

**MEMORANDUM
OF
UNDERSTANDING**

by and between

CITY OF SUTTER CREEK

and

S.E.I.U. LOCAL 1021

July 1, 2025

Through

June 30, 2028

TABLE OF CONTENTS

ARTICLE	Page
ARTICLE 1 - PARTIES.	1
ARTICLE 2 - RECOGNITION.	1
ARTICLE 3 - FULL UNDERSTANDING, MODIFICATION AND WAIVER.	1
ARTICLE 4 - COVERAGE OF EMPLOYEES.	1
ARTICLE 5 - UNION RESPONSIBILITY/WORK STOPPAGE.	1
ARTICLE 6 - UNION ACCESS, DUES DEDUCTION, INDEMNIFICATION	2
ARTICLE 7 - SEVERABILITY.	3
ARTICLE 8 - NONDISCRIMINATION.	4
ARTICLE 9 - DEFINITIONS.	4
ARTICLE 10 - MANAGEMENT RIGHTS.	5
ARTICLE 11 - WORKDAY/WORKWEEK.	7
ARTICLE 12 - REST PERIODS AND MEAL PERIODS.	8
ARTICLE 13 - ADDITIONAL COMPENSATION	8
ARTICLE 14 - STANDBY.	9
ARTICLE 15 - SSI/MEDICARE BENEFIT.	10
ARTICLE 16 - PUBLIC EMPLOYEES RETIREMENT SYSTEM (PERS).	10
ARTICLE 17 - OVERTIME.	11
ARTICLE 18 - BEREAVMENT LEAVE	12
ARTICLE 19 - CALL-OFFS.	12
ARTICLE 20 - DEFERRED COMPENSATION.	12
ARTICLE 21 - MEDICAL, DENTAL, VISION BENEFITS.	13
ARTICLE 22 - INSURANCE BENEFITS.	13
ARTICLE 23 - VACATION SCHEDULE.	13
ARTICLE 24 - HOLIDAYS.	14
ARTICLE 25 - SICK LEAVE.	15
ARTICLE 26 - FAMILY AND MEDICAL LEAVE.	15
ARTICLE 27 - UNIFORM ALLOWANCE.	15
ARTICLE 28 - PERSONAL PROPERTY REPLACEMENT.	16
ARTICLE 29 - DISCIPLINE / GRIEVANCE PROCEDURES.	16
ARTICLE 30 - PERSONNEL FILES/ PERFORMANCE EVALUATIONS.	16
ARTICLE 31 - LAYOFF/ SENIORITY.	17

TABLE OF CONTENTS (cont.)

	<u>Page</u>
ARTICLE 32 - AMERICANS WITH DISABILITES ACT (ADA)	19
ARTICLE 33 - UNION RIGHTS – SHOP STEWARDS.	19
ARTICLE 34 - LABOR-MANAGEMENT COMMITTEE.	20
ARTICLE 35 - TERM OF MEMORANDUM OF UNDERSTANDING	21

Article 1 - PARTIES.

This agreement is made and entered into, by and between the City of Sutter Creek (City) and the Sutter Creek Employees Association/S.E.I.U. Local -1021 (Union).

Article 2 - RECOGNITION.

The City recognizes the Union as the sole collective bargaining agent for those Full-Time and Part-Time miscellaneous employees, eligible for enrollment in the City’s Local Contracting Agency CalPERS retirement program, excluding safety employees, employed by the City of Sutter Creek, and both the Union and the City acknowledge their responsibilities pursuant to Government Code Sections 3555-3559. The Union is also recognized as the sole collective bargaining agent for Temporary Employees pursuant to Government Code Section 3507.7 and as defined in Assembly Bill 1484 (2023).

Any disputes arising out of violations of this section shall be subject to the grievance procedures set forth in the MOU. Any material changes to any forms that are altered or created by this proposal are also subject to Negotiations.

Article 3 - FULL UNDERSTANDING, MODIFICATION AND WAIVER.

- 3.1. This Agreement sets forth the full and complete agreement between the City and the Union on all subjects contained herein, and shall supersede all prior formal or informal agreements, memoranda of understanding, policies, practices, procedures or resolutions thereon.
- 3.2. There are no valid or binding representations, inducements, promises, or agreements, oral or otherwise, between the City and the Union except those contained in this agreement.
- 3.3. It is agreed and understood that during the negotiations that culminated in this Agreement each party enjoyed and exercised, without restraint, except as provided by law, the right and opportunity to make demands and proposals or counter-proposals with respect to any matter subject to bargaining, and that the understandings and agreements arrived at after the exercise of that right are set forth in the Agreement.
- 3.4. Any agreement, alteration, understanding, waiver of modification of any of the terms or provisions contained in this Agreement shall not be binding on the parties unless made and signed in writing by all of the parties to this Agreement.
- 3.5. The waiver of any breach, term, or condition of this Agreement by either party shall not constitute a precedent in the future enforcement of all its terms and provisions.

TABLE OF CONTENTS (cont.)

Page

Article 4 - **COVERAGE OF EMPLOYEES.**

This agreement applies to all employees represented by SEIU Local 1021 who make employee contributions to the PERS retirement system.

Article 5 - **UNION RESPONSIBILITY/WORK STOPPAGE.**

The Union agrees that during the term of this Agreement, neither it nor its officers or members will engage in, encourage, sanction, support, or suggest any strikes, work stoppages, boycotts, slow-downs, mass absenteeism, picketing, or any other similar actions which would involve suspension of or interference with the normal work of the City. In the event that any concerted action as described occurs, the Union will notify its members that such concerted action shall cease and the members shall return to work.

Article 6 - **UNION ACCESS, DUES DEDUCTION, INDEMNIFICATION**

(Gov. Code §§ 3555–3559; Dues Deduction pursuant to Gov. Code §§ 1157.3, 1157.12).

6.1. Union Access to New Employee Orientation

6.1.1 Notification of Orientation

The City shall provide the SEIU with no less than ten (10) calendar days' advance notice of any group orientation sessions held for new employees in classifications represented by the Union, unless an urgent need precludes such notice. In such cases, the City shall provide as much notice as practicable.

6.1.2 Union Access and Presentation

The Union shall be granted access to new employee orientations. During the orientation, the Union shall be provided **at least thirty (30) minutes** to meet in private with new bargaining unit employees, without management or other non-union representatives present. The orientation and union access shall be scheduled during the regular workday and at the worksite when feasible.

6.1.3 Information Provided

The City shall provide the Union, within **thirty (30) days** of hire or by the first pay period thereafter, whichever is earlier, the following information for each new bargaining unit employee:

- o Full name
- o Job title
- o Department
- o Work location
- o Work and personal (if available) phone numbers
- o Personal email address (if available)
- o Home address
- o Date of hire

The information shall be provided in an editable digital format (e.g., Excel or CSV), unless otherwise agreed upon.

TABLE OF CONTENTS (cont.)

Page

6.2. Dues Deduction

6.2.1 Authorization and Amount

The City shall deduct Union dues from the wages of all bargaining unit employees who have provided written authorization for such deductions. The dues shall be **1.3% of gross wages for all straight time hours worked**, subject to the following limits:

- o A **maximum of \$25.00 per pay period**; and
- o A **maximum of \$600.00 per calendar year**.

6.2.2 Remittance and Reporting

The City shall remit deducted dues to the Union no later than **fifteen (15) calendar days** after the end of each pay period. A written report of the deductions, including the name, employee ID number, and amount deducted for each employee, shall accompany the remittance.

6.2.3 Employee Revocation

Employee requests to cancel or change dues deductions shall be directed to the Union, and the City shall rely on the Union's certification regarding whether a deduction authorization exists. The City shall not independently verify or process revocation requests.

6.2.4 No Liability

The Union shall indemnify, defend, and hold harmless the City, its officers, employees, and agents from any and all claims, demands, or lawsuits arising from or related to the deduction or transmission of employee dues, including any claims based on the City's reliance on the Union's certification of authorization or revocation status.

6.3. Indemnification

In accordance with Government Code section 3558, the Union agrees to indemnify and hold harmless the City, its officers, employees, and agents, against any and all liabilities, claims, or actions arising out of or related to the City's compliance with this Article, including but not limited to:

- Provision of employee contact information;
- Union access to orientation sessions; and
- Dues deductions made in reliance on the Union's representations.

Article 7 - SEVERABILITY.

7.1. If, during the term of this Agreement, there exists any applicable law, rule, regulation, or order issued by government authority other than the City which shall render invalid or restrain compliance with or enforcement of any provisions of this Agreement, such provision shall be immediately suspended and be of no effect hereunder so long as such law, rule, regulation, or order shall remain in effect. Such invalidation of a provision of this Agreement shall not invalidate any remaining provisions, which shall continue in full force and effect.

TABLE OF CONTENTS (cont.)

Page

7.2. In the event of such severance of a provision of this Agreement, the City and the Union shall, within thirty (30) days of a request by either party, recommence meeting and negotiation upon a replacement if any, for such severed provisions.

7.3. The above provisions of this Section notwithstanding, the City does not waive, and expressly retains, any and all legal and equitable remedies which the City may have against the Union, its officers, agents, or members, or which the City may have against any employee who is represented by the Union.

Article 8 - NONDISCRIMINATION.

8.1 The provisions of this Agreement shall be applied, subject to state and federal law, without discrimination because of mental, physical, or sensory handicap, age, sex, marital status, race, color, sexual orientation, national origin, creed, religion, political affiliation, membership or non-membership in any employee organization, or Union/union activity.

8.2. The City and the Union shall share jointly the responsibility for adherence to this Section.

Article 9 - DEFINITIONS.

As used herein, the following terms shall have the meanings indicated.

9.1 CITY. When used alone, means the elected representatives embodied in the Sutter Creek City Council or the City Manager acting at the direction of such Council.

9.2. COUNCIL. When used alone, the Sutter Creek City Council.

9.3. CONSULT/CONSULTATION IN GOOD FAITH. To communicate orally or in writing for the purpose of presenting and obtaining views or advising of intended actions; and, as distinguished from meeting and conferring in good faith regarding matters within the required scope of such meet and confer process. Matters subject to consultation are not subject to impasse procedures.

9.4. DEPARTMENT HEAD. The highest management level person having overall supervisory responsibility over an established department.

9.5. DAY(S). Calendar day(s) unless expressly stated otherwise.

9.6. EMPLOYEE. A person who is legally occupying a position in City service or who is on authorized leave-of-absence from such a position and is employed in either a regular full-time or regular part-time position.

9.6.1 . A regular part-time employee shall be paid for an authorized leave-of-absence based on the employee's regularly scheduled workweek of twenty (20) hours or more.

9.6.2. Temporary employees are not covered by this contract.

TABLE OF CONTENTS (cont.)

Page

9.7. PERSONNEL COMMITTEE. The person or persons designated by the Council to represent the Council in employee relations, typically the City Manager.

9.8. UNION./ S.E.I.U. LOCAL 1021. The employee organization that has been formally acknowledged by the Council as the employee organization that solely represents the employees in an appropriate representation unit pursuant to this Agreement.

9.9. IMPASSE. The representative of the City and the Union have reached a point in their meeting and conferring in good faith where their differences on matters to be included in a Memorandum of Understanding, and concerning which they are required to meet and confer, remain so substantial and prolonged that further meeting and conferring would be futile.

9.10. MEET AND CONFER. The process in which representatives of the City and the Union, in good faith, exchange information, opinion, and proposals to endeavor to reach agreement on wages, hours, and other terms and conditions of employment, as contemplated by Government Code Section 3505.

9.11. MAJORITY. More than fifty (50) percent of those employees occupying positions determined to be appropriate for any bargaining.

9.12. MANAGEMENT EMPLOYEE. An employee having responsibility for formulating, administering or managing the implementation of City agency policies or programs. Management Employees shall include, but not be limited to, the City Manager, Community Development Director, Chief of Police, Director of Public Works, and Accounting Supervisor and Administrative Services Supervisor. Such positions, or combination of such positions, are properly excluded from the Union.

9.13. SCOPE OF REPRESENTATION. All matters relating to employment conditions and employer-employee relations, including, but not limited to, wage, hours, and other terms and conditions of employment.

9.14. VALID ELECTION. An election held pursuant to procedures that result in one choice having a majority of the valid votes cast in its favor.

Article 10 - MANAGEMENT RIGHTS.

10.1. The Council retains the exclusive right, except otherwise noted herein, to manage the City, and to carry out its constitutional, statutory, financial, and material functions and responsibilities.

10.2. Nothing in these rules and regulations shall be construed to require the City to meet and confer on any matter that is hereby determined to be an exclusive right of the City. The exclusive rights of the City include, but are not limited to:

TABLE OF CONTENTS (cont.)

Page

- 10.2.1. Manage the City generally and determine the issues of policy, to include the determination of facts as the basis of management decisions;
- 10.2.2. Determine the necessity for and organization of any service or activity conducted by the City, and to expand, diminish or discontinue City services, operations or functions;
- 10.2.3. Determine and/or change the nature, manner, means, technology, equipment, facilities, personnel, and extent of services to be provided to the public;
- 10.2.4. Determine the methods, means, and priority of financing all operations of the City;
- 10.2.5. Determine organizational structure, staffing size and composition, and allocate and assign the work by which agency operations are to be conducted including the content of job classifications;
- 10.2.6. Utilize volunteers, so long as such utilization is not in replacement of bargaining unit positions and so long as such utilization does not result in reduced hours for represented employees.
- 10.2.7. Contract or subcontract work performed for the City as deemed appropriate for the efficient operation of the City;
- 10.2.8. Determine, change, allocate, assign, issue, schedule and withdraw all equipment by which City services operations and functions are to be conducted;
- 10.2.9. Allocate, assign, establish, and schedule or modify work schedules and assignments by which City services, operations, and functions are to be conducted;
- 10.2.10. Participate in mutual aid agreements and/or joint power agreements or agencies;
- 10.2.11. Lay off employees from partial or total duties because of lack of work or funds, or under conditions where continued work would be ineffective or non-productive;
- 10.2.12. Establish and modify productivity and performance programs and standards and require compliance therewith, and to determine the merit pay to be received by each employee so evaluated in accordance with City policies following meet and confer opportunity with any recognized employee organization;

TABLE OF CONTENTS (cont.)

	<u>Page</u>	
10.2.13.	To adopt, eliminate or revise all City policies, practices, procedures resolutions or ordinances which are not in direct conflict with a specific provision of the Agreement;	
10.2.14.	To dismiss, suspend without pay, demote, reprimand, transfer, withhold merit increases, or otherwise discipline employees subject to the requirements of law and this MOU;	
10.2.15.	Determine minimum qualifications, job duties, selection procedures and standards, and job classifications, and to reclassify employees when operational conditions warrant;	
10.2.16.	Hire, transfer, promote, and demote employees for non-disciplinary reasons subject to the requirements of this MOU;	
10.2.17.	Determine policies, procedures, rules, and practices governing the administration of personnel matters that do not conflict with, or contravene, application to employees covered by and active M.O.U., and to require compliance with those policies;	
10.2.18.	Restrict the activity of any employee or person on City property except as set forth in these regulations;	
10.2.19.	Take any and all necessary actions to carry out the operations of the City in emergencies; and	
10.2.20.	Nothing in these rules and regulations is intended to restrict consultation or meeting and conferring with recognized employee organizations regarding matters within the right of the City to determine, nor to restrict the duties of authorities vested by law in the City, the Council, or the City Manager.	

Article 11 - WORKDAY/WORKWEEK.

11.1. The regular workweek for all bargaining unit employees be between Sunday at 12:00am through Saturday at 11:59pm. The Regular schedule shall consist of five (5) consecutive eight (8) hour days from 8:30am through 4:30pm exclusive of a meal period. Specific hours of work for each employee may be adjusted by the City to meet operational needs.

11.2. Alternate Work Schedules: The City may designate or approve certain positions to work an alternate work schedule consisting of four (4) consecutive ten (10) hour days that shall be exclusive of a meal period when the City determines in its sole discretion that such an alternate work schedule is desirable.

TABLE OF CONTENTS (cont.)

Page

The City may designate the days of work for those on an alternate work schedule. For example, but not limited to the following: Monday through Thursday with Friday, Saturday and Sunday off; or, Wednesday through Saturday with Sunday, Monday and Tuesday off based on the City's sole discretion and in order to meet operational needs.

11.3. Other alternative work schedules may be established by mutual agreement of the parties.

11.4. Shift Starting and Ending Times: For those employees on alternate work schedules, the City may assign staggered start and end times for each employee when the City determines such start and end times address the City's needs for coverage. For example, the City may in its sole discretion, set a shift from 6:00am to 4:00pm, and another shift from 10:00am – 8:00pm (or 9am - 7 PM), when needed for coverage. Schedule adjustments for coverage shall occur on a seasonal basis in April and October. In the event of a change in an employee's schedule, the City shall provide the employee with a minimum of two (2) weeks' advance notice of the new schedule prior to it taking effect.

Article 12 - REST PERIODS AND MEAL PERIODS.

12.1. All employees may be allowed rest periods not to exceed fifteen (15) minutes during each four (4) consecutive hours of work.

12.2. Rest periods shall be considered hours worked and employees may be required to perform duties, if necessary.

12.3. Employees normally shall be allowed a meal period of not less than thirty (30) minutes nor more than one (1) hour which shall be scheduled generally in the middle of the work shift.

12.4. Meal periods shall not be counted as part of total hours worked, except for those employees for whom meal periods include the actual performance of assigned duties, such as the employees who work a straight eight (8) hour shift.

Article 13 - ADDITIONAL COMPENSATION

13.1 PERFORMANCE AND INCENTIVE PAYS

13.1.1 . PERFORMANCE BONUS. On or before November 15 of each year, each full-time employee of the bargaining unit who has received a performance evaluation score of at least 80% percent (15 points or higher), shall receive a one-time performance bonus of \$1,600. Bargaining unit employees who work less than full-time shall receive a prorated bonus if applicable.

TABLE OF CONTENTS (cont.)

Page

13.1.2 ONE TIME INCENTIVE PAYMENT. Each bargaining unit employee shall receive a one-time incentive payment in the amount of \$750.00 less any applicable taxes to be paid in the paycheck that includes the first full pay period after ratification.

13.2. WORKING OUT OF CLASS PAY.

Employees who, for fifteen (15) calendar days, work in a higher classification, or substantially perform the duties of a position to which they are not normally assigned, shall be compensated for such time worked at the pay step of a higher classification that would guarantee a minimum differential of five percent (5%) over their normal pay rate.

13.3. SALARY STEP INCREASES/ ALLOCATIONS.

13.3.1. Employees shall receive salary step increases based on both merit and length of service. Such step increases will become effective on the employee's anniversary date, and may not be denied without just cause as set forth in their annual performance evaluation.

13.3.2. At the discretion of the City, upon entry into City service employees may be appointed at higher than the entry salary for the classification based on qualifications, education and/or experience, but shall not be appointed higher than the top step of the range for the classification to which they are appointed.

13.3.3. WAGES Upon ratification or on July 1, 2025, (whichever is later), all members of the SEIU bargaining unit shall receive a 4% base wage cost of living adjustment to their current salary. On July 1, 2026, all members of the SEIU bargaining unit shall receive a 3% base wage cost of living adjustment to their then current salary. . On July 1, 2027, all members of the SEIU bargaining unit shall receive a base wage cost of living adjustment to their then current salary equal to the one-year percentage increase in the Consumer Price Index for All Urban Consumers (CPI-U) subject to a minimum of 2% and a maximum of 4%...

13.3.4. LONGEVITY PAY. On the anniversary of hire date, an employee who has completed 7 years of City service shall have a 1.5% increase to their then-current base wage. That new base wage will remain the employee's base wage and will be used to calculate cost of living adjustments or any applicable step increases going forward. An employee who completes 12 years of City service shall receive an additional 1.5% increase to their then-current wage, an employee who has 17 years of City service shall receive an additional 1.5% increase to their then-current wage, and an employee who completes 22 years of service shall receive an additional 1.5% increase to their then current wage. No employee shall receive more than a total 6% longevity pay increase, regardless of years of service.

13.3.5 MARKET RATE ADJUSTMENT FOR ACCOUNT CLERK CLASSIFICATION. Effective upon ratification or July 1, 2025, whichever is later, the City shall increase the base pay rate for the Account Clerk classification by 3% (over the rate in effect as stated in the City's publicly available pay tables on June 30, 2025).

TABLE OF CONTENTS (cont.)

Page

Article 14 - STANDBY.

14.1. STANDBY PAY Employees are eligible for standby compensation at the rate of three dollars (\$3 .00) per hour of standby time when the following criteria are met:

14.1.1. The employee is so restricted from normal activity that his/her response to a City summons is immediate, unimpaired, and guaranteed.

14.1.2. The restriction is the result of specific direction from the employee's department head, and is authorized by the City Manager.

14.1.3. An employee is required to respond to an emergency. This compensation is not retroactive, and will not be expanded without formal agreement through the meet and confer process.

14.2. CALL-BACK/CALL-OUT.

14.2.1. Any employee required to return to work or who is called out to work during a day off or at a time that is not an extension of the regular assigned workday, shall be paid a minimum of three (3) hours pay at the rate of time and one-half.

14.2.2. Should the employee be called back or called out a second time, the three (3) hour minimum shall not apply unless the employee is called out after three (3) hours have passed since the original call back or call out.

14.2.3. The regularly scheduled Public Works minimum three (3) hour plant duty shall be paid at straight time unless the total hours worked in the workweek qualifies the time as overtime.

14.3 ASSIGNED WORK VEHICLES

14.3.1 Take-Home Eligibility and Conditions

Employees who reside within fifteen (15) miles of the City limits of the City of Sutter Creek may be approved to take home a City-assigned vehicle, subject to the conditions of this Article.

14.3.2 Approval Authority

Authorization for take-home vehicle privileges shall be at the sole discretion of the City Manager or the City Manager's designee. A Department Head may be delegated such authority by the City Manager. Take-home privileges are not guaranteed and may be granted, denied, or modified based on operational needs, employee responsibilities, or other City interests.

TABLE OF CONTENTS (cont.)

Page

14.3.3 Revocation or Modification

The City reserves the right to revoke or modify take-home vehicle privileges at any time, in whole or in part, with no less than two (2) weeks' advance written notice to the affected employee(s). The decision to revoke or modify take-home privileges shall not be subject to the meet and confer process, nor shall there be any obligation to negotiate over the impacts of such a decision.

14.3.4 On-Call Status Acknowledgement In Emergencies

Employees who are authorized to take a City vehicle home acknowledge that such take-home status reflects the City's operational intent for those employees to be available for after-hours emergency response and to facilitate timely reporting to duty in a declared emergency with necessary equipment. Accordingly, employees with take-home vehicles, while not in a compensated on-call status, are nonetheless obligated to respond promptly to a declared emergency while the vehicle is in their possession outside of regular working hours.

Article 15 - **SSI/MEDICARE BENEFIT.**

Employees will pay the full employee portion of Social Security/Medicare contributions.

Article 16 - **PUBLIC EMPLOYEES RETIREMENT SYSTEM (PERS).**

16.1. Employees will pay the full employee portion of retirement contribution.

16.2. Eligible employees hired under this the agreement will participate in the CalPERS retirement plan in effect as of their hire date. The City will pay the full employer contribution to the CalPERS system for each eligible employee. Nothing in this agreement alters the rights of existing employees to participate in the applicable retirement plan based on their date of hire and entry into the CalPERS system.

16.3 The City and employees have agreed to share the costs of employer contributions to CalPERS Retirement pursuant to Government Code Section 20516.

Beginning on July 1, 2025, employees who are "Classic" members of CalPERS shall contribute an additional 1% employee contribution to CalPERS retirement premiums effective (July 1, 2025). The total percentage of salary to be contributed by members on this effective date shall be 8.0%. (CA Gov. Code 20516(b))

Beginning on July 1, 2026, employees who are "Classic" members of CalPERS shall contribute an additional 1% employee contribution to CalPERS retirement premiums effective July 1, 2026. The total percentage of salary to be contributed by members on this effective date shall be 9.0%. (CA Gov. Code 20516(b))

Article 17 - **OVERTIME.**

17.1. Except as otherwise provided in this agreement, employees required to work in

TABLE OF CONTENTS (cont.)

Page

excess of forty (40) hours per week shall be compensated for such overtime with pay at one and one-half (1-1/2) times their hourly rate, or by compensatory time *off* on the basis of one and one-half (1-1/2) hours *off* for each hour of overtime worked.

Hours counted toward the computation of overtime shall include all hours actually worked, vacation, but shall exclude compensatory time off, holiday time and sick leave in the 40 hours of regular time required to be met prior to time and one-half overtime.

17.2. Work on a Holiday is compensated as described in Article 24 and is paid at the overtime rate of time and one half. Work on a Holiday therefore does not count as actual hours worked at straight time for purposes of calculating overtime in Article 17.1, as those hours are already paid at the overtime rate. However, when an employee when an employee is required to work on a holiday and is also required to work on a non-scheduled workday during the same workweek as that holiday, the time worked on the holiday shall be included in the calculation for overtime over 40 hours in that workweek.

17.3. Compensatory time off may be accrued up to a maximum of eighty (80) hours in total. However, no credit toward comp time accumulation shall be granted unless it is first approved by the employee's supervisor or the City Manager. Employees may utilize their accrued comp time at any time so long as such utilization has received employer approval. This MOU and/or state and federal wage and hours law shall govern all other aspects of comp time.

Article 18 - BEREAVMENT LEAVE

Employees shall be granted bereavement leave with pay in the case of the death of the following family members.

- Employee's children (including adopted or foster), stepchildren, grandchildren, siblings, parents, step-parents, and grandparents.
- The children (including adopted or foster), grandchildren, siblings, parent(s) or stepparents of the employee's spouse/domestic partner
- The employee's spouse/domestic partner

Family members listed above pertaining to the employee's domestic partner are recognized by the City. The City Manager may require appropriate documentation such as a death certificate, published obituary, or written verification from a mortuary or funeral home, to be provided within thirty (30) days of the first day of leave.

Such leave shall be entitled to five (5) days (three (3) paid days) per loss, although employees may elect to use other leave balances, including sick leave, to extend bereavement time-off. Leave need not be taken consecutively but must be completed within three (3) months of the family member's death.

TABLE OF CONTENTS (cont.)

Page

Such leave shall be limited to three (3) days per loss, although employees may elect to use other leave balances, including sick leave, to extend bereavement time-off.

Article 19 - **CALL-OFFS.**

The City may direct an employee to leave his/her work site if there is insufficient work for said employee, with said employee not to receive compensation in the form of pay or other benefits for the time after which he/she has been directed to leave. Any departments head directing an employee to leave his/her work site because of insufficient work shall attempt to equalize the impact over his/her available work force and not to concentrate the effect of this provision on any individual employee. Any employee directed to leave his/her work site because of insufficient work may, by notifying the City Manager, designate said time off as vacation leave, holiday leave, or compensated time off to the extent said employee has accrued vacation leave, holiday leave, and/or compensatory time off to make up a full workday.

Article 20 - **DEFERRED COMPENSATION.**

The City shall provide payroll deduction for those employees electing to participate in employee-sponsored deferred compensation plans.

Article 21 - **MEDICAL, DENTAL, VISION BENEFITS.**

21 .1. For permanent or probationary employees choosing to participate in the City sponsored benefits cafeteria plan, in year one of this agreement, beginning the first full month after ratification or July 1, 2025 (whichever is later) the City shall contribute \$2,200/month for any of the cafeteria plan options.

In year two of the agreement, effective July 1, 2026, the city shall increase the employer contribution to \$2,300/month.

In year three of the agreement, effective July 1, 2027, the city shall increase the employer contribution to \$2,400/month.

Employees not opting to participate in any of the City-sponsored benefits cafeteria plan are not entitled to a cash-back option. Employees who do not use all of the monthly payment referred to in this section may elect to deposit the remainder of the funds in a health savings account or in the employee-sponsored deferred compensation plan referred to in Article 20, up to the limits allowed by state and federal law.

21 .2 The monies provided in the above section shall be used for payment of premiums for any of the benefits offered in the City-sponsored cafeteria plan only.

TABLE OF CONTENTS (cont.)

Page

21 .3 At the option of the employee, the City shall provide Hepatitis A and B vaccinations, and annual influenza and Covid vaccinations at City expense, unless otherwise covered by employee insurance plans.

Article 22 - INSURANCE BENEFITS.

22.1 . Medical, Dental, Vision

22.1 .1. The City shall contract with outside providers for the purpose of providing medical, dental and vision insurance benefits for eligible employees, eligible retired employees, and eligible survivors of retired employees. Eligibility to participate in and the enrollment of employees, employees' dependents, retired employees and dependents and survivors or retired employees shall be in accordance with regulations promulgated by the selected provider.

22.1.2. For the purpose of this section, a dependent is defined as a person who satisfies the definition of dependent in the selected medical, dental and vision insurance plans in which the employee is enrolled. Such dependents must also be enrolled in, and covered by, the plan.

Article 23 - VACATION SCHEDULE.

23.1 . All bargaining unit employees who are employed on a continuous basis shall accrue vacation leave according to the schedule show. Employees working less than forty hours per week will receive vacation time on a pro rata basis. Temporary employees and those employees working less than 20 hours per week shall not accrue vacation time.

23.2. ANNUAL ACCRUAL.

Term of Employment	Annual Accrual	Monthly Accrual	Per Pay Period Accrual
0 through 60 months	80 hours	6.66 hours	3.07 hours
61 through 144 months	120 hours	10 hours	4.62 hours
145 months or more	160 hours	13.33 hours	6 15 hours

Each employee shall accrue vacation leave during his/her probationary period, but shall not be allowed to use vacation leave until he/she has been employed continuously for twelve (12) months, unless otherwise agreed to by the employee's supervisor. Vacation shall be taken at a time as approved by the employee's supervisor. Request for the use of vacation leave may only be denied based on operating demands.

23.3. Once per calendar year employees may cash out up to two (2) weeks of vacation accrual at their then rate of pay. If the City proposes the suspension of the vacation buybacks for any portion of the duration of this contract, the City and the Union will meet and confer. Employees can either cash out two (2) weeks at once or one (1) week twice per year.

Employees are encouraged to use vacation time *off* for their physical and mental health and well-being and to remain productive workers when they are on the job. Employees may accrue a maximum of 160 hours of vacation. Once the maximum accrual amount is reached, employees will not accrue additional vacation time until such time is used or cashed out according to this section. Any employee who has more than 160 hours of vacation time up to the previous limit of 240 hours at the time this agreement takes *effect* may maintain the additional accrued hours. Once that employee's vacation bank is reduced to 160 hours or less, then the 160 hour limit will apply to that employee. The City reserves the right to schedule leave time for an employee if maximum accrual hours are reached.

Article 24 - HOLIDAYS.

24.1. Observed Holidays: Employees shall be entitled to the following holidays with pay. In addition, when the President or Governor declares a new holiday that is not included on this list as a public holiday or day of thanksgiving, the parties shall meet and confer over how that holiday will be observed and whether it will be a compensated holiday in the City.

New Year's Day
Martin Luther King Day
Presidents Day
Memorial Day
Juneteenth
Independence Day
Labor Day
Columbus and Indigenous People's Day
Veterans Day
Thanksgiving Day
Friday after Thanksgiving
Christmas Day

In addition to public holidays, employees are granted three (3) Personal Days to be used each year of this Agreement, with prior approval from their supervisor. Personal days do not carry over from year-to-year.

24.2. The City shall observe all holidays as provided for above. In the event a holiday falls on a weekend day, the holiday will be observed on the Friday preceding a Saturday holiday or the Monday following a Sunday holiday. For employees who work other than a Monday through Friday work schedule, should a holiday fall on a regularly scheduled day off, the holiday will be observed on the date preceding the first day off or the day following the second day off. A full-time employee whose regularly scheduled day off falls on a holiday shall be entitled to eight (8) hours of compensatory time off, or eight (8) hours of pay at his/her regular hourly rate.

24.3 Work on an Observed Holiday: In addition to their regular salary, any employee required to work on a holiday shall be compensated for those hours worked at one and one-half (1-1/2) times the regular hourly rate. Such compensation shall be in the form of monetary payment or

TABLE OF CONTENTS (cont.)

Page

compensatory time off. In cases where the employee specifically requests either monetary payment or compensating time off, consideration shall be given to the preference of the employee.

Article 25 - SICK LEAVE.

25.1 All unit employees who are employed on a continuous basis shall accrue sick leave credits at the rate of eight (8) hours per month (3.69 hours per pay period). Sick leave hours shall be accrued without limitation, but are not paid out upon termination from employment.

25.2 Employees are entitled to use sick leave only when they or a member of their immediate family are incapacitated due to illness, injury, or when receiving necessary medical and dental treatment, or to extend bereavement leave.

Article 26 - FAMILY AND MEDICAL LEAVE.

The City recognizes its obligations to employees who meet the eligibility requirements of the Federal Family and Medical Leave Act and the California Family Rights Act.

Article 27 - UNIFORM ALLOWANCE.

27.1 The City agrees to provide by August 31st of each year an annual uniform allowance of \$275 for Public Works employees to use toward the purchase of work pants. This allowance is in addition to the City-provided shirts for Public Works employees (5 shirts per year).

27.2 If the Public Works Director determines they are needed, the City agrees to pay up to \$325 for employee safety boots, boot repair or boot related supplies by August 31st of each year to those employees required to utilize such boots in their employment. Employees are required to pay for any costs above \$325.

Article 28 - PERSONAL PROPERTY REPLACEMENT.

28.1 The City shall reimburse bargaining unit employees for clothing and other personal property items that are stolen, damaged, lost in a work-related incident, destroyed during the performance of work duties, during the performance of hazardous tasks, or when, while in the performance of assigned duties, the employee is the subject of an unprovoked attack by a third-party who causes the damage. The City's obligation shall not arise unless the employee is unable to be reimbursed from any other source; provided, however, the City shall be responsible for seeking reimbursement of expenses that may be paid through court-ordered restitution.

28.2 Such reimbursement shall be limited to items of personal property that are reasonably required in order for the employee to perform his/her duties, excluding uniform items which are covered by the Uniform Allowance provision. It shall be further limited to situations in which the employee was in no way responsible for the loss or damage of the item.

Article 29 - DISCIPLINE / GRIEVANCE PROCEDURES.

29.1 Grievance procedures for employees are provided in the City's Personnel Rules.

TABLE OF CONTENTS (cont.)

Page

29.2 Disciplinary action procedures are found in the City's Personnel Rules

Article 30 - PERSONNEL FILES/ PERFORMANCE EVALUATIONS.

30.1 The City shall maintain personnel files for each employee in the bargaining unit. Access to such files shall be limited to the employee, the employee's department head, and the City in conjunction with the proper administration of the City's affairs and/or supervision of the employee. Information in the employee's personnel file is confidential and will only be released or made available pursuant to the employee's authorization, court order, or subpoena. The employee shall immediately be informed of the existence of any court order or subpoena requesting release of information from the file prior to such release.

30.2 There shall be only one official personnel file regarding each employee. Each employee shall be informed of the existence and location of the file, and the employee shall have the right to inspect this file during regular business hours.

30.3 The employee's supervisor for both permanent and probationary employees shall complete performance evaluations. Permanent employees shall be evaluated annually on or about their anniversary date of employment or promotion to a new position, or may be issued a special performance evaluation at any time at the discretion of the department head.

30.4 Probationary employees shall be evaluated at least twice prior to completion of the probationary period.

30.5 Performance evaluations are used for employee development. Performance evaluations are designed to instruct employees as to how they may better meet their job objectives, and shall reflect specific written job-related expectations.

30.6 Every employee shall be given an opportunity to read and sign performance evaluations prior to placement of such evaluation in the employee's personnel file. Each employee shall receive a copy of the performance evaluation and shall have the right to discuss the evaluation with his/her supervisor as well as file written comments pertaining to the content of the evaluation within thirty (30) days of the employee's review.

Article 31 - LAYOFF/ SENIORITY.

31.1 POSITIONS TO BE ELIMINATED. If the City determines the need for a reduction in its workforce, written notice of not less than two (2) weeks shall be provided to those regular employees to be laid *off*. The City will determine the positions to be eliminated and the employees to be laid *off* within each affected job class.

31.2 ORDER OF LAYOFF.

31.2.1 Initially the City shall consider employees for layoff in the inverse order of seniority. Seniority shall be determined on the basis of uninterrupted employment with the City in the employee's current class.

TABLE OF CONTENTS (cont.)

Page

31.2.2 When selecting which employee will be laid off, the City will review the qualifications of the employee with the least seniority in the affected job class. If the City finds the employee has qualifications not possessed by the employee with the next greater seniority, and the qualifications are essential to the successful performance of the job, the City may lay off the employee with the higher seniority.

31.2.3 Qualifications to be considered in determining exceptions to seniority order shall include knowledge, skill, ability, and certificates required for job functions to be assigned to the remaining staff, as well as previous experience in performing the essential functions of the position.

31.2.4 In the event of equal seniority and qualifications within job class, total seniority within the department shall prevail.

31.3. APPEAL PROCEDURE.

31.3.1 NOTICE OF APPEAL. In the event that an employee who has been laid off out of seniority order believes the decision based upon qualifications is incorrect, she/he may request that the Union appeal the City's determination. If the Union finds there is good reason to believe that the City has erred in its decision, it may appeal through the process set forth in this Article. Such appeal shall be filed within five (5) working days of delivery of the layoff notice to the employee.

31.3.2 APPEAL OF REVIEW COMMITTEE.

31.3.2.1 When an appeal is filed, the Union shall identify two (2) persons to serve on a Review Committee at the time of the appeal. The City shall then appoint two (2) persons to the Committee. Each of the persons appointed to the Committee shall be familiar with the work of the department and of the job class from which layoff is to be made. The Committee shall meet within five (5) days of delivery of the notice of appeal to the City. It shall review the basis of the City's layoff decision and the reasons the employee believes the decision is in error. The Committee shall then determine whether the City's decision was reasonable, and on that basis either confirm or reject the City's decision.

31.3.2.2 If the Committee cannot reach agreement regarding the City's decision regarding order of layoff, it shall within three (3) days of its initial meeting request the participation of a mediator from State Mediation and Conciliation Services. The services of the mediator will be jointly requested by the City and the Union on an urgent basis. The mediator shall seek to achieve a consensus decision

TABLE OF CONTENTS (cont.)

Page

among the Committee members. If none is reached, the mediator shall become a voting member of the Committee.

- 31.3.2.3. The determination of the Committee regarding the appropriate order of layoff shall be final and binding and may not be grieved.

31.4 RECALL FROM LAYOFF.

An employee who is laid off shall have the following rights for a period of two (2) years following his/her layoff:

- 31.4.1 To be rehired to any open position in the department from which the employee was laid off if the open position has the same classification as the position which the employee held immediately prior to his/her layoff;
- 31.4.2 To be rehired to any open position in any department other than the department from which the employee was laid off if the open position has the same classification as the position which the employee held immediately prior to his/her layoff unless the open position is to be filled by the promotion of another employee from that department.
- 31.4.3 To be rehired to any open position covered by this Agreement for which position the employee meets all the minimum requirements unless the open position is to be filled by the promotion of another employee from that department.
- 31.4.4 In the case of a rehire under subsections 31.4.2 or 31.4.3, the rehired employee shall complete the probationary period as required for other new employees.
- 31.4.5 The right of recall shall not accrue beyond the date on which the employee declines or fails to respond within five (5) working days to an offer of recall from layoff or two (2) years from the date of layoff, whichever occurs first, and upon expiration of such right, such employee shall be deleted from the recall list.
- 31.4.6 An employee re-employed within two (2) years following expiration of his/her right of recall from layoff shall be granted restoration of all sick leave available to such employee as of the date of layoff. The period of layoff shall not be considered a break in service for such employee, but his/her seniority shall be reduced by the length of time intervening between the date of expiration of his/her right of recall from layoff and the date of his/her re-employment.

Article 32 - AMERICANS WITH DISABILITIES ACT (ADA)

32.1 The City and the Union recognize that the City has an obligation under law to meet with an individual employee who alleges a need for reasonable accommodation in the workplace because of a disability. If, by reason of the aforesaid requirement, the City finds it necessary to comply with the ADA by setting aside any provision of the Agreement in order to provide

TABLE OF CONTENTS (cont.)

Page

reasonable accommodation to an individual employee, such action by the City shall not be subject to the grievance procedure set forth in this Agreement. The City will advise the Union of any such proposed accommodation prior to implementation.

32.2 Any accommodation provided to an individual employee pursuant to the provisions of this Section shall not establish a past practice, nor shall it be cited or used as evidence of a past practice in the arbitration of a grievance filed by either party.

Article 33 - UNION RIGHTS – SHOP STEWARDS.

33.1 The City recognizes the need for and affirms the right of the Union to designate two (2) Shop Stewards and one alternate from among employees in the unit. It is agreed that the Union in appointing such Shop Stewards does so for the purpose of promoting an effective relationship between supervisors and employees by helping to settle problems at the lowest level of supervision.

33.2 The Shop Steward recognizes the fact that the supervisor is a key person for the City and, as such, is responsible to higher management for the quality and quantity of work. As the supervisor is a key person for management, the Shop Steward is a key person for the Union. They must promote and maintain good morale and friendly relations and must be willing to meet in good faith to settle grievances as they arise, exercising a positive approach. There must be mutual respect on both sides in these relations. The Shop Steward understands that his/her stewardship function does not relieve him/her from conforming to all rules of conduct and standards of performance established by law, regulation, City or department policy, or MOU.

33.3 The Union shall reserve the right to designate the method of selection of Shop Stewards. The Union shall notify the City in writing of the names of the Stewards.

33.4 If a worker has a grievance and wishes to discuss it on City time with a designated Steward, he/she shall be allowed the opportunity within a reasonable amount of time to verify if his/her designated Steward is present and available to meet.

33.5 A reasonable amount of time shall be granted to the worker and Steward to handle the investigation of the grievance. Such scheduled time shall be subject to the approval of the City Manager. No reasonable request will be denied. The parties agree that in handling grievances the worker and the Steward will use only the amount of time necessary to handle the grievance and that such investigation may take place on City time.

Article 34 - LABOR-MANAGEMENT COMMITTEE.

34.1 The parties agree to continue to utilize the joint Labor-Management Committee as necessary.

34.2 The Committee shall be comprised of two (2) members selected by each party.

TABLE OF CONTENTS (cont.)

Page

34.3 The scope of its work shall include:

34.3.1.1 Developing updated job and classification descriptions;

34.3.1.2 Conducting internal and external salary surveys; and

34.3.1.3 Drafting or revising appropriate labor relations policies for Council consideration.

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Article 35 - TERM OF MEMORANDUM OF UNDERSTANDING

35.1 This Memorandum of Understanding shall become effective as of July 1, 2023 and shall continue in full force and effect until expiration at midnight, June 30, 2025.

35.2 During the month of April 2025 the parties agree to begin negotiations towards a successor agreement.

FOR THE CITY

FOR SEIU Local 1021


Date: 12/3/2025
By: [Signature]
David G. Ritchie, Special Counsel

Date: 12/16/2025
By: [Signature]
Chris Leos, Chief Negotiator SEIU

Date:

Date: 12.16.25

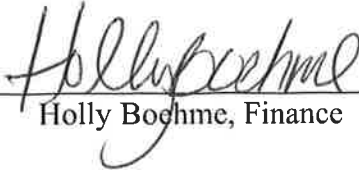
TABLE OF CONTENTS (cont.)

12/3/2025
By: 
Tom DuBois, City Manager


Date: 12/4/25

By: 
Claire Gunselman, Mayor

Page

By: 
Holly Boehme, Finance


Date:

By: 
Steven "Corey" Stone, Pub Wks.

Date:

By: 
William Petrone, Field Dir. SEIU

Date:

By: 
David Canham, Executive Dir. SEIU