

CITY OF RIALTO

2016 JUN -9 AM 7: 20

RECEIVED
CITY CLERK

**MEMORANDUM
OF
UNDERSTANDING**

BETWEEN



THE CITY OF RIALTO

AND

**RIALTO MID-MANAGEMENT &
CONFIDENTIAL EMPLOYEE
ASSOCIATION**

July 1, 2015

through

June 30, 2017

TABLE OF CONTENTS

PREAMBLE1

ARTICLE 1 TERM OF AGREEMENT.....1

ARTICLE 2 WAGES1

ARTICLE 3 BILINGUAL PAY2

ARTICLE 4 RETIREMENT2

ARTICLE 5 DEFERRED COMPENSATION.....2

ARTICLE 6 CAFETERIA BENEFIT PLAN.....3

ARTICLE 7 HEALTH INSURANCE.....3

ARTICLE 8 DENTAL INSURANCE.....3

ARTICLE 9 INCOME PROTECTION INSURANCE4

ARTICLE 10 LIFE INSURANCE4

ARTICLE 11 VISION INSURANCE PLAN.....4

ARTICLE 12 SOCIAL SECURITY4

ARTICLE 13 MEDICARE.....4

ARTICLE 14 STATE DISABILITY INSURANCE.....5

ARTICLE 15 SICK LEAVE5

ARTICLE 16 BEREAVEMENT LEAVE.....6

ARTICLE 17 VACATION ACCRUAL ACCOUNTING6

ARTICLE 18 HOLIDAYS7

ARTICLE 19 ADMINISTRATIVE LEAVE7

ARTICLE 20 OVERTIME COMPENSATION.....8

ARTICLE 21 ACTING PAY (UPGRADES).....8

ARTICLE 22 PROMOTIONAL PAY.....9

ARTICLE 23 EDUCATIONAL REIMBURSEMENT9

ARTICLE 24 EDUCATIONAL INCENTIVE.....9

ARTICLE 25 LONGEVITY PAY.....10

ARTICLE 26 CERTIFICATION PAY10

ARTICLE 27 UNIFORMS AND PERSONAL SAFETY EQUIPMENT10

ARTICLE 28 MILEAGE REIMBURSEMENT11

ARTICLE 29 CHILD CARE.....11

ARTICLE 30 PAY PERIOD11

ARTICLE 31 SALARY RATES AND STEP ADVANCEMENT11

ARTICLE 32 PERFORMANCE EVALUATION12

ARTICLE 33 GRIEVANCE PROCEDURE.....13

ARTICLE 34 LAYOFF PROCEDURE18

ARTICLE 35 PAYROLL DEDUCTION.....23

ARTICLE 36 EMPLOYEE REPRESENTATIVES.....23

ARTICLE 37 WORK DISRUPTION.....23

ARTICLE 38 AGENCY PERSONNEL RULES24

ARTICLE 39 AGENCY AUTHORITY.....24

ARTICLE 40 NON-DISCRIMINATION24

ARTICLE 41 FULL UNDERSTANDING, MODIFICATION AND WAIVER25

ARTICLE 42 EMERGENCY WAIVER PROVISION25

ARTICLE 43 SAVINGS CLAUSE.....25

ARTICLE 44 MAINTENANCE OF EXISTING BENEFITS25

ARTICLE 45 RIALTO FITNESS CENTER.....26

ARTICLE 46 REOPENERS.....26

ARTICLE 47 UNIT DEFINITION26

ARTICLE 48 MAINTENANCE OF MEMBERSHIP27

ARTICLE 49 LUMP SUM BONUS PAY27

**MEMORANDUM OF UNDERSTANDING
BETWEEN THE CITY OF RIALTO
AND
RIALTO MID-MANAGEMENT & CONFIDENTIAL
EMPLOYEES ASSOCIATION**

The following provisions constitute the agreements reached by the City of Rialto (**City**) and the Rialto Mid-Management & Confidential Employees Association (**Association**) during recent negotiations. The City and Association have agreed to the following modification in wages, hours, and other terms and conditions of employment:

PREAMBLE

This Memorandum of Understanding (**MOU** or **Agreement**) is entered into with reference to the following facts:

A. Association is the recognized employee organization for all Mid-Management and Confidential personnel employed by the City for the classifications listed in Article 47 (**Bargaining Unit**).

B. In the interest of maintaining harmonious relations between the City and its employees, authorized representatives of the City and Association have met and conferred in good faith exchanging various proposals concerning wages, hours and other terms and conditions of employment of affected employees; and

C. The authorized representatives of the City and Association have reached an agreement as to certain changes in wages, hours, and other terms and conditions of employment of the affected employees which have been submitted to the City Council of the City and adopted.

Therefore, the City and the Association agree that the wages, hours, and other terms and conditions of employment for the affected employees shall be as follows:

**ARTICLE 1
TERM OF AGREEMENT**

The term of this Agreement shall be from July 1, 2015 to June 30, 2017.

**ARTICLE 2
WAGES**

The salary ranges for classifications within the Bargaining Unit are set forth in Appendix A.

If, during the term of this Agreement, the City provides either the Fire or Police Management Unit a cost of living adjustment ("COLA") or other wage increase to the extent such increase is not offset by concession(s) by said Unit, the same increase will also be given to employees of this Bargaining Unit.

**ARTICLE 3
BILINGUAL PAY**

The City shall pay one hundred dollars (\$100) per pay period for employees whose position has been designated by the department head as bilingual and who passes the City examination for fluency in Spanish. Continuing receipt of said bilingual pay is subject to recertification by the Human Resources Department by January 1 of every year after initial certification.

**ARTICLE 4
RETIREMENT**

A. California Public Employee Retirement System (CalPERS) Benefit Formula - Employees hired after January 1, 2013 who are “new members” (as defined in Government Code Section 7522.04(f), or its successor) shall be enrolled in the 2% at age 62 Plan, as required by law. For other employees, the City shall continue its contract with PERS for the 2.7% at age 55 Plan, with widow’s one-half continuance. The retirement benefit shall be based on the single highest year. Informational booklets regarding the retirement plan are available in the Human Resources Department.

B. Employee Contribution- Employees who are new members, as defined above, shall be required to pay fifty percent (50%) of the expected normal cost rate for their benefits. (This amount is six and three-quarters percent (6.75%) of reportable compensation as of January 1, 2013.)

Employees who are not new members shall be required to pay a total of eight percent (8%) of their salary, on a pre-tax basis, towards PERS costs. All contributions made by employees described in the previous section above shall be in accordance with IRS Code Section 414(h)(2) (or any subsequent amendments to said IRS code section), whereby employee contributions described above shall be tax deferred (not subject to taxation until time of constructive receipt).

C. Level 4 Survivor Benefit – The PERS contract has been amended to provide for Level 4 of the 1959 Survivor Benefits Coverage for miscellaneous employees.

D PERS COLA – The City shall continue to contract with PERS to provide a two percent (2%) COLA for retirees.

**ARTICLE 5
DEFERRED COMPENSATION**

Upon City Council approval of this Agreement, all Bargaining Unit employees will receive four hundred dollars (\$400) per month in deferred compensation.

Employees will have access to the 401A, Money Purchase Pension Plan and Trust, subject to City Council modification of the plan as authorized by federal and state laws.

**ARTICLE 6
CAFETERIA BENEFIT PLAN**

A. Employees in the Bargaining Unit shall be provided with a Cafeteria Plan which will be administered by the City pursuant to Section 125 of the Internal Revenue Code.

B. Employees have the choice of applying Cafeteria Plan dollars to purchase health, vision, and dental benefits provided through City plans. The amount each employee receives will vary depending on the coverage for which the employee qualifies and the number of dependents covered. The employee may also choose to opt out of the Cafeteria Plan as outlined in Section D.

\$1,300 per
"me too"
with RPBA
Mgmt
effective
12/27/15

C. The City's contribution to the Cafeteria Plan for each employee of the Bargaining Unit will be **one thousand two hundred dollars (\$1,200) per month** to go towards the employee's contributions for Health, Vision, and Dental insurance premiums.

D. Employees may opt to receive up to one hundred percent (100%) of the City's contribution which is not utilized to purchase any of the benefits through the City. An employee must provide the City with written notice/waiver of paid health insurance payments for which the employee is eligible. Then the employee shall receive any unused amount of the City's contribution to the Cafeteria Plan as taxable cash or have said amount placed into a deferred compensation plan.

E. If, during the term of this Agreement, the City provides either the Fire or Police Management Unit a Cafeteria Plan amount greater than provided herein, to the extent such increase the Cafeteria Plan amount is not offset by concession(s) by said Unit, the same increased Cafeteria Plan amount will also be given to employees of this Bargaining Unit.

**ARTICLE 7
HEALTH INSURANCE**

This benefit is now encompassed in Article 6 for active employees (Cafeteria Benefit Plan).

RETIRED EMPLOYEES – Retirees are not eligible for the Cafeteria Plan. Retirees, however, shall retain all current PERS health benefits.

The City shall contribute to the retired employees plan according to the following schedule:

Retiree Only	\$279.25/month
Retiree + 1	\$558.49/month
Retiree +2 or more	\$726.04/month

The City shall not reimburse Medicare premiums for employees or retirees. Retirees and dependents must meet the definition of "annuitants" as defined by PERS.

**ARTICLE 8
DENTAL INSURANCE**

This benefit is encompassed in Article 6 for active employees (Cafeteria Benefit Plan).

**ARTICLE 9
INCOME PROTECTION INSURANCE**

The City shall contribute one hundred percent (100%) of the premium annually for income protection insurance for active employees.

**ARTICLE 10
LIFE INSURANCE**

The City will pay the cost of employee and dependent life insurance coverage at the following base levels:

Employee	\$75,000
Spouse	\$10,000
Registered Domestic Partner (so long as required by California law)	\$10,000
Children	\$5,000

**ARTICLE 11
VISION INSURANCE PLAN**

This benefit is encompassed in Article 6 for active employees (Cafeteria Benefit Plan).

**ARTICLE 12
SOCIAL SECURITY**

In the event that the City and its employees are required to participate in the Federal Social Security Program, then the parties agree to immediately open the meet and confer process as to any and all matters within the scope of representation. The contribution designated by law to be the responsibility of the employee shall be paid in full by the employee, and the City shall not be obligated to pay or "pick up" any portion thereof unless otherwise mutually agreed to by the parties.

**ARTICLE 13
MEDICARE**

In the event that the City and all employees are required to participate in the Federal Medicare Program, then the parties agree to immediately open the meet and confer process as to any and all matters within the scope of representation. The contribution designated by law to be the responsibility of the employee shall be paid in full by the employee, and the City shall not be obligated to pay or "pick up" any portion thereof unless otherwise mutually agreed to by the parties.

Notwithstanding, employees hired by the City on or after April 1, 1986, shall be required to pay the designated employee contribution to participate in the Medicare Program.

**ARTICLE 14
STATE DISABILITY INSURANCE**

- A. Employees shall pay one hundred percent (100%) of the cost of State Disability Insurance (SDI).
- B. The City shall establish a payroll deduction protocol.
- C. The City shall not be liable to the Association, employees, or any other persons by reason of the requirements of this Article for the remittance of any sum other than that constituting actual deductions made from employee wages earned. The Association shall hold the City harmless for any and all claims, demands, suits, orders, judgments or other forms of liability that may arise out of or by reason or action taken or not taken by the City under this Article.

**ARTICLE 15
SICK LEAVE**

- A. **Sick Leave Accumulation and Use** – Newly hired employees will receive an initial immediate award of sixty (60) hours sick leave. Thereafter, sick leave is accumulated at the rate of 4.615 hours per pay period, for a total of one hundred twenty (120) hours per fiscal year.

In cases of serious illness in the immediate family, employees may use accrued sick leave in order to attend to said family member. For the purposes of this article, "immediate family" is defined as grandparents, wife, husband, registered domestic partner (wherever spouse, wife or husband is used in this MOU it shall include registered domestic partner as required by California law), father, mother, brother, sister, children or stepchildren, grandchildren, brother-in-law, sister-in-law, son-in-law, daughter-in-law, or parents-in-law of the employee. Such sick leave usage shall not exceed a total of six (6) cumulative working days (60) hours in any fiscal year. This usage shall be called personal leave.

- B. **Sick Leave Cash Out** - Employees shall be eligible to cash out up to two hundred ten (210) hours of vacation and/or sick leave, combined, per fiscal year. The cash-out may be taken in any increment amount up to 210 hours and at any time during the fiscal year. The cash-out of leave will be at the employee's salary rate at the time of cash out. (See Article 17(D).)
- C. **Pay On Termination** - Employees who terminate shall be paid at their current hourly rate for their accumulated and unused sick leave as follows:

<u>Years of City Service</u>	<u>Percentage to Be Paid</u>
5 years through 9 years	50%
10 years through 14 years	65%
15 years through 19 years	75%
20 years or more	100%

Employees who are terminated for cause shall not be eligible for any benefits under this provision.

- D. **Worker's Compensation Insurance and Sick Leave** - Employees may use accumulated but unused sick leave while on an absence due to an industrial injury in addition to any workers'

compensation payment; the combination of the two shall not exceed one hundred percent (100%) of the employee's normal pay.

E. **Sick Leave Conversion** – Employees may convert up to forty (40) hours of accrued sick leave per fiscal year to floating holiday time. Upon conversion, employees must follow the same approval process for the time off as is applicable to floating holidays.

**ARTICLE 16
BEREAVEMENT LEAVE**

Any eligible employee who is absent from work by reason of a death in the immediate family may be allowed a leave of absence with pay. Up to four (4) cumulative working days (40 hours) per occurrence may be allowed to attend funeral services, which will not be deducted from the employee's sick leave. This leave must be requested in writing, with the approval of the department head and the Director of Administrative and Community Services, or their designees.

For purposes of this article, "immediate family" is defined as wife, husband, domestic partner, mother, father, grandparents, brother, sister, children or stepchildren, grandchildren, brother-in-law, sister-in-law, son-in-law, daughter-in-law, or parents-in-law of the employee.

**ARTICLE 17
VACATION ACCRUAL ACCOUNTING**

- A. No employee shall be granted vacation time that he/she has not earned.
- B. No hours in excess of six hundred (600) will be accrued or paid to the employee.
- C. Vacation leave will be earned at the following rate for all hours actually worked, for City-declared holidays as specified in Article 18, vacation, CTO, administrative leave, paid military leave, paid jury duty, sick leave (except as noted below) and bereavement leave. Employees shall cease to accrue additional vacation leave for sick leave hours utilized after the first four (4) consecutive work days out due to a non-industrial injury.

Vacation leave will be earned at the following rate:

<u>Years of City Service</u>	<u>Hours Earned on Anniversary</u>
Tier 1: 0 years through 4 years	4.615 per pay period
Tier 2: 5 years and above	6.153 per pay period

All Employees in the Bargaining Unit hired prior to July 1, 2013, will accrue vacation at Tier 2.

D. Employees shall be eligible to cash out up to two hundred ten (210) hours of vacation and/or sick leave, combined, per fiscal year. The cash-out may be taken in any increment amount up to 210 hours and at any time during the fiscal year. The cash-out of leave will be at the employee's salary rate at the time of cash out. (See Article 15(B).)

**ARTICLE 18
HOLIDAYS**

A. The following is the schedule of holidays granted to employees:

New Year's Day	Labor Day
Martin Luther King Day	Veterans Day
Presidents' Day	Thanksgiving Day
Cesar Chavez Day	Christmas Eve
Memorial Day	Christmas Day
Independence Day	Two (2) Floating Holidays

B. The floating holidays, at ten hours each, will accrue on January 1 of each year. If an employee has not completed six months of employment on January 1, the floating holiday hours will be credited following completion of six months of employment. Floating holiday hours may be used in fifteen (15) minute increments.

C. Holidays that fall on a Friday or Saturday will be observed on the proceeding Thursday; holidays that fall on a Sunday will be observed the following Monday.

D. Holiday Closure – During the week of Christmas Eve through New Year's Day, the City offices will be closed. Employees may utilize accrued administrative leave, vacation, compensatory time, or floating holidays, in addition to the holidays, in order to receive full pay for the week.

**ARTICLE 19
ADMINISTRATIVE LEAVE**

Employees* will be credited with administrative leave as follows:

- A. One hundred twenty (120) hours administrative leave.
- B. Administrative leave hours will be credited on July 1; hours must be used by June 30 of the following year.
- C. Administrative leave hours do not accumulate; hours not used by June 30 of each year are forfeited.
- D. Administrative leave hours will be prorated only when employees enter the unit.
- E. For the basis of recording usage of administrative leave, mid-management employees are considered being on a forty (40) hour work week.

*Provisions of Article 19 do not apply to the Executive Assistant classification.

**ARTICLE 20
OVERTIME COMPENSATION**

A. Employees* shall not be eligible for overtime or compensatory time. However, any employee in the unit who is called back to work after the normal duty hours on an emergency basis will receive compensatory time at straight time for actual hours worked with a two hour minimum.

*Provisions of Article 20(A) do not apply to the Executive Assistant classification.

B. The following provisions apply to employees in the Executive Assistant classification:

1. In lieu of receiving paid overtime, an employee may elect to receive compensatory time. A maximum of eighty (80) hours (53.33 hours x time and one-half) may be accumulated. Once the 80-hour maximum accrual has been attained, any overtime worked above and beyond that shall be paid overtime as long as the employee has 80 hours of compensatory time on the books. Upon the employee electing to accumulate overtime in terms of compensatory time off, the employee shall not have the option of cashing out said time unless or until the employee separates from City service.

2. Overtime shall be paid to employees in accordance with the Federal Fair Labor Standards Act (FLSA). Overtime pay shall only be paid for actual hours worked by an employee in excess of 40 hours in a workweek.

For purposes of calculating entitlement to overtime, the total hours worked in a workweek shall include up to twenty (20) total hours of any combination of sick leave, vacation leave, and City-paid holidays, but shall not include any paid leaves of absence, workers' compensation leave, military leave, bereavement leave, or jury duty leave time.

**ARTICLE 21
ACTING PAY (UPGRADES)**

A. The acting pay rule shall apply only to vacant, higher budgeted positions, after eighty (80) continuous working hours as determined by the City Administrator or designee. After an employee works in a higher position for eighty (80) consecutive hours, he/she will be compensated at the current range of the acting classification. Such increase must be at least five percent (5%) above their current pay.

B. Employees must be qualified to meet the minimum requirements and to perform those duties normally performed by the incumbent of the higher position.

C. A vacant position is defined as any position which is vacant due to termination, dismissal, incumbent on sick leave or vacation beyond eighty (80) consecutive working hours, or a newly created position which is not filled.

**ARTICLE 22
PROMOTIONAL PAY**

Upon promotion, Mid-Management employees will receive a minimum increase of five (5%) percent in base salary.

**ARTICLE 23
EDUCATIONAL REIMBURSEMENT**

The City agrees to reimburse employees for educational expenses as follows:

- A. One hundred percent (100%) of classes to maintain State required certification if classes attended after normal work hours.
- B. The City agrees to reimburse employees up to two thousand five hundred dollars (\$2,500) per fiscal year for expenses for tuition and books, provided that the employee achieves a passing grade in the course.
- C. Courses must be taken at an accredited college or university after normal work hours and must be job related, with prior written approval of the department head.
- D. Reimbursement shall be payable only after successful completion of course(s) and upon submittal of a written request for reimbursement being forwarded to the Director of Administrative and Community Services, or designee, within ninety (90) days of completion of course requirements.
- E. Employees who receive reimbursement pursuant to this Article will be required to remain in employment with the City for three (3) years following the first pay period in which they receive the educational incentive for a Master's Degree referenced in Article 24. If an employee fails to remain in the City's employment for such three (3) years, he or she shall be required to pay back one hundred percent (100%) of the reimbursement received under this article for any courses related to obtaining the Master's Degree.

**ARTICLE 24
EDUCATIONAL INCENTIVE**

Effective July 1, 2015, employees with Masters' degrees will receive a seven percent (7%) pay increase. The increase in pay only applies if the employee has a degree higher than required for the position.

If, during the term of this Agreement, the City provides either the Fire or Police Management Unit educational incentive pay greater than provided herein, to the extent such increase in incentive is not offset by concession(s) by said Unit, the same increased incentive will also be given to employees of this Bargaining Unit.

**ARTICLE 25
LONGEVITY PAY**

Employees with ten (10) to fourteen (14) years of cumulative service credit under PERS will receive longevity pay equal to one and one-half percent (1.5%) of his or her base salary. Employees with fifteen (15) or more years of cumulative service credit under PERS will receive longevity pay equal to two and one-quarter percent (2.25%) of his or her base salary. Effective January 1, 2016, employees with twenty (20) or more years of cumulative service credit under PERS will receive longevity pay equal to three and one-half percent (3.5%) of his or her base salary.

**ARTICLE 26
CERTIFICATION PAY**

Effective July 1, 2015, employees who have completed the coursework and attained any certification listed in Appendix B shall be eligible for certification pay equal to four percent (4%) of his or her base salary. The salary increase shall become effective on the date of the awarding of the certification or the effective date of this Agreement, whichever is later. This may cause retroactive payment. Certification pay shall be available on a one-time basis only, regardless of how many certificates an employee attains. This provision is not applicable to any certification an employee is already required to attain as part of his or her position.

If, during the term of this Agreement, the City provides either the Fire or Police Management Unit certification pay greater than provided herein, to the extent such increase in certification pay is not offset by concession(s) by said Unit, the same increased certification pay will also be given to employees of this Bargaining Unit.

**ARTICLE 27
UNIFORMS AND PERSONAL SAFETY EQUIPMENT**

- A. For all positions which are required to wear uniforms as determined by department head, the City shall provide the uniform and shall continue the existing practices with respect to the cleaning of such uniforms.
- B. For employees required to wear uniforms, the City shall continue to provide five (5) shirts and three (3) pairs of pants.
- C. The City shall pay for the tempering of prescription corrective lenses.
- D. For employees in Public Works who are required to wear safety boots, the City shall provide a pair of safety boots when the employee first joins the department. Thereafter, safety boots will be replaced on an as-needed basis as determined by the department head. Employees will be fitted on their own time.

**ARTICLE 28
MILEAGE REIMBURSEMENT**

The City agrees, in accordance with all applicable rules and regulations, to reimburse employees for authorized use of personal automobiles on City business at the current applicable standard mileage reimbursement rate, per Internal Revenue Code.

**ARTICLE 29
CHILD CARE**

The City shall provide a ten percent (10%) subsidy to those employees utilizing its child care facilities. The City reserves the sole and exclusive right to assign a location at any of its child care facilities. Such decision shall be final and binding.

**ARTICLE 30
PAY PERIOD**

A two-week period constitutes the City's pay period. The pay period begins at 12:01 a.m. on a Sunday, and ends at midnight on the second Saturday thereafter, as currently in effect.

**ARTICLE 31
SALARY RATES AND STEP ADVANCEMENT**

- A. Employees shall be paid in accordance with the Wage and Salary Plan.
- B. Each employee shall be assigned to an appropriate classification and salary step in the Wage and Salary Plan. Thereafter, advancement in said Plan shall be governed by the terms and provisions of this Agreement and applicable City resolutions.

The Wage and Salary Plan establishes the classifications of employees and the range of salary for each classification on a step basis as therein set forth. Advancement on the salary plan shall progress as follows:

Step 1: shall be for a period of six (6) months of continuous service within the step. At the completion of six (6) months within Step 1, an employee shall progress to Step 2, as provided in this Article.

Step 2: shall be for a period of six (6) months of continuous service within the step. At the completion of six (6) months within Step 2, an employee shall progress to Step 3, as provided in this Article.

Step 3: shall be for a period of twelve (12) months of continuous service within the step. At the completion of twelve (12) months within Step 3, an employee shall progress to Step 4, as provided in this Article.

Step 4: shall be for a period of twelve (12) months of continuous service within the step. At the completion of twelve (12) months within Step 4, an employee shall progress to Step 5, as provided in this Article.

Step 5: shall be for a period of twelve (12) months of continuous service within the step. At the completion of twelve (12) months within Step 5, an employee shall progress to Step 6, as provided in this Article.

Step 6: shall be for a period of twelve (12) months of continuous service within the step. At the completion of twelve (12) months within Step 6, an employee shall progress to Step 7, as provided in this Article.

Step 7: is the top (final) step in the Wage and Salary Plan.

C. All advancement in the classification plan to a next higher step upon completion of the minimum length of service required for advancement shall be on a step basis. However, the City reserves the right to extend the time an employee must remain within a step due to unsatisfactory performance, or due to extended or substantial periods of absence from service by the employee. Such advancement shall be granted for continuous and satisfactory service by the employee in the performance of duties, as set forth in the employee's class, based upon the employee's entire performance. The City shall attempt to inform the employee prior to the evaluation, if the employee's work is unsatisfactory, and the employee is in danger of not receiving an increase, based upon the evaluation.

D. For newly hired employees, the City reserves the right to determine at what step such newly hired employees shall be placed.

ARTICLE 32 PERFORMANCE EVALUATION

A. **Standards of Performance** - Performance evaluation standards shall be based upon the quantity and quality of work which the average person thoroughly trained and industriously engaged can turn out in a day and shall be in accordance with other existing standards.

B. **Employee Evaluation Reports** - The system of employee evaluation reports shall permit as accurately and fairly as is reasonably possible the evaluation by his/her supervisor and department head of each employee's performance. Ratings shall be set forth in an employee evaluation report, on a form which shall be provided by the Director of Administrative and Community Services, or designee. The Director of Administrative and Community Services, or designee, shall administer the evaluation system, may investigate all employee evaluation reports, and may require reporting officials to justify their reports and make his/her own reports. Upon completion of an evaluation report, the responsible department head shall discuss such report with that employee, shall counsel the employee regarding apparent weaknesses or deficiencies or regarding recommended action to improve the employee's performance in his/her current job assignment or potential promotability and shall record the employee's reaction and comments. The department head shall require the employee's acknowledging signature and shall provide the employee a copy of the report. It is understood that the employee's signature does not necessarily indicate agreement with the evaluation report content or ratings.

C. **Time of Filing Evaluation Reports** - Annually, on the employee's anniversary date of employment or promotion, supervisors and department heads will complete the report of performance on each employee under their supervision.

This form shall be provided by the Director of Administrative and Community Services, or designee. Reports will be made in triplicate; one copy is for the department head, the original will be filed in the employee's personnel file in the Human Resources Department, and the triplicate given to the employee. Reports will not be filed for temporary employees.

D. **Purpose** - Employee evaluation reports shall be considered in determining salary increases and decreases, the advisability of transfer, demotions, dismissals, and in promotional examinations.

E. **Unsatisfactory Service** - Records of unsatisfactory service may lead to reduction in class and compensation, and persons falling below the standards of efficiency may be removed from their positions substantially as in the case of removals for cause. Unsatisfactory service records shall be reported to the Director of Administrative and Community Services, or designee and the department head.

F. **Employee Review** - An employee shall have the right to review his/her personnel file upon reasonable prior notice by the employee to the Human Resources Department. If a grievance has been filed on behalf of an employee or employees, an Association representative may review such employee's personnel file provided the employee has given the Director of Administrative and Community Services, or designee prior written approval for such Association representative to do so.

ARTICLE 33 GRIEVANCE PROCEDURE

A. Definitions

1. A "**grievance**" is a written allegation by an employee within the bargaining unit alleging that the employee has been adversely affected by a violation of specific written provisions of this MOU or of written rules, regulations or procedures affecting terms and conditions of employment. Grievances shall not be utilized to challenge the agency's exercise of its authorities set forth in Article 36 AGENCY AUTHORITY of this MOU. Additionally, by virtue of entering into this MOU, the parties agree that no matters, whether labeled as grievances, "complaints," or otherwise, may be appealed to the Personnel Advisory Board or to any other administrative entity or body except as described herein. Further, the grievance procedure shall not be utilized to challenge or change the policies of the City whether they be written or otherwise. Additionally, performance evaluation reports and reprimands, whether written or verbal, are not subject to the grievance procedure.

2. Unless otherwise stated, a "**day**" is a day in which the City Hall is open for business.

3. A "**representative**" is a member of the unit, association representative(s), or legal counsel who shall represent any party in interest at his/her election.

4. A "**grievant**" is any unit member.

B. Informal Meeting

Any unit member(s) alleging a grievance shall meet with his/her immediate supervisor with the objective of resolving the matter informally. The unit member(s) may have a representative present with him/her at this informal meeting. Request for such meeting shall occur within ten (10) days after the occurrence of the act or omission giving rise to the grievance or ten (10) days after the grievant knew or reasonably should have known about the act or omission, whichever is later.

C. Formal Level I: Department Head or Designee

1. In the event the grievance is not resolved at the informal meeting, within ten (10) days of the informal meeting the grievant may submit the grievance as a formal written grievance to the department head or his/her designee. If the grievant has not submitted a written grievance within this time period, the grievance will be deemed to have been resolved.

2. Within ten (10) days after receipt of a written grievance by the department head, a personal conference with the other party shall take place at the request of either the grievant or the department head. Within fifteen (15) days after the receipt of the grievance, or ten (10) days after the date of the Level I meeting, whichever is later, the department head or his/her designee shall render a written decision to the grievant and shall transmit a copy to the Association.

3. In those cases where a "grievance" regards a disciplinary proceeding which is both subject to the grievance procedure and which constitutes a proposed deprivation of property giving rise to a pre-disciplinary proceeding in accord with *Skelly vs. State Personnel Board*, the subject employee shall commence his/her grievance at this Level I. The proceeding before the department head or designee shall constitute both an exhaustion of the Level I grievance and provision of any due process-mandated pre-deprivation proceeding.

D. Formal Level II: City Administrator or Designee

1. If the grievant is not satisfied with the disposition of the grievance at Level I, or if no decision is rendered within the designated time period in Level I, the grievant may forward the written grievance to the City Administrator or his/her designee within ten (10) days after the decision at Level I or twenty (20) days after the grievance was presented to the department head or designee, whichever is later.

2. Within ten (10) days after receipt of the written grievance by the City Administrator, a personal conference with the grievant shall take place upon the request of the grievant or the City Administrator. Within fifteen (15) days after receipt of the grievance or ten (10) days after the date of the Level II meeting, whichever is later, the City Administrator or his/her designee shall render a written decision to the grievant and shall transmit a copy to the Association.

3. Copies of the City Administrator's decision shall be filed in the employee's personnel file, unless the matter involved discipline and the discipline was not upheld by the City Administrator.

4. For all non-disciplinary procedures and grievances, the decision of the City Administrator shall be final and binding.

E. Formal Level III: Binding Arbitration

Binding Arbitration shall be available for disciplinary actions only, but not including verbal or written reprimands.

1. If the grievant is not satisfied with the disposition of the grievance at Level II, or if no decision is rendered within the designated time period, a grievant may forward a written grievance to the Director of Administrative and Community Services, or designee, proposing that binding arbitration be undertaken.

2. Said written grievance request for convening of binding arbitration shall be considered timely only if received by the Director of Administrative and Community Services, or designee no later than ten (10) days after service by the department head/designee of the Level II decision or twenty (20) days after the grievance was presented to the department head or designee, whichever is later. Said request for arbitration shall set forth a detailed statement by the grievant containing all facts then known to the grievant which support his/her claim for an appeal. A general or specific denial of wrongdoing or claim of misconduct shall not be sufficient. The arbitration proposal shall be signed by the grievant. Signature by a representative shall be insufficient.

3. Within ten (10) calendar days of receipt by the Director of Administrative and Community Services, or designee of a timely grievance, the parties shall confer by writing, telephone, or in person regarding the selection of a mutually agreeable arbitrator. If said meeting either does not occur or if said meeting does not result in the selection of an arbitrator, then within fifteen (15) calendar days of receipt by the Director of Administrative and Community Services, or designee of the timely grievance, the Director shall mail to the State Mediation and Conciliation Service, a request that a list of seven (7) qualified potential arbitrators be sent jointly to the grievant and to the City.

4. Within ten (10) calendar days of mailing by the State Mediation and Conciliation Service of such list, the parties shall by telephone or other mutually acceptable means, select an arbitrator by means of alternate striking of names until one name remains. Said individual shall be the arbitrator. Determination of which party shall make the initial strike shall be by lot.

5. Within five (5) calendar days of said selection process being completed, the Director shall mail written notice to the State Mediation and Conciliation Service of the identity of the individual mutually selected to hear the grievance matter.

6. The hearing shall commence on a date mutually agreeable to the parties and to the arbitrator, but in no case greater than one hundred twenty (120) calendar days after selection of the arbitrator, unless otherwise mutually agreed to by the parties.

7. In those arbitration proceedings which are non-disciplinary, the burdens of proof and production of evidence shall be upon the grievant. The ultimate issues in such cases shall be whether or not proof by a preponderance of the evidence supports a finding that a specific written section of the MOU and/or rules and regulations affecting terms and conditions of employment, has been violated, and if so, the nature of the appropriate remedy.

8. In those cases regarding disciplinary matters involving the deprivation of property, the burdens of proof and production of evidence shall be upon the department and shall be by a preponderance of the evidence. In such cases, the ultimate issues shall be as follows:

- a. Does a preponderance of the evidence support a finding that misconduct did occur?
- b. If so, was the disciplinary decision a reasonable exercise of the discretion vested in the appointing authority?
 - i. If yes, the discipline shall be sustained.
 - ii. If no, the discipline shall be subject to modification.

9.
 - a. All arbitration hearings shall be closed to the public unless the employee requests, in writing, no later than five (5) calendar days before the hearing, that the hearing be open.
 - b. Subpoenas (no subpoenas duces tecum) shall be issued by the arbitrator at the request of either party. State civil rules governing the issuance and validity of subpoenas shall also govern the issuance and validity of subpoenas issued herein.
 - c. The hearing need not be conducted in accordance with technical rules relating to evidence and witnesses. Any relevant evidence shall be admitted if it is the sort of evidence on which reasonable persons are accustomed to rely on in the conduct of serious affairs, regardless of the existence of any common law or statutory rules which might make improper the admission of such evidence over objection in civil actions. Hearsay evidence may be used for the purpose of supplementing or explaining any direct evidence but shall not be sufficient in itself to support a finding unless it would be admissible over objection in civil actions. The rules of privilege shall be effective to the same extent that they are now or hereafter may be recognized in civil and criminal actions. Irrelevant and unduly repetitious evidence shall be excluded.
 - d. The hearing shall proceed in the following order:
 - i. The department imposing discipline shall be permitted to make an opening statement.
 - ii. The appealing party shall then be permitted to make an opening statement.
 - iii. The department imposing disciplinary action shall produce the evidence on its behalf.

- iv. The party appealing from such disciplinary action may then offer his/her defense and offer his/her evidence in support thereof; the employee bears the burden of proof and the burden of producing evidence for any affirmative defenses asserted.
- v. The parties may then, in the above order, respectively offer rebutting evidence, unless the arbitrator for good cause, permits them to reopen and offer evidence in their case in chief.
- vi. Oral closing arguments shall be permitted. Written briefs may be permitted at the discretion of the arbitrator. The department shall have the right to open the oral closing arguments followed by the employee. The department shall then have the right to reply.
- vii. The order of presentation and burdens of proof shall be reversed in those cases where non-disciplinary grievances are heard.

10. The arbitrator shall determine relevancy, weight, and credibility of testimony and evidence. During the examination of a witness, all other witnesses, except the parties, shall be excluded from the hearing unless the arbitrator, for good cause, otherwise directs. However, both parties shall be permitted to designate an investigator or assistant to be present at the hearing, even if such person is or may be a witness. The arbitrator shall render judgment as soon after the conclusion of the hearing as possible but in no event later than thirty (30) calendar days after submission of closing arguments. The decision shall set forth which charges, if any, are sustained and the reasons therefore. The decision shall set forth findings of fact and conclusions of law. The arbitrator's decision shall be binding. The provisions of Section 1094.6 of the Code of Civil Procedure (writ proceedings) are not applicable to disciplinary actions following binding arbitration.

11. The City shall bear the cost of a mandatory court reporter. The City shall bear the cost of transcripts that are required by the arbitrator. Each party shall bear its own costs where the ordering of transcripts is a voluntary act. Each party shall bear its own witness and attorney fees. Additionally, each party shall equally share all fees and costs billed by the arbitrator.

12. It is specifically agreed and acknowledged by the parties that failure by the grievant to strictly comply with the time limitations for taking action in connection with review of a grievance, shall be considered a jurisdictional defect and shall result in a waiver by the grievant of any and all appeal rights, regardless of how brief or minimal is the failure to comply with the time limitations. The department shall not be required to show or prove the suffering of any prejudice as a condition precedent to strictly enforcing the time limitations described herein. In any case where the department or City does not strictly comply with the time limitations described herein, then the grievant's remedy shall be movement of the grievance process to the next higher level. In no case shall failure by the department/City to comply with the time limitations described herein, result, in and of itself, in a finding adverse to the department/City.

13. In any case where a party or potential party disputes the arbitrability/jurisdiction of a grievance, said dispute shall not be resolved by the arbitrator, but shall be first resolved through civil proceedings.

F. General Provisions

1. Since it is important that grievances be processed as rapidly as possible, the number of days indicated at each level shall be considered as a maximum, and every effort should be made to expedite the process.

2. Failure by the grievant to meet any of the specified time lines shall constitute a withdrawal of the grievance. Failure by the City to meet any of the specified time lines shall entitle the grievant to appeal the next level of review.

3. The time specified, however, may be extended by mutual consent.

4. The grievant is entitled to representation of his/her choice at any point in the grievance procedure.

5. Any member of the unit may at any time present grievances to the employer and have such grievances adjusted without the intervention of the exclusive representative as long as the adjustment is not inconsistent with the terms of this contract; provided that the City shall not agree to a final resolution of the grievance until the exclusive representative has received a copy of the grievance and the proposed resolution and has been given the opportunity to file a response.

6. Neither party shall take reprisals against any member of the Association, Association representative, management person, or any other participant in the grievance procedure by reason of such participation.

**ARTICLE 34
LAYOFF PROCEDURE**

The City shall maintain its current policy with respect to layoffs, as contained in Layoff Resolution 2495.

A. Definition of Layoff - Layoff is the involuntary separation or reduction of a regular employee to a position in a lower classification without fault of the employee.

B. Cause of Layoff

1. A function is to be discontinued, curtailed or mechanized.
2. Reorganization.
3. Budget reductions.
4. Termination or decrease in funds and/or materials for projects or programs.
5. The mandatory reinstatement of an employee.

C. Layoff Policy

1. Whenever possible, loss of employment for regular City employees shall be avoided by demotion, temporary work assignments or offer of employment in other departments pursuant to Paragraph "F" of this Article.

2. Reduced work week may be utilized as a cost saving measure only under the following conditions:

- a. Reduced work week will only be implemented where such implementation will negate the need for layoffs.
- b. Reduced work week shall not exceed one day per pay period up to a maximum of thirteen (13) days per fiscal year.
- c. That affected employees shall be eligible for work sharing Unemployment Insurance Benefits, pursuant to the provisions of Senate Bill 1471 (1978), through the State Employment Development Department.
- d. Notification of implementation of reduced work week shall comply with Paragraph "D" of this Article.

3. Laid off employees shall be placed on a one-year reinstatement list by order of seniority and shall have the right to reinstatement for any vacancies in the classification held at time of layoff. This list may be extended upon approval of the City Administrator.

4. Established eligibility lists for classifications affected by the Layoff procedure may be extended at the discretion of the City Administrator by the length of time during which the reinstatement list is in effect.

D. Notification - Whenever a reduction of employees in regular positions is projected, the City Administrator shall, within five (5) work days of the date a layoff plan is finalized by the City Administrator, notify the Association. The notification shall include the anticipated number, positions and classifications of employees to be laid off. Employees to be laid off shall be entitled to fifteen (15) calendar days notification prior to layoff. The fifteen (15) calendar day notice to employees may run concurrently with the five (5) work day notice to the Association.

E. Order of Layoff

1. Layoffs among regular employees shall be made on the basis of seniority as established by the Layoff Procedure. The number of positions maintained in each classification is determined by the City. Extra-help employees performing services similar to classifications affected by layoff shall be terminated before any reduction in the regular work force. Likewise, JTPA or other temporary, grant-funded employees shall be terminated, in affected classifications, in accordance with Federal or State Rules or guidelines governing such funding programs.

Employees holding regular positions, but in probationary status, shall revert to the most recent classification in the City in which they held permanent regular status to determine layoff rights.

Employees holding “acting positions,” (functioning by assignment in a higher level classification than that which they hold permanent status) shall revert to their regular classification in the City to determine layoff rights.

2. Exceptions to the order of layoff may be granted based on the following criteria:
 - a. The employee possesses special qualifications, skills or abilities which no other employees in the same classification possess. Special qualifications, skills or abilities must have been identified as a condition of employment on the job announcement at the time the employee was appointed to the position.
 - b. Requests for exception to the order of layoff must be submitted to the City Administrator and Association in writing. Requests must include the basis, justification and supporting documentation for an exception to the order of layoff.

F. Layoff Procedure

The procedure for layoff, once the number of positions to remain by classification has been determined, shall be as follows:

1. Priority lists shall be established for retained positions in each classification. The lists shall include the names of those employees who, based on their seniority within the classification, qualify to fill the retained positions. Where two or more employees have the same seniority within a classification, seniority between those employees shall be determined by time in City service in any classification.

Employees within a classification, who are not qualified by seniority to be on the priority list for the classification, shall be eligible to compete, by seniority, for the next lower classification priority list. If the employees are unsuccessful in qualifying for this lower priority list, they shall be laid off and placed on a reinstatement list.

2. Once priority lists have been established for each classification, the bumping and layoff process would then take place. Employees are authorized to bump to a previously held classification if they meet the following criteria:

- a. Their classification has been deleted by the City.
- b. They hold a position on the priority list for their classification but are displaced (bumped) by an employee from a higher classification.
- c. Once an employee has “bumped” to a previously held lower level position, they shall not be affected further by the current round of layoffs.

If an employee is authorized to bump by meeting the above criteria, he/she will occupy the position held by the least senior employee on the priority list for that classification, who shall be displaced and authorized to bump downward. A regular employee who is bumped or accepts demotion in accordance with this procedure in lieu of layoff retains reinstatement right to his/her former classification.

If an employee is not authorized to bump down, due to failure to meet the above criteria, he/she will be laid off and placed on the reinstatement list.

3. For purposes of this Article, employees promoted out of this unit of representation shall, upon completion of the probationary period in their new position, lose all seniority and bumping rights to their former position.

G. Reinstatement Procedure

The policy and procedure for reinstatement of employees, once a layoff has occurred, shall be as follows:

1. Employees who are demoted or who are laid off pursuant to this layoff procedure shall have their names placed on the City reinstatement list in accordance with the following criteria:

- a. Work Performance - The employee's last annual work performance evaluation given not less than ninety (90) days prior to date of receipt of notification of layoff shall be reviewed.
- b. If the rating is "meets job standards," the employee shall be placed on the reinstatement list in order of seniority as defined in Paragraph F above.
- c. Employees rated "needs improvement" shall be placed on the reinstatement list after those in Paragraph G.1.b, in order of seniority as defined in Paragraph F.1 above.

Subsequently, when a regular position in the City becomes permanently vacated or is added, all employees on the City reinstatement list who have held a position in the available classification or held a position in a higher classification with the City shall be offered the position, based on their placement on the reinstatement list.

2. Laid off or demoted employees who are reinstated to their same position in the City in accordance with this policy shall receive restoration of salary step and available attendant benefits, vacation accrual rate, sick leave (unless the employee has received payment for unused sick leave in accordance with the City's sick leave policy) and the retirement plan contribution rate, provided the employee complies with the PERS Board's procedure for redeposit of funds.

Laid off employees who are offered reinstatement with the City in a classification lower than that which they previously held shall receive a salary step at least equivalent to the salary step which was held by the employee prior to layoff along with available attendant benefits. Employees

who decline assignment to a lower classification shall not forfeit their right to remain on the reinstatement list. Employees involuntarily demoted or bumped down as a result of the Layoff Procedure shall receive salary and available attendant benefits in accordance with the provisions of this section. Such demoted employees may be placed on a “Y rate” in salary as approved by the City Administrator to maintain salary equity within the system and/or to prevent undue hardship or unfairness due to the application of this policy. If an employee is placed on a “Y rate,” he/she shall receive no future salary increase until the salary range of the position held exceeds the “Y rate.”

3. If an employee is notified to return to work and such employee fails to notify the City of their acceptance of re-employment within ten (10) work days from the date of notification by the City and fails to report to work within fifteen (15) work days from the date of notification by the City, such employee shall lose all seniority rights and the City will be relieved of any obligation to re-employ such employee.

H. Established Qualifications Requirement

Employees who are demoted to an available position not previously held with the City as a result of the layoff process shall be required to meet the established qualifications of that class. In the event that the employee does not meet these qualifications, he/she shall be entitled to a probationary period of up to ninety (90) calendar days, as determined by the City Administrator, during which he/she must qualify. Employees failing to meet qualification after such probationary period may be subject to layoff.

I. Order of Layoff

Example #1 - An employee has been in the classification affected by layoff for two (2) years. Another employee has been in the affected classification for one (1) year. The employee with the one (1) year shall be laid off first.

Example #2 - The laid off employee in Example #1 previously held a lower level classification. That employee may bump the least senior employee in the lower level classification.

J. Reinstatement

Example #1 - Two employees in the same classification are laid off. One employee has two (2) years seniority and his last annual work performance was “needs improvement.” The other employee has one (1) year seniority and his last annual work performance evaluation was “meets job standards.” The employee who was rated “meets job standards” shall be placed first on the reinstatement list.

Example #2 - The same two employees as in Example #1 were both rated “meets job standards.” They would then be placed on the reinstatement list in order of seniority with the two (2) year employee being first.

**ARTICLE 35
PAYROLL DEDUCTION**

It is agreed that membership dues, insurance, premiums for plans sponsored by the Association, and State Disability Insurance premiums, if any, shall be deducted by the City from the pay warrant of each employee covered hereby who files with the City a written authorization requesting that such deduction be made. Remittance of the aggregate amount of all membership dues and insurance premiums deducted from the pay warrants of employees covered hereby shall be made to the Association, or in the case of State Disability Insurance to the State of California, within thirty (30) days after the conclusion of the month in which said membership dues and insurance premiums were deducted.

The City shall not be liable to the Association, employees, or any other persons by reason of the requirements of this Article for the remittance of any sum other than that constituting actual deductions made from employee wages earned. The Association shall hold the City harmless for any and all claims, demands, suits, orders, judgments or other forms of liability that may arise out of or by reason of action taken by the City under this Article.

**ARTICLE 36
EMPLOYEE REPRESENTATIVES**

When requested by a member of the unit, an Association representative may investigate any alleged grievance and assist in its presentation. The Association shall notify the City of the names of each Association representative. The Association representative shall notify the Director of Administrative and Community Services, or designee, when he or she will be entering City facilities to process or investigate grievances. The parties hereto recognize that they shall continue the past practice with respect to Association representative's right to process grievances.

**ARTICLE 37
WORK DISRUPTION**

The parties agree that no work disruption shall be caused or sanctioned by the Association during the term of this Agreement. Work disruptions include, but are not limited to: a strike, sit-down, stay-in, speed-up, or slow down in any operation of the City, or any curtailment of work, disruption, or interference with the operations of the City. The parties shall endeavor to discourage any such work disruptions and make positive efforts to return employees to their jobs. The parties acknowledge that participation of any employee in a concerted work action against the City, during the term of this Agreement, is grounds for disciplinary action, including termination. The parties agree that no lockout of employees shall be instituted by the City during the term of this Agreement, unless such work disruptions occur. The term lockout is hereby defined so not as to include the discharge, suspension, termination, layoff, failure to recall, or failure to return to work of employees of the City in the exercise of its rights as set forth in any provisions of the Agreement or applicable ordinance or law.

ARTICLE 38
AGENCY PERSONNEL RULES

A. It is understood and agreed that there exists within the City in written or unwritten form, certain personnel rules, policies, and practices which establish uniform and orderly methods of communications between the city and its employees for the purpose of promoting improved employer-employee relations, which will continue in effect, except for those provisions which may be modified by the City Council or Personnel Advisory Board during the term of this Agreement in accordance with orders, regulations, official instructions or policies. Rialto Municipal Code Chapter 2.51.080 provides for advance notice of proposed changes. Provision is also made for emergency cases. See Rialto Municipal Code 2.51.080.

B. **Revision of Personnel Rules & Regulations** - It is understood that all proposed changes and/or modification to personnel rules or other rules and regulations that impact on wages, hours or other terms and conditions of employment are subject to meet and confer pursuant to Government Code 3500 et. seq. prior to implementation.

ARTICLE 39
AGENCY AUTHORITY

The authority of the City includes, but is not limited to, the exclusive right to determine the mission of its constituent departments, commissions and boards; set standards of service; determine the procedures and standards of selection for employment and promotion; direct its employees; take disciplinary action; relieve its employees from duty because of lack of work or for other legitimate reasons; maintain the efficiency of governmental operations; determine the methods, means and personnel by which government operations are to be conducted; determine the content of job classifications; take all necessary actions to carry out its mission in emergencies; exercise complete control and discretion over its organization and the technology of performing its work, provided, however, that the exercise and retention of such rights does not preclude employees or their representatives from consulting or raising grievances over the practical consequences that decisions on these matters may have on wages, hours and other terms and conditions of employment. (Ord. 657, § 5, 1973; Rialto Municipal Code 2.51.050.)

ARTICLE 40
NON-DISCRIMINATION

A. The parties mutually agree to protect the rights of all employees covered by this Agreement to join and/or participate in, protected Association activities or to refrain from joining or participating in protected activities in accordance with Government Code Sections 3500, et. seq., and this MOU. The parties agree that no employee shall be subject to harassment or retaliation for pursuit of such rights.

B. The City and Association agree that they shall not discriminate against any employee because of race, color, sex, age, national origin, political or religious opinions or affiliations or upon any other basis provided in State or Federal law which is applicable to the City.

C. Whenever the masculine gender is used in this MOU, it shall be understood to include the feminine gender.

ARTICLE 41
FULL UNDERSTANDING, MODIFICATION AND WAIVER

The parties acknowledge that during the negotiations which resulted in this MOU each had the opportunity to make demands and proposals with respect to any subject or matter within the scope of representation. The understandings arrived at after the exercise of that right are set forth in this MOU and constitutes the complete and total contract between the City and Association with respect to wages, hours, and other terms and conditions of employment; provided, however, that all practices enjoyed by the employees at the present time, which are not included in, or specifically changed by this MOU, shall remain in full force and effect, unless modified by mutual agreement of both parties. In cases of proposed changes, the Association shall be given reasonable advance notice and the opportunity to meet and confer on said changes prior to implementation. Any prior or existing memoranda of understanding between the parties regarding any matter within the scope of representation are hereby superseded and terminated in their entirety.

Therefore, the City and Association for the life of this MOU, each voluntarily waives the right to meet and confer with respect to any subject or matter referred to or covered in this MOU unless otherwise mutually agreed to.

ARTICLE 42
EMERGENCY WAIVER PROVISION

In the event of circumstances beyond the control of the City, such as acts of God, fire, flood, insurrection, civil disorder, national emergency, or similar circumstances, provisions of this MOU or the Personnel Rules or Regulations of the City, which restrict the City's ability to respond to these emergencies, shall be suspended for the duration of such emergency. After the emergency is over, the Association shall have the right to meet and confer with the City regarding the impact on employees of the suspension of these provisions in the MOU and any Personnel rules and policies.

ARTICLE 43
SAVINGS CLAUSE

If any of the provisions contained in this Agreement cannot, as a result of changes in State or Federal Law, be implemented the parties shall immediately meet and confer on those provisions to recover any concessions made by either party.

If any of the provisions contained in this Agreement are determined to be unlawful, then only such provisions shall be deleted from this Agreement with the remainder of the Agreement remaining in full force and effect.

ARTICLE 44
MAINTENANCE OF EXISTING BENEFITS

All wages and benefits as provided in this Agreement shall remain in full force and effect during the entire term of this Agreement unless agreed to the contrary by both parties.

**ARTICLE 45
RIALTO FITNESS CENTER**

Employees, employees' spouses, retirees, and retirees' spouses shall be allowed free use of the Rialto Fitness Center during normal operating hours as long as the City has managerial control of the facility. Employees, employees' spouses, retirees, and retirees' spouses shall adhere to the same regulations regarding reservations and the use and care of the facilities as the general public.

**ARTICLE 46
REOPENERS**

During the term of this Agreement, if existing non-taxable fringe benefits are found to be taxable pursuant to new law, new regulations, or new interpretations, whereby the City must commence taxing such fringe benefits, the parties agree to meet and confer regarding implementation of alternate method(s) of paying affected fringe benefits to minimize tax liability for employees. Additionally, upon the conclusion of the comprehensive classification and compensation study, the parties agree to meet and confer regarding the results thereof.

**ARTICLE 47
UNIT DEFINITION**

The following classifications comprise the Mid-Management/Confidential Unit:

Accountant	Human Resources Manager
Accounting Supervisor	Information Systems Analyst
Administrative Analyst	Information Technology Systems Manager
Assistant Fire Marshal	Information Technology/Purchasing Manager
Assistant Treasurer/Investment Officer	Planning Manager
Associate Civil Engineer	Principal Civil Engineer
Associate Planner	Project Manager
Building & Code Enforcement Manager	Public Works Program Coordinator
Chief Building Official	Public Works Superintendent
Civil Engineer	Public Works Supervisor
Code Enforcement Supervisor	Purchasing Manager
Deputy City Clerk	Recreation & Community Services Manager
Economic Development Associate	Recreation & Community Services Supervisor
Economic Development Manager	Senior Accountant
Environmental Compliance Coordinator	Senior Administrative Analyst
Executive Assistant	Senior Planner
Executive Assistant to City Administrator	Telecommunications Supervisor
Grants Coordinator	
Human Resources Analyst	
Finance Manager	

Classifications within the bargaining unit may be changed, added or deleted based upon mutual agreement by the parties or upon action by the City Council.

ARTICLE 48
MAINTENANCE OF MEMBERSHIP

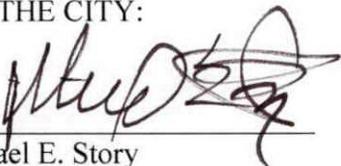
Subject to applicable law, all regular, full-time unit employees who, on the effective date of this Agreement are members of the Association in good standing, and all employees who thereafter become members, shall maintain their membership with the Association in good standing during the term of this Agreement. However, employees shall have the right to resign their membership during the sixty (60) day period prior to the expiration of this MOU. Unit employees may exercise their rights to resign by notice in writing to the Association and to the City prior to or during this period.

ARTICLE 49
LUMP SUM BONUS PAY

If, during the term of this Agreement, the City provides any bargaining unit a lump sum bonus pay, to the extent such bonus is not offset by concession(s) by said unit, the same bonus pay will also be given to employees of this Bargaining Unit.

This Agreement shall become effective upon ratification by the City Council and the Association:

FOR THE CITY:



Michael E. Story
City Administrator

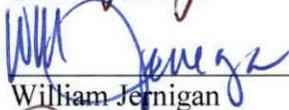
Dated: 6/7/16

FOR THE ASSOCIATION:



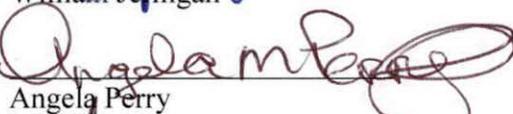
Gina M. Gibson

Dated: 6/7/16



William Jernigan

Dated: 5/25/16



Angela Perry

Dated: 6/1/16



Greg Lantz

Dated: 6/7/16

Appendix A

Salary Schedule

Class Code	Position Title	Range	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
1405	Accountant	3700	\$4,216	\$4,427	\$4,649	\$4,881	\$5,125	\$5,381	\$5,650
1403	Accounting Supervisor	4700	\$5,397	\$5,667	\$5,951	\$6,248	\$6,561	\$6,889	\$7,233
2003	Administrative Analyst	3900	\$4,430	\$4,651	\$4,884	\$5,128	\$5,385	\$5,654	\$5,936
6102	Assistant Fire Marshal	5000	\$5,812	\$6,103	\$6,408	\$6,729	\$7,065	\$7,418	\$7,789
1303	Assistant Treasurer/Investment Officer	4000	\$4,541	\$4,768	\$5,006	\$5,256	\$5,519	\$5,795	\$6,085
8107	Associate Civil Engineer	4800	\$5,532	\$5,809	\$6,099	\$6,404	\$6,725	\$7,061	\$7,414
4207	Associate Planner	4200	\$4,770	\$5,009	\$5,259	\$5,522	\$5,799	\$6,088	\$6,393
7302	Building & Code Enforcement Manager	5600	\$6,741	\$7,078	\$7,432	\$7,804	\$8,194	\$8,603	\$9,034
4301	Chief Building Official	6100	\$7,626	\$8,008	\$8,408	\$8,828	\$9,270	\$9,733	\$10,220
8105	Civil Engineer	5400	\$6,416	\$6,737	\$7,073	\$7,427	\$7,798	\$8,188	\$8,598
1102	Deputy City Clerk	4000	\$4,541	\$4,768	\$5,006	\$5,256	\$5,519	\$5,795	\$6,085
4004	Economic Development Associate	4200	\$4,770	\$5,009	\$5,259	\$5,522	\$5,799	\$6,088	\$6,393
4003	Economic Development Manager	5900	\$7,259	\$7,622	\$8,003	\$8,403	\$8,823	\$9,264	\$9,728
5005	Environmental Compliance Coordinator	4500	\$5,137	\$5,394	\$5,664	\$5,947	\$6,244	\$6,557	\$6,884
2103	Executive Assistant	3200	\$3,727	\$3,913	\$4,109	\$4,314	\$4,530	\$4,756	\$4,994
2101	Executive Assistant to the City Administrator	3600	\$4,114	\$4,319	\$4,535	\$4,762	\$5,000	\$5,250	\$5,513
1401	Finance Manager	6000	\$7,440	\$7,812	\$8,203	\$8,613	\$9,044	\$9,496	\$9,971
4105	Grants Coordinator	4000	\$4,541	\$4,768	\$5,006	\$5,256	\$5,519	\$5,795	\$6,085
1803	Human Resources Analyst	3900	\$4,430	\$4,651	\$4,884	\$5,128	\$5,385	\$5,654	\$5,936
1802	Human Resources Manager	5400	\$6,416	\$6,737	\$7,073	\$7,427	\$7,798	\$8,188	\$8,598
3003	Information Systems Analyst	4100	\$4,654	\$4,887	\$5,131	\$5,388	\$5,657	\$5,940	\$6,237
3001	Information Technology Systems Manager	6000	\$7,440	\$7,812	\$8,203	\$8,613	\$9,044	\$9,496	\$9,971
3001	Information Technology/Purchasing Manager	6000	\$7,440	\$7,812	\$8,203	\$8,613	\$9,044	\$9,496	\$9,971
4203	Planning Manager	5500	\$6,576	\$6,905	\$7,250	\$7,613	\$7,993	\$8,393	\$8,813
8103	Principal Civil Engineer	6000	\$7,440	\$7,812	\$8,203	\$8,613	\$9,044	\$9,496	\$9,971
8117	Project Manager	5200	\$6,107	\$6,412	\$6,733	\$7,069	\$7,423	\$7,794	\$8,183
8003	Public Works Program Coordinator	4800	\$5,532	\$5,809	\$6,099	\$6,404	\$6,725	\$7,061	\$7,414
8501	Public Works Superintendent	5300	\$6,259	\$6,572	\$6,901	\$7,246	\$7,608	\$7,989	\$8,388
8503	Public Works Supervisor	4300	\$4,890	\$5,134	\$5,391	\$5,660	\$5,943	\$6,241	\$6,553
1701	Purchasing Manager	4800	\$5,532	\$5,809	\$6,099	\$6,404	\$6,725	\$7,061	\$7,414
9003	Recreation & Community Services Manager	5200	\$6,107	\$6,412	\$6,733	\$7,069	\$7,423	\$7,794	\$8,183
9005	Recreation & Community Services Supervisor	3800	\$4,322	\$4,538	\$4,765	\$5,003	\$5,253	\$5,516	\$5,792
1404	Senior Accountant	4100	\$4,654	\$4,887	\$5,131	\$5,388	\$5,657	\$5,940	\$6,237
2001	Senior Administrative Analyst	4500	\$5,137	\$5,394	\$5,664	\$5,947	\$6,244	\$6,557	\$6,884
4205	Senior Planner	4800	\$5,532	\$5,809	\$6,099	\$6,404	\$6,725	\$7,061	\$7,414
1201	Telecommunications Supervisor	3200	\$3,727	\$3,913	\$4,109	\$4,314	\$4,530	\$4,756	\$4,994

Appendix B Certification List

- American Institute of Certified Planners (AICP)
- Building Inspector
- Building Plans Examiner
- Cal OES, Safety Assessment Program
- Cal State Fire Marshal's Fire Protection Sp.
- Cal State Fire Marshal's Plans Examiner
- Cal State Fire Marshal's Public Ed. Officer I
- California Workers Compensation Claims Professional (WCCP)
- Certificate in Geographic Information Systems
- Certificate in Human Resource Management
- Certificate in Recreation Leadership
- Certificate in Urban Planning/Professional Certificate in Community and Regional Planning
- Certified Building Official
- Certified California Municipal Treasurer Program (CCMT)
- Certified Code Official
- Certified Economic Developer (CEcD) – International Economic Development Council
- Certified Government Auditing Professional (CGAP)
- Certified Government Financial Manager (CGFM)
- Certified Internal Auditor (CIA)
- Certified Managerial Accountant (CMA)
- Certified Professional Public Buyer (CPPB)
- Certified Public Accountant (CPA)
- Certified Public Finance Administrator (CPFA)
- Certified Public Finance Officer (CPFO)
- Certified Public Procurement Officer (CPPO)
- CPRS/NRPA-Pacific Southwest Maintenance Management Certificates (completion of 4-year curriculum)
- Economic Development Finance Professional Certification – National Development Council
- Environmental Certifications
- Household Hazardous Waste Certification
- ICC Certificate as a certified Chief Building Official
- IPMA-HR Certified Professional (IPMA-CP)
- PE in Civil Engineering – Register Civil Engineer (RCE) License
- Professional Community and Economic Developer – Community Development Council
- Professional Land Surveyor License (P.L.S.)
- Project Management Certificate (PMP or CAPM)
- Society of Human Resources Management – Professional in Human Resources (PHR)
- Society of Human Resources Management – Senior Professional in Human Resources (SPHR)
- Traffic Engineer License (T.E.)
- Universal Waste Certification