, the City shall maintain the employee's medical, dental, life and vision care insurance.

C. APPROVAL PROCESS FOR FMLA

1. Unit employees must give thirty (30) days advance written notice, on a form provided by the City, of the need for such leave, unless the absence could not be anticipated. In such cases, the employee must give notice as soon as possible.
2. Verification by the attending physician or health care provider will be required for absences relating to the unit employee's or family member's serious health condition.
3. The Human Resources Department shall determine if the leave qualifies under the Family and Medical leave laws, and may determine the commencement date.

D. PRIVACY UNDER FMLA

For privacy reasons, the City may not require specific medical diagnosis of the unit employee or family member's health condition,

E. USE OF ACCRUALS WHILE ON FMLA

1. The unit employee shall be required to use sick leave for any FMLA illness or medical-related absence, and may use vacation or other accrued leaves if sick leave has been exhausted.
2. FMLA shall run concurrently with Pregnancy Disability Leave.

F. EXPIRATION OF FMLA

Upon expiration of FMLA, if the unit employee remains on leave, he/she shall be responsible for maintaining his/her insurance benefits, either by use of sufficient accrued paid leave or by payment of the required premiums.

XIII. PREGNANCY DISABILITY LEAVE (PDL)

1. Pregnancy Disability Leave of up to four (4) months, with or without pay, shall be provided to unit employees covered herein pursuant to the Fair Employment Housing Act (FEHA).
2. Such leave shall be granted for disability of the unit employee, determined by a physician, for the duration of such disability, provided, however, that the cumulative unpaid leave for disability and non-disability reasons shall not exceed one year.
3. Pregnancy Disability Leave without pay shall not be granted until accrued sick leave has been exhausted.
4. Unit employees may voluntarily use accrued vacation or other paid leave before commencing unpaid leave.

XIV. MAINTENANCE OF BENEFITS WHILE ON LEAVE

1. Unit employees must be paid a minimum of thirty-five percent (35%) of their regularly scheduled bi-weekly working hours to be eligible to receive City provided benefits including vacation and sick leave accruals.

Example: A unit employee who regularly works eighty (80) hours each bi-weekly pay period, must be paid a minimum of twenty eight (28) hours (35% of 80 = 28) of his/her accruals when out on leave to be eligible for City provided benefits including vacation and sick leave accruals.

2. Unit employees who are not paid the minimum number of hours required:

- Shall be responsible for the payment of their insurance benefits, and
- Shall not be eligible for vacation and sick leave accruals.

XV. PAYOFF OF ACCRUALS UPON DEATH OF AN EMPLOYEE – NON-PERSABLE

When separation is caused by the death of a unit employee, separation pay and other accrued moneys owed shall be paid (non-PERSable) to the designated beneficiary of such employee as filed with the Human Resources Director.

XVI. PAYOFF OF ACCRUALS UPON CHANGE OF BARGAINING UNIT

1. When a unit employee covered by the terms of this MOU becomes a member of another bargaining unit under a different MOU, he/she shall be paid off at his/her CCEA base hourly rate for any accrued leave benefit unique to this bargaining unit (e.g., floating holidays, compensatory time or similar benefit) and shall cease participation in any special pay or other benefit plan of the CCEA unit.
2. Vacation and sick leave accumulations shall carry over.
3. Thereafter, the employee shall immediately be eligible to accrue such benefits as provided by their new bargaining unit MOU.

XVII. LEAVES OF ABSENCE WITHOUT PAY

A. VOLUNTARY LEAVE WITHOUT PAY

1. Any unit employee is entitled to present to Management a request for a leave of absence without pay not to exceed one (1) year. The unit employee shall indicate the basis of the leave in his/her request.
2. Leaves of absence without pay may be granted for illness exceeding accumulated sick leave, child care absences exceeding pregnancy disability leave, special education, special duty for another governmental agency, extension of vacation time, seeking political office or any other reason which is deemed to be in the best interests of City government.
3. Verification of such requests shall be required by Management who shall attach the evidence of verification to the proper form (Personnel Action).

4. Any leave without pay must be approved by the Department Head or designee.

B. CITY INITIATED LEAVE WITHOUT PAY

The City may place a unit employee on leave without pay for non-disciplinary reasons when the status of the employee, due to injury or other involuntary circumstances, cannot be covered by paid leave time.

C. BENEFIT ELIGIBILITY WHILE ON LEAVE WITHOUT PAY

1. No biweekly period shall be counted for eligibility periods or for the accumulation of vacation or sick leave when a unit employee is absent on leave without pay including suspension from duty without pay, except when on protected leave, or has a break in service of more than sixty five percent (65%) of the working hours in the biweekly period.
2. A unit employee on unpaid leave of absence, except when on protected leave, under this section shall be responsible for the payment of insurance premiums in any month when there is insufficient paid leave available or authorized to maintain benefited status.

D. LEAVE OF ABSENCE WITHOUT PAY IN EXCESS OF THIRTY (30) DAYS

1. NOTIFICATION TO DEPARTMENT

For any leave of absence without pay in excess of thirty (30) calendar days, the unit employee shall notify the Department Head where he/she can be reached if not at his/her residence of record, and how long the employee will be absent.

2. CORRESPONDENCE

In the absence of such written notification, any notice or correspondence to the unit employee shall be mailed or delivered to the unit employee's residence of record.

3. DURATION OF LEAVE

Unit employees shall be advised of the duration of the approved leave of absence without pay, and that such approval may be cancelled at any time by the Department Head and City Manager if he/she determines that the unit employee:

- is not expected to return by the conclusion of the scheduled leave of absence without pay; or
- the unit employee's conduct is not consistent with the approved leave of absence without pay; or
- the basis of the leave is no longer valid.

4. CANCELLATION OF LEAVE OF ABSENCE WITHOUT PAY

If the City intends to cancel an approved leave of absence without pay in excess of thirty (30) calendar days, the unit employee shall be notified of the City's intent, and shall be given the opportunity to provide additional information in support of the leave of absence without pay or to return to work, within five (5) working days after receipt of such notice. If the unit employee fails to respond or return to work, he/she shall be deemed to have resigned his/her position.

E. RETURN FROM LEAVE OF ABSENCE WITHOUT PAY EXCEEDING THIRTY (30) DAYS

1. Upon returning from a leave of absence without pay exceeding thirty (30) calendar days, except when on protected leave, the unit employee's anniversary date shall be adjusted to exclude such leave time for the purpose of performance evaluation dates, step increase dates, seniority for promotional examinations and benefit accrual calculations.
2. Upon returning from a leave of absence without pay exceeding thirty (30) calendar days, except when on protected leave, due to illness or disability of the employee, the unit employee may be required to provide medical information upon the request of the City's physician in order to determine the employee's fitness-for-duty.
3. Failure or refusal to provide medical information, pursuant to this section, may delay the unit employee's return to work and constitute grounds for disciplinary action.

XVIII. UNAUTHORIZED LEAVE / ABANDONMENT OF POSITION

1. A unit employee absent without authorization for three (3) or more consecutive work shifts, and who fails to contact Management to provide justification for the absence, shall be considered to have abandoned his/her position and resigned from City employment as of the third shift of absence.
2. The unit employee shall be notified by Management that the City considers him/her to be absent without leave, and that, under this section, a separation (resignation) will be processed.
3. Such notification shall be made pursuant to the procedures for notification of intent to discipline as provided in Civil Service Rules.
4. The unit employee may be reinstated, subject to disciplinary action for other causes, if adequate justification for the absence is provided to Management prior to the end of the notification period.

XIX. INVOLUNTARY FURLOUGHS

During the term of this MOU, the City shall not require any unit employee to submit to an involuntary work furlough. This does not preclude a unit employee from voluntarily working a reduced work schedule, as approved by his/her appointing authority or designee.

ARTICLE SIX

WORKING CONDITIONS

I. SENIORITY

A. SENIORITY LISTS

1. When necessary, the City shall establish seniority lists and, in certain situations, shall inform each unit employee of their seniority status. Seniority status shall give a unit employee priority preference in work schedules/assignments and leave schedules as determined by Management.
2. Seniority preference shall only apply to leave requests made a minimum of thirty (30) days in advance. Leave requests submitted less than thirty (30) days shall be considered in the date and time order in which they were received.

B. SENIORITY WITHIN CURRENT CLASSIFICATION

Seniority, as used herein, is determined by the length of service a unit employee has in the position of the current appointment and is only applicable for the (2) two purposes set forth in Section A.1 above.

C. SENIORITY POINTS FOR REGULAR PART-TIME (RPT) EMPLOYEES

RPT employees, who apply for a classified City position in an open and competitive examination, and advance to the eligible list, shall receive .25 seniority points for each two thousand and eighty (2,080) hours of service, up to a maximum of four (4) seniority points.

II. GRIEVANCE

A. CLASSIFIED EMPLOYEE GRIEVANCE

A Classified unit employee grievance shall be processed as provided for in the City's Civil Service Rules.

B. UNCLASSIFIED REGULAR PART-TIME (RPT) EMPLOYEE GRIEVANCE

Grievances affecting unclassified regular part-time employees may be processed pursuant to the Civil Service Rules, but the final decision will be made at the City Manager level.

III. MANAGEMENT MEETINGS

1. On an as needed basis, three (3) representatives of the City and CCEA shall meet to discuss workplace issues.
2. This forum is designed to provide an opportunity to discuss concerns and suggest remedies.
3. CCEA agrees not to file a grievance on any issue discussed at the bi-monthly meetings for a period of at least thirty (30) calendar days after discussion for possible resolution.

IV. DISCIPLINE

A. CIVIL SERVICE RULES – DISCIPLINE

Disciplining of unit employees, excluding regular part-time employees, shall be as provided in the City's Civil Service Rules.

B. DISCIPLINE: REGULAR PART-TIME EMPLOYEES – ONE (1) OR MORE YEARS OF SERVICE

1. Regular Part-time unit employees with one (1) year or more of City service, who become subject to disciplinary action, will be provided a pre-disciplinary notice in writing, and will be given the opportunity to respond to the appointing authority, or may elect to respond to the Human Resources Director, prior to or immediately following the effective date of the action.
2. If the response is given to the Human Resources Director, he/she will review the proposed action and advise the appointing authority regarding procedural or other matters that may affect the appointing authority's decision.
3. The Human Resources Director will make a recommendation to the City Manager, who will make a further recommendation to the respective department head.
4. The Department Head shall make the final decision on all regular part-time unit employee disciplinary matters.

C. REPRESENTATION FOR REGULAR PART-TIME EMPLOYEES – FIVE (5) OR MORE YEARS OF SERVICE

1. A regular part-time employee with five (5) or more years of service, who is subject to an intent to terminate or an intent to suspend for more than thirty (30) days for disciplinary reasons, could request review before the City Manager, or his/her designee, within five (5) working days of receiving notice of such intended termination or suspension.
2. A regular part-time employee with five (5) or more years of service, who is subject to an intent to terminate or an intent to suspend for more than thirty (30) days for disciplinary reasons, may designate one (1) City employee (designee) and one (1) CCEA representative, if desired, to hear and review with the City Manager, the RPT employee's response and any written submission, at a time to be scheduled by the City Manager.
3. At the conclusion of this process, the RPT employee's designee, if any, may make a private verbal recommendation to the City Manager.
4. The City Manager shall have the authority to affirm, revoke, or modify the intended discipline.

D. DISCUSSION ITEMS

1. City agrees to continue the Labor-Management Committee as needed, to review and consider issues of mutual concern, including but not limited to funding of future salary and benefit costs, and contracting out of City jobs.
2. City invites and encourages CCEA members to suggest work or work process changes to their own respective jobs which could reduce City costs and assist the City in making funds available for other purposes. Suggestions should be submitted to/through the respective employees' departmental channels, with a copy to the City Manager or Human Resources Director.

V. SAFETY RULES

A. PURPOSE

1. It is of mutual benefit to the City and to the unit employees represented in this MOU to be fully aware of all safety rules and regulations regarding employment duties.
2. The intent of this clause is to work towards preventing job-related injuries to unit employees and damage to both public and private property.

B. REPORTING EQUIPMENT AND/OR EQUIPMENT CONCERNS

1. The City encourages unit employees to identify and report any vehicle or equipment safety concerns immediately to their respective supervisor.
2. The supervisor will immediately report the vehicle or equipment safety issue to the Fleet Services Manager.
3. The Fleet Services division will assume full responsibility for ensuring the vehicle is properly evaluated and repaired, and/or removed from service until it can be repaired.
4. The City will make every effort to see that the vehicle or equipment is operational and safe before assigning unit employees to work with the vehicle or equipment.

C. COMPLIANCE

1. Unit employees who refuse to drive a safe vehicle may be subject to disciplinary action.
2. If the unit employee further questions the safety of the vehicle, he/she may report the suspect vehicle to appropriate state authorities.
3. Failure of any unit employee or supervisor to make proper inspection or repair of any reported unsafe vehicle may result in disciplinary action.

VI. SAFETY ISSUES

A. DEVELOPMENT OF STRATEGY AND TECHNOLOGY

1. The City agrees to provide strategies to avoid conflict with the public as part of the general training given to Bus Operators and Parking Enforcement Officers.
2. The Transportation Department will continue to analyze potential new technology to further enhance safety.

B. POLICE ASSISTANCE IN EMERGENCY SITUATIONS

Unit employees dealing with emergency situations shall have the right to call directly for Police Assistance.

C. RESPONSIBILITY

It is the responsibility of all City employees as a condition of employment with the City, to be aware of, to follow and to enforce the City's safety rules, regulations, policies and procedures or be subject to disciplinary action in accordance with the Civil Service Rules.

VII. DRUG-FREE WORKPLACE AND DRUGS AND ALCOHOL IN THE WORKPLACE

1. CCEA and the City agree that City Council Policy No. 4004, as amended, regarding drugs and alcohol in the workplace is incorporated herein by this reference.
2. Regular Part-Time unit employees shall be provided with a modified duty assignment while awaiting results for an initial post-accident or random drug test. This shall not apply to split tests.
3. Testing procedures agreed to and in effect prior to the adoption of this MOU continue in full force and effect.

VIII. LEGAL DEFENSE

In the event a unit employee covered herein is named as an individual defendant in litigation involving conduct in his/her official capacity as an agent for the City, the City Attorney will, prior to recommending any settlement of the litigation to the City Council, consult with the unit employee concerning the proposed settlement

ARTICLE SIX

and present the unit employee's oral or written comments concerning the proposed settlement to the City Council at any session at which the settlement is to be discussed.

ARTICLE SEVEN

GENERAL PROVISIONS

I. TERM OF MEMORANDUM OF UNDERSTANDING

This MOU shall be effective July 1, 2014 and together with all the terms, conditions and effects thereof, shall expire as of midnight on June 30, 2017.

II. EMERGENCY WAIVER

In the event of circumstances beyond the control of the City, such as acts of God, fire, flood, insurrection, civil disorder, national emergency, or similar circumstances, as determined by the City, the provisions of this Memorandum of Understanding which restrict the City's ability to respond to these emergencies shall be suspended for the duration of such emergencies. After the emergency is over, the Culver City Employees' Association shall have the right to meet with the City regarding the impact on employees of this suspension of these provisions in this Memorandum of Understanding.

III. SEVERABILITY PROVISION

Should any article, section, subsection, subdivision, sentence, clause, phrase, or provision of this Memorandum of Understanding be found to be inoperative, void, or invalid by a court of competent jurisdiction, all other provisions of this Memorandum of Understanding shall remain in full force and effect for the duration of this Memorandum of Understanding. In the event of such invalidation, the City and the Union agree to meet and confer in good faith to determine an alternative equivalent article, section, subsection, subdivision, sentence, clause, phrase, or provision.

IV. CIVIL SERVICE RULES/CITY POLICY

1. Reference is made in this MOU to certain Civil Service Rules. Nothing in this MOU shall preclude the City from amending the civil Service Rules as provided therein.
2. The parties agree that all conditions of employment, as they pertain to unit employees covered by this MOU, subject to meet and confer provided for

by the City's Civil Service Rules, Ordinances, Resolutions, Departmental Rules and Regulations or Policy Statements in effect prior to the date of this MOU, unless specifically provided for to the contrary in this MOU, shall remain in force and effect during the term of this MOU. Any conflicts with the City's Civil Service Rules, Ordinances, Resolutions, Departmental Rules and Regulations or Policy Statements shall be considered to have been superseded by this MOU.

V. FULL AGREEMENT AND IMPLEMENTATION

A. FULL AGREEMENT - WAIVER OF MEET AND CONFER

1. This MOU contains all of the covenants, stipulations, and provisions, agreed upon by the parties.
2. Therefore, during the term of this agreement, except as provided herein, all other compensation and benefits not modified in this agreement shall remain in full force and effect.
3. For the purpose of the MOU neither party shall be compelled to meet and confer with the other concerning any issues, whether specifically discussed prior to the execution of this MOU or which may have been omitted in the meet and confer process leading up to the execution of the MOU, except by mutual agreement of the parties.
4. Each party acknowledges that it had the full and unlimited opportunity to meet and confer over any issue it either did raise or could have raised and hereby waives the right to meet and confer further during the term of this MOU except as specifically provided herein.

B. COMPLIANCE

If the effective date or the implementation of any benefit in this MOU cannot be adhered to as the result of law, regulation, or policy outside the control of the City, the City will take action on the first date on which it has authority to take action in compliance with such law, regulation, or policy to effectuate the benefit.

VI. RATIFICATION AND IMPLEMENTATION

A. ACKNOWLEDGEMENT

The City and the Culver City Employees Association acknowledge that this Memorandum of Understanding shall not be in force and effect until ratified by a simple majority vote of unit employees who are in classifications represented by the Culver City Employees Association set forth in this agreement and adopted in the form of a resolution of the City Council.

B. MUTUAL RECOMMENDATION – APPROVAL OF MOU

This agreement constitutes a mutual recommendation of this new MOU by the parties hereto, to the City Council, that one or more ordinances and/or resolutions be adopted and implemented accepting its provisions and effecting the changes enumerated herein relating to wages, hours, benefits and other terms and conditions of employment for unit employees represented by the Culver City Employees Association.