

**MEMORANDUM OF UNDERSTANDING**

**City of Novato**

**and**

**Service Employees' International Union**

**(Unit D)**

**Term of Agreement**

**July 1, 2025 - June 30, 2028**

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## **MEMORANDUM OF UNDERSTANDING**

### **PREAMBLE**

This Memorandum of Understanding ("MOU") is entered into pursuant to the Meyers-Milias-Brown Act (Government Code Sections 3500-3511) by and between the City Manager of the City of Novato, hereinafter designated "City," and Service Employees International Union (SEIU) 1021, hereinafter designated as "Union," and has been jointly prepared by both parties.

The City Manager is the representative of the City of Novato in employer-employee relations as authorized by the City Council.

The parties have negotiated in good faith regarding wages, hours and other terms and conditions of employment of the employees in Representation Unit D; have exchanged information, opinions and proposals; and have endeavored to reach agreement on all matters relating to the employment conditions and employer-employee relations of such employees.

Both parties recognize their mutual obligation to cooperate with each other to assure maximum service of the highest quality and efficiency to the citizens of Novato.

This MOU is subject to all existing laws of the United States of America, State of California, and the ordinances, resolutions and regulations of the City of Novato. This MOU shall be presented to the City Council as the joint recommendations of the undersigned regarding matters within the scope of representation for all employees within Representation Unit D.

### **UNDERSTANDING AND AGREEMENTS**

The following understandings and agreements shall not become effective until ratified by the City Council:

#### **1. EXCLUSIVE REPRESENTATION**

This MOU covers employees in Representation Unit D, "Nonmanagerial, Nonsworn, General Employment," as represented by the Union, which has been certified as the recognized employee organization. The list of represented classes is set forth in Appendix A, herein.

##### **1.1 Union Recognition**

The City acknowledges the Union as the recognized employee organization and agrees to meet and confer in good faith promptly upon request by the Union and continue for a reasonable period of time in order to exchange freely information, opinions, and proposals. In order that the meet and confer process may include adequate time for full consideration of the

proposals of both parties and for resolution of any impasse, either party may open negotiations as early as six (6) months before the MOU expires.

The City's recognition of the Union as the exclusive recognized bargaining representative is extended to include employee non-managerial, non-sworn, general employment job classifications designated by the City to be appropriate for Unit D, which are created during the term of this MOU.

## **1.2 Authorization for Payroll Deductions**

**1.2.1** The City shall rely exclusively on a written certification provided by an authorized representative of the Union requesting a deduction from Bargaining Unit members' salaries or wages confirming that the Union has and will maintain individual signed employee authorizations for deductions. After providing the required certification, the Union shall not be required to provide a copy of individual authorizations to the City unless a dispute arises about the existence or terms of the authorization.

**1.2.2** Except as otherwise provided, the City shall continue to deduct and remit contributions until it receives notice to change or cancel deductions from the Union, or it receives an order from a court or administrative body directing the City to change or cancel the deduction for one or more employees.

**1.2.3** Based on the certification from the Union described above, the City shall deduct, the amount of Union membership dues, as well as payment of any other program sponsored by the Union as may be specified by the Union under the authority of a written certification form provided by the Union. Dues deduction for any individual shall be made only upon the written request of the Union. The deductions, together with a written statement of the names and amounts deducted, shall be forwarded promptly to the Union office, at the address specified by the Union.

## **1.3 Change Or Cancellation of Deductions**

**1.3.1** With the exception of subsection (1.2.2) above, the Union is responsible for all decisions to initiate, change, and cancel deductions, and for all matters regarding an employee's revocation of an authorization, and the City will rely solely on information provided by the Union on such matters. The City will not advise nor resolve disputes between the Union concerning the amount of contributions, deductions, or revoking authorization of deductions.

**1.3.2** Dues deductions may be revoked only pursuant to the terms of the employee's written authorization maintained by the Union. The City shall direct employee requests to cancel or change deductions to

the Union. As required by state law, the City shall rely solely on information provided by the Union regarding whether deductions for the Union were properly canceled or changed.

#### **1.4 Indemnification**

The Union shall indemnify, hold harmless, and defend the City against any claim, including but not limited to any civil or administrative action, and any expense and liability of any kind, including but not limited to reasonable attorney's fees, legal costs, settlements, or judgments, arising from or related to the City's compliance with this Section. The Union shall be responsible for the defense of any claim within this indemnification provision, however, the City shall have the right to participate in, but not control, any litigation for which indemnification is sought with counsel of its own choosing, at its own expense; and provided further that the Union may not settle or otherwise resolve any claim or action in a way that obligates the City in any manner, including but not limited to paying any amounts in settlement, taking or omitting to take any actions, agreeing to any policy change on the part of the City, or agreeing to any injunctive relief or consent decree being entered against the City, without the consent of the City. This duty to indemnify, hold harmless, and defend shall not apply to actions related to compliance with this Section brought by the Union against the City.

#### **1.5 Union Officers and Stewards**

A written list of the Chapter Officers of the Union, Union Stewards, with the areas they represent, shall be furnished to the City immediately after their designation and the Union shall notify the City promptly of any changes of such Union Chapter Officers or Stewards.

#### **1.6 Union Bulletin Boards**

The City shall reserve a reasonable amount of space on bulletin boards within City buildings for the distribution of Union literature. All posted literature shall be dated, identified by affiliation, and neatly displayed, and removed from the bulletin board by the Union when no longer timely. The City agrees that identifiable Union literature shall not be removed from said bulletin boards without first consulting with the representative of the Union to determine if the literature should remain for an additional period of time. The Union shall not post literature that is discriminatory, harassing, or violates City policy or the law.

## **2. UNION RIGHTS**

### **2.1 MOU Maintenance by Employees**

The City agrees to allow a designated Union Steward release time to conduct MOU maintenance business (which may include training and other Union business) during regular working hours provided that the combined hours for all representatives performing such maintenance business shall not exceed a total of thirty (30) working hours per month. Leave time used shall be recorded with the date and purpose of the meeting/activity, and a list of those in attendance shall be provided to the Department Head and Personnel Officer each month. Approved release time for the purpose of contract negotiations shall not be included in the thirty (30) hour limit. Prior approval of the designated representative's supervisor is required before the conduct of Union business, and time spent in the conduct of Union business must be reported in the manner prescribed by departmental policy and the Employer-Employee Relations Resolution of the City. Whenever a person is hired in any of the job classifications covered by this MOU, City agrees to notify such person that Union is the recognized employee organization for employees in that classification.

### **2.2 Workshops**

The City agrees to engage in good faith efforts to update Department Heads and supervisory staff on any relevant MOU changes after ratification.

### **2.3 Labor-Management Meeting**

During the term of this MOU, the City and Union agree that consultation meetings may contribute to improved employer-employee relations. Meetings may be requested by either party. The party requesting the meeting shall submit a proposed agenda. With the concurrence of the receiving party, a date, time and location of the requested meeting may be set. It is not intended that any such labor-management meetings be for discussion of issues handled under other provisions herein or other documents setting forth prescribed meeting procedures such as grievance or disciplinary procedures.

### **2.4 New Employee Orientation**

**2.4.1** The City agrees that each newly hired Unit member shall participate in a thirty (30) minute mandatory, in-person Union on-boarding meeting, as small as one individual within the first thirty (30) calendar days from date of hire during regular working hours and onsite without loss in compensation.

**2.4.2** The City shall grant the Union Steward(s) release time without loss in compensation to conduct these meetings.

**2.4.3** The City Representative(s) shall be absent from the room during any sessions, meetings or training conducted by the Union, with newly hired Unit members.

**2.4.4** The City shall provide the Union with advance notice of any new employee onboarding meeting not less than ten (10) days' notice in advance of an orientation. A shorter notice may be provided in a specific instance where there is an urgent need critical to the City's operations that was not reasonably foreseeable, and the City shall send an electronic list of expected participant(s) at least forty-eight (48) hours in advance of the on-boarding meeting.

## **2.5 Bargaining Unit Report**

The City shall provide to the Union a Bargaining Unit Member Report in electronic format on a quarterly basis and upon request by the Union of all current employees covered by the Agreement, which shall include each employee's:

- Full Name
- Job Title
- Department
- Work Location
- Work Phone Number
- Home Phone Number (if collected)
- Mobile Phone Number
- Personal Email Address (if collected)
- Home Address

Within thirty (30) days of hire, the City shall provide this information to the SEIU Labor Representative for each new employee in the Bargaining Unit.

## **2.6 Indemnification**

The Union shall indemnify, defend and hold the City, its officers and employees harmless against any and all claims, demands, suits and from liabilities of any nature which may arise out of or by reason of any action taken or not taken by the City under the provisions of this Article.

## **2.7 Requests for employee information from external organizations**

The City will immediately provide the Union with a copy of any request for an external organization pursuant to the Public Records Act, Government Code Section 6250 et seq. or the Meyers-Milias-Brown Act, Government Code Sections 3500-3511 for any of the employees' information listed under "bargaining unit report" above.

### **3. CITY RIGHTS**

To ensure that the City is able to carry out its statutory functions and responsibilities, certain City rights will not be subject to the meet and confer process. These include, but are not limited to, the exclusive right to determine the mission of its constituent departments, commissions and boards; set standards of service; determine the procedures and standard of selection for employment, promotion and transfer; direct its employees; take disciplinary action; relieve its employees from duty because of lack of work or for other legitimate reasons; maintain the efficiency of government operations; determine the methods, means and personnel by which government operations are to be conducted; determine the content of job classifications; take all necessary actions to carry out its mission in emergencies; and exercise complete control and discretion over the technology of performing its work.

### **4. NON-DISCRIMINATION**

The City and the Union agree that discriminating against or harassing employees, applicants, or persons providing services to the City by contract because of their actual or perceived race, color, creed, religion, sex/gender, national origin, ancestry, physical disability, mental disability, medical condition (associated with cancer, a history of cancer, or genetic characteristics), HIV/AIDS status, genetic information, marital status, age, political affiliation or opinion, union membership or related legally permissible activities, gender identity, gender expression, sexual orientation, military or veteran status, or other protected category under the law, is prohibited. This paragraph shall not be construed to restrict or proscribe any rule, policy, procedure, order, action, determination or practice taken to ensure compliance with applicable laws.

### **5. SALARY COMPENSATION**

#### **5.1 Salaries**

Each unit member shall be paid in accordance with their placement on the Salary Schedule.

##### **5.1.1 Salary Adjustment**

Effective the start of the pay period in which City Council ratifies this Agreement, a base wage increase of three and one-half percent (3.5%) shall be made to the salary schedule.

Effective the first full pay period after July 1, 2026, a base wage increase of three and one-half percent (3.5%) shall be made to the salary schedule.

Effective the first full pay period after July 1, 2027, a base wage increase of four percent (4.0%) shall be made to the salary schedule.

**5.1.2 Equity Adjustments**

Effective the start of the pay period in which City Council ratifies this agreement, and based on the City's completed 2025 Compensation Survey, the base salaries of the classifications below will be increased by the following:

Administrative Technician	1.0%
Code Enforcement Officer	2.1%
Development Permit Supervisor	5.7%
Facilities Maintenance Lead	13.3%
Facilities Maintenance Supervisor	.50%
Planner II	2.0%
Principal Planner	1.7%
Recreation Coordinator	1.8%
Recreation Supervisor	4.5%
Senior Equipment Technician	.40%
Sustainability Program Coordinator I	.15%
Sustainability Program Coordinator II	.15%

**5.2 Step Raises**

**5.2.1** A step raise will become effective on the actual anniversary date (as appropriate, initial hire or promotion date) of the unit member. The salary schedule provides five percent (5%) between steps.

**5.2.2** Only unit members whose most recent evaluation is "meets standards" or better shall receive a step raise.

**5.2.3** Annual performance evaluations are to be completed one (1) week prior to the unit member's anniversary date. The supervisor shall review the evaluation with the unit member and the member shall have the right to submit a written response to accompany the evaluation in the member's personnel file, provided the unit member has signed the evaluation to acknowledge receipt. Unit members who do not receive their evaluation may contact their immediate Supervisor, Department Head or the Human Resources Division. If a unit member is eligible for a step increase and the performance evaluation has not been delivered to the member within sixty days of their anniversary, the member will receive the step increase retroactive to their anniversary.

### **5.3 Hourly Rates**

Hourly rates shall be calculated by dividing a full-time unit member's annual salary by 2080.

### **5.4 Overtime Rate of Pay**

Items included in determining the unit member's regular rate of pay for the purpose of contract overtime shall include:

- 5.4.1** the pay rate as established in the pay range of the unit member's classification,
- 5.4.2** educational incentive pay,
- 5.4.3** Special Project Pay (as outlined in Personnel Rules),
- 5.4.4** bilingual pay,
- 5.4.5** special assignment pay,
- 5.4.6** shift differential pay,
- 5.4.7** any other pay not excluded by 29 USC Section 207(e), and
- 5.4.8** Certification pay

### **5.5 Special Project Pay**

**5.5.1** Unit D employees shall be eligible for Special Project Pay using the criteria set forth in the City Personnel Rules.

### **5.6 Direct Deposit**

All unit members, absent extraordinary hardship, shall establish a direct deposit account in order to receive their paychecks.

### **5.7 Longevity Pay**

Unit members shall receive longevity pay based on the following schedule:

- a. 1.0% will be added to base pay and shall commence at the beginning of the 7<sup>th</sup> year of service to the City.
- b. An additional 1.0% (total of 2.0%) will be added to base pay and shall commence at the beginning of the 10th year of service to the City.

- c. An additional 1.0% (total of 3.0%) will be added to base pay and shall commence at the beginning of the 15th year of service to the City.
- d. An additional 1.0% (total of 4.0%) will be added to base pay and shall commence at the beginning of the 20th year of service to the City.
- e. An additional 1.0% (total of 5.0%) will be added to base pay and shall commence at the beginning of the 25th year of service to the City.
- f. An additional 1.0% (total of 6.0%) will be added to base pay and shall commence at the beginning of the 30th year of service to the City.
- g. An additional 1.0% (total of 7.0%) will be added to base pay and shall commence at the beginning of the 35th year of service to the City.

## **5.8 Salary Survey**

Prior to March 2027, the parties will begin meeting and conferring on comparable agencies and data to include in future salary surveys. The listed comparable agencies and existing frameworks for compensation will remain unchanged absent mutual agreement.

The survey will be completed no later than March 1, 2028.

## **6. HOURS OF WORK**

### **6.1 Regular Workday**

#### **6.1.1 Standard Schedule - 5/40**

- (a) The regular working day for a full-time unit member is eight (8) hours of work completed within not more than nine (9) consecutive hours, including an un-paid meal break.
- (b) Unless otherwise approved by the department head, the typical workday for unit members observing a 5/40 schedule with a one (1) hour meal break shall begin at 8:00 a.m. and end at 5:00 p.m.
- (c) The standard work period for unit members observing a 5/40 schedule shall consist of five (5) days, Monday through Friday inclusive. However, this schedule may be changed by the City Manager to any other consecutive five (5) day period, beginning and ending at any day and any time, to accommodate alternative work schedules.

**6.1.2 Alternative Schedule - 9/80**

- (a) The regular working day for a full-time unit member observing a 9/80 work schedule is nine (9) hours of work within a period not to exceed ten (10) consecutive hours, including an unpaid meal break; provided, however, the regular working day on alternate Fridays shall be eight (8) hours of work not to exceed nine (9) consecutive hours, including an unpaid meal break.
- (b) Unless otherwise approved by the department head, the typical workday for unit members observing a 9/80 schedule with a half (1/2) hour meal break shall begin at 7:30 a.m. and end at 5:00 p.m. on those days when the regular working day is nine (9) hours of work.

**6.1.3 Work Schedule for Maintenance Division/Option Schedule - 4/10/40**

- (a) With approval of the City Manager or designee, a schedule of four (4) consecutive weekdays worked at ten (10) hours per day and three (3) days off (“4/10 schedule”) may be implemented for the Unit D employees working within the Maintenance Division. A 4/10 schedule may be proposed by any work team within the Maintenance Division.
- (b) The City Manager or designee are under no obligation to approve any such proposal.
- (c) If the City experiences a detrimental impact on services, scheduling or increase in cost due to 4/10 schedules, the City may, at its sole option, revert to a “9/80” schedule following a ten (10) workday notice to affected unit members.
- (d) The workday for employees working a 4/10 schedule shall be ten (10) hours per day with a one-half (1/2) hour lunch, one fifteen (15) minute break in the morning and one fifteen (15) minute break in the afternoon.
- (e) Ten (10) hours of paid time will be granted for all holidays while employees are working a 4/10 schedule (see Section 10.4).

**6.1.4 Unpaid Meal Break**

- (a) The unpaid meal break shall not be less than one-half (1/2) hour, nor more than one (1) hour.

- (b) The meal break shall be scheduled between the 2nd and 5th hour of work.
- (c) A unit member may not "work through" their meal break and shorten the workday.

## **6.2 Rest Periods**

- 6.2.1** A full-time unit member shall receive two fifteen (15) minute rest periods, with pay, each day. The rest period shall be scheduled by the appropriate supervisor at or near the mid-point of the first half and second half of the unit member's shift.
- 6.2.2** A unit member may not "work through" rest periods and extend the meal break or shorten the workday.

## **6.3 Work Period/Days**

### **6.3.1 Standard Schedule - 5/40**

A regular work period shall be forty (40) hours to be worked within a seven (7) day period beginning at 12:01 a.m. on Sunday and ending at 12:00 midnight the following Saturday.

### **6.3.2 Alternative Schedule - 9/80**

- (a) A regular work period under the 9/80 schedule shall be eighty (80) hours worked within a fourteen (14) day period beginning at 12:01 p.m. on Friday and ending at 12:00 noon on the 14th day thereafter.

### **6.3.3 Non-Standard Days/Hours**

Neither the Standard Schedule, nor the Alternative 9/80 Schedule, shall apply to employees of departments which require different schedules of work to meet operational and service objectives of City departments. Nonstandard hours and days of work for employees shall be as established in writing by the City Manager.

## **6.4 Schedule Change**

Except in cases deemed to be an emergency by the Department Head involved, unit members will be given ten (10) working days' notice prior to any change in their work schedule.

## **7. OVERTIME**

### **7.1 Overtime Definition**

#### **7.1.1 FLSA Standard**

Except as otherwise specified in this MOU, all overtime shall be paid in accordance with the Fair Labor Standards Act (FLSA).

#### **7.1.2 Flexible Schedules**

Due to the requirements of the FLSA, overtime occurs after forty (40) hours of time worked in a Standard Schedule (excludes leave time and leave without pay time) in one (1) week. Therefore, unit members eligible for a flexible hours schedule (see 6.5) shall not schedule their work in a manner that will incur overtime.

#### **7.1.3 Overtime Rates**

In addition to daily overtime (hours in excess of eight (8), or the unit member's daily scheduled hours, if higher than eight (8)), the following special overtime rates shall apply:

- (a) double time (2.0) for time worked in excess of sixteen (16) consecutive hours;
- (b) double time (2.0) for hours worked on a holiday. 7.1.4 Prior Approval

Except in emergency circumstances, all overtime must be approved in advance by a supervisor. See Section 7.7 below.

#### **7.1.4 Compensatory Time Off (CTO) In Lieu of Pay**

- (a) With the approval of the unit member's supervisor, a unit member may elect to receive CTO in lieu of overtime pay. All CTO is subject to the provisions set forth in Section 7.6 below.
- (b) CTO shall be earned and accrued at the rate appropriate for either overtime or extra hours.

### **7.2 Part-Time Positions**

All regular unit members, including part-time positions, when working more than their regular shift (8 hours, 9/80 or 10 hours) shall be paid overtime or accumulate compensatory time off, as identified in Sections 7.1 and 7.6.

### 7.3 Eligibility

For the purposes of overtime eligibility, unit members covered by the MOU are allocated to the following groups:

Group A: FLSA non-exempt positions that are eligible for overtime:

**Building:**

Senior Building Inspector  
  
Building Inspector II  
Building Inspector I  
Senior Code Compliance Officer

**Finance:**

Payroll and Accounting Technician  
Senior Accounting Assistant  
Accounting Assistant II  
Accounting Assistant I

**Information Technology:**

Network and Systems Administrator  
Technology Business Analyst  
I.T. Technician

**Maintenance:**

Maintenance Supervisor  
Senior Equipment Technician  
Equipment Technician  
Senior Management Worker  
Maintenance Worker  
Facilities Maintenance Supervisor  
Facilities Maintenance Lead  
Worker  
Custodian

**Clerical:**

Development Permit Supervisor  
Office Supervisor  
Application Support Technician  
Senior Office Assistant  
  
Reprographics Technician  
Reprographics Assistant  
Office Assistant II  
Office Assistant I

**Engineering:**

Principal Engineering Technician  
Senior Engineering Technician  
Engineering Technician II  
Engineering Technician I

**Recreation:**

Recreation Supervisor  
Recreation Coordinator  
Gymnastics Instructor

**Planning:**

Planner I  
Planner II

Group B: FLSA-exempt positions accountable for results only — are not eligible for overtime:

Principal Planner

Senior Planner

## **7.4 Standby**

### **7.4.1 General**

When, after the unit member's regular work period, they are required by written order of Department Head to leave work where they may be contacted to return to work if needed within a reasonable period of time, the unit member shall receive one (1) hour pay at the overtime rate for each eight (8) hour period or portion thereof they are required to remain on standby outside of the employee's regular work schedule and is not called back to work. Standby premium pay is not included as hours worked in regular rate of pay (unless it is connected to actual hours worked).

### **7.4.2 Holidays**

If the standby is assigned on a holiday, the member shall receive one (1) hour pay at the double-time (2.0) rate for each eight (8) hour period or portion thereof they are required to remain on standby outside of standard work hours and days of work and are not called back to work.

### **7.4.3 Transportation**

- (a) Depending on the availability of an appropriate vehicle, as determined by the Maintenance Superintendent, a member shall be provided a City vehicle for transportation to and from work while on standby.
- (b) In the absence of an appropriate vehicle, the member shall be paid mileage for travel to and from Novato and the member's residence if required to report to work while on standby. Mileage shall be paid at the reimbursement rate established by the IRS.

## **7.5 Callback**

### **7.5.1 Four Hour Minimum**

A unit member who has departed from their work location and is called back to work, is guaranteed a minimum of four (4) hours compensation. If the callback exceeds four (4) hours in duration, the unit member will be compensated for the actual hours worked.

### **7.5.2 Rate of Pay**

Callback time shall be paid at the overtime rate and is not included as hours worked in regular rate of pay.

### **7.5.3 Start of Callback Assignments and Reporting to Work**

Compensation for callback will begin once the unit member has accepted the assignment. Upon accepting the callback, the unit member will report to work without delay.

### **7.5.4 Meal Break**

If a Callback exceeds two (2) hours and immediately precedes the start of the unit member's normal shift, the unit member will be provided a thirty (30) minute paid meal break at the first practical opportunity. The meal will be paid in accordance with the City's travel and training policy.

### **7.5.5 Callback from Standby Status**

If the unit member has been placed on Standby in accordance with Section 7.4 of the MOU and is required to return to work, this will constitute a Callback and the unit member will be compensated as indicated above.

### **7.5.6 Early Start**

If a member has already arrived at their work location prior to the start of their normal shift and is asked to begin work early, they are eligible to receive overtime for the actual hours worked prior to the normal start time, but it will not constitute Callback and will not be compensated as described above. In this case, overtime pay for time worked will only be paid if the unit member works their full shift.

### **7.5.7 Rotation**

As reasonably possible, Callback shall be rotated among unit members in the affected classification. Exceptions shall be made for specialty skills (e.g. backhoe, irrigation/sprinkler systems, special licenses).

## **7.6 Compensatory Time Off (CTO)**

### **7.6.1 Eligibility**

Only unit members eligible for overtime may accumulate CTO (see 7.3).

### **7.6.2 Eighty Hour Cap**

A unit member may accumulate up to eighty (80) hours of CTO.

### **7.6.3 Scheduling and Use**

All CTO must be scheduled in advance and requires supervisory approval. CTO may be taken off in minimum increments of one-quarter (1/4) hour.

### **7.7 Distribution of Scheduled Overtime**

The opportunity for scheduled overtime shall be equitably distributed by management among the qualified members of the division. The City will continue the existing practice for emergency overtime. In addition, the distribution for overtime for all maintenance worker positions will occur as detailed in Appendix B.

### **7.8 Limitation of Overtime**

It is the policy of the City to keep all overtime usage to a minimum. Overtime payment will be controlled by funds authorized in the approved budget. This policy extends to all varieties of overtime usage including holdover, callback and standby. Prior written authorization of the Department Head must be secured and communicated to the unit member.

In an emergency, if it is impossible or impractical to secure advance authorization from the Department Head, the supervisor may authorize paid overtime.

Overtime shall be compensated to the nearest one-quarter (1/4) hour. This shall apply to accumulation of all overtime during a work period.

## **8. SHIFT DIFFERENTIALS**

### **8.1 Eligible Employees**

The City shall pay shift differentials to unit members occupying classifications which are eligible for overtime under this MOU on the following basis:

#### **8.1.1 Excludes 8AM to 5PM**

Such a unit member shall be eligible for shift differential for all hours worked on a regularly assigned shift providing at least eight (8) consecutive hours have been worked on a shift other than the shift from 8:00 a.m. to 5:00 p.m.

Unit members working a 9/80 schedule shall be eligible for shift differential for all hours worked on a regularly assigned shift providing at least nine (9) consecutive hours have been worked other than between 7:00 a.m. and 6:00 p.m.

## **8.2 Shift Differential**

For all hours worked on a regularly assigned work shift in which at least one (1) hour falls between 5:00 p.m. and 12:00 midnight, the rate of five (5%) percent shall be added to the regular base rate of pay for all hours worked within that 5:00 p.m. to 12:00 midnight time period.

For unit members working a 9/80 schedule, all hours worked on a regularly assigned shift in which at least one (1) hour falls between 6:00 p.m. and 12:00 midnight, the rate of five percent (5%) shall be added to the regular base rate of pay for all hours worked within that 6:00 p.m. to 12:00 midnight time period.

### **8.2.1 Shift Differential/12 Midnight to 8AM**

For all hours worked on a regularly assigned work shift in which at least one (1) hour falls between 12:00 midnight and 8:00 a.m., the rate of seven and one-half percent (7.5%) shall be added to the regular base rate of pay for all hours worked within that 12:00 midnight to 8:00 a.m. time period.

For unit members working a 9/80 schedule, all hours worked on a regularly assigned shift in which at least one (1) hour falls between 12:00 midnight and 7:00 a.m., the rate of seven and one-half percent (7.5%) shall be added to the regular base rate of pay for all hours worked within that 12:00 midnight to 7:00 a.m. time period.

### **8.2.2 Senior Maintenance Worker Sweeper**

Unit members classified as Senior Maintenance Worker assigned to the street sweeper shall be paid the appropriate shift differential for all hours worked on a swing or graveyard shift.

### **8.2.3 Flex Time**

Unit members working a flexible hours schedule (see Section 6.6), or who work between the hours of 5:00 p.m. and 8:00 a.m. for their own convenience and who are not assigned to do so by their supervisor, are not eligible for shift differential.

Unit members who work a 9/80 schedule and are on flex time or work between the hours of 6:00 p.m. and 7:00 a.m. for their own convenience and who are not assigned to do so by their supervisor are not eligible for shift differential.

#### **8.2.4 Regularly Assigned Shift**

Regularly assigned shift means that when a unit member is assigned to work a shift, their supervisor has every expectation that the shift will continue for an extended period of time.

### **8.3 Work In Higher Class**

A unit member who is assigned to work in a position in a higher classification for a period of four (4) or more consecutive full regular workdays shall be paid at least five percent (5%) more than their base rate or at the entrance step of the range of the higher classification, whichever compensation is greater.

However, certain skill-related positions may be compensated immediately for work in a higher position where, as determined by the Department Head, the higher position requires skills different from the occupied position and that the individual proposing to work in the higher position has the skills necessary with no additional training. Work in a higher class shall only be assigned if the unit member is responsible for a substantial portion of the essential functions normally assigned to the higher-class position, including, but not limited to, actively managing unit operations and supervising the staff that report to the position and independently rendering judgments and making decisions typically reserved to the higher position. Work in a higher class shall not be assigned for performing routine work that does provide substantial relief to the manager or supervisor of the higher-class position, and it shall not be granted as part of a training program.

All work in a higher position shall be approved in advance by the City Manager or their designee based on the recommendations of the unit member's Division Manager, Department Head and the Human Resources Manager.

## **9. OTHER COMPENSATION AND BENEFITS**

### **9.1 Educational Incentive**

The following tuition reimbursement and educational incentive payments shall continue to be made available:

1. Tuition reimbursement may be made up to One Hundred Fifty Dollars (\$150) per fiscal year in accordance with established City policy.
2. Educational incentive payments may be made in the amount of Twenty Dollars (\$20) per month for level one reimbursement and Forty Dollars (\$40) per month for level two reimbursement.

## **9.2 Uniform Allowance**

**9.2.1** Each unit member in the Maintenance Worker series (in the Corporation Yard) shall receive an annual clothing allowance of Three Hundred Dollars (\$300.00). The clothing allowance shall be earned at the rate of Twenty-Five Dollars (\$25) per month.

**9.2.2** Each unit member in the Reprographic Technician classification and each Senior Office Assistant working in the Maintenance Yard, shall receive an annual clothing allowance of One Hundred Twenty Dollars (\$120). The clothing allowance shall be earned at the rate of Ten Dollars (\$10) per month.

**9.2.3** Employees who terminate their services or who are released from duty may be required to return a portion of the clothing allowance. The amount to be returned will be prorated based on the length of employment.

**9.2.4** The uniform allowance will be paid in the first pay period in January of each year. Any employee hired into the above referenced classifications and eligible for a uniform allowance shall have the allowance prorated based on the number of months remaining in the calendar year.

### **9.2.5 City Contribution—Safety Boots**

Each unit member employed in a field-based position, construction oversight position, or Maintenance Worker and Building Inspector series shall be entitled to receive a reimbursement of Two Hundred Dollars (\$200.00) each year for the purchase of OSHA approved hard-toed boots.

## **9.3 City Contribution—Renewal Commercial Driver's License**

**9.3.1** In accordance with 8.3.2 below, the City will reimburse a unit member who is required to possess or obtain a Class A (or Class B) California Driver's License for the cost of the license.

**9.3.2** The City's required contribution, during the term of this MOU, shall cover the actual cost of the license renewal.

## **9.4 Mileage Reimbursement**

### **9.4.1 IRS Rates**

Mileage to be paid at the current IRS rates for travel to alternative work locations (i.e. not City buildings) and any pre-approved travel subject to Travel Policy. When an employee is required to report

during off-duty hours, mileage from home to the work location can be claimed.

## **9.5 Bilingual Pay**

Upon recommendation of the Department Head, a unit member who is assigned to a position that requires fluency in English, and in a second designated language, shall receive an additional five percent (5%) of base compensation. To receive bilingual pay, the unit member shall have demonstrated language fluency in the designated language to the City's satisfaction and must provide bilingual services within the scope of their position and as otherwise directed by the City. Payment shall be made each pay period that the unit member is assigned to the position and required to perform bilingual services. This pay is not retroactive and will commence the first full pay period after passing of the language test to the City's satisfaction.

## **9.6 Certification Incentive**

Effective the first full pay period in July 2021, members shall receive premium pay of one percent (1.0%) for a license or certification which benefits the City.

The following licenses and certifications shall be eligible for premium pay: class A Driver's License, pesticide applicators certification (QAC) or pesticide control advisor (PCA), Backflow Certification, Certified Playground Safety Inspector, Aquatic Facility Operator, ASE Master Certification, Signal Tech 2/3, CACEO Certified Code Enforcement Officer, Property Maintenance & Housing Inspector, B5 Building Inspector, ES Electrical Inspector, MS Mechanical Inspector, P5 Plumbing Inspector, R.5 Residential Combination Inspector, CS Commercial Combination Inspector, C3 Combination Plans Examiner, C8 Combination Inspector, American Institute of Certified Planners (AICP) Certification, Lifeguard Training Instructor, Water Safety Instructor and certified park and recreation professional (CPRP).

Members shall be eligible for premium pay for only one certification or license.

## **9.7 Employee Discount Program**

Each Unit member and eligible family member shall receive a 50% discount on all youth and adult programs, services and facility rentals administered by the City of Novato Parks, Recreation, and Community Services Department. All employees, regardless of their residency status, will receive Novato Resident Rates in addition to this discount. Eligible family members are defined as immediate members of the employee's household.

In the event a refund for a program, service or facility rental is needed, the employee will receive a full refund minus the discounted amount covered by the City.

The Employee Discount Program will remain in effect for the length of this MOU and will expire on June 30, 2028 unless it is mutually agreed upon by the parties to continue.

**10. HOLIDAYS**

**10.1 Paid Holidays**

Each unit member covered by this MOU shall receive fourteen (14) paid holidays per year:

<b>HOLIDAY</b>	<b>OBSERVED</b>
New Year's Day	January 1
Martin Luther King Day	Third Monday in January
Presidents' Day	Third Monday in February
Memorial Day	Last Monday in May
Juneteenth	June 19
Independence Day	July 4
Labor Day	First Monday in September
Veterans Day	November 11
Thanksgiving Day	Fourth Thursday in November
Day after Thanksgiving	Fourth Friday in November
Christmas Eve	December 24
Christmas Day	December 25
New Year's Eve	December 31
One (1) floating holiday	To Be Determined

**10.2 Special Circumstances**

**10.2.1 General Intent**

It is the intent of this MOU that all full-time unit members receive fourteen (14) paid holidays regardless of their assigned work week.

**10.2.2 Holiday on Saturday**

When a holiday falls on a Saturday, the preceding workday (which is not also a holiday) shall be deemed the holiday.

**10.2.3 Holiday on Sunday**

When a holiday falls on a Sunday, the following workday (which is not also a holiday) shall be deemed the holiday.

#### **10.2.4 Work on a Holiday**

When a unit member eligible for overtime is required to work on a holiday or when the holiday falls on a unit member's regular day off, they shall receive straight time payment for that day or may choose not to take payment but select another day as holiday leave with pay during the fiscal year with the consent of the Department Head.

#### **10.2.5 9/80 Schedule/Off Friday**

When a holiday falls on an off Friday for unit members observing a 9/80 schedule, the holiday shall be observed on the Thursday immediately preceding the off Friday. If holidays fall on both the off Friday and the Thursday preceding the off Friday, the holiday shall be observed on the Wednesday immediately preceding the off Friday.

#### **10.2.6 4/10 Schedule/Off Friday**

When a holiday falls on an off Friday for unit members observing a 4/10 schedule, the holiday shall be observed on the Thursday immediately preceding the off Friday. If holidays fall on both the off Friday and the Thursday preceding the off Friday, the holiday shall be observed on the Wednesday immediately preceding the off Friday.

#### **10.2.7 Paid Status**

To receive pay for a holiday, the unit member must have been in paid status on their regularly scheduled workday immediately preceding and succeeding the holiday.

### **10.3 Floating Holiday**

The floating holiday may be taken at any time during the fiscal year with the prior approval of the unit member's Department Head. The floating holiday shall not be used incrementally and must be used for one shift.

The floating holiday will be granted at the start of the fiscal year or at time of hire. The floating holiday may not be accumulated and carried forward to the next fiscal year.

**10.4 Accounting for Holidays**

**10.4.1 Credited Hours**

Holiday pay will be counted in eight (8) hour increments if the unit member is working on an 8/40 schedule; nine (9) hour increments if the unit member is working on a 9/80 schedule; and ten (10) hour increments if the unit member is working on a 10/40 schedule.

**10.4.2 Alternate Work Schedules**

The Assistant City Manager (or their designee) will make determinations on a case-by-case basis to ensure that unit members on alternate work schedules are not adversely affected by the manner in which holidays are accounted.

**11. VACATION**

**11.1 Vacation Accrual Rates**

Unit members shall earn vacation in accordance with the following vacation entitlement schedule:

SERVICE	ACCRUAL RATES	
	Hours Per Year	Hours Per Pay Period
First Year	80	3.08
Second Year	88	3.38
Third Year	96	3.69
Fourth Year	104	4.00
Fifth Year	112	4.31
Sixth Year	120	4.62
Seventh Year	128	4.92
Eighth Year	136	5.23
Ninth Year	144	5.54
Tenth Year	152	5.85
Twelfth Year	160	6.15
Fifteenth Year	168	6.46
Seventeenth Year	176	6.77
Twentieth Year	184	7.08

**11.1.1 Cap on Vacation Accrual**

Unit members may accrue no more than two hundred seventy (270) hours of vacation time. When a unit member reaches their maximum vacation accrual, no further vacation will accrue until the

unit member's accrual is decreased below the allowed maximum of two hundred seventy (270) hours.

### **11.1.2 Exception When City Cancels Vacation**

If a unit member has scheduled vacation, and the City cancels that vacation, the unit member will be allowed to accrue more than the two hundred seventy (270) hour maximum until the City either schedules the unit member for vacation or grants a subsequent request for vacation from the unit member.

## **11.2 General Provisions**

### **11.2.1 Vacation Credit**

A unit member is eligible to accrue vacation upon the first day of employment. Vacation leave time shall be accrued as it is earned, odd fractions rounded to the nearest tenth. Earned vacation is credited to the unit member at the end of each qualifying pay period.

### **11.2.2 Vacation Usage**

The times during which a unit member may take vacation shall be as approved by the Department Head with the approval of the City Manager, provided that if the requirements of the City service are such that part or all of a unit member's vacation must be deferred beyond a calendar year, the unit member may take vacation during the following calendar year.

Vacation time shall not be taken until earned and shall be subject to all other provisions of this MOU. Vacation may be scheduled and used in a minimum of one (1) hour increments.

### **11.2.3 Vacation Schedule**

In the scheduling of employee vacations, Department Heads will give first consideration to employee choice. In the event of a conflict or a dispute among employees, reasonable recognition of seniority and annual rotation will be used to resolve such conflict or dispute. Authorization of use of any vacation time shall continue to be subject to organizational needs.

### **11.2.4 Vacation Deferral**

It is the policy of the City that unit members take their normal vacation each year; provided, however, with the prior written approval of the City Manager, an unit member may take less than

a normal vacation in one year and carry the balance of their earned time over to the next year. The maximum vacation that may be deferred from one anniversary date to the next is two hundred seventy (270) hours unless due to special circumstances the City Manager has granted a specified extension of time.

#### **11.2.5 Probationary Employees**

Notwithstanding written permission from a supervisor, employees will be permitted to use accrued vacation leave only after six (6) months of employment subject to the approval of the Department Director.

#### **11.2.6 Effect of Termination on Accrued Vacation**

Upon termination of a unit member's service with the City, they shall be paid a lump sum for all accrued and unused vacation hours.

#### **11.2.7 Status Report of Accrued Vacation Leave**

The City will provide to each unit member on their paycheck stub an official record of their accrued vacation leave. Employees may verify their vacation balances on eSuite. Verification of a unit member's official accrued vacation leave record will be provided by the City based on a reasonable request for such verification. Unit members may contact the City at [HR@novato.org](mailto:HR@novato.org).

### **11.3 Vacation Redemption**

Once each year, on their employment anniversary date, a unit member may sell back to the City up to forty (40) hours of accrued and unused vacation. To receive compensation, the unit member:

- (a) must notify the City in writing (by December 31st of the calendar year preceding the year in which they intend to complete the vacation redemption) of the number of vacation hours to be redeemed;
- (b) The vacation requested will be paid with the second paycheck in January following the December request.
- (c) Accrued vacation hours shall be reduced by the number of hours for which they are compensated.

## **12. SICK LEAVE**

### **12.1 General**

#### **12.1.1 Accrual**

Each unit member shall be entitled to nine (9) hours of sick leave accrual with pay for each qualifying month of service.

Sick leave is credited to the unit member at the end of each qualifying pay period. There is no limit to sick leave accrual.

#### **12.1.2 Usage**

A leave granted under this provision for one of the following reasons shall be known as "sick leave".

(a) **Employee's Illness/Injury**

Sick leave with pay, up to the total number of accumulated sick hours, shall be granted by the Department Head in case of bona fide illness or injury of the unit member or "Family Member." "Family Member" means the Eligible Employee's child (biological, adopted, or foster child, stepchild, legal ward, child of spouse, child of domestic partner, or child of Eligible Employee standing in loco parentis (i.e., in place of a parent) regardless of age or dependency status of the child), spouse, registered domestic partner, grandparent; grandchild, sibling, parent (biological, adoptive, or foster parent, stepparent, or parent of spouse or domestic partner), or legal guardian of the Eligible Employee or the Eligible Employee's spouse or registered domestic partner, or a person who stood in loco parentis when the Eligible Employee was a minor child; or "designated person" per 12-month period for paid sick days as defined under Labor Code section 245.5.

An employee may designate one (1) "designated person" at any time, including the time leave is requested, as long as no more than one (1) "designated person" is designated per 12-month period. However, if the "designated person" passes away, then the Eligible Employee may identify a new "designated person." If the Eligible Employee wishes to identify a new "designated person" for the remainder of the 12-month period, then they must submit documentation of the death of the "designated person," which includes: death certificate, published obituary; written verification of death, burial, or memorial services from a mortuary, funeral home,

burial society, crematorium, religious institution, or governmental agency; employee written attestation; etc. This documentation must be submitted with the Eligible Employee's request for Paid Sick Leave.

### **12.1.3 Return to Duty**

If a unit member has been absent for more than five (5) consecutive calendar days, or has been absent due to extenuating circumstances, they may be asked (at the City's discretion) to either undergo a fitness for duty physical (paid for by the City) or to provide a certificate from their medical doctor verifying fitness for duty.

### **12.1.4 Conversion of Sick Leave to Personal Necessity Leave**

- (a) A unit member may convert one day of sick leave per calendar year to personal necessity leave provided that the employee has a bank of at least forty (40) hours of sick leave remaining after the conversion. Such leave shall be treated in the same manner as vacation leave for the purposes of reporting and scheduling but shall have no cash value and may not accrue beyond the fiscal year.
- (b) Personal necessity leave shall be used for business of a serious nature which cannot reasonably be dealt with outside of normal working hours. This leave may be used in half (1/2) day increments.

## **12.2 Sick Leave Transfer**

Unit D employees will have the ability to transfer earned sick leave to other employees in Units participating in this program, subject to the following Personnel Rules:

Employees may transfer sick leave to a sick leave donation bank, as long as the transferor maintains a minimum of 40 hours of sick leave in their own sick leave bank. All transfers of sick leave to the sick leave donation bank shall be anonymous to the transferee. A transferee is not eligible to utilize donated sick leave from the sick leave donation bank unless the transferee has exhausted all other paid leave. Any donated sick leave which is not used by the eligible employee (transferee) during their illness or emergency shall be returned to the transferor. To the extent that the City has established a sick leave transfer or donation program, employees separating from City service, for any reason, may not donate sick leave to another employee under the sick leave donation program.

### **12.3 Bereavement Leave**

**12.3.1** The City shall grant an employee up to five (5) working days of paid bereavement for the death of a parent, child, spouse, grandparent, spouse's parent, spouse's child, spouse's grandparent, grandchild, sibling, step-child, step-parent, step-sibling, or domestic partner of the unit member.

Bereavement leave is not required to be taken consecutively. All bereavement leave must be exhausted within three (3) months of the date of the death of the family member.

The above bereavement clause shall also apply in the event of a reproductive loss for an employee. The City agrees to maintain employee confidentiality related to the reproductive loss leave.

Requests for use of bereavement leave for the death of individuals not listed within this article or for an extension of the three (3) month time period may be made to Human Resources subject to City Manager, or designee, approval.

### **12.4 Sick Leave — Conversion at Time of Retirement**

Accumulated sick leave will be credited to unit member's length of service upon retirement from the City of Novato and will become a part of the calculation upon which PERS retirement benefits are established.

### **12.5 Doctor/Dentist Visits**

Sick leave may be used for doctor or dentist visits or to obtain medical or dental care for unit member or unit member's immediate family member, as defined in the CFRA, subject to advance approval by the Department Head.

## **13. INDUSTRIAL ACCIDENT LEAVE**

### **13.1 First Five Days**

In cases where Worker's Compensation is not immediately payable, the City will provide full pay, without charges against sick leave, during the first five (5) days off work and any portion thereof, following an industrial accident.

#### **13.1.1 This payment will be provided if the City determines that:**

- (a) The accident is, in fact, work related.
- (b) Time off work is necessary as determined by City's physician.

- (c) The duration of the time off work is necessary as determined by City's medical examiner.

**13.1.2** Any compensation insurance payments received by the unit member, except for payments received for permanent or partial disability not associated with current injury, shall be deposited in the City treasury for this five (5) day period.

### **13.2 After First Five Days**

After the first five (5) days, or if not in conformance with the above criteria, accumulated sick leave shall be applied to time off work following an industrial accident in a proportionate amount which, when added to Worker's Compensation benefits, provides compensation benefits equal to eighty-six percent (86%) of the employee's wage or salary.

### **13.3 Choice of Physician**

The unit member has the right to notify the City, in writing, prior to an injury, of their choice of physician should the unit member be injured. If the unit member does not make this prior notification, the City has the right to require that the treatment be provided by a City designated medical examiner during the first thirty (30) days after the injury in accordance with Sections 4600 and 4601 of the Labor Code. This does not preclude the unit member from seeking emergency treatment from a physician of the unit member's choice, or from being evaluated by a doctor of the unit member's choice even while under treatment from the City's medical examiner. In such circumstances, other than in emergency situations, use of a personal physician would be at unit member's expense.

If the unit member is still in need of medical care thirty (30) days after the work related and reported injury, the unit member has the right to be treated by a doctor of their choice.

### **13.4 Length of Leave**

Industrial accident leave shall begin on the first day of such absence and shall continue for the length of the approved medical leave. When a unit member is on industrial accident leave status and such industrial accident leave time due the unit member has been exhausted, subsequent leave of absence shall first be charged to sick leave accruals, then to compensatory time accruals, and then to vacation accruals. An exception shall be made if such would cause a unit member to lose vacation which could not be carried forward.

### **13.5 Continuation of Medical Benefits**

The City will continue its contribution for medical benefits for a period of up to eight (8) weeks per event for unit members on leave without pay status as the result of on-the-job injuries or illness.

### **13.6 Safety Incentive Program**

The City and Unit D agree to participate in a safety holiday incentive program with the goal of reducing workers' compensation costs. This program is established for Facilities Maintenance Lead worker and Maintenance and Custodial employees. Clerical employees are not eligible for the Safety Incentive Program.

Employees of the Maintenance Worker and Custodian classifications will be placed in one of three sections:

- Parks and Landscaping
- Streets
- Custodian and Maintenance Specialists

**13.6.1** If all employees within the Maintenance Worker and Custodian classifications in a designated section complete six (6) months without a work-related injury or illness resulting in more than one-half day (1/2) of lost time, a "Safety Holiday" will be granted to all employees of that section.

**13.6.2** For part-time employees in these sections who are eligible for benefits, the holiday will be prorated. The safety holiday can only be taken in full one (1) day intervals and must be taken within six (6) months of the award; provided, however, that the time may be extended with approval of the Assistant City Manager. The day may be taken as a day off for the whole section or as an individual day off, subject to the approval of the Department Head.

### **13.7 Light Duty Assignments**

The Maintenance Division will provide light duty work assignments, if available, to qualified employees as a method for facilitating the injured employee's return to work. Possible light duty work assignments are listed in Appendix C. This list is intended to aid discussion between the City and the employee about opportunities for light duty assignments. It is not intended as an exhaustive or exclusive list and does not limit the parties' discussion in a manner that is inconsistent with state and federal law.

**13.7.1** The duration of the light duty assignment will depend on a number of factors, including whether the employee is demonstrating

reasonable progress toward returning to full duty by a lessening of work restrictions.

**13.7.2** To be eligible for a light duty assignment:

- (a) The employee must have a release from a physician. The release must clearly state any work restrictions. The City reserves the right to use its own physician.
- (b) Assignments are made by the Supervisors.

**14. SPECIAL LEAVE**

**14.1 Miscellaneous Leave With Pay**

A unit member shall be granted leave of absence with full pay for:

**14.1.1** Jury service;

**14.1.2** Subpoena of them as a witness; or

**14.1.3** Attendance in court resulting from their official duties as assigned by the City Manager.

Paid leaves of absence will not apply if an absence for any of the above reasons falls on a day which is not a regularly scheduled workday, including the 9/80 day off.

Any extra compensation received by the unit member for the above (travel time exempt) shall be remitted by the unit member to the City.

**14.2 Leave of Absence Without Pay**

Leave of absence without pay is intended to serve the purpose of covering unforeseen or special events and where other leave balances are not available. Approval by the Human Resources Manager for periods not exceeding a total of five (5) days is required. Unpaid leave in excess of a total of five (5) days and up to one (1) year shall require City Manager approval. During such leaves of absence, benefits will not be paid unless the unit member elects to reimburse the City for cost; sick leave, vacation or holiday benefits will not be accrued or paid. All leaves of absence without pay must be approved in writing.

Leaves of Absence without pay will also be granted in accordance with the Family Medical Leave Act (FMLA) and the California Family Rights Act (CFRA).

The City shall comply with the requirements of FMLA and CFRA, as they are in effect or may be amended during the term of this MOU.

### **14.3 Family Care and Medical Leave**

The parties acknowledge the obligation of the City to enforce the rules and regulations set forth in the FMLA and CFRA.

Per the FMLA and CFRA, employees are eligible to use applicable leave accruals prior to taking unpaid leave.

### **14.4 Paid Parental Leave**

Effective July 1, 2023, or the first full pay period following City Council approval of this MOU, any full time, regular or probationary employee who has been continuously employed by the City for at least 12 months prior to the start of the leave shall be eligible for Paid Parental Leave (PPL) to use within 12 months of the following eligible events which occurred on or after ratification and approval of this MOU:

1. Birth of a child of the employee, the employee's spouse, or the employee's domestic partner.
2. Placement of a child with the employee's family for adoption or guardianship.

PPL does not apply to the adoption of a stepchild by a stepparent.

For the purposes of PPL, the definition of "parent" and "child" are as defined by the California Family Rights Act.

Eligible employees shall be granted 320 PPL hours to use within 12 months of the qualifying event for the purposes of disability due to pregnancy and/or parental bonding. Regular part-time employees shall be eligible for a prorated number of PPL hours, based on scheduled hours of work.

PPL is based on a 12-month rolling calendar. No more than 320 PPL hours may be used in any 12- month period. PPL may not be used or extended beyond this 12-month time frame and any unused PPL will be forfeited at the end of the 12-month period for the qualifying event

Upon termination of the employee's employment at the City, they will not be paid for any unused PPL for which they were eligible.

If a City holiday occurs while the employee is on PPL, such day will be charged as holiday pay and will not be counted against the employee's allotted PPL.

PPL is based on the employee's regularly scheduled hourly base wage. It is considered "paid status" for the purpose of merit, seniority, benefit premium contributions, vacation and sick leave accrual, and City benefit eligibility and contributions.

PPL counts towards retirement service credit.

PPL shall be used in a block of continuous time or on an intermittent or reduced schedule as approved by the eligible employee's supervisor. Intermittent leaves must be arranged and approved by the employee's supervisor in advance.

PPL shall run concurrently with Pregnancy Disability Leave/FMLA/CFRA or any other protected leave. PPL is supplemental to any other paid leave benefit that an employee may be eligible for.

## **15. PROFESSIONAL LEAVE**

### **15.1 Eligible Unit Members**

In recognition of the irregular hours and time required by employees in professional positions in the Planning Division and Information Technology who are exempt from overtime provisions, a professional leave program was established effective July 1, 1975.

**15.1.1** At times approved by the Department Head, employees in the classifications of Principal Planner, Senior Planner and Network & Systems Administrator will be granted professional leave equal to the amount of time worked beyond the standard work week.

**15.1.2** These positions are exempt from Fair Labor Standards Act provisions for overtime. It is understood that by virtue of their assignments, professional employees are non-time related and that work hours other than the normal workday are a reasonable requirement of the professional classifications.

### **15.2 Pay in Lieu**

If, in the judgment of the City, it becomes practical to pay for time spent beyond the customary work week, such compensation will be one and one quarter (1-1/4) times the base rate of pay.

### **15.3 Limit on Accrual**

Eligible employees shall be permitted to accrue up to eighty (80) hours of professional leave.

#### **15.4 Pay on Separation**

Accumulated professional leave time will be paid in cash at one and one-quarter (1-1/4) times the regular rate of pay upon termination.

### **16. BENEFITS AND INSURANCE**

#### **16.1 Plans**

##### **16.1.1 Eligibility**

- (a) A unit member is eligible for a City contribution for benefits effective the first of the month following date of employment.
- (b) Deductions for benefits (see 16.3) shall be made within the month for which coverage is provided.

##### **16.1.2 Enrollment/Withdrawal**

- (a) Enrollment in, or withdrawal from, benefit plans shall occur at times established by City policy subject to requirements of the insurance providers.
- (b) Unit members may enroll in available health insurance programs and/or health and welfare plans at such times as carriers allow for open enrollment periods.
- (c) Dependent coverage may be added, or deleted, between open enrollment periods subject to conditions imposed by the selected insurance providers.

##### **16.1.3 Benefit Enrollments**

- (a) All unit members must participate in the following:
  - Dental Insurance
  - Vision Insurance (City paid benefit, see section 16.5)
  - Employee Life Insurance (Basic \$50,000, AD&D) (City paid benefit, see section 16.6)
  - State Disability Insurance
- (b) Unit members may participate in the following (or may opt out):
  - Employee Disability Income Insurance
  - A medical plan available through the PERS Health Plan for employee only, or employee and one (1)

dependent, or employee and two (2) or more dependents

## **16.2 Part-time Unit Members**

Regular part-time unit members, who are eligible to receive benefits, may participate in the available plans, subject to the following:

- 16.2.1** Upon proper application, a part-time unit member shall receive a pro-rated City Contribution toward the cost of premiums.
- 16.2.2** Participation shall be subject to lawful rules of the insurance provider and payment of the remaining balance by the unit member through payroll deduction.
- 16.2.3** The pro-rated contribution shall be based upon the ratio of the unit member's regularly assigned hours to full-time (i.e. four (4) hours per day in a 5/40 schedule equals fifty percent (50%)).

## **16.3 Required City Contribution for Premiums**

- 16.3.1** Effective July 1, 2025, and updated annually with the dollar amounts listed on the City's Health Plan Rates Chart found on MyNovato, the City shall contribute the following amounts toward employee health care premiums based on the applicable participation levels:
  - (a) Employees at the "employee only" level shall receive \$1,112.90 per month or the amount of the Kaiser Region 1 Single premium, whichever is greater.
  - (b) Employees at the "employee plus one" level shall receive \$2,225.80 per month or the amount of the Kaiser Region 1 Two-Party premium, whichever is greater.
  - (c) Employees at the "employee plus two or more" level shall receive \$2,893.54 per month or the amount of the Kaiser Region 1 Family premium, whichever is greater.
  - (d) Employees hired on or after August 24, 2010 who enroll in a health plan through the City shall receive no cash out of the City's contribution for health care premiums if the contribution exceeds the amount required to pay the premium.
- 16.3.2** Employees who were not enrolled in a health care plan through the City as of July 1, 2014, may continue to cash any unused portion

of the contribution as taxable income to the member during the term of this MOU.

- 16.3.3** Employees who do not enroll in a medical plan through the City shall be limited to cash out of no more than Two Hundred and Fifty Dollars (\$250.00) per month, which shall constitute taxable income to the member.

#### **16.4 Dependent Status Change/Verification**

- 16.4.1** If the status of an employee's dependent changes, the employee is responsible for notifying Human Resources within thirty (30) days of the effective date of the change to ensure that the City's contribution rate is properly adjusted if necessary. Failure to notify Human Resources of such a change within thirty (30) days could result in the employee being held financially responsible for any benefit overpayment, if retroactive removal is required by law or benefit plan agreements.

- 16.4.2** On an annual basis, an employee will be required to verify their dependent status in writing to ensure that the City is contributing the appropriate amount toward health insurance premiums and to confirm the employee's compliance with the Patient Protection and Affordable Care Act (ACA). The City will use the CalPERS definition of the term "dependent."

#### **16.5 Vision Coverage**

Regular employees are eligible for vision insurance coverage for the employee and eligible dependents. The City pays one hundred percent (100%) of the monthly vision plan insurance premium rate for the standard plan on behalf of each regular full-time employee and their eligible dependents.

#### **16.6 Life Insurance**

The City will provide basic life insurance with a coverage amount of \$50,000 per employee. The City pays one hundred percent (100%) of the monthly life insurance premium on behalf of each regular full-time employee.

#### **16.7 Domestic Partners**

Health and welfare benefits available to employees shall also be available to domestic partners so long as the provider of the benefit covers domestic partners. To qualify for domestic partner benefits, the employee and their domestic partner shall be subject to the eligibility and registration requirements established by Section 297 of the State of California Family Code and by the California Secretary of State, as well as any requirements

of the benefit provider. This shall include any requirements established by the California Public Employees' Retirement System as a provider of health benefits. Employees shall also be entitled to bereavement, special sick leave, FMLA, CFRA, and other types of qualifying leave resulting from a domestic partner relationship.

## **17. RETIREMENT**

### **17.1 PERS Plan**

**17.1.1** The City shall provide the California Public Employees' Retirement System (PERS) for miscellaneous employees as follows:

Tier One — Applicable to employees who are not defined as "New Members" in Government Code Section 7522.04 and were hired into the City of Novato before September 25, 2011, are eligible for a 2% @ 55 benefit formula with a one-year highest compensation benefit.

Tier Two — Applicable to employees who are not defined as "New Members" in Government Code Section 7522.04 and were hired into the City of Novato on/after September 25, 2011, are eligible for a 2% @ 55 benefit formula with a three-year highest compensation benefit.

Tier Three — Applicable to employees who are defined as "New Members" in Government Code Section 7522.04 and were hired into the City of Novato on/after January 1, 2013, are eligible for the 2% @ 62 benefit formula.

**17.1.2** The City will continue to provide the following benefits through its contract with PERS: Level IV 1959 Survivors Benefits, plus sick leave credit; provided, however, that employees hired after September 24, 2011, shall have their retirement benefit:

(a) capped at 100% of the reportable compensation used by PERS to calculate the benefit.

### **17.2 Employee PERS Contribution**

**17.2.1** Tier One and Two - Classic Member Employee Contributions

Classic Members shall contribute seven percent (7.0%) of salary to the PERS retirement plan.

**17.2.2 Tier Three - New Member Employee Contributions**

New Members shall contribute fifty percent (50%) of the total normal cost, unless otherwise determined annually by CalPERS, of the PERS retirement plan.

**17.2.3** Employee contribution paid by members will be deducted on a pre-tax basis, in accordance with IRC Section 414(h)(2).

**17.3 Employer PERS Contribution**

**17.3.1** Tier One and Two - Classic Members shall also contribute an additional amount towards the employer share of PERS contribution, as follows:

Effective September 1, 2019, employees shall contribute 2.5% towards the employer share of PERS contributions. The total contribution for Tier One and Two Classic Members shall be nine and a half percent (9.5%).

**17.4 PERS Plan Enhancements**

The City will amend its contract with CalPERS to add the Pre-Retirement Option 2W Death Benefit (CA Government Code Section 21548). September of 2014 is the soonest the contract can be amended.

**18. CAREER LADDERS**

Specific career ladders shall be maintained and extended where possible. This program shall be supported by budgetary position allocations which permit promotion through the ranks to the highest non-supervisory, non-specialized position in a series upon qualifying therefor. The City maintains the right, based on program needs and service demands, to set standards of service and determine allocation of positions to meet these needs.

**19. WORKING CONDITIONS**

**19.1 Safe Working Conditions**

The City shall provide safe working conditions for all unit members as required by law.

**19.2 Work Site Safety Practices**

Unit members shall cooperate with management in maintaining good work site safety practices in all facilities.

**19.3 Reporting Unsafe Conditions**

Unit members shall be responsible for reporting to their immediate supervisor any condition believed to be unsafe or unhealthy.

**19.4 Investigations**

The City will investigate such reports and take appropriate action to correct conditions found to be unsafe or unhealthy.

**19.5 Alternating Work Spaces**

The City agrees to provide notice to recognized employee organization and an opportunity for the organization to provide input before removal or altering of present work spaces in connection with remodeling and/or construction of a new City Administration building.

**19.6 Video Display Terminals**

The City agrees to provide notice to recognized employee organization and an opportunity for the organization to provide input on safety standards for Video Display Terminals (VDTs).

**19.7 Safety Equipment**

The City will provide all necessary safety equipment as required by Section 6401 of the State Labor Codes, subject to any applicable legislation or judicial interpretation of that statute during the term of this MOU.

**19.8 No Smoking Ordinance**

The City adopted a No Smoking Ordinance as detailed in Ordinance 1179.

**19.9 Probationary Period**

The probationary period of newly hired employees within the bargaining unit shall be a minimum of twelve (12) months of paid service. At the discretion of the City Manager, the probationary period for a newly hired employee may be extended for up to fifteen (15) months from date of hire, if circumstances warrant, by giving notice to the employee fifteen (15) calendar days before the scheduled completion date of the normal probationary period. The probationary period for promoted employees shall be six (6) months of paid service. Rejection of probation shall be as set forth in the personnel rules and regulations as adopted by the City.

**19.10 Layoff Procedure**

The City will use the Personnel Rules as a layoff procedure when any such layoff affects members of Unit D.

The City will consider revenue enhancements, expenditure reductions, operating efficiencies and other strategies for avoiding layoffs before implementing any layoffs.

**20. TESTING FOR ALCOHOL AND CONTROLLED SUBSTANCES**

Bargaining unit members shall be subject to testing for alcohol and controlled substances in accordance with City-adopted policy.

**21. CONCERTED ACTIVITIES**

**21.1 Definition Strike/Work Stoppage**

As used in this section, "strike or work stoppage" means the concerted failure to report for duty, the willful absence from one's position, the stoppage of work, or the abstinence in whole or in part from the full, faithful performance of the duties of employment for the purpose of including, influencing or coercing a change in the conditions of compensation, or the rights, privileges or obligations of employment.

**21.2 No Strike Clause**

It is agreed and understood that there will be no strike, work stoppage, slow down, or refusal to fully and faithfully perform job functions and responsibilities, or any interference with the operations of the City, or any concerted effort designed to improve its bargaining positions which interferes with, impedes or impairs City operation by the Union or by its officers, agents or members. The Union agrees that neither the Union nor its officers, agents or members will, in any manner whatsoever honor, assist or participate in any picketing activities, sanctions or any other form of interference with City operation by any other non-Unit employees or members of other employee associations or groups.

**21.3 Strike Sanctions**

If a recognized employee organization, its representatives or members engage in, cause, instigate, encourage or condone a strike or a work stoppage of any kind, in addition to any other lawful remedies or disciplinary actions, the Municipal Employee Relations Officer may suspend or revoke the recognition granted to such employee organization, may suspend or cancel any or all payroll deductions payable to such organization, and prohibit the use of bulletin boards, prohibit the use of City facilities, and prohibit access to former work or duty stations by such organization.

**21.4 Lockout**

The City agrees not to engage in any lockout.

## **21.5 Court Enforcement**

Furthermore, the Union and City agree that the provisions in this Article are enforceable in a court of law.

## **22. GRIEVANCE**

All disputes arising under this MOU shall be resolved in accordance with the City's adopted Grievance Procedures, as set forth in the Personnel Rules.

As an alternative to the Procedures set forth in the Personnel Rules, the Union may submit to arbitration any grievance that alleges a violation, misinterpretation or misapplication of a specific term of this MOU. If this election is made, the arbitrator shall render a decision (which shall include findings of fact and conclusions of law) that is binding.

## **23. DISCIPLINARY ACTION**

All disputes arising under this MOU shall be resolved in accordance with the City's adopted Disciplinary Procedures, as set forth in the City's Personnel Rules.

Upon written request of an employee, to Human Resources, disciplinary actions in the form of written counseling memorandums, notices, written warnings or written reprimands that have been in the employee's personnel file for more than five (5) years from date of the adoption of this MOU, shall be removed to the extent permissible by law, provided the employee has no subsequent additional disciplinary actions or notices placed in their personnel file, since the date of such prior action. Performance evaluations are excluded from this provision.

## **24. COMPLETION OF MEET AND CONFER**

The parties acknowledge that, for the life of this MOU, each voluntarily and unqualifiedly waives the right and each agrees that the other shall not be obligated to meet and confer with respect to any subject or matter pertaining to or covered by this MOU, notwithstanding, any other provisions of laws to the contrary, or as provided for in this MOU.

## **25. SAVINGS CLAUSE**

In the event any article, section, or portion of this MOU should be held invalid and unenforceable in any court of competent jurisdiction, such decision shall apply only to the specific article, section, or portion thereof specifically specified in the court's decision, and upon issuance of such a decision, the City and the Association agree to, if possible, immediately meet and confer for the sole purpose of arriving at a mutually satisfactory substitute for the invalid article, sections, or portion thereof

**26. FULL UNDERSTANDING**

It is intended that this MOU sets forth the full and entire understanding of the Parties regarding the matters set forth herein. With respect to side letter agreements, any not attached to the MOU are hereby terminated in their entirety. Side letter agreements attached to this MOU shall continue in force subject to the terms contained therein. Any side letter agreements entered into during the term of the MOU shall be attached to the MOU and continue in force subject to the terms and conditions set forth in each side letter.

**27. TERM**

**27.1 Initial Term**

This MOU shall be in effect from either July 1, 2025 or ratification by both parties, whichever occurs later, through and including June 30, 2028.

**27.2 Continuation**

This MOU shall continue in effect thereafter from year to year unless either party gives written notice to the other at least one hundred twenty (120) calendar days, prior to the expiration of the Initial Term (see 25.1 above), of its intent to terminate or modify this MOU.

**28. FINALITY OF RECOMMENDATIONS**

Upon ratification by the City Council, the recommendations set forth above are final. No changes or modifications shall be offered, urged or otherwise presented by the Union or the City Manager during the Initial Term of this MOU (Article 25) except as provided for in this MOU.

**29. MOU DISTRIBUTION**

The City agrees to provide the Union with a copy of this MOU in electronic form. From this file, the Union will be responsible for distributing sufficient copies to its membership.

IN WITNESS WHEREFORE, the parties hereto have caused their duly authorized representatives to execute this Memorandum of Understanding for the term set forth in Article 27, above.

SEIU Local 1021

*Jana Blunt*

Jana Blunt  
Chief Negotiator

*Andrea Zanetti*

Andrea Zanetti  
SEIU Regional Director

*David Canham*

David Canham  
SEIU Executive Director

*David Ayala*

David Ayala

*Samantha Hagner*

Samantha Hagner

*Nick Malliaras*

Nick Malliaras

*Paul Perryman*

Paul Perryman

*Tiffany Porter*

Tiffany Porter

*Perry Siu*

Perry Siu

*Brett Walker*

Brett Walker

CITY OF NOVATO

*Amy Cunningham*

Amy Cunningham  
City Manager

*Carla Hansen*

Carla Hansen  
Assistant City Manager

**APPENDIX A**  
**REPRESENTED CLASSES**

**UNIT D**

**Building:**

Senior Building Inspector  
Building Inspector II  
Building Inspector I  
Senior Code Compliance Officer  
Permit Technician  
Code Compliance Officer

**Clerical:**

Development Permit Supervisor  
Office Supervisor  
Administrative Technician  
Application Support Technician  
Senior Office Assistant  
Reprographics Technician  
Reprographics Assistant  
Office Assistant II  
Office Assistant I

**Finance:**

Payroll and Accounting Technician  
Senior Accounting Assistant  
Accounting Assistant II  
Accounting Assistant I

**Information Technology:**

Network and Systems Administrator  
Application Support Technician  
Information Technology Technician

**Engineering:**

GIS Coordinator  
Principal Engineering Technician  
Senior Engineering Technician  
Engineering Technician II  
Engineering Technician I

**Maintenance:**

Maintenance Supervisor  
Equipment Maintenance Supervisor  
Senior Equipment Technician  
Equipment Technician  
Senior Maintenance Worker  
Maintenance Worker  
Facilities Maintenance Supervisor  
Facilities Maintenance Lead Worker  
Custodian

**Recreation:**

Recreation Supervisor  
Recreation Coordinator  
Gymnastics Instructor

**Planning:**

Principal Planner  
Senior Planner  
Planner II  
Planner I

**OTHER:**

Police Trainee

## **APPENDIX B**

### **CALLBACK OVERTIME ASSIGNMENTS - MAINTENANCE WORKERS**

Callback overtime work will be assigned to those who have the knowledge and skills to complete the work and the City will strive to assign overtime equitably across the department. The Maintenance Superintendent shall be the final authority in determining who has the knowledge and skills for any given overtime job and in determining the emergency status of overtime assignments.

The Maintenance Superintendent or designee shall keep a log of overtime assignments. Overtime assignments shall be made as follows:

1. First, a supervisor will be designated to oversee the overtime operation. In this case, a supervisor may also be a lead worker.
2. Overtime assignments will be offered on a rotating basis to the first available employee(s) with the necessary knowledge and skills for the work. An employee will be moved to the bottom of the list when they accept, decline, or ignore an offered overtime assignment.
3. In emergencies, overtime assignments shall be made on the basis of expediency. In such a case, a history of prior responses and the ability of an employee to respond first or fastest may be taken into account.

## APPENDIX C

### LIGHT DUTY ASSIGNMENTS - MAINTENANCE WORKERS

- Criteria:
- 1) Physical restrictions must be clearly defined by Physician.
  - 2) There is no cap to number of days worked at light duty status, however, the duration will depend on a variety of factors including whether the employee is demonstrating reasonable progress toward returning to full duty by a lessening of work restrictions.
  - 3) To the extent possible, light duty assignments will be made within the crew environment, however, assignments will be made in other work areas if the crew environment is not practical.

Assignments are made by Supervisors, not selected by employees; assignments may include but are not limited to:

1. Wash, wax, and vacuum vehicles.
2. Clean up debris in Corp. Yard.
3. Sweep out shop and work areas.
4. Pick up litter in yard and Hazmat Storage Area.
5. Cut weeds along yard fences.
6. Repair portable barricades (stencil and stamp).
7. Make sweeper brooms.
8. Misc. yard painting projects.
9. Clean tools and equipment.
10. Wash cones and delineators.
11. Clean employee locker room.
12. Repaint equipment shed.
13. Clean cobwebs around shop overhang.
14. Update inventories/data input.
15. Clean and paint equipment, i.e., trailers.
16. Clean and vacuum office trailer.
17. Litter pickup: DeLong Avenue (Reichert to 101)

So. Novato Boulevard Arthur to Sunset

So. Novato Boulevard at Arroyo Avichi Bypass

Novato Boulevard

San Marin Drive

Ignacio O.C.

Scottsdale Marsh area

### Simmons Lane near Pioneer Park

18. Paint street end barricades.
19. Cut weeds: Roadside edges

Sidewalks

Open space entrances

Bike Path edges

Pedestrian walkways

Open Space firebreaks

Undeveloped park areas

20. Paint park restrooms and storage boxes.
21. Paint and stencil trash cans.
22. Clean and paint park signs.
23. Clean traffic stencils.
24. Hand water non-irrigated landscape parcels.
25. Repaint yard sheds and storage buildings.
26. Straighten out/restack materials in outside storage areas.
27. Interior painting at Yard (restroom, shop walls).
28. Waterseal exposed wood surfaces throughout park system.
29. Replace wood slats in City owned sidewalk benches.
30. Sweep up debris (Lynwood Park, parking turnouts, bike paths).
31. Straighten out storerooms (safety cage, irrigation cage, etc.)
32. Purge records in storage.

Help Traffic Technician with record keeping, as needed.