



MEMORANDUM OF UNDERSTANDING

between

SERVICE EMPLOYEES' INTERNATIONAL UNION Local 1021

and The City of Sausalito

July 1, 2026 through June 30, 2029

MEMORANDUM OF UNDERSTANDING

SERVICE EMPLOYEES' INTERNATIONAL UNION, Local 1021

July 1, 2026 through June 30, 2029

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MEMORANDUM OF UNDERSTANDING BETWEEN CITY OF SAUSALITO

and

SEIU, LOCAL 1021

GENERAL AND MID-MANAGEMENT UNIT

July 1, 2026 through June 30, 2029

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

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

This Memorandum of Understanding shall be presented to the Sausalito City Council as the joint recommendation of the undersigned parties for salary and employee benefit adjustments for the period commencing July 1, 2026 through June 30, 2029.

SECTION 1. RECOGNITION

1.1 UNION RECOGNITION

The SEIU, Local 1021, hereinafter referred to as the "Union," is recognized as the majority employee organization for the General Employees Bargaining Unit comprised of employees as defined in Section 3.1 and employees assigned to those classifications listed in Section 5.3. Newly hired employees in the specified classifications shall be notified that the Union is the recognized bargaining representative for employees in that classification. The Union shall be notified by the City of the name and classification of all newly hired employees and terminating employees. Upon the request of the Union, the City shall forward to the Union a listing of employees in those classifications represented by the Union.

The Union may, by written notice to the City, designate certain of its members as Employee Representatives. Such Representatives shall be permitted reasonable time during working hours for Union business within the scope of representation including the right to assist members to process informal grievances. The Representative shall secure permission from their supervisor before leaving a work assignment. Such permission shall not unreasonably withheld.

1.2 UNION RIGHTS

1.2.1 NEW EMPLOYEE ORIENTATION

a. As part of the new employee orientation process, the City shall notify new employees represented by SEIU that the Union is the recognized employee organization for the employee's classification. Within 45 calendar days of hire into an SEIU bargaining unit position, the Union shall have the opportunity to make a 30-minute presentation to new employees. One Union designee shall be granted 30 minutes of release time to meet with new employees for this purpose. The City shall notify the Union as soon as reasonably possible of a new employee's start date. In all cases, the City shall notify the Union of a new employee's start date within two working days of the new employee clearing their background check.

b. City management/designees shall not be present at any orientation program or makeup session conducted by the Union with employees.

1.2.2 BULLETIN BOARDS

The City shall provide bulletin board spaces for the posting of Union materials. Bulletin boards shall be located in mutually acceptable areas.

1.3 DUES DEDUCTION

1.3.1 DUES PROCESSING

a. The employer shall honor an employee's check-off authorization for dues, COPE or other Union-sponsored program, which are submitted in writing, through electronically recorded phone calls, via online deduction authorization, or by any other means of indicating agreement allowable under state and federal law, regardless of whether the employee is a member of the Union.

b. Deductions for dues, COPE or other Union-sponsored program shall start the first full pay period after the employer receives notification of the authorization. The employer shall transmit such payments to the Union through electronic funds transfer no later than thirty (30) days after the deduction from the employee's earnings occurs.

c. Requests to authorize dues/other deduction(s), or requests to change status regarding such deductions, shall be directed to the Union rather than the employer. The employer shall rely on the Union's explanations in a certified list, submitted by a representative of the Union who has authority to bind the Union, regarding whether an authorization/change in deduction(s) has been requested by the employee.

d. The Union is responsible to obtain and maintain voluntary written authorization for membership dues

deductions. Membership dues deductions shall automatically renew unless written notice is provided by the authorized representative of the Union certifying a change in membership dues. The City shall honor any changes to membership dues deduction amounts provided by the Union. The Union shall not be required to provide the employer a copy of the employee's authorization unless a dispute arises about the existence or terms of the authorization.

e. The Union shall indemnify, defend, and hold the City harmless against any claims made and/or any suit against the City which may arise as a result of its deductions for membership dues or other programs sponsored by the Union.

1.3.2 DATA PERTAINING TO DEDUCTIONS

The employer shall produce to SEIU Local's 1021 Membership Department every thirty (30) days, on a regular ongoing basis, a malleable electronic file containing the following information for all current employees covered by this Agreement:

1. Full Name (first, middle, last, suffix)
2. Employee Number (if the City adopts Employee numbers)
3. Job Title
4. Department
5. Work Location
6. Telephone numbers, including personal cellphone, home phone and work phone
7. Personal email address, as provided by the employee
8. Home Address

1.4 COPE CONTRIBUTIONS

The City will cooperate with the Union to allow Union Committee on Political Education (COPE) contributions to be made through payroll deduction.

1.5 CITY RECOGNITION

The City Manager, or any management representative duly authorized by the City Manager, is the representativeof the City of Sausalito, hereinafter referred to as the "City," in employer-employee relations.

2. SECTION 2. NO DISCRIMINATION

There shall be no discrimination by the Union or City or by anyone employed by the City against any employee or applicant for employment on the basis of any status protected by Federal, State or local law, or legitimate Union activities, including the protections for union activity set forth in the Meyers-Milias-Brown Act (Cal. Govt. Code § 3500 *et seq.*) The protected statuses as of July 2022 include but are not limited to actual or perceived race (including hair textures or protected hairstyles), color, ancestry, national origin, religious creed, sex (including gender, gender identity, gender expression), pregnancy, childbirth, breastfeeding or related medical conditions), sexual orientation (including homosexuality, bisexuality, heterosexuality), genetic characteristics or information, marital status, and military or veteran status. And, to the extent prohibited by applicable State and federal law, there shall be no

discrimination because of actual or perceived age, physical or mental disability or medical condition.

3. SECTION 3. PROBATIONARY STATUS

3.1_CLASSIFICATION OF EMPLOYEES

A probationary or permanent full-time employee is defined as an employee in an authorized position who is required to be brought into membership in the State Public Employees Retirement System. Probationary or permanent full-time employees shall be compensated at the monthly rates described in sections of this Memorandum of Understanding and such employees are entitled to all employee benefits, in accordance with the various provisions of this Memorandum of Understanding. "Authorized Position" means a position listed in Section5 "Salaries" that has received funding in the City's annual budget.

3.2_PROBATIONARY PERIOD

All appointments to positions shall be tentative and subject to a probationary period. The probationary period for original appointments shall be for a period of twelve (12) months and the period for promotional appointments shall be six (6) months.

During the original probationary period an employee may be terminated at any time without the right of appeal in any manner except as mandated by state or federal law. Notification of termination in writing shall be served on the probationer.

An employee who has previously completed the requisite probationary period and who is rejected during a subsequent probationary period for a promotional appointment shall be reinstated to the former position from which the employee was appointed unless the employee is discharged for cause or unless the former position has been eliminated by the City.

3.3_OUT OF CLASS PAY

Employees assigned by the department head or City Manager to work out of class shall be paid an additional 5% (five percent) of their regular rate of pay. No employee shall be assigned to work out of class for longer than one(1) year unless special circumstances exist that requires such a lengthy assignment. In the event that an employee is assigned to work out of class for more than one (1) year, the employee shall be paid an additional 10% (ten percent) of their regular rate of pay.

Unless otherwise determined by CalPERS, the 5% or 10% out of class premium is not pensionable compensation.

3.4_ACTING PAY

When an employee is assigned to perform the full range of duties and responsibilities of a higher job classification during the temporary or permanent absence of an employee, said employee will be compensated at the step that is at least 5% above their base salary. In no event shall the acting pay exceed the top step of the higher job classification. The employee must meet the minimum qualifications of the higher job classification, must only perform the higher classification duties while so assigned, and must be assigned in writing by their supervisor. If the employee is placed in an acting assignment as a result of a vacancy in the higher-level position and the City is actively recruiting to fill that vacancy, such acting assignment will be limited to 960 hours per fiscal year, consistent with CalPERS regulations.

SECTION 4. DISCIPLINARY ACTION

4.1_PERFORMANCE MANAGEMENT

A. Coaching and Counseling

Coaching and counseling is encouraged to bring about effective communication prior to any disciplinary steps. Coaching and counseling is verbal communication designed to draw attention to management concerns with the expectation that such communication will be sufficient in and of itself to motivate an employee to change their behavior. Coaching and counseling is not discipline and not subject to the grievance procedure.

B. Progressive Discipline

A permanent employee (i.e. an employee who has completed their probationary period as set forth in section 3.2) may be disciplined in pay only for cause by the employee's department head. Written notice of the proposed disciplinary action shall be given to the employee and shall include a statement of the reasons for the proposed action.

The City's disciplinary system is based on progressive discipline. In progressive discipline, the City takes progressively more severe action if the employee has not responded to previous actions. However, certain conduct and circumstances may be serious enough to warrant severe disciplinary action, up to termination, without prior lower-level discipline.

Progressive discipline may include such of the following, as appropriate to the specific violation(s):

(a) Written Reprimand
(b) Suspension
(c) Demotion
(d) Reduction in Pay
(e) Discharge

Employees are entitled to union representation at steps (a) through (e) of the disciplinary procedure. When agreed to by the parties, a "Performance Improvement Plan" shall be written and implemented by any disciplinary step other than discharge. The Performance Improvement Plan shall identify the employee's areas of deficient performance and the steps to be taken to bring performance up to acceptable levels.

4.2_APPEAL PROCEDURE

Employees may appeal suspensions, demotions, reductions in pay, and discharges as set forth in this Section 4.2.

Step 1. The City will provide a copy of the "Skelly" Notice of Intent to discipline and documentation that was relied upon to the employee. The Notice of Intent to Discipline will describe the employee's right to a Union representative and the City's obligation to provide the Notice to the Union representative at the Request of the employee (e.g., "You have the right to request a Union representative to attend the Skelly meeting. The City will provide a copy of this Notice to the Union based upon your request.") Within ten (10) calendar days after submission of the notice of the dismissal, suspension, demotion or reduction in pay the employee may submit a written reply and/or request for a "Skelly" hearing to the City Manager in response to the charges made against him or her. The City Manager shall investigate the issues involved and, within ten (10) working days of receipt of the written request from the employee, schedule a meeting with the employee and the Union representative. At this meeting, the City Manager shall attempt to reach a satisfactory resolution of the appeal. The City Manager shall have ten (10) working days following this meeting in which to reply in writing.

Step 2. If the employee and Union are not satisfied with the City Manager's response in Step 1, the Union may, within ten (10) calendar days of the City Manager's reply, request review by a disinterested third party selected from a list of ten (10) candidates provided by the State Mediation and Conciliation Service. If the parties cannot mutually agree on the party to be selected, it shall be determined by lot which party may first strike a name from the list. The parties shall alternately strike one (1) name and the last name remaining shall be selected. Each side will bear its own costs for said mediation, and the actual cost for the service will be shared equally between the City and the Union. The report of the disinterested third party shall be advisory only and shall not be binding.

Step 3. The report of the disinterested third party shall be submitted to the Union and to the City Manager. The City Manager shall consider the report of the disinterested third party and, within ten (10) working days, notify theUnion in writing whether or not his or her previous position has been modified.

Step 4. If the employee and the Union are not satisfied with the City Manager's position in response to the report of the disinterested third party, the Union may, within ten (10) calendar days submit a written request for a hearing before the City Council. Upon such a request, the City Council shall schedule a hearing within thirty (30) calendar days. The decision of the City Council shall be final.

4.3_OTHER DISCIPLINARY ACTION

When the department head imposes discipline, other than a suspension, demotion, reduction in pay, or discharge , the employee may submit, within ten (10) calendar days of the discipline, a written request for an administrative appeal to the City Manager. The City Manager shall review the discipline and pertinent information and may meet with the employee and their union representative and then shall render a decision within 10 working days of receipt of the later of (i) the request for an administrative appeal and (ii) the meeting with the employee and their union representative. The City Manager's decision shall be final.

Regardless of whether the employee requests an appeal of a written reprimand, the employee may submit a rebuttal to the written reprimand and that rebuttal shall be included in the employee's personnel file with the written reprimand.

SECTION 5. SALARIES

5.1_PAY PERIODS

Salaries are paid on a bi-weekly basis. Each pay period shall begin at 00:01 a.m. Sunday and continue up to and including 24:00 midnight Saturday two weeks following. Each payment shall be made not later than the Friday following the ending of each payroll period and shall include payment for all earnings during that payroll period. There are twenty-six (26) pay periods per year.

5.2_DEFINITION OF YEAR

For purposes of calculating pay and benefits, the end of the year shall be defined as the last day of the last full pay period of the fiscal year.

5.3_SALARY SCHEDULES

Effective July 1, 2012, the City implemented a seven (7) step compensation system for each job classification by adding two lower steps to the current five (5) step classification system.

5.3 (A) SALARIES EFFECTIVE the first full period following City Council adoption of this Agreement but no earlier than July 1, 2026:

Effective the first full period following City Council adoption of this Agreement but no earlier than July 1, 2026, SEIU bargaining unit employees' monthly compensation shall be increased by 3%. The monthly compensation in the job classification represented by the SEIU bargaining unit is delineated on the table attached as Appendix A.

Effective concurrently with the wage increase described above, the salary ranges for the Recreation Supervisor, Senior Planner, Custodian, and Lead Custodian classifications shall be increased by five percent (5%) as an equity adjustment; equity adjustments shall be cumulative and not compounded (e.g., 5% + 3% = 8%).

5.3 (B) SALARIES EFFECTIVE JULY 1, 2027:

Effective July 1, 2027, SEIU bargaining unit employees' monthly compensation shall be increased by 3%. The monthly compensation in the job classification represented by the SEIU bargaining unit is delineated on the table attached as Appendix B.

5.3 (C) SALARIES EFFECTIVE JULY 1, 2028:

Effective July 1, 2028, SEIU bargaining unit employees' monthly compensation shall be increased by 3%. The monthly compensation in the job classification represented by the SEIU bargaining unit is delineated on the table attached as Appendix C.

5.4_PROMOTIONS

An employee who receives a promotion from one (1) classification to a classification with a greater pay rate shall receive a promotional rate increase to a new rate which shall place the employee at the appropriate step in the new classification to provide a minimum of a five percent (5%) increase in pay.

5.5_Y RATE

Any employee occupying a position which is reallocated to a class, the maximum salary for which is less than the incumbent's present salary, or occupying a position in a class, the salary rate or range for which is reduced, shall continue to receive his or her present salary with no increase in pay until the salary range exceeds the incumbent's salary. Such salary shall be designated as a "Y" rate.

5.6_LONGEVITY PAY

Effective the first full pay period in January 2020, employees in this bargaining unit shall be awarded longevity pay of 0.38% of salary per pay period after completion of five (5) years of service, 0.75% of salary per pay period after completion of ten (10) years of service, 1.13% of salary per pay period after completion of fifteen (15) years of service and 1.5% of salary per pay period after completion of twenty (20) years of service. Any longevity pay benefit shall be implemented effective the first full pay period following completion of the applicable years of service (e.g. an employee who completes five years of service on July 7, 2019 shall have their longevity benefit implemented effective the second pay period of July 2019).

SECTION 6. HOURS OF WORK

6.1_NORMAL SCHEDULE

The normal schedule for employees occupying full-time positions shall consist of seventy-two (72) hours within a fourteen (14) day work period, thirty-six (36) hours per week.

6.2_NORMAL WORKDAY

The normal workday shall not exceed ten (10) hours. Employees shall receive at least one-half (1/2) hour off without pay during the above normal workday for lunch or dinner, with the length of any given lunch or dinner period to be determined by the employee's supervisor and based on workload demands.

6.3_OVERTIME

All employees shall be paid overtime in accordance with the Fair Labor Standards Act. Employees assigned to work more than the number of hours per day or hours per period as specified in Sections 6.1 and 6.2 above shall be paid overtime at the rate of one and one-half (1 ½) times their regular rate of pay for each one-quarter (1/4) of an hour or portion thereof for such time worked in excess of the normal day, normal work week, normal work period, and for all hours worked on a scheduled day off. Employees may agree to work outside their normal schedule or workday in exchange for an equal amount of time off during the pay period.

6.4_COMPENSATORY TIME OFF

Employees assigned to work overtime may elect to be paid in either overtime pay or compensatory time off. However, in no case shall compensatory time balances exceed eighty (80) hours at any time. Compensatory time off balances may not exceed forty (40) hours at the end of each calendar year. By December 31 of each year, each employee's compensatory time off bank shall be reduced to a year-end cap of forty (40) hours, and the employee shall be paid in cash for any compensatory hours reduced to achieve the year-end cap of forty (40) hours.

6.5_CALL BACK

Call back pay shall be paid to permanent full-time employees who are called into work while off duty. Such call back pay shall be paid at one and one-half (1 ½) times the regular rate of pay. A minimum of three (3) hours of call back pay at the one and one-half (1 ½) rate shall be paid for recall. Compensation shall begin at the time initial contact is made while off duty and end when the employee has returned home. The City shall have the right to establish reasonable travel time for call back pay purposes only between employees' homes and the place of work.If call back time exceeds three (3) hours, at the beginning of the fourth hour, additional overtime shall begin being earned at the rate of each one-quarter (1/4) of an hour or each portion thereof.

6.6_WORK HOURS

The normal workday provided for in Section 6.2 may be adjusted on an individual employee basis to allow consideration of commute, child care or other personal matters, with the prior approval of the department head and in accord with applicable federal and state laws.

In the event of disagreement between the employee and the department head, the employee may appeal the department head's decision to the City Manager. In such case, the employee may have their employee representative present during the appeal.

6.6_(A) HOURS OF WORK – REDUCED WORKWEEK

1. The "normal schedule" as defined in Section 6.1 for all SEIU-represented positions will be thirty-six (36) hours per week. The 36-hour week is considered full-time.

2. For purposes of benefit and accrual calculations this thirty-six (36) hour workweek will be considered "full time" and employees' benefits and accruals will not be pro-rated.

3. Employees working a 36-hour workweek shall be eligible for overtime pay for all hours worked in excess of thirty-six (36) in a workweek and for all hours worked on a scheduled day off.

4. Unless otherwise directed by their Department Head or supervisor, employees in this unit will be scheduled for four nine-hour days with three consecutive days off each week. Many members of this unit will work a Monday – Thursday 9-hour a day schedule. Certain departments and divisions such as Library, Recreation, and Public Works Maintenance and Landscaping must react to events, maintenance, and construction or repair schedules and may work slightly different schedules and days. Regular schedules will consist of no more than

thirty-six (36) hours per week with 3 consecutive days off each week. Scheduled start and stop times are at the discretion of the supervisor and Department Head, however, the City values quality of life and work / life balance, as well as alternate commute options. As such, Department Heads are encouraged to work with employees to set off-peak schedules that minimize commute time while still promoting safe work practices and continuity of service to the community. In the event of a dispute over start and stop times between employees and Department Heads, the parties will meet to discuss ways of resolving the dispute including rotating start/stop times, commuter incentives, van pools, or other solutions.

5. Employees may still be requested or required by their supervisor to call back to work or work overtime outside of their regularly scheduled shifts. Such call back or overtime work will be administered as set forth in sections 6.3 and 6.5 of the parties' MOU, except as set forth in section 8 below.

6. An employee's normal work schedule will not be changed without seven (7) calendar days advance, written notice. Emails may serve as written notice. Exceptions may be made in emergency situations or in response to unforeseen illness in the department.

a. For purposes of this section, an "Emergency Situation" is defined as a sudden, unplanned event requiring a police response, shelter in place, or a Council, State, or Federal declared emergency or disaster.
b. In all cases of a schedule change without seven (7) calendar days advance, written notice to the employee, the employee will be compensated at 1.5 x base rate for all hours worked outside the hours of the employee's normally scheduled shift until 7 days' notice has effectively passed.
c. For purposes of this section, the employee's "normally scheduled shift" shall be defined as the shift assigned to that employee by the Department's scheduling software or other regular scheduling procedure, prior to the imposed change.
d. Schedule changes that do not have mutual agreement between the employee and the City, or that are not made for emergency situations/unforeseen illness as defined above, shall be made by the City no more than once every 2 months.

7. Employees working a 36-hour workweek will observe eleven nine-hour holidays (Observed holidays for this 36-hour schedule, are set forth in section 7.1 of the MOU) plus eighteen (18) floating holiday hours. Floating holiday hours shall be administered consistent with Section 7.4 of the MOU.

6.7_EMERGENCY PAID LEAVE

In the event that an emergency is declared that impacts City facilities or operations and results in the closure of any facilities, employees regularly assigned to work in a closed worksite may be required, at the discretion of the Agency, to report to a worksite other than their regular worksite to assist in emergency duties as a Disaster Service Worker, to a non-impacted worksite for regular duties, or to work from home if telework is available.

If employees are not assigned to a non-impacted worksite, assigned to assist in emergency duties, or assigned to telework, they shall be granted leave up to 10 regularly scheduled workdays in any calendar year and compensated for their regularly scheduled workday with no adverse effect to the employee.

This provision applies to Federal, State, County, or City declared emergencies or to other non-declared circumstances

that result in the closure of City facilities.

The above section also applies if an employee is unable to work because the employee has been ordered to evacuate their permanent residence and is unable to safely report to work due to natural disaster or other government-declared emergency.

6.8_MEAL ALLOWANCE

The City will pay a meal allowance up to $12.00 for employees who work four (4) or more paid hours of overtime. Employees shall be provided with a meal appropriate for the time of day for each four (4) hour period of overtime worked outside of the employee's regular work hours.

SECTION 7. HOLIDAYS

7.1_36 HOUR SCHEDULE

Permanent and probationary full-time employees assigned to work a 36 hour per week schedule are entitled to take the following authorized holidays off work at full pay, not to exceed the normal work schedule for any one (1) day (one day = 9 hours for employees on the 36 hour schedule):

January 1	New Years' Day
Third Monday in January	Martin Luther King, Jr.'s Birthday
Third Monday in February	Washington's Birthday
Last Monday in May	Memorial Day
June 19	Juneteenth National Independence Day
July 4	Independence Day
First Monday in September	Labor Day
Fourth Thursday in November	Thanksgiving Day
Friday after the fourth Thursday in November	Day after Thanksgiving
December 24	Christmas Eve
December 25	Christmas Day

Floating Holiday Hours	Eighteen (18) hours for employees on the 36hour schedule

7.2_HOLIDAYS ON SATURDAY OR SUNDAY

When a holiday falls on Sunday, the following Monday shall be observed. When a holiday falls on Saturday, the previous Friday shall be observed.

7.3_HOLIDAY COMPENSATION

(a) If the authorized holiday falls on the employee's regular day off, and the employee is not required to work, the employee shall receive, in addition to their regular compensation, either holiday pay which shall be paid at straight time for each hour that would have been spent on duty during the holiday had the employee been required to work, or a floating holiday off in lieu of the holiday pay equal to the number of hours that would have been spent on duty during the holiday had the employee been required to work. The choice of whether to be compensated through either holiday pay or an in-lieu day off shall be made by the employee. Requests to use an in-lieu day off shall be subject to provisions of section 7.4 below.

(b) If the authorized holiday falls on a scheduled workday and the employee is required to work, the employee shall receive as a holiday premium, in addition to base hourly pay, one and one-half (1-1/2) times the regular rate of pay for the hours worked.

(c) If the authorized holiday falls on a regular day off and the employee is required to work, the employee shall receive overtime pay at one and one-half (1-1/2) times the regular rate of pay for each hour worked plus either holiday pay at straight time for each hour worked or a floating holiday off in-lieu at straight time as provided in subsection 7.3(a) above.

7.4_FLOATING HOLIDAY USE AND ACCRUAL

Floating holiday hours shall be taken on a day mutually agreeable between the individual employee and the employee's supervisor and shall be taken within the calendar year in which they are earned.

Newly hired employees are eligible for accrual and usage of holiday hours as follows:

Employees hired between January 1 and June 30 of any year shall accrue one hundred percent (100%) of floating holiday hours.

Employees hired between July 1 and November 15 of any year shall accrue fifty percent (50%) of floating holiday

hours.

Employees hired between November 15 and December 31 shall not accrue floating holiday hours for the calendar year in which they were hired.

SECTION 8. SICK LEAVE

Employees assigned to a seventy-two (72) hour per fourteen (14) day work period schedule shall accrue ninety-six (96) hours of sick leave per year. Sick leave shall be accrued on a pay-period basis and recorded in the books by the number of hours accrued.

Probationary employees shall start accruing sick leave on the first (1st) day of the first (1st) full pay period following their appointment to an authorized position. On the first (1st) day of the second (2nd) calendar month following their appointment to an authorized position, probationary and permanent employees shall be entitled to receive sick leave with pay.

Sick leave may be taken for any reason permitted under Federal or State law including the following:

- An employee's illness or injury. Leaves of more than five (5) working days require a doctor's certificate indicating absence from work was necessary.
- An employee's dental, eye or other physical or medical examination or treatment by a licensed practitioner. Leaves for this purpose will normally be limited to three (3) hours per appointment. For leaves of longer than three (3) hours per appointment, the employee will provide a doctor’s note.
- Providing necessary care for an ill or injured member of the immediate family. Absences of more than three (3) working days or shift for this reason require a doctor's statement, indicating that the employee's presence was required at home. Leaves for this purpose shall be granted in accordance with the requirements of state and federal law.

Sick leave accrual is unlimited and can be carried forward to subsequent years. Sick leave cannot be “cashed out” except as set forth in Section 15.3 of this Memorandum of Understanding.

SECTION 9. NON-PAID STATUS

When a permanent employee is on non-workers’ compensation disability leave (non-paid status from the City of Sausalito having used up all vacation, sick-leave, compensatory time and catastrophic leave) no benefits will accrue, including vacation time, sick leave time and PERS service credit; however, an employee on non-workers’ compensation disability leave may exchange his or her disability benefit dollar for dollar for a sick leave check to insure continuation of benefits.

The dollar amount of the employee's check which represents the amount of the disability benefit received shall be divided by the employee's hourly equivalent wage rateto determine the number of hours of sick leave to be reimbursed to the employee computed to the nearest one-quarter (1/4) of an hour or portion thereof.

SECTION 10. VACATIONS

Employees on a 72 hour per Fourteen Day Work Period Schedule	Working Hours Earned/ bi-weekly pay period	Working Hours Earned/Year
Prior to completing 5 years	4.62	120
After completing 5 years	5.23	136
After completing 10 years	6.15	160
After completing 20 years	6.77	176

Probationary employees shall start earning vacation leave on the first (1st) day of the first (1st) full pay period following their appointment to an authorized position. On the first (1st) day of the seventh (7th) calendar month following their appointment to an authorized position, vacation shall be available in increments of not less than two (2) hours at a time. Vacation leave shall be accrued on a pay-period basis and recorded in the books by the number of hours accrued.

The times during which an employee may take vacations shall be determined by the department head, provided that if the requirements of City service are such that part or all of an employee's vacation must be deferred beyond a particular fiscal year, the employee may take the vacation during the following fiscal year.

It is the policy of the City that employees take their normal vacation each year; provided, however, that for reasons deemed sufficient by the department head an employee may take less than the normal vacation one (1) year with a correspondingly longer vacation the following year.

Vacation accruals shall be capped at two hundred and forty (240) hours. Employees who accrue leave up to that cap will not be permitted to accrue additional vacation leave until they fall below the two hundred and forty (240) hour cap. In December of each year, employees may make an irrevocable election to sell up to 80 hours of vacation in the upcoming calendar year. Vacation hours may be paid out as early as they are accrued in the next calendar year and must be paid out by the second pay period in December of the new calendar year.

Holidays specified in Section 7 of this Memorandum of Understanding which fall during the employee's vacation

shall not be charged as a day of vacation.

Upon termination of an employee's service with the City, employee shall be paid a lump sum for all accrued vacation that has been earned in accordance with this Memorandum of Understanding prior to the termination.

SECTION 11. MISCELLANEOUS LEAVES

11.1_JURY SERVICE, WITNESS OR ATTENDANCE IN COURT

A probationary or permanent employee shall be granted leave of absence with full pay for (1) jury service, (2) appearance legally required of them as a witness on behalf of the City, or (3) attendance in court resulting from their official duties. In the event an employee receives extra compensation in the form of an appearance allowance or a salary or wage allowance for such duty, any such allowance shall be endorsed over to the City. Reimbursements to the employee from outside sources for travel and meal expenses incurred while on such duty shall be kept by the employee.

11.2_UNPAID LEAVES OF ABSENCE

Upon written request of a permanent employee, the City Manager may approve in writing a leave of absence without pay for a period not to exceed six (6) months.

11.3_PERSONAL NECESSITY LEAVE

An employee shall be entitled to use up to three (3) days of accrued vacation annually when unanticipated events require that the employee be absent from work. Personal Necessity Leave may also be used for pre-scheduled purposes not covered by the provisions of Section 8, “Sick Leave”. Such time off shall be in increments of not less than one (1) hour. Personal Necessity Leave shall be FLSA work prorated for employees working less than a thirty-six (36) hour week. An employee desiring to use Personal Necessity Leave shall inform their department head as far in advance as possible.

11.4_FAMILY LEAVE

Eligible employees are entitled to take up to twelve (12) weeks of unpaid Family Medical Leave during any twelve

(12) month period in accordance with the provisions of the Family and Medical Leave Act of 1993 (federal) as amended and the California Family Rights Act of 1991 as amended.

11.5_BEREAVEMENT AND REPRODUCTIVE LOSS LEAVE

In the case of death within the immediate family of an employee, such employee shall be entitled to remain absent from duty with pay for up to five (5) working days per death.

For purposes of this section, immediate family shall be defined as spouse, registered domestic partner, child, parent,

sibling, grandparent, grandchild, aunt, uncle, niece, or nephew. “Child” means a biological, adopted, or foster child, a stepchild, a legal ward, a child of a domestic partner, or a person to whom the employee stands in loco parentis. “Parent” means a biological, foster, or adoptive parent, a parent-in-law, a stepparent, a legal guardian, or other person who stood in loco parentis to the employee when the employee was a child. Such leave shall not be charged against vacation or sick leave which an employee may be entitled to but shall be in addition thereto.

The bereavement leave shall be completed within three months of the date of the loss.

Additional time off in excess of five (5) days may be taken by an employee with proper documentation (FMLA/CFRA). Such additional time off is to be charged in the following order:

- Accumulated sick leave.
- Accumulated compensatory time (if any).
- Accumulated vacation time.

In addition to the loss events listed above, all full-time employees are allowed a maximum of twenty (20) days’ leave for reproductive loss in a twelve (12) month period if multiple events of reproductive loss occur. Reproductive loss events include failed adoption, failed surrogacy, miscarriage, stillbirth, or an unsuccessful assisted reproduction experienced by a person who would have been a parent of a child born as the result of the pregnancy or adoption. In the event of a miscarriage or still birth, full-time employees may utilize five (5) paid days of bereavement leave for an initial event and the remaining fifteen (15) allowable reproductive loss days are unpaid. For all other reproductive losses, all twenty (20) days of reproductive loss leave will be unpaid. Employees may use their own applicable accrued and unused leave balances for unpaid days of reproductive loss leave in the order set forth above. Reproductive loss leave must be taken within three (3) months of the event or the end of CFRA/FMLA or other protected leave, if used.

SECTION 12. REDUCTION IN FORCE AND RE-EMPLOYMENT

12.1_LAYOFF PROCEDURE

Whenever in the judgment of the City Council it becomes necessary in the interest of economy or efficiency or in the interest or mandate of the public, the City Council may abolish any position or employment in the competitive service, and the employee holding such position or employment may be laid off.

Layoffs shall be by job classification according to reverse order of seniority as determined by total full-time employment with the City and ability to perform the remaining duties or job. The City shall prepare a seniority list prior to the notice of an employee to be reduced-in-force. A copy of the seniority list shall be provided to the Union at least thirty (30) days prior to effective date of any layoff(s).

An employee occupying a higher classification, whose position is eliminated, may elect to displace an employee in

a lower classification provided that the two (2) classifications are in the same general family of jobs and responsibilities, that the basic qualifications of the lower position are met by the employee electing to fill the lower classification and that the employee has more total City service than the displaced employee. As soon as practicable after the decision has been made to layoff bargaining unit positions, the City shall meet and confer with the Union over the impacts of the decision and evaluate options to mitigate impacts and find alternatives to layoff.

12.2_NOTICE OF LAYOFF

Employees to be laid off shall be given at least thirty (30) calendar days' prior notice. A copy of the notice shall be simultaneously shared and forwarded to the Union.

12.3_RE-EMPLOYMENT

The names of permanent and probationary employees who are laid off or demoted in lieu of layoff shall be placed upon reemployment lists for one (1) year for those classes requiring basically the same qualifications, duties and responsibilities of the class from which layoff or demotion in lieu of layoff was made. Placement on the reemployment list for a given class shall be in the reverse order of layoff from the classes, i.e., the last person laid off shall be first on the list, the second-to-last person laid off shall be second, and so on. Such reemployment list(s) shall take precedence over all other employment lists for the same classifications when vacancies are to be filled. Persons appointed to permanent positions of the same or similar classifications as that from which laid off or demoted shall, upon such appointment, be dropped from the list. The City shall notify the person in writing of the offer for reemployment and the date by which he or she must respond. Such notice shall be sent to the last address provided to the City by the employee.

Should the person not accept the reappointment within seven (7) calendar days after the date of the offer or should the person decline or be unable to begin work within two (2) weeks after the date of the acceptance of the offer, the person shall be considered unavailable for employment, shall forfeit the right to reemployment and be removed from the reemployment list. Whenever a person is unavailable for reemployment, the next person who iseligible on the reemployment list shall be offered reemployment in the same manner and under the sameconditions as above.

Permanent employees re-appointed to the class from which laid off or demoted will not be required to undergo a new probationary period. Employees who had not completed their probationary period in the class from which laid off or demoted shall, upon reappointment to such class, start a new probationary period if at the time of layoffor demotion the employee completed less than six (6) months (three (3) months on a promotional probation) of the probationary period. All offers of re-employment following layoff of more than thirty days shall be contingent upon the employee establishing that they remain physically qualified to perform the physical requirements of the position by submitting to a physical examination by the City to determine that the employee remains physically qualified for the position.

Former employees appointed from a reemployment list must receive a rate of pay at least equal to the rate received at the time of layoff (provided such rate does not exceed the maximum rate established for the class) and must be

restored all rights accorded prior to being laid off such as credit for years of service, for vacation, and for sick leave. However, such re-employed employees will not be eligible for benefits for which they received compensation at the time of or subsequent to the date they were laid off.

SECTION 13. GRIEVANCE PROCEDURE

13.1_DEFINITION

A grievance is any dispute that involves the interpretation or application of any provision of this Memorandum of Understanding or any addenda or supplementary letter attached to this Memorandum of Understanding.

13.2_PROCEDURE

A grievance shall be filed according to the following procedures:

Step 1. The Union, on behalf of any employee who claims that they have a grievance, may within sixty (60) calendar days of the event giving rise to the grievance, present the grievance informally either orally or in writingto the immediate supervisor of the alleged affected employee(s) or who is directly involved in the event. Grievances not presented within the time period shall be deemed to be waived and the event giving rise to the grievance shall remain unaltered in any respect. If the grievance is not resolved orally, the supervisor shall give a written answer to the Union within ten (10) calendar days from the receipt of the grievance by the supervisor. When the immediate supervisor is also the department head, the grievance shall be presented directly as providedin paragraph (3).

Step 2. If the grievance is not resolved with the immediate supervisor, the Union may, within ten (10) calendar days from receipt of the supervisor's answer forward the grievance in writing to the department head for consideration. If the grievance is not submitted within ten (10) calendar days from the date of receiving the decision from the immediate supervisor, the immediate supervisor’s decision shall be final and binding. Answer to the grievance shall be made in writing by the department head, after conferring with the Union, within fifteen (15) calendar days from receipt of the Union.

Step 3. If the department head does not resolve the grievance, the grievance may be forwarded within ten (10) calendar days to the City Manager for consideration. If the grievance is not submitted within ten (10) calendar days from the date of receiving the decision from the department head, the department head’s decision shall be final and binding. The City Manager must answer the grievance, after conferring with the Union, within fifteen (15)working days after receipt from the Union.

Step 4. At the Union’s request, the matter may be referred to mediation with a neutral third party. The City and the Union may mutually agree to the selection of a mediator or may request a list of nine (9) candidates from the State Mediation and Conciliation Service. If the parties cannot mutually agree on the party to be selected, it shall be determined by lot which party may first strike a name from the list. The parties shall alternately strike one (1) name and the last name remaining shall be selected. Each side will bear its own costs for said mediation, and the actual

cost for the service will be shared equally between the City and the Union.

Step 5. If the parties are unable to resolve their dispute through mediation or if the parties do not elect to participate in mediation, the Union may, within ten (10) calendar days following the latter of (i) the receipt of the City Manager's report at Step 3 or (ii) the completion of the mediation process, if applicable, submit a written request for a hearing before the City Council. Upon such a request, the City Council shall schedule a hearing withinthirty (30) calendar days. The decision of the City Council shall be final.

13.3_EXTENSION OF TIME LIMITS

The above-specified time limits may be extended by mutual agreement between the parties. Failure of the employee or the Union to act within the specified time limits, unless extended, shall dismiss and nullify the grievance. Failure by the City to observe such time limits, unless extended, shall cause the grievance to be moved to the next level of the grievance procedure.

13.4_COMPENSATION COMPLAINTS

All complaints involving or concerning the payment of compensation after the effective date of this Memorandum of Understanding shall be initially filed in writing with the department head. Only complaints which allege that employees are not being compensated in accordance with the provisions of this Memorandum of Understanding shall be considered as grievances. Any other matters of compensation are to be resolved in the meet and confer process and, if not detailed in the Agreement which results from such meet and confer process, shall be deemed withdrawn until the meet and confer process is next opened for such discussion. No adjustment shall be retroactive for more than twenty-four (24) months from the date upon which the complaint was filed.

SECTION 14. HEALTH AND WELFARE BENEFITS

14.1_CAFETERIA PLAN OF BENEFITS

The City shall maintain a Cafeteria Plan of Benefits account for each employee.

14.2_CAFETERIA PLAN OF BENEFITS FOR EMPLOYEES HIRED PRIOR TO JULY 1, 2012

The City shall make a direct contribution equal to the minimum employer contribution for agencies participating in the Public Employees Medical and Hospital Care Act (PEMHCA) on behalf of each active employee and qualified retiree.

The City shall continue to credit the benefits account of each employee hired prior to July 1, 2012, based upon their eligible and elected coverage, each pay period, in the amounts as listed below:

CATEGORY These rates are good for employees hired prior to 7/1/2012	AMOUNT PAID PER PAY PERIOD January 1, 2026 – December 31, 2026 24 PAY PERIODs (1ST & 2ND Pay each mo.)
Single Employee	600.76
Employee + One Dependent	1122.07
Employee + More than One Dependent	1428.79
* The City increased each category in the Cafeteria Plan by an amount equal to the cost of Life Insurance premiums	

The above amounts are inclusive of the PEMHCA statutory minimum contribution.

Effective the first full pay period in January 2027 through the last pay period in December 2027, the City shall credit the benefits account of each employee hired prior to July 1, 2012, based upontheir eligible and elected coverage, each pay period, in the amounts as listed below

CATEGORY These rates are good for employees hired prior to 7/1/2012	AMOUNT PAID PER PAY PERIOD January 1, 2027 – December 31, 2027 24 PAY PERIODs (1ST & 2ND Pay each mo.)
Single Employee	660.76
Employee + One Dependent	1182.07
Employee + More than One Dependent	1488.79

The above amounts are inclusive of the PEMHCA statutory minimum.

Effective the first full pay period in January 2028 through the last pay period in December 2028, the City shall increase each category of the Cafeteria Plan listed above by the entire sum of the premium rate increase for the year 2028 for the CalPERS Kaiser Medical Plan, up to a maximum 5% increase in the City contribution, and will credit the benefits account of each employee, based upon their eligible and elected coverage, each pay period, in those amounts.

Effective the first full pay period in January 2029 through the last pay period in December 2029, the City shall increase each category of the Cafeteria Plan listed above by the entire sum of the premium rate increase for the year 2029

for the CalPERS Kaiser Medical Plan, up to a maximum 5% increase in the City contribution, and will credit the benefits account of each employee, based upon their eligible and elected coverage, each pay period, in those amounts.

14.2.1_CAFETERIA PLAN OF BENEFITS FOR EMPLOYEES HIRED AFTER JULY 1, 2012

The City shall make a direct contribution equal to the minimum employer contribution for agencies participating in the Public Employees Medical and Hospital Care Act (PEMHCA) on behalf of each active employee and qualified retiree.

The City shall continue to credit the benefits account of each employee hired after July 1, 2012, based upon their eligible and elected coverage, each pay period, in the amounts as listed below:

CATEGORY These rates are good for employees hired after 7/1/2012	AMOUNT PAID PER PAY PERIOD January 1, 2026 – December 31, 2026 24 PAY PERIODs (1ST & 2ND Pay each mo.)
Single Employee	523.58
Employee + One Dependent	984.33
Employee + More than One Dependent	1260.78

The above amounts are inclusive of the PEMHCA statutory minimum contribution.

Effective the first full pay period in January 2027 through the last pay period in December 2027, the City shall credit the benefits account of each employee hired after July 1, 2012, based upon their eligible and elected coverage, each pay period, in the amounts as listed below:

CATEGORY These rates are good for employees hired after 7/1/2012	AMOUNT PAID PER PAY PERIOD January 1, 2027 – December 31, 2027 24 PAY PERIODs (1ST & 2ND Pay each mo.)
Single Employee	648.58
Employee + One Dependent	1109.33

Employee + More than One Dependent	1385.78

The above amounts are inclusive of the PEMHCA statutory minimum.

Effective the first full pay period in January 2028 through the last pay period in December 2028, the City shall increase each category of the Cafeteria Plan listed above by 90% of the premium rate increase for the year 2028 forthe CalPERS Kaiser Medical Plan, up to a maximum 5% increase in the City contribution, and will credit the benefits account of each employee, based upon their eligible and elected coverage, each pay period, in those amounts.

Effective the first full pay period in January 2029 through the last pay period in December 2029, the City shall increase each category of the Cafeteria Plan listed above by 90% of the premium rate increase for the year 2029 forthe CalPERS Kaiser Medical Plan, up to a maximum 5% increase in the City contribution, and will credit the benefits account of each employee, based upon their eligible and elected coverage, each pay period, in those amounts.

14.2.2_Re-opener

For Plan Years 2028 and 2029, the City and SEIU agree to reopen Articles 14.2 and 14.2.1 at the request of either party in order to discuss the impact of increases to the CalPERS Kaiser Medical Plan premiums. Any requested reopener shall begin after CalPERS officially announces healthcare premium rates for the applicable plan year and shall conclude prior to open enrollment for said plan year.

14.2.3_CAFETERIA PLAN OF BENEFITS FOR ALL EMPLOYEES

The Cafeteria Plan shall include the following benefits options (and includes the PERS Minimum Employer Contribution for health care):

- Health Care insurance (employee must select this option unless evidence of comparable coverage from another source is provided)
- Dental insurance with a maximum annual dental benefit of at least $1,500 per year
- Vision care
- Dependent care (Child Care, etc.) assistance reimbursement of costs: Dependent care expenses must qualify in accordance with the regulations set forth in Internal Revenue Code paragraph 129. The amount designated for dependent care assistance by an individual employee may not exceed the maximum amount established by the Internal Revenue Code during each taxable year.
- Flexible spending account, subject to any IRS limitations

An employee may select more benefits than covered by the amount credited to their account by the City. The additional cost for such benefits shall be deducted from the employee's check in pre-tax dollars.

Any unused cafeteria plan benefit will be cashed out to the employee through payroll and reported as additional compensation for income tax purposes.

Probationary employees shall be placed on the rolls of the various insurance plans as soon as possible pursuant to insurance company policies.

Employees shall be eligible to receive flu shots, COVID-19 vaccinations, and poison oak shots, and unless available free to the employee, the City shall pay the cost of such shots. The City shall choose the medical clinic at which such immunizations will be administered.

14.3_MEDICAL WAIVER AND HEALTH IN LIEU

Eligible employees who are able to secure health insurance coverage through their spouse or other source with benefits comparable to those provided through City sponsored plans may waive coverage under the City sponsored plans and may, in lieu of receiving medical insurance, elect to receive a biweekly payment equal to the Cafeteria Plan of Benefits single employee credit amount shown in Section 14.1. The employee will sign a waiver form provided by the Finance Department. Employees choosing coverage at a later time by one of the City sponsored plans will be subject to the requirements of the health insurance provider chosen by the employee(s).

Employees selecting a medical waiver shall also continue to have the option of selecting benefits other than medical insurance under the cafeteria plan as outlined above in Section 14.1.

Any unused Cafeteria Plan benefit will be cashed out to the employee through payroll and reported as additional compensation for income tax purposes.

14.4 LIFE/ACCIDENTAL DEATH & DISMEMBERMENT and LONG-TERM DISABILITY INSURANCE

Full-time employees are required to enroll in life insurance/accidental death & dismemberment (Life/AD&D) and long-term disability (LTD) insurance through the City at existing benefit levels. The City will pay the full premium for employee-only coverage under this plan.

SECTION 15. RETIREMENT BENEFITS

15.1_PERS RETIREMENT

15.1.1_RETIREMENT BENEFITS FOR EMPLOYEES HIRED PRIOR TO JULY 1, 2012 – TIER 1 PENSION PLAN

On July 1, 2003, the City implemented an increase in the retirement benefits for eligible employees through the California Public Employees Retirement System (PERS) to a 2.5% at 55 with single highest year and survivor continuance plan and shall maintain said plan for the duration of this Memorandum of Understanding for employees hired prior to July 1, 2012. Such plan will be known as the City of Sausalito Tier 1 Pension Plan. On the effective date of the 2.5% at 55 retirement plan, the City increased salaries of bargaining unit members by eight percent (8%) in-lieu of payment of the employee's portion of the PERS contribution as provided under a plan which qualifies under Internal Revenue Code Section 414(h)(2). The employee must pay the eight percent (8%) employees' required contribution towards the PERS retirement.

The parties agree that bargaining unit members will contribute through payroll deduction the PERS premium for the 1 Year Final Average Compensation enhanced PERS benefit.

15.1.2_RETIREMENT BENEFITS FOR EMPLOYEES HIRED AFTER JULY 1, 2012 – TIER 2 PENSION PLAN

The parties agree to create a second-tier pension formula for bargaining unit members hired on or after July 1, 2012. The plan shall include the following major benefit provisions:

Retirement formula 2% at 55;

- 2% COLA;
- Survivor continuance plan
- 3 year final average compensation

Such plan for bargaining unit members hired on or after July 1, 2012 will be known as the City of Sausalito Tier 2 Pension Plan. The employee must pay the seven percent (7%) employees' required contribution towards the PERS retirement.

15.1.3_RETIREMENT BENEFITS FOR EMPLOYEES HIRED ON OR AFTER JANUARY 1, 2013 – PEPRA TIER

For miscellaneous employees hired on or after January 1, 2013, or for those who are classified as "new" members of CalPERS as defined by the Public Employees' Pension Reform Act (PEPRA), the City shall maintain a contract withCalPERS including the following major benefit provisions:

Retirement formula 2% at 62;

- 2% COLA;
- Survivor continuance plan
- 3 year final average compensation;

Consistent with the provisions of PEPRA, employees qualifying for this pension tier will pay one half of the normal cost of their pension benefits, as such amount is determined by CalPERS.

15.2_RETIREE MEDICAL BENEFIT

15.2.1_RETIREE MEDICAL BENEFIT

Employees who retire from City service under the provisions of the California Public Employees Retirement Systemmay continue receiving health insurance under the City's Health Insurance Plans if they so elect. If there are any payments due to the City under this Section, such payments must be received by the Finance Department no later than the 10th of the month for the month so covered.

15.2.1_(A) RETIREE MEDICAL BENEFITS FOR EMPLOYEES HIRED PRIOR TO JULY 1, 2012 WITH LESS THAN OR EQUAL TO THREE YEARS OF SERVICE WITH THE CITY OF SAUSALITO

Current employees who have been members of the California Public Employees Retirement System through June 30, 2012, and who have less than or equal to three (3) years of service with the City of Sausalito will be entitled to an annual contribution of $1,000 to their designated 457 Deferred Compensation Plan in lieu of relinquishing their prior Retiree Medical Benefit under preceding MOUs. Such contribution will be made on June 30 of the ensuing fiscal year following the completion of that full year of service. There will be no proration of this contribution in lieu of RetireeMedical Benefit for employees who sever service prior to June 30 of each fiscal year.

15.2.1_(B) RETIREE MEDICAL BENEFITS FOR EMPLOYEES HIRED PRIOR TO JULY 1, 2012 WITH GREATER THAN THREE YEARS OF SERVICE WITH THE CITY OF SAUSALITO

Current employees who have been members of the California Public Employees Retirement System through June 30, 2012, and who have more than three (3) years of service with the City of Sausalito; and then, through the City of Sausalito work for a total of twenty (20) or more years, and who are of the age of fifty-five (55) years or more upon retirement, shall continue to have the cost of Kaiser, employee-only monthly health insurance premium provided by the City and paid in full by the City until death. Should the retiree select a more expensive plan, the retiree shall pay the difference. However, the retired employee shall be required to pay one hundred percent (100%) of the cost for their spouse and eligible dependent children if they desire to continue them on the policy. The spouse and eligible dependent children may continue on the policy after the death of the employee, providing the spouse pays for such continuance. All retiree medical benefits will be coordinated with Medicare and Medicaid to achieve the greatest cost savings to the City with no diminishment in the quality of medical serviceprovided to the retiree and with no increase in cost to the retiree.

Alternatively, employees who have been members of the California Public Employees Retirement System through the City of Sausalito for twenty (20) or more years, and who are of the age of fifty-five (55) years or more upon retirement, may, in lieu of City-paid medical coverage, opt to receive a cash payment equal to the lesser of $175 per month or the PERS Kaiser rate applicable to the retiree.

After July 1, 2012, employees hired prior to July 1, 2012 and who have accumulated greater that three (3) years of service with the City of Sausalito may, within the ensuing thirty (30) days and no later than July 31, 2012, may relinquish their Retiree Medical Benefit in this section and opt to receive an in lieu annual contribution of $1,000 to their designated 457 Deferred Compensation Plan. Such option is irrevocable. The City, at its sole discretion reserves the right to extend the option period, and/or re-offer this option to referenced employees.

15.2.2_RETIREE MEDICAL BENEFITS FOR EMPLOYEES HIRED AFTER JULY 1, 2012

Employees who retire from City service under the provisions of the California Public Employees Retirement

System may continue receiving health insurance under the City's Health Insurance Plans if they so elect. If there are any payments due to the City under this Section, such payments must be received by the Finance Department no later than the 10th of the month for the month so covered. Employees hired after July 1, 2012 are not entitled to any other Retiree Medical Benefits.

15.3_RETIREE SICK LEAVE CONVERSION

Employees who retire with a PERS retirement may convert unused accumulated sick leave to additional service credit at the rate of .004 years for each day of sick leave or be paid in cash for maximum of 432 hours of sick leave for employees working the 36 hour schedule and convert the remaining unused balance (excluding the number of hours paid in cash) to additional service credit as specified immediately above.

15.4 457 DEFERRED COMPENSATION PLAN

Employees may elect to contribute to the City's 457 plan through a salary reduction over twenty-six (26) pay periods. In addition, beginning the first full pay period following adoption of the agreement, the City will contributethe equivalent of 1% of base pay into the deferred compensation account for each bargaining unit member. Payments will be made bi-weekly and bargaining unit members must have an active deferred compensation account to qualify. An active deferred account is one in which an employee contributes a minimum of $1 a pay period. The maximum amount contribution shall be governed by the Internal Revenue Service regulations related to 457 plans.

SECTION 16. RECLASSIFICATIONS

At any time an employee believes the duties of their position have changed materially, the employee may submit a reclassification request, in writing, to the City Manager. The reclassification request shall be in narrative form, comparing the employee's current duties with the duties specified in the position job specification, a copy of which shall be attached. The reclassification request should also contain the employee's recommended classification. The employee should provide a copy of the reclassification request for the department head.

After considering the reclassification request, if the City Manager believes the request is appropriate, the City Manager will reallocate the position to a different class, provided the reclassification can be accomplished within budget limitations. If the City Manager does not believe the reclassification request is appropriate, or in the event there are budget limitations, the employee will be so informed, in writing. The employee, through the Union, may request a meeting with the City Manager to discuss the reasons for rejecting the request.

Nothing in this Section shall preclude a department head from recommending a reclassification for a department position.

In order to be considered as part of the budget process, reclassification requests should be submitted during the months of January and February.

SECTION 17. REIMBURSEMENTS

The City is supportive of employee's professional and personal development. In support of these interests, the City

will reimburse employees up to $2,000 total per fiscal year for education and professional development expenses. Up to $1,000 of that $2,000 may be used to reimburse employees for wellness expenses as set forth below.

Reimbursements under this program are taxable benefits and employees are responsible for the tax consequences of seeking reimbursement under this program.

17.1 Educational Reimbursement

The City will reimburse employee receipted costs for tuition, registration fees, required course materials, books and certification examination fees incurred through educational programs, professional development activities, or training that supports the employee's current position or career advancement within municipal service.

Eligible programs and expenses include, but are not limited to:

- Accredited educational institutions — community college, university, trade, or vocational programs
- Professional association dues directly related to job duties
- Webinars, conferences, seminars, and workshops in the employee's professional field or a related municipal discipline
- Certification and license examination fees, including ICC, AICP, APWA, and similar credentials
- Online learning platforms offering courses relevant to the employee's role

In order to be reimbursed for such costs, the employee must submit the written request for reimbursement at least ten (10) working days prior to beginning the program/class, to the employee's department head for approval by the City Manager, and the employee must attain a passing grade of "C" or better, or a "pass" in a pass/fail program. For programs where a passing grade is not provided, presentation of a certificate of completion will be required.

Reimbursement shall be made for each employee up to two thousand dollars ($2,000) per fiscal year. Educational reimbursement shall be prorated for benefits-eligible employees working fewer than thirty-six (36) hours, per week. The educational reimbursement benefit is not available to employees working fewer than twenty (20) hours per week.

An employee who has already exhausted the $2,000 per fiscal year educational reimbursement benefit may request additional funding authorization from the City Manager. Provided that the City Manager is assured that sufficient educational funds are available for the remainder of the fiscal year for all other employees in the unit, and the educational activity is an appropriate expenditure for the requesting employee, the City Manager may authorize some or all of the additional educational reimbursement funding requested by the employee.

Employees understand that any funds received as reimbursement for education expenses are taxable and employees are responsible for the tax consequences of seeking such a reimbursement.

17.2 Wellness Reimbursement

The City will reimburse, up to $1,000 per fiscal year for activities, products, services, or programs that promote

personal health, manage stress, improve physical or mental wellbeing, assist with weight loss, or support overall employee wellness. Any amount used for wellness shall be deducted from the two thousand dollars ($2,000) available under the education reimbursement program set forth in Section 17.1. No employee shall receive more than a total of two thousand dollars ($2,000) per fiscal year in education and wellness reimbursements combined.

Eligible expenses include, but are not limited to, the following categories:

- Gym or fitness memberships, fitness classes, and recreational sports leagues
- Yoga, Pilates, martial arts, dance, or similar movement and wellness programs
- Personal training, coaching services, and race or athletic event registration fees
- Fitness equipment, outdoor recreation equipment, and ergonomic equipment promoting physical wellbeing
- Meditation, mindfulness, and wellness applications and digital subscriptions
- Mental health counseling or programs not covered by health insurance, including therapy co-pays
- Stress management seminars and mental wellness programs
- Nutrition, weight management, and health education programs

Employees may not seek reimbursement for apparel, weapons or other combative devices, meal kits, financing or installment payments, expenditures related to motorized vehicles, or expenditures related to the repair of equipment purchased under this provision.

Employees must provide receipts and a brief description of the wellness purpose.

Employees understand that any funds received as reimbursement for wellness expenses are taxable and employees are responsible for the tax consequences of seeking such a reimbursement. Requests for reimbursement of wellness expenditures must be approved by the City Manager or their designee. The City's decision with respect to reimbursement of wellness expenditures is final and not subject to the grievance process set forth in Article 13.

SECTION 18. CLOTHING, UNIFORM AND BOOT ALLOWANCES

18.1_CLOTHING AND UNIFORM ALLOWANCE

The City shall reimburse newly appointed employees to the Public Works Department in the position classifications of Public Works Supervisor, Fleet Maintenance Coordinator, Maintenance Worker III, Maintenance Worker II, Maintenance Worker I, Lead Custodian, Custodian, Landscape Worker II and Landscape Worker I for the full cost of a uniform consisting of one (1) jacket, four (4) shirts, and four (4) trousers upon presentation of the new uniforms and accompanying receipt. Commencing the fiscal year after issuance of the initial uniform allowance, the City shall reimburse employees in these position classifications for the full cost of not more than one (1) new jacket, four (4) new shirts, and four (4) new trousers per year for those worn out in service upon presentation of the unserviceable uniforms, new uniforms and accompanying receipt.

18.2 BOOT ALLOWANCE

Employees in the above classifications, as well as the Building Inspector, Senior Civil Engineer, Associate Engineer, Assistant Engineer, and the Code Enforcement Official shall receive a protective footwear benefit. The protective footwear shall be:

1 Provided to each eligible employee at no cost to the employee through a retailer of the City's choice;

2 At least American National Safety Institute approved steel-toed safety footwear; however, depending on the job/function performed by the employee, the City may require an employee to wear other types of protective footwear which may include: metatarsal guards, electrostatic dissipative footwear, conductive footwear, electricalhazard footwear, or sole puncture resistant footwear;

3 The employee's choice of "Red Wing" brand, or a comparable brand quality;

4 Replaced at the direction of the City and may be replaced at the request of the employee to their department head. A department head denial of replacement of protective footwear may be appealed to the City Manager; and

5 Worn only when performing work for the City: i.e., the City shall not be required to purchase or replace protective footwear when such footwear is damaged or worn out by an activity that is not associated with City employment.

SECTION 19. COMMUTER CHECK PROGRAM

The City is enrolled in the Commuter Check program and will pay fifty percent (50%) of the cost of vouchers used for commuting (not to exceed fifty dollars ($50) per month per employee). The City will work with the Union to update the program structure during the contract term.

SECTION 20. MISCELLANEOUS PROVISIONS

20.1_JOB ANNOUNCEMENTS

The City agrees to timely post announcements of jobs for which the City is recruiting on bulletin boards located in City Hall and the Corporation Yard.

20.2_PART-TIME PRO-RATION

All employees working a regular work schedule of twenty (20) or more hours per week, but less than thirty-six (36) hours, shall be entitled to prorated benefits provided herein, computed on the ratio of each such employee's hour of work compared to thirty-six (36) hours per week.

20.3_CLASS B DRIVER'S LICENSE

If an employee is required by state law or by classification to obtain and/or maintain a current Class B driver's license in order to perform his or her duties, when necessary to obtain or renew the Class B license, the City shall pay the cost of a physical exam required for the employee to obtain and/or maintain the Class B driver's license and the City shall also pay the difference in cost imposed by the DMV between a Class B Driver's License and a Class C driver's license. The employee shall make his or her best good faith efforts to have the physical exam administered by his or her health insurance plan or such other provider so that the cost to the City is as low as possible.

20.4_DOT DRUG TESTING

Effective January 1, 1996, the City has instituted the Drug Testing Policy set forth as Exhibit A to this Agreement. The City intends to update this policy during the term of this Agreement and will provide the Union with notice and an opportunity to bargain over the impacts of any such updates prior to implementation.

20.5_EMPLOYEE EYEGLASSES

Employee eyeglasses required to be worn on the job which are destroyed while on duty and as a result of the proper and appropriate use of the eyeglasses will be replaced by the City up to a maximum cost of three hundred fifty dollars ($350) to the City per set of eyeglasses.

20.6_LABOR / MANAGEMENT MEETINGS OUTSIDE NEGOTIATIONS PROCESS.

During the term of the Agreement, the City and SEIU agree that consultation meetings may contribute to improved employer-employee relations. Labor Management committee meetings shall occur on a quarterly basis, unless mutually agreed otherwise. SEIU shall contact the City to coordinate scheduling of meetings each quarter. At least five (5) working days prior to every quarterly meeting, SEIU shall submit agenda items to the City. The City will provide any proposed additions or modifications at least three (3) working days in advance of any scheduled Labor Management committee meetings. If there are no agenda items identified that quarterly meeting shall be cancelled. Additional meetings may be requested by either party. The party requesting the meeting shall submit a proposed agenda. With the agreement of the receiving party, a date, time and location of the requested meeting shall be set within two weeks of the request.

20.7_PERFORMANCE EVALUATIONS.

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.

20.8_EMPLOYEE HANDBOOK

The Parties shall begin a meet and confer process related to revisions to the City's Employee Handbook within six (6) months following adoption of a successor contract by the City Council. This timeframe may be extended by mutual agreement of the Parties.

SECTION 21. AFFORDABLE HOUSING

A labor – management committee will be formed to develop and present to the City Manager and City Council a report outlining employee concerns about the cost of housing and commuting. The committee may present information to the City Manager and City Council about how other jurisdictions address these issues.

SECTION 22. SEPARABILITY OF PROVISIONS

In the event that any provision of this Memorandum of Understanding is declared by a court of competent jurisdiction to be illegal or unenforceable, that provision of the Memorandum of Understanding shall be null and void, but such nullification shall not affect any other provisions of this Memorandum of Understanding, all of which

other provisions shall remain in full force and effect. Should any provision be declared null and void, the parties shall meet and confer on the effect of such decision and the parties agree to seek alternative language and/or benefits.

SECTION 23. SCOPE OF MEMORANDUM OF UNDERSTANDING

Except as otherwise specifically provided herein, this Memorandum of Understanding fully and completely incorporates the understanding of the parties hereto and constitutes the sole and entire understanding between the parties on any and all matters contained herein; provided, however, that nothing herein shall prohibit the parties from changing the terms of this Memorandum by mutual written agreement.

It is understood and agreed that any benefits and/or working conditions within the scope of representation presently in effect and not modified by this Memorandum of Understanding shall remain unchanged until the City and the Union meet and confer.

This Memorandum of Understanding shall supersede all existing memoranda of understanding between the City and the Union.

SECTION 24. DURATION

This Memorandum of Understanding shall not take effect unless and until it is ratified by the General Membership of the City of Sausalito Chapter of SEIU Local 1021 and approved by the City Council of the City of Sausalito. Following such approval, this Memorandum of Understanding shall be effective July 1, 2026, except for those provisions of the Memorandum of Understanding which have been assigned other effective dates as hereinabove set forth and shall remain in full force and effect to and including June 30, 2029.

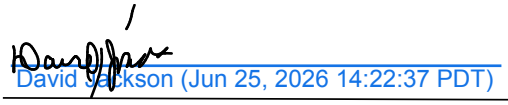
SECTION 25. REORGANIZATION

The parties agree that, at the request of and upon notice from the City, they will meet and confer over the negotiable impacts of any proposed reorganization of City Departments, consistent with their obligations under the MMBA.

SECTION 26. SIGNATURE PAGE

IN WITNESS WHEREOF, the parties hereby have executed this Memorandum of Understanding this 24th day of June, 2026:

FOR THE SERVICE EMPLOYEES' INTERNATIONAL UNION, LOCAL 1021:



David Jackson, SEIU 1021 Negotiating Team

Katherine Nelson
Katherine Nelson (Jun 25, 2026 11:38:23 PDT)

Katherine Nelson, SEIU 1021 Negotiating Team

Tessa Paoli (Jun 25, 2026 14:12:37 PDT)

Tessa Paoli, SEIU 1021 Negotiating Team

Manuel Rivera (Jun 25, 2026 14:27:26 PDT)

Manuel “Fredy” Rivera, SEIU 1021 Chief Negotiator

Andrea Zanetti
Andrea Zanetti (Jun 25, 2026 16:10:28 PDT)

Andrea Zanetti, SEIU 1021 Regional Director

David Canham
David Canham (Jun 30, 2026 10:16:58 PDT)

David Canham, SEIU 1021 Executive Director

FOR THE CITY OF SAUSALITO:

Brandon Phipps

Brandon Phipps, Interim City Manager

APPENDIX: Pay Schedules

CITY OF SAUSALITO COMPREHENSIVE PAY SCHEDULE

TABLE 3A Service Employees International Union (SEIU) Local 1021 Classifications FY2026-27

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Hours
Marketing & Communications Coordinator (formerly Library Program Marketing Coord)								
Annual	73,270	76,934	80,780	84,819	89,060	93,513	98,189	**1872**
Monthly	6,106	6,411	6,732	7,068	7,422	7,793	8,182	**156**
Biweekly	2,818	2,959	3,107	3,262	3,425	3,597	3,776	**72**
Hourly	39.14	41.10	43.15	45.31	47.57	49.95	52.45	**1**
Senior Library Assistant								
Annual	64,926	68,170	71,583	75,166	78,918	82,864	87,003	**1872**
Monthly	5,410	5,681	5,965	6,264	6,576	6,905	7,250	**156**
Biweekly	2,497	2,622	2,753	2,891	3,035	3,187	3,346	**72**
Hourly	34.68	36.42	38.24	40.15	42.16	44.26	46.48	**1**
Librarian I								
Annual	70,058	73,568	77,248	81,097	85,163	89,424	93,878	**1872**
Monthly	5,838	6,131	6,437	6,758	7,097	7,452	7,823	**156**
Biweekly	2,695	2,830	2,971	3,119	3,276	3,439	3,611	**72**
Hourly	37.42	39.30	41.26	43.32	45.49	47.77	50.15	**1**
Librarian II								
Annual	78,869	82,815	86,955	91,288	95,863	100,657	105,692	**1872**
Monthly	6,572	6,901	7,246	7,607	7,989	8,388	8,808	**156**
Biweekly	3,033	3,185	3,344	3,511	3,687	3,871	4,065	**72**
Hourly	42.13	44.24	46.45	48.77	51.21	53.77	56.46	**1**
Custodian *								
Annual	51,832	54,421	57,137	60,006	63,001	66,148	69,473	**1872**
Monthly	4,319	4,535	4,761	5,000	5,250	5,512	5,789	**156**
Biweekly	1,994	2,093	2,198	2,308	2,423	2,544	2,672	**72**
Hourly	27.69	29.07	30.52	32.05	33.65	35.34	37.11	**1**
Lead Custodian *								
Annual	54,421	57,163	60,006	63,001	66,174	69,473	72,951	**1872**
Monthly	4,535	4,764	5,000	5,250	5,514	5,789	6,079	**156**
Biweekly	2,093	2,199	2,308	2,423	2,545	2,672	2,806	**72**
Hourly	29.07	30.54	32.05	33.65	35.35	37.11	38.97	**1**
Landscape Worker I								
Annual	57,252	60,108	63,110	66,281	69,598	73,060	76,715	**1872**
Monthly	4,771	5,009	5,259	5,523	5,800	6,088	6,393	**156**
Biweekly	2,202	2,312	2,427	2,549	2,677	2,810	2,951	**72**
Hourly	30.58	32.11	33.71	35.41	37.18	39.03	40.98	**1**
Maintenance Worker I								
Annual	57,252	60,108	63,110	66,281	69,598	73,060	76,715	**1872**
Monthly	4,771	5,009	5,259	5,523	5,800	6,088	6,393	**156**
Biweekly	2,202	2,312	2,427	2,549	2,677	2,810	2,951	**72**
Hourly	30.58	32.11	33.71	35.41	37.18	39.03	40.98	**1**
Landscape Worker II								
Annual	62,577	65,725	68,993	72,454	76,086	79,886	83,880	**1872**
Monthly	5,215	5,477	5,749	6,038	6,340	6,657	6,990	**156**
Biweekly	2,407	2,528	2,654	2,787	2,926	3,073	3,226	**72**
Hourly	33.43	35.11	36.86	38.70	40.64	42.67	44.81	**1**
Maintenance Worker II								
Annual	62,577	65,725	68,993	72,454	76,086	79,886	83,880	**1872**
Monthly	5,215	5,477	5,749	6,038	6,340	6,657	6,990	**156**
Biweekly	2,407	2,528	2,654	2,787	2,926	3,073	3,226	**72**
Hourly	33.43	35.11	36.86	38.70	40.64	42.67	44.81	**1**
Maintenance Worker III								
Annual	68,412	71,825	75,408	79,208	83,154	87,318	91,675	**1872**
Monthly	5,701	5,985	6,284	6,601	6,930	7,277	7,640	**156**
Biweekly	2,631	2,762	2,900	3,046	3,198	3,358	3,526	**72**
Hourly	36.54	38.37	40.28	42.31	44.42	46.64	48.97	**1**
Library Assistant II **								
Annual	61,251	64,315	67,507	70,892	74,448	78,155	82,097	**2080**
Monthly	5,104	5,360	5,626	5,908	6,204	6,513	6,841	**173.33**
Biweekly	2,356	2,474	2,596	2,727	2,863	3,006	3,158	**80**
Hourly	29.45	30.92	32.46	34.08	35.79	37.57	39.47	**1**

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Hours
TABLE 3A Service Employees International Union (SEIU) Local 1021 Classifications FY2026-27 *(continued)*								
Public Works Supervisor								
Annual	103,683	108,863	114,310	120,023	126,026	132,321	138,929	**1872**
Monthly	8,640	9,072	9,526	10,002	10,502	11,027	11,577	**156**
Biweekly	3,988	4,187	4,397	4,616	4,847	5,089	5,343	**72**
Hourly	55.39	58.15	61.06	64.11	67.32	70.68	74.21	**1**
Junior Engineer								
Annual	78,335	82,244	86,357	90,671	95,209	99,990	104,973	**1872**
Monthly	6,528	6,854	7,196	7,556	7,934	8,332	8,748	**156**
Biweekly	3,013	3,163	3,321	3,487	3,662	3,846	4,037	**72**
Hourly	41.85	43.93	46.13	48.44	50.86	53.41	56.08	**1**
Assistant Engineer								
Annual	91,624	96,202	101,023	106,047	111,354	116,925	122,779	**1872**
Monthly	7,635	8,017	8,419	8,837	9,280	9,744	10,232	**156**
Biweekly	3,524	3,700	3,885	4,079	4,283	4,497	4,722	**72**
Hourly	48.94	51.39	53.97	56.65	59.48	62.46	65.59	**1**
Associate Engineer								
Annual	96,444	101,262	106,321	111,647	117,215	123,097	129,246	**1872**
Monthly	8,037	8,438	8,860	9,304	9,768	10,258	10,771	**156**
Biweekly	3,709	3,895	4,089	4,294	4,508	4,735	4,971	**72**
Hourly	51.52	54.09	56.80	59.64	62.61	65.76	69.04	**1**
Administrative Aide I								
Annual	60,423	63,425	66,596	69,937	73,423	77,102	80,951	**1872**
Monthly	5,035	5,285	5,550	5,828	6,119	6,425	6,746	**156**
Biweekly	2,324	2,439	2,561	2,690	2,824	2,965	3,114	**72**
Hourly	32.28	33.88	35.57	37.36	39.22	41.19	43.24	**1**
Permit Technician								
Annual	67,419	70,808	74,343	78,046	81,968	86,059	90,368	**1872**
Monthly	5,618	5,901	6,195	6,504	6,831	7,172	7,531	**156**
Biweekly	2,593	2,723	2,859	3,002	3,153	3,310	3,476	**72**
Hourly	36.01	37.82	39.71	41.69	43.79	45.97	48.27	**1**
Building Inspector								
Annual	98,696	103,634	108,815	114,261	119,974	125,978	132,272	**1872**
Monthly	8,225	8,636	9,068	9,522	9,998	10,498	11,023	**156**
Biweekly	3,796	3,986	4,185	4,395	4,614	4,845	5,087	**72**
Hourly	52.72	55.36	58.13	61.04	64.09	67.30	70.66	**1**
Assistant Planner								
Annual	76,909	80,758	84,800	89,037	93,491	98,163	103,077	**1872**
Monthly	6,409	6,730	7,067	7,420	7,791	8,180	8,590	**156**
Biweekly	2,958	3,106	3,262	3,424	3,596	3,776	3,965	**72**
Hourly	41.08	43.14	45.30	47.56	49.94	52.44	55.06	**1**
Associate Planner								
Annual	87,899	92,305	96,904	101,770	106,854	112,180	117,796	**1872**
Monthly	7,325	7,692	8,075	8,481	8,904	9,348	9,816	**156**
Biweekly	3,381	3,550	3,727	3,914	4,110	4,315	4,531	**72**
Hourly	46.95	49.31	51.77	54.36	57.08	59.92	62.93	**1**
Senior Planner *								
Annual	96,067	100,870	105,914	111,210	116,771	122,609	128,739	**1872**
Monthly	8,006	8,406	8,826	9,267	9,731	10,217	10,728	**156**
Biweekly	3,695	3,880	4,074	4,277	4,491	4,716	4,952	**72**
Hourly	51.32	53.88	56.58	59.41	62.38	65.50	68.77	**1**
Recreation Supervisor *								
Annual	74,829	78,561	82,495	86,607	90,948	95,491	100,263	**1872**
Monthly	6,236	6,547	6,875	7,217	7,579	7,958	8,355	**156**
Biweekly	2,878	3,022	3,173	3,331	3,498	3,673	3,856	**72**
Hourly	39.97	41.97	44.07	46.26	48.58	51.01	53.56	**1**
Recreation Coordinator								
Annual	64,233	67,427	70,819	74,341	78,060	81,954	86,067	**1872**
Monthly	5,353	5,619	5,902	6,195	6,505	6,830	7,172	**156**
Biweekly	2,471	2,593	2,724	2,859	3,002	3,152	3,310	**72**
Hourly	34.31	36.02	37.83	39.71	41.70	43.78	45.98	**1**
Code Enforcement Official I								
Annual	66,071	69,375	72,843	76,485	80,310	84,325	88,542	**1872**
Monthly	5,506	5,781	6,070	6,374	6,692	7,027	7,378	**156**
Biweekly	2,541	2,668	2,802	2,942	3,089	3,243	3,405	**72**
Hourly	35.29	37.06	38.91	40.86	42.90	45.05	47.30	**1**
Code Enforcement Official II								
Annual	72,678	76,312	80,128	84,134	88,341	92,758	97,396	**1872**
Monthly	6,057	6,359	6,677	7,011	7,362	7,730	8,116	**156**
Biweekly	2,795	2,935	3,082	3,236	3,398	3,568	3,746	**72**
Hourly	38.82	40.76	42.80	44.94	47.19	49.55	52.03	**1**

APPROVED by Council 6/16/26
EFFECTIVE 7/1/26
*** Reflects 5% equity adjustment to range 7/1/26 (Custodian, Lead Custodian, Recreation Supervisor, Senior Planner)**

**** Library Assistant II position was inadvertently left off of last PAPS; LA II had the same range as "Library Program Marketing Coordinator" which was a new position in FY 2023, and BOTH positions should have been listed on the pay plan but only Library Program Marketing Coordinator was listed in FY2024; in 2025, the Library Program Marketing Coordinator position was updated and reclassified with a new pay range which was not applicable to the LA II position. That transition process resulted in the LA II position being left off the PAPS since FY2024. Position has been added back on PAPS effective 7/1/26.**

CITY OF SAUSALITO COMPREHENSIVE PAY SCHEDULE

TABLE 3A Service Employees International Union (SEIU) Local 1021 Classifications FY2027-28

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Hours
Marketing & Communications Coordinator (formerly Library Program Marketing Coord)								
Annual	75,468	79,242	83,204	87,364	91,732	96,319	101,135	**1872**
Monthly	6,289	6,603	6,934	7,280	7,644	8,027	8,428	**156**
Biweekly	2,903	3,048	3,200	3,360	3,528	3,705	3,890	**72**
Hourly	40.31	42.33	44.45	46.67	49.00	51.45	54.02	**1**
Senior Library Assistant								
Annual	66,873	70,215	73,730	77,421	81,285	85,350	89,613	**1872**
Monthly	5,573	5,851	6,144	6,452	6,774	7,112	7,468	**156**
Biweekly	2,572	2,701	2,836	2,978	3,126	3,283	3,447	**72**
Hourly	35.72	37.51	39.39	41.36	43.42	45.59	47.87	**1**
Librarian I								
Annual	72,159	75,775	79,565	83,529	87,718	92,107	96,695	**1872**
Monthly	6,013	6,315	6,630	6,961	7,310	7,676	8,058	**156**
Biweekly	2,775	2,914	3,060	3,213	3,374	3,543	3,719	**72**
Hourly	38.55	40.48	42.50	44.62	46.86	49.20	51.65	**1**
Librarian II								
Annual	81,236	85,300	89,564	94,027	98,739	103,676	108,863	**1872**
Monthly	6,770	7,108	7,464	7,836	8,228	8,640	9,072	**156**
Biweekly	3,124	3,281	3,445	3,616	3,798	3,988	4,187	**72**
Hourly	43.40	45.57	47.84	50.23	52.75	55.38	58.15	**1**
Custodian								
Annual	53,387	56,054	58,851	61,806	64,891	68,133	71,558	**1872**
Monthly	4,449	4,671	4,904	5,150	5,408	5,678	5,963	**156**
Biweekly	2,053	2,156	2,264	2,377	2,496	2,620	2,752	**72**
Hourly	28.52	29.94	31.44	33.02	34.66	36.40	38.23	**1**
Lead Custodian								
Annual	56,054	58,878	61,806	64,891	68,159	71,558	75,139	**1872**
Monthly	4,671	4,906	5,150	5,408	5,680	5,963	6,262	**156**
Biweekly	2,156	2,265	2,377	2,496	2,621	2,752	2,890	**72**
Hourly	29.94	31.45	33.02	34.66	36.41	38.23	40.14	**1**
Landscape Worker I								
Annual	58,969	61,912	65,003	68,270	71,686	75,251	79,016	**1872**
Monthly	4,914	5,159	5,417	5,689	5,974	6,271	6,585	**156**
Biweekly	2,268	2,381	2,500	2,626	2,757	2,894	3,039	**72**
Hourly	31.50	33.07	34.72	36.47	38.29	40.20	42.21	**1**
Maintenance Worker I								
Annual	58,969	61,912	65,003	68,270	71,686	75,251	79,016	**1872**
Monthly	4,914	5,159	5,417	5,689	5,974	6,271	6,585	**156**
Biweekly	2,268	2,381	2,500	2,626	2,757	2,894	3,039	**72**
Hourly	31.50	33.07	34.72	36.47	38.29	40.20	42.21	**1**
Landscape Worker II								
Annual	64,455	67,696	71,062	74,628	78,368	82,283	86,397	**1872**
Monthly	5,371	5,641	5,922	6,219	6,531	6,857	7,200	**156**
Biweekly	2,479	2,604	2,733	2,870	3,014	3,165	3,323	**72**
Hourly	34.43	36.16	37.96	39.87	41.86	43.95	46.15	**1**
Maintenance Worker II								
Annual	64,455	67,696	71,062	74,628	78,368	82,283	86,397	**1872**
Monthly	5,371	5,641	5,922	6,219	6,531	6,857	7,200	**156**
Biweekly	2,479	2,604	2,733	2,870	3,014	3,165	3,323	**72**
Hourly	34.43	36.16	37.96	39.87	41.86	43.95	46.15	**1**
Maintenance Worker III								
Annual	70,464	73,980	77,670	81,585	85,649	89,938	94,426	**1872**
Monthly	5,872	6,165	6,472	6,799	7,137	7,495	7,869	**156**
Biweekly	2,710	2,845	2,987	3,138	3,294	3,459	3,632	**72**
Hourly	37.64	39.52	41.49	43.58	45.75	48.04	50.44	**1**
Library Assistant II								
Annual	63,089	66,244	69,532	73,019	76,682	80,499	84,560	**2080**
Monthly	5,257	5,520	5,794	6,085	6,390	6,708	7,047	**173.33**
Biweekly	2,426	2,548	2,674	2,808	2,949	3,096	3,252	**80**
Hourly	30.33	31.85	33.43	35.11	36.87	38.70	40.65	**1**

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Hours
TABLE 3A Service Employees International Union (SEIU) Local 1021 Classifications FY2027-28								
(continued)								
Public Works Supervisor								
Annual	106,793	112,129	117,739	123,624	129,807	136,290	143,097	**1872**
Monthly	8,899	9,344	9,812	10,302	10,817	11,358	11,925	**156**
Biweekly	4,107	4,313	4,528	4,755	4,993	5,242	5,504	**72**
Hourly	57.05	59.90	62.89	66.04	69.34	72.80	76.44	**1**
Junior Engineer								
Annual	80,685	84,712	88,947	93,392	98,065	102,989	108,122	**1872**
Monthly	6,724	7,059	7,412	7,783	8,172	8,582	9,010	**156**
Biweekly	3,103	3,258	3,421	3,592	3,772	3,961	4,159	**72**
Hourly	43.10	45.25	47.51	49.89	52.39	55.02	57.76	**1**
Assistant Engineer								
Annual	94,372	99,088	104,054	109,228	114,695	120,433	126,463	**1872**
Monthly	7,864	8,257	8,671	9,102	9,558	10,036	10,539	**156**
Biweekly	3,630	3,811	4,002	4,201	4,411	4,632	4,864	**72**
Hourly	50.41	52.93	55.58	58.35	61.27	64.33	67.55	**1**
Associate Engineer								
Annual	99,338	104,300	109,511	114,996	120,731	126,790	133,124	**1872**
Monthly	8,278	8,692	9,126	9,583	10,061	10,566	11,094	**156**
Biweekly	3,821	4,012	4,212	4,423	4,644	4,877	5,120	**72**
Hourly	53.07	55.72	58.50	61.43	64.49	67.73	71.11	**1**
Administrative Aide I								
Annual	62,236	65,328	68,594	72,035	75,625	79,415	83,380	**1872**
Monthly	5,186	5,444	5,716	6,003	6,302	6,618	6,948	**156**
Biweekly	2,394	2,513	2,638	2,771	2,909	3,054	3,207	**72**
Hourly	33.25	34.90	36.64	38.48	40.40	42.42	44.54	**1**
Permit Technician								
Annual	69,442	72,932	76,573	80,388	84,427	88,641	93,079	**1872**
Monthly	5,787	6,078	6,381	6,699	7,036	7,387	7,757	**156**
Biweekly	2,671	2,805	2,945	3,092	3,247	3,409	3,580	**72**
Hourly	37.09	38.96	40.90	42.94	45.10	47.35	49.72	**1**
Building Inspector								
Annual	101,657	106,743	112,079	117,689	123,574	129,757	136,240	**1872**
Monthly	8,471	8,895	9,340	9,807	10,298	10,813	11,353	**156**
Biweekly	3,910	4,106	4,311	4,527	4,753	4,991	5,240	**72**
Hourly	54.30	57.02	59.87	62.87	66.01	69.31	72.78	**1**
Assistant Planner								
Annual	79,216	83,180	87,344	91,708	96,296	101,108	106,170	**1872**
Monthly	6,601	6,932	7,279	7,642	8,025	8,426	8,847	**156**
Biweekly	3,047	3,199	3,359	3,527	3,704	3,889	4,083	**72**
Hourly	42.32	44.43	46.66	48.99	51.44	54.01	56.71	**1**
Associate Planner								
Annual	90,536	95,074	99,811	104,823	110,059	115,545	121,330	**1872**
Monthly	7,545	7,923	8,318	8,735	9,172	9,629	10,111	**156**
Biweekly	3,482	3,657	3,839	4,032	4,233	4,444	4,667	**72**
Hourly	48.36	50.79	53.32	56.00	58.79	61.72	64.81	**1**
Senior Planner								
Annual	98,950	103,896	109,092	114,546	120,274	126,287	132,601	**1872**
Monthly	8,246	8,658	9,091	9,545	10,023	10,524	11,050	**156**
Biweekly	3,806	3,996	4,196	4,406	4,626	4,857	5,100	**72**
Hourly	52.86	55.50	58.28	61.19	64.25	67.46	70.83	**1**
Recreation Supervisor								
Annual	77,074	80,917	84,970	89,205	93,676	98,356	103,271	**1872**
Monthly	6,423	6,743	7,081	7,434	7,806	8,196	8,606	**156**
Biweekly	2,964	3,112	3,268	3,431	3,603	3,783	3,972	**72**
Hourly	41.17	43.23	45.39	47.65	50.04	52.54	55.17	**1**
Recreation Coordinator								
Annual	66,160	69,450	72,943	76,571	80,402	84,413	88,649	**1872**
Monthly	5,513	5,788	6,079	6,381	6,700	7,034	7,387	**156**
Biweekly	2,545	2,671	2,806	2,945	3,092	3,247	3,410	**72**
Hourly	35.34	37.10	38.97	40.90	42.95	45.09	47.36	**1**
Code Enforcement Official I								
Annual	68,053	71,456	75,029	78,780	82,719	86,855	91,198	**1872**
Monthly	5,671	5,955	6,252	6,565	6,893	7,238	7,600	**156**
Biweekly	2,617	2,748	2,886	3,030	3,182	3,341	3,508	**72**
Hourly	36.35	38.17	40.08	42.08	44.19	46.40	48.72	**1**
Code Enforcement Official II								
Annual	74,858	78,601	82,531	86,658	90,991	95,541	100,318	**1872**
Monthly	6,238	6,550	6,878	7,222	7,583	7,962	8,360	**156**
Biweekly	2,879	3,023	3,174	3,333	3,500	3,675	3,858	**72**
Hourly	39.99	41.99	44.09	46.29	48.61	51.04	53.59	**1**

APPROVED by Council 6/16/26
EFFECTIVE 7/1/27

CITY OF SAUSALITO COMPREHENSIVE PAY SCHEDULE

TABLE 3A Service Employees International Union (SEIU) Local 1021 Classifications FY2028-29

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Hours
Marketing & Communications Coordinator (formerly Library Program Marketing Coord)								
Annual	77,732	81,619	85,700	89,985	94,484	99,208	104,169	**1872**
Monthly	6,478	6,802	7,142	7,499	7,874	8,267	8,681	**156**
Biweekly	2,990	3,139	3,296	3,461	3,634	3,816	4,006	**72**
Hourly	41.52	43.60	45.78	48.07	50.47	53.00	55.65	**1**
Senior Library Assistant								
Annual	68,880	72,321	75,942	79,743	83,724	87,910	92,302	**1872**
Monthly	5,740	6,027	6,329	6,645	6,977	7,326	7,692	**156**
Biweekly	2,649	2,782	2,921	3,067	3,220	3,381	3,550	**72**
Hourly	36.79	38.63	40.57	42.60	44.72	46.96	49.31	**1**
Librarian I								
Annual	74,324	78,048	81,952	86,035	90,350	94,870	99,596	**1872**
Monthly	6,194	6,504	6,829	7,170	7,529	7,906	8,300	**156**
Biweekly	2,859	3,002	3,152	3,309	3,475	3,649	3,831	**72**
Hourly	39.70	41.69	43.78	45.96	48.26	50.68	53.20	**1**
Librarian II								
Annual	83,673	87,859	92,250	96,848	101,701	106,787	112,128	**1872**
Monthly	6,973	7,322	7,688	8,071	8,475	8,899	9,344	**156**
Biweekly	3,218	3,379	3,548	3,725	3,912	4,107	4,313	**72**
Hourly	44.70	46.93	49.28	51.73	54.33	57.04	59.90	**1**
Custodian								
Annual	54,989	57,736	60,617	63,660	66,838	70,177	73,704	**1872**
Monthly	4,582	4,811	5,051	5,305	5,570	5,848	6,142	**156**
Biweekly	2,115	2,221	2,331	2,448	2,571	2,699	2,835	**72**
Hourly	29.37	30.84	32.38	34.01	35.70	37.49	39.37	**1**
Lead Custodian								
Annual	57,736	60,644	63,660	66,838	70,204	73,704	77,394	**1872**
Monthly	4,811	5,054	5,305	5,570	5,850	6,142	6,449	**156**
Biweekly	2,221	2,332	2,448	2,571	2,700	2,835	2,977	**72**
Hourly	30.84	32.40	34.01	35.70	37.50	39.37	41.34	**1**
Landscape Worker I								
Annual	60,738	63,769	66,953	70,318	73,836	77,509	81,387	**1872**
Monthly	5,062	5,314	5,579	5,860	6,153	6,459	6,782	**156**
Biweekly	2,336	2,453	2,575	2,705	2,840	2,981	3,130	**72**
Hourly	32.45	34.06	35.77	37.56	39.44	41.40	43.48	**1**
Maintenance Worker I								
Annual	60,738	63,769	66,953	70,318	73,836	77,509	81,387	**1872**
Monthly	5,062	5,314	5,579	5,860	6,153	6,459	6,782	**156**
Biweekly	2,336	2,453	2,575	2,705	2,840	2,981	3,130	**72**
Hourly	32.45	34.06	35.77	37.56	39.44	41.40	43.48	**1**
Landscape Worker II								
Annual	66,388	69,727	73,194	76,867	80,719	84,751	88,989	**1872**
Monthly	5,532	5,811	6,100	6,406	6,727	7,063	7,416	**156**
Biweekly	2,553	2,682	2,815	2,956	3,105	3,260	3,423	**72**
Hourly	35.46	37.25	39.10	41.06	43.12	45.27	47.54	**1**
Maintenance Worker II								
Annual	66,388	69,727	73,194	76,867	80,719	84,751	88,989	**1872**
Monthly	5,532	5,811	6,100	6,406	6,727	7,063	7,416	**156**
Biweekly	2,553	2,682	2,815	2,956	3,105	3,260	3,423	**72**
Hourly	35.46	37.25	39.10	41.06	43.12	45.27	47.54	**1**
Maintenance Worker III								
Annual	72,578	76,199	80,000	84,032	88,218	92,636	97,258	**1872**
Monthly	6,048	6,350	6,667	7,003	7,352	7,720	8,105	**156**
Biweekly	2,791	2,931	3,077	3,232	3,393	3,563	3,741	**72**
Hourly	38.77	40.70	42.74	44.89	47.13	49.48	51.95	**1**
Library Assistant II								
Annual	64,981	68,232	71,618	75,209	78,982	82,914	87,096	**2080**
Monthly	5,415	5,686	5,968	6,267	6,582	6,910	7,258	**173.33**
Biweekly	2,499	2,624	2,755	2,893	3,038	3,189	3,350	**80**
Hourly	31.24	32.80	34.43	36.16	37.97	39.86	41.87	**1**

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Hours
TABLE 3A Service Employees International Union (SEIU) Local 1021 Classifications FY2028-29								
(continued)								
Public Works Supervisor								
Annual	109,997	115,493	121,271	127,332	133,701	140,379	147,390	**1872**
Monthly	9,166	9,624	10,106	10,611	11,142	11,698	12,283	**156**
Biweekly	4,231	4,442	4,664	4,897	5,142	5,399	5,669	**72**
Hourly	58.76	61.69	64.78	68.02	71.42	74.99	78.73	**1**
Junior Engineer								
Annual	83,105	87,253	91,616	96,193	101,007	106,079	111,366	**1872**
Monthly	6,925	7,271	7,635	8,016	8,417	8,840	9,280	**156**
Biweekly	3,196	3,356	3,524	3,700	3,885	4,080	4,283	**72**
Hourly	44.39	46.61	48.94	51.39	53.96	56.67	59.49	**1**
Assistant Engineer								
Annual	97,203	102,060	107,175	112,505	118,136	124,046	130,256	**1872**
Monthly	8,100	8,505	8,931	9,375	9,845	10,337	10,855	**156**
Biweekly	3,739	3,925	4,122	4,327	4,544	4,771	5,010	**72**
Hourly	51.92	54.52	57.25	60.10	63.11	66.26	69.58	**1**
Associate Engineer								
Annual	102,318	107,429	112,796	118,446	124,353	130,594	137,117	**1872**
Monthly	8,526	8,952	9,400	9,871	10,363	10,883	11,426	**156**
Biweekly	3,935	4,132	4,338	4,556	4,783	5,023	5,274	**72**
Hourly	54.66	57.39	60.25	63.27	66.43	69.76	73.25	**1**
Administrative Aide I								
Annual	64,103	67,287	70,652	74,196	77,894	81,798	85,881	**1872**
Monthly	5,342	5,607	5,888	6,183	6,491	6,816	7,157	**156**
Biweekly	2,465	2,588	2,717	2,854	2,996	3,146	3,303	**72**
Hourly	34.24	35.94	37.74	39.63	41.61	43.70	45.88	**1**
Permit Technician								
Annual	71,525	75,120	78,870	82,799	86,960	91,300	95,872	**1872**
Monthly	5,960	6,260	6,573	6,900	7,247	7,608	7,989	**156**
Biweekly	2,751	2,889	3,033	3,185	3,345	3,512	3,687	**72**
Hourly	38.21	40.13	42.13	44.23	46.45	48.77	51.21	**1**
Building Inspector								
Annual	104,706	109,945	115,441	121,220	127,281	133,650	140,327	**1872**
Monthly	8,726	9,162	9,620	10,102	10,607	11,138	11,694	**156**
Biweekly	4,027	4,229	4,440	4,662	4,895	5,140	5,397	**72**
Hourly	55.93	58.73	61.67	64.75	67.99	71.39	74.96	**1**
Assistant Planner								
Annual	81,592	85,676	89,965	94,459	99,185	104,141	109,355	**1872**
Monthly	6,799	7,140	7,497	7,872	8,265	8,678	9,113	**156**
Biweekly	3,138	3,295	3,460	3,633	3,815	4,005	4,206	**72**
Hourly	43.59	45.77	48.06	50.46	52.98	55.63	58.42	**1**
Associate Planner								
Annual	93,252	97,926	102,806	107,968	113,361	119,011	124,970	**1872**
Monthly	7,771	8,161	8,567	8,997	9,447	9,918	10,414	**156**
Biweekly	3,587	3,766	3,954	4,153	4,360	4,577	4,807	**72**
Hourly	49.81	52.31	54.92	57.68	60.56	63.57	66.76	**1**
Senior Planner								
Annual	101,918	107,013	112,365	117,982	123,882	130,076	136,579	**1872**
Monthly	8,493	8,918	9,364	9,832	10,323	10,840	11,382	**156**
Biweekly	3,920	4,116	4,322	4,538	4,765	5,003	5,253	**72**
Hourly	54.44	57.17	60.02	63.02	66.18	69.48	72.96	**1**
Recreation Supervisor								
Annual	79,386	83,345	87,519	91,881	96,486	101,307	106,369	**1872**
Monthly	6,616	6,945	7,293	7,657	8,041	8,442	8,864	**156**
Biweekly	3,053	3,206	3,366	3,534	3,711	3,896	4,091	**72**
Hourly	42.41	44.52	46.75	49.08	51.54	54.12	56.82	**1**
Recreation Coordinator								
Annual	68,145	71,534	75,131	78,868	82,814	86,945	91,309	**1872**
Monthly	5,679	5,961	6,261	6,572	6,901	7,245	7,609	**156**
Biweekly	2,621	2,751	2,890	3,033	3,185	3,344	3,512	**72**
Hourly	36.40	38.21	40.13	42.13	44.24	46.45	48.78	**1**
Code Enforcement Official I								
Annual	70,095	73,600	77,279	81,143	85,201	89,461	93,934	**1872**
Monthly	5,841	6,133	6,440	6,762	7,100	7,455	7,828	**156**
Biweekly	2,696	2,831	2,972	3,121	3,277	3,441	3,613	**72**
Hourly	37.44	39.32	41.28	43.35	45.51	47.79	50.18	**1**
Code Enforcement Official II								
Annual	77,104	80,959	85,007	89,258	93,721	98,407	103,327	**1872**
Monthly	6,425	6,747	7,084	7,438	7,810	8,201	8,611	**156**
Biweekly	2,966	3,114	3,270	3,433	3,605	3,785	3,974	**72**
Hourly	41.19	43.25	45.41	47.68	50.06	52.57	55.20	**1**

APPROVED by Council 6/16/26
EFFECTIVE 7/1/28

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Final Audit Report 2026-06-30

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By:	Katherine Nikitas (knikitas@sausalito.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAAnuJ77cAXt2RIeF5SVFFEbXiHQ-VJQHp6

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