

Memorandum of Understanding Between City of Ceres and Miscellaneous Bargaining Unit

EFFECTIVE THROUGH JUNE 30, 2026

Contents

| | |
|---|----|
| ARTICLE I | 8 |
| Section 1.1 Recognition of Union..... | 8 |
| Section 1.2 Union Orientation..... | 8 |
| Section 1.3 Responsibility to Consult or Negotiate | 8 |
| Section 1.4 Emergency Implementation | 8 |
| Section 1.5 Union Security..... | 9 |
| Section 1.6 Dues Deduction | 9 |
| Section 1.7 Business Representatives | 9 |
| Section 1.8 Selection and Notification of Shop Stewards..... | 9 |
| Section 1.9 Shop Steward Responsibilities..... | 10 |
| Section 1.10 Non-Discrimination for Union Business | 10 |
| ARTICLE II | 10 |
| Section 2.1 City Rights | 10 |
| Section 2.2 Temporary/Contracts Workers..... | 10 |
| ARTICLE III | 11 |
| Section 3.1 Probationary Period, Extension, Termination, Regular Appointment | 11 |
| Section 3.2 Probation Upon Promotion or Transfer | 11 |
| Section 3.3 Right to Former Position..... | 12 |
| Section 3.4 Preference points for Employees..... | 12 |
| Section 3.5 Seniority | 12 |
| Section 3.6 Reduction in Force | 12 |
| Section 3.7 Emergency Appointments | 13 |
| Section 3.8 Extension of Re-Employment List..... | 13 |
| ARTICLE IV | 13 |
| Section 4.1 Class Titles and Wages | 13 |
| Section 4.2 Salary Adjustments | 13 |
| Section 4.3 Longevity Pay..... | 13 |
| Section 4.4 Performance Evaluations | 14 |
| Section 4.5 Salary Administration | 14 |
| Section 4.6 Salary Steps..... | 14 |
| a. Step A or 1 | 14 |

| | |
|--|----|
| b. Step B or 2..... | 14 |
| c. Step C or 3 | 14 |
| d. Step D or 4 | 14 |
| e. Step E or 5..... | 14 |
| Section 4.7 Service Defined | 15 |
| Section 4.9 Certificate Pay..... | 15 |
| Section 4.10 Bilingual Pay | 15 |
| Section 4. 11 Exemplary Performance Salary Increase; Promotion/Demotion Salary Adjustments..... | 15 |
| Section 4.12 Computation of Salary Earned..... | 16 |
| Section 4.13 Pay Periods..... | 16 |
| Section 4.14 Salary Upon Termination | 16 |
| Section 4.15 Statement of Earnings..... | 16 |
| ARTICLE V | 16 |
| Section 5.1 Work Week Defined | 17 |
| Section 5.2 Work Period for Dispatch and Street Crimes Unit-assigned Crime Analyst/Crime Scene Technician | 17 |
| Section 5.3 Dispatch Shifts Defined | 18 |
| Section 5.4 Shifts Defined for other than Dispatch Positions & Shift Differentials | 18 |
| Section 5.5 Shift Trades – Dispatch Only | 19 |
| Section 5.6 Overtime Provisions | 19 |
| Section 5.7 Stand-by..... | 20 |
| Section 5.8 Stand-by Compensation..... | 21 |
| a. Night/Weekend Standby: | 21 |
| b. Holiday Standby: | 21 |
| Section 5.9 Call Back (Not on Standby)..... | 21 |
| Section 5.10 Time Off After Overtime Work | 22 |
| Section 5.11 Right to Contact Residence | 22 |
| Section 5.12 Out of Class Assignment..... | 22 |
| Section 5.13 Clean Up Prior to Quitting Time | 22 |
| Section 5.14 Workload..... | 23 |
| Section 5.15 Alternate Work Programs..... | 23 |
| ARTICLE VI..... | 23 |

| | | |
|-------------------|---|----|
| Section 6.1 | Rest Periods..... | 23 |
| Section 6.2 | Lunch Periods | 23 |
| ARTICLE VII..... | | 24 |
| Section 7.1 | Protective Clothing | 24 |
| Section 7.2 | Welding Equipment | 24 |
| Section 7.3 | City to Furnish Tools..... | 24 |
| Section 7.4 | Public Safety Uniforms | 24 |
| Section 7.5 | Uniform Services | 24 |
| ARTICLE VIII..... | | 25 |
| Section 8.1 | Protective Safety Clothing..... | 25 |
| Section 8.2 | Safety Glasses..... | 25 |
| Section 8.3 | Safety Devices & Equipment..... | 25 |
| Section 8.4 | First Aid Equipment and Emergency Medical Care | 25 |
| Section 8.5 | Applicable Safety Standards..... | 25 |
| Section 8.6 | Determination of Unsafe Conditions..... | 26 |
| Section 8.7 | No Retaliation for Safety Requests | 26 |
| Section 8.8 | Hazardous Chemical Clothing..... | 26 |
| ARTICLE IX..... | | 26 |
| Section 9.1 | Sick Leave | 26 |
| Section 9.2 | Sick Leave Accrual | 26 |
| Section 9.3 | Sick Leave Compensation | 27 |
| Section 9.4 | Sick Leave Deduction | 27 |
| Section 9.5 | Illness during Vacation Leave..... | 27 |
| Section 9.6 | Holiday during Sick Leave | 27 |
| Section 9.7 | Earned Vacation, CTO and Holiday as Sick Leave..... | 27 |
| Section 9.8 | Sick Leave Conversion/Pay Options | 28 |
| Section 9.9 | Sick Leave for State Disability Claims..... | 28 |
| Section 9.10 | Family Medical Leave | 28 |
| Section 9.11 | Maternity Leave | 29 |
| Section 9.12 | Physician's Statement | 29 |
| Section 9.13 | Medical Leave Without Pay\Extended Medical Leave..... | 29 |
| Section 9.14 | Military Leave | 30 |

| | | |
|-------------------|---|----|
| Section 9.15 | Bereavement Leave | 30 |
| Section 9.16 | Leave Without Pay | 30 |
| Section 9.17 | Relief of Duty/Administrative Leave..... | 30 |
| Section 9.18 | Court Leave | 31 |
| Section 9.19 | Pay for Court Duty..... | 31 |
| Section 9.20 | Attendance at Training..... | 31 |
| Section 9.21 | Reasonable Accommodation and Return to Work | 31 |
| ARTICLE X..... | | 32 |
| Section 10.1 | Paid Holidays | 32 |
| Section 10.2 | Religious Holidays..... | 32 |
| Section 10.3 | Pay for Holidays..... | 32 |
| Section 10.4 | Holidays Observed on Leave | 33 |
| Section 10.5 | Saturday/Sunday Holidays Observed | 33 |
| Section 10.6 | Vacation Accrual | 33 |
| Section 10.7 | Vacation Conversion | 34 |
| Section 10.8 | Maximum Vacation Benefit Accumulated..... | 34 |
| Section 10.9 | Years of Service Defined | 34 |
| Section 10.10 | Pro-Rated Vacation Benefits..... | 34 |
| Section 10.11 | Vacation Scheduling..... | 34 |
| ARTICLE XI..... | | 34 |
| Section 11.1 | Use of Accrued Leave..... | 35 |
| Section 11.2 | Pay on Day of Injury..... | 35 |
| Section 11.3 | Accrual of Benefits | 35 |
| Section 11.4 | Disability Retirement..... | 35 |
| ARTICLE XII..... | | 35 |
| Section 12.1 | Payment of Laborers' Health and Welfare Premiums..... | 35 |
| Section 12.2 | Acceptance of Trust Agreement..... | 36 |
| Section 12.3 | Health Benefits..... | 36 |
| ARTICLE XIII..... | | 38 |
| Section 13.1 | Definition of Retirement..... | 38 |
| Section 13.2 | Retirement Contribution | 39 |
| Section 13.3 | Payment of Sick Leave Upon Retirement..... | 39 |

| | | |
|--------------|--|----|
| Section 13.4 | Deferred Compensation and Retiree Benefits | 39 |
| ARTICLE XIV | | 39 |
| Section 14.1 | Removal of Discipline | 39 |
| Section 14.2 | Reasons for Discharge | 39 |
| Section 14.3 | Discipline Procedures | 40 |
| a. | Written Notice: | 40 |
| b. | Employee Review: | 40 |
| c. | Employee Response and Appeal to Department Hearing Officer: | 40 |
| d. | Administrative Leave: | 40 |
| e. | Discipline Imposed: | 40 |
| Section 14.4 | Discipline Appeal to Arbitration..... | 41 |
| a. | Appeal Procedure. | 41 |
| b. | Selection of Arbitration. | 41 |
| c. | Arbitrator's Jurisdiction. | 42 |
| e. | Arbitration Expenses..... | 42 |
| ARTICLE XV | | 42 |
| Section 15.1 | Definition | 42 |
| Section 15.2 | Grievances Not Considered..... | 42 |
| Section 15.3 | Provisions of the Grievance Procedure | 43 |
| a. | Presentation of Grievance: | 43 |
| b. | Timely Presentation: | 43 |
| c. | Prescribed Form:..... | 43 |
| d. | Employee Representative:..... | 43 |
| e. | Hours:..... | 43 |
| f. | Time Limitations:..... | 43 |
| g. | Consolidation of Grievances:..... | 43 |
| h. | Settlement: | 44 |
| i. | Reprisal:..... | 44 |
| Section 15.4 | Grievance Procedure Steps..... | 44 |
| a. | Step 1. Discussion with Immediate Supervisor. | 44 |
| b. | Step 2. Written Grievance to Immediate Supervisor..... | 44 |
| c. | Step 3. Written Appeal to Designated Department Appeal Officer. | 44 |

| | |
|---|----|
| d. Step 4. Written Grievance to the Department Head | 44 |
| Section 15.5 Arbitration | 45 |
| a. Appeal Procedure. | 45 |
| b. Selection of Arbitrator. | 45 |
| c. Arbitrator's Jurisdiction. | 45 |
| d. Fees and Expenses of Arbitration..... | 45 |
| Section 15.6 Grievance Hearing | 45 |
| ARTICLE XVI | 46 |
| Section 16.1 No Cessation of Work..... | 46 |
| Section 16.2 Bulletin Boards..... | 46 |
| Section 16.3 Tuition Reimbursement..... | 46 |
| Section 16.4 Severability & Replacement of Illegal Clause | 46 |
| Section 16.5 Open and Promotional Positions | 47 |
| ARTICLE XVII | 47 |
| Section 18.1 Term of Agreement..... | 47 |
| ATTACHMENT A | 49 |
| ATTACHMENT B | 51 |

**LABOR AGREEMENT
CITY OF CERES AND MISCELLANEOUS BARGAINING UNIT**

This Agreement is by and between the CITY OF CERES, hereinafter referred to as the City, and the NORTHERN CALIFORNIA DISTRICT COUNCIL OF LABORERS' and its affiliate, CONSTRUCTION, PRODUCTION, AND MAINTENANCE LABORERS' LOCAL UNION, AFL:CIO, #1130 hereinafter referred to as the Union representing members of the Miscellaneous Bargaining Unit.

ARTICLE I

UNION RECOGNITION

Section 1.1 Recognition of Union

The City shall recognize the Union as the sole representative for collective bargaining purposes for all probationary and regular full-time and regular part-time employees designated as members of the Miscellaneous Bargaining Unit in the City, listed in Attachment "A". This Agreement shall specifically exclude employees of the Police Officer's Association, members of the Ceres Firefighter's Association, Mid-Management and Confidential Employees, and employees represented by the First Line Supervisors Association, and all seasonal, temporary, and non-regular part-time employees.

Section 1.2 Union Orientation

The City shall give the Union a minimum of two business days' notice prior to the orientation of a new bargaining unit member. The City agrees to notify the Union of new employee(s) whose position are assigned to the Miscellaneous Bargaining Unit in the City, listed in Attachment "A". This agreement shall specifically exclude employees of the Police Officer's Association, members of the Ceres Firefighter's Association, Mid-Management and Confidential Employees, and employees represented by the First Line Supervisors Association, and all seasonal, temporary, and non-regular part-time employees.

Section 1.3 Responsibility to Consult or Negotiate

It is further recognized that this Agreement is not all inclusive and the fact that certain working conditions have not been specifically covered in the Agreement does not alleviate the responsibility of either party to consult or negotiate with the other in accordance with legal requirements.

Section 1.4 Emergency Implementation

Whenever practicable, the City shall initiate meet and confer sessions with the Union concerning the impact of an emergency prior to implementing modifications to this Agreement.

When an emergency has been declared, either party may serve notice on the other that it desires to meet and confer concerning the impact of the emergency upon the Agreement.

The responding party shall have five (5) working days from receipt of notice to respond to the request to meet and negotiate. The parties shall make all reasonable efforts to meet as soon as possible when meet and confer has been agreed to.

Section 1.5 Union Security

The City agrees not to interfere with the right of its employees covered by this Agreement to become members of the Union. There shall be no discrimination, interference, restraint, or coercion by the City or any of its agents against any employee because of membership in the Union. The Union shall be limited to activities pertaining directly to the employer-employee relationship and not such internal employee organization business as soliciting membership, campaigning for office, and organizational meetings and elections, and shall not interfere with the efficiency, safety, and security of the City operations.

Section 1.6 Dues Deduction

- a. Upon receipt of assignment forms requested by the employee, the City agrees that it will deduct each month, uniformly required monthly Union dues, initiation fees, and lawful assessments. The City will make all deductions in the event an employee quits or is discharged before final payment of such employee. Amounts so deducted will be forwarded to the Union by the fifteenth (15th) day of the month along with the remittance copy of the invoice listing the names of the employees from whose pay the dues, initiation fees, and lawful assessments have been deducted. Upon request from the Union Business Agent, the City will provide the Union a list of all employees working in the bargaining unit.
- b. Hold Harmless: The Union shall defend, indemnify and hold the City harmless from any and all liability resulting from any claims, demands, lawsuits, or any dues deduction provision in this Agreement.
- c. Record of Financial Transactions: The Union organization shall keep an itemized record of its financial transactions and shall make available annually to the public agency and to the employees who are members of the organization within 60 days after the end of the fiscal year, and detailed written financial report thereto in the form of a balance sheet and a comprehensive operating statement verified by a certified public accountant. An employee organization required to file financial reports under Section 3546.5 may satisfy the financial reports.

Section 1.7 Business Representatives

The authorized representatives of the Union shall be free to visit the City's places of business during working hours. There shall be no interference by the Business Representative with the proper conduct of the business of the City.

Section 1.8 Selection and Notification of Shop Stewards

The Union may select five (5) employees to act as shop stewards on behalf of the Union.

Written notification shall be given to the City Manager or designee of such assignments. The City shall not be required to recognize any employee as a shop steward unless the Union has informed the City in writing, of the employee's designation of shop steward. The Union agrees that the steward's duties shall be performed as expeditiously as possible, and the City agrees to allow reasonable amounts of time for the performance of their duties.

Section 1.9 Shop Steward Responsibilities

The stewards shall report to their business representative all violations of the Agreement, and shall attempt to settle grievances between employees in their department at the lowest possible level. The stewards shall not stop the City's work for any reason or tell any employee to cease work on the job.

Section 1.10 Non-Discrimination for Union Business

The City shall not discriminate against, nor discharge any Union Steward for authorized activity in, or representation of, the Union.

ARTICLE II

MANAGEMENT RIGHTS

Section 2.1 City Rights

It is understood and agreed that it is the interest and prerogative of the City to operate and manage its affairs to the full extent of the law. Included in, but not limited to those duties and powers are the exclusive prerogative to: determine its organization; direct work of its employees, determine the times and hours of site operation; determine the kinds and levels of services to be provided, and the methods and means of providing them; establish its policies, goals, and objectives; determine staffing patterns; determine the number and kinds of personnel required to maintain the efficiency of employer operations; build, move or modify facilities; establish budget procedures and determine budgetary allocation; determine the methods of raising revenue; contract out work; and take appropriate action on any matter in the event of an emergency. The City retains the rights to hire, lay-off, assign, evaluate, promote, transfer, terminate, and rehire employees, as long as it does not violate the provisions of this Agreement. It is understood and agreed that applicable law governs this provision and that it is in the party's interest and the prerogative of the City to operate and manage its affairs to the full extent of the law.

Section 2.2 Temporary/Contracts Workers

The City's right to hire employees includes the right to hire temporary or contract workers as the City deems appropriate. However, in the event that the Union believes that the City's hiring of Temporary or Contract workers negatively impacts its bargaining unit members, the City agrees to meet with the Union and discuss the Union's concerns.

ARTICLE III

HIRING, NON-DISCRIMINATION, PROBATION, SENIORITY, LAYOFF, AND RE-EMPLOYMENT

Section 3.1 Probationary Period, Extension, Termination, Regular Appointment

- a. All initial appointments shall be tentative and subject to a probationary period of not less than twelve (12) consecutive months full-time paid service commencing on the first day of actual service. The probationary period is automatically extended by the length of any authorized leave(s) of absence (paid or unpaid) of fifteen (15) days or more.
- b. During the probationary period, the employment of a probationary employee may be terminated by the City Manager in his or her discretion without any notice or showing of cause, and without right to any hearing, grievance or appeal.
- c. Notice of the failure to meet probation shall be served on the terminated employee by the City Manager or the department head prior to the expiration of the probationary period. Such notice shall be in writing and shall be deemed served when given personally to the employee or at the date and time that the notice is deposited in the U.S. mail addressed to the employee at the employee's last known address.
- d. Regular full-time employees are defined as typically working 40 hours per week for the employee's appointed position and who has successfully completed the applicable probationary period. Regular part-time employees are defined as typically working at least 20 hours per week for the employee's appointed position and who has successfully completed the applicable probationary period. Upon regular appointment, the employee shall be deemed to be a regular full-time or regular part-time employee and shall be vested with all rights applicable to such regular employees.

Section 3.2 Probation Upon Promotion or Transfer

- a. Any person receiving a promotion or transfer appointment to any classification in the competitive service shall serve a probationary period of six (6) months, commencing on the first day of service under such appointment. The probationary period is automatically extended by the length of an authorized leave(s) of absence (paid or unpaid) of fifteen (15) days or more.
- b. During the probationary period, the employee may be terminated from employment in the promotional appointed position by the City Manager without any showing of cause, notice of hearing or appeal. Notice of such action shall be served upon the employee by the City Manager or the department prior to the expiration of the probationary period. Such notice shall be given in writing and shall be deemed served when given personally to the employee or at the date and time that the notice is deposited in the U.S. mail addressed to the employee at the employee's last known address.
- c. If any employee fails to satisfactorily complete the probationary period in the promotional position, such employee shall be reinstated to the position from which the employee was

promoted, at the range and step previously held, if a vacancy then exists in such position. If there is no vacancy in such position at the time of termination, the employee may request to be placed on a re-employment list for the position held prior to promotion. If charges are filed and the employee is discharged in the manner as prescribed in the personnel rules for positions in the competitive service during his/her promotion or transfer appointment, the reinstatement rights granted in this Section 3.3(c) do not apply.

Section 3.3 Right to Former Position

Upon promotion, transfer, or selection to another position in the City, the affected employee shall retain the right to the former position, for thirty (30) calendar days. The employee may return to the former position within the thirty (30) days at the option of either the City or affected employee.

Section 3.4 Preference points for Employees

City employees competing for open, competitive positions within the City shall be given two-and one-half percentage (2.5%) preference points on the overall final score provided:

- (1) They have passed all elements of the testing process with the required score; and
- (2) They are regular full-time, or regular part-time represented city employees who are not currently on probation; have not received less than a satisfactory job rating in the year prior to applying for the position; and have maintained a sick leave attendance record in their current position, which is not worse than the average city-wide sick leave usage for the prior year (not counting use of sick leave or other statutory leave protected by law).

Section 3.5 Seniority

Seniority shall not apply to any employee until the employee has passed probation. Once the employee has passed probation, seniority shall be effective from the first day of employment with the City.

Seniority shall be recognized in the scheduling of vacation, the making of special assignments, overtime rotation, lay-off, bumping and reemployment rights, and mandatory time off, subject to operational need, and management approval.

Section 3.6 Reduction in Force

In reduction of forces due to slackness of work or insufficient funds, the employee with the shortest duration of seniority within the affected classification shall be the first laid off; provided, however, that the remaining employees are qualified to perform the available work. In rehiring, the City will first offer reemployment to individuals with the most seniority and who meet the minimum qualifications for the position. An employee may, at the discretion of the City, be demoted to a position formerly held with permanent status in lieu of layoff, resulting in the layoff or demotion of a lower classified employee who has lesser service with the City.

Section 3.7 Emergency Appointments

The City may establish emergency appointments not to exceed six (6) months of service. Emergency for purposes of this section is defined as a situation or event such as an employee's sudden extended illness, call to active-duty status, extended personal leave of absence, or sudden increase in City service demands as a result of a natural occurrence (earthquake, etc.).

Section 3.8 Extension of Re-Employment List

Employees laid-off from employment in accordance with Ceres Personnel Rule XVI. Layoff Policies and Procedure shall be maintained upon the City's re-employment list for three (3) consecutive years while employees who are demoted, shall have five (5) consecutive years in which to be reinstated to a previously held position.

ARTICLE IV

JOB CLASSIFICATIONS, SALARY AND SPECIAL PAY, PERFORMANCE, EVALUATIONS, AND SALARY ADMINISTRATION

Section 4.1 Class Titles and Wages

Class titles and salary ranges are attached as Attachment "A" hereto and made a part hereof. The purpose of Attachment "A" is specifically to provide a classification and pay structure to administer positions in this bargaining unit.

Section 4.2 Salary Adjustments

The City agrees to provide a three percent (3%) salary increase to all bargaining unit employees effective the first full pay period following ratification by the bargaining unit and City Council approval, as set forth in the July 7, 2024, to June 30, 2025, Class Title and Salary Ranges and Attachment A.

Section 4.3 Longevity Pay

- a. Bargaining unit employees with ten (10) or more continuous years of full-time City Service shall be eligible for an additional five percent (5%) wage increase based on the employee's rate set forth in the 2024-2025 Class Titles and Salary Ranges Schedule. The employee must have received at least an overall rating of satisfactory on their most recent performance evaluation. Increases will be effective the first full pay period after the employee meets the eligibility requirements of this section. This provision will not trigger an employees' right for a disciplinary appeal under the City MOU or personnel rules.

- b. For employees hired (and continuously employed by the City of Ceres) prior to January 1, 2013, shall be eligible for an additional 9.5% wage increase so long as the employees have at least six (6) years of service with the City of Ceres and the employees have received at least an overall rating of satisfactory on their most recent performance evaluation. This provision will not trigger an employees' right for a disciplinary appeal under the City MOU or personnel rules.

Section 4.4 Performance Evaluations

Performance evaluations shall be given to employees on a periodic basis recording the employee's performance. While on probation, performance reports shall be prepared as management deems necessary. All performance evaluations shall be retained in the personnel file of each employee. Employees shall be permitted to attach a related memorandum within seven (7) days of receipt of an evaluation that the employee reasonably believes has inaccuracies.

Section 4.5 Salary Administration

Salary Administration is provided by salary schedule, salary ranges, salary steps and time intervals for salary review. Each class in the Miscellaneous Bargaining Unit shall be assigned a salary schedule and range established in the Salary Administration Plan. All persons employed by the City and assigned to the Miscellaneous Bargaining Unit, shall be compensated in accordance with the Salary Administration Plan currently in effect at the time of appointment.

Section 4.6 Salary Steps

The salary administration of the City shall be as follows:

- a. Step A or 1 The first salary step is the minimum rate and will normally be the hiring rate. Appointment may be made to other than the normal entering salary step upon recommendation of the Department Head and upon the approval of the City Manager.
- b. Step B or 2 The second salary step: Six (6) months of satisfactory service at the first salary step (A) shall make an employee eligible.
- c. Step C or 3 The third salary step: Six (6) months of satisfactory service at the second salary step (B) normally shall make an employee eligible.
- d. Step D or 4 The fourth salary step: Twelve (12) months of satisfactory service at the third salary step (C) and the recommendation of the Department Head with the approval of the City Manager, shall be required for advancement to this step.
- e. Step E or 5 The fifth salary step: Twelve (12) months of satisfactory service at the fourth salary step (D) and the recommendation of the Department Head with the approval of the City Manager, shall be required for advancement to this step.

- f. Regular part-time employees may receive salary step increases, as stated in b through e above, when the number of hours worked is equivalent to a regular full-time employee. Example: Regular full time six months to Step B is equal to 1,040 hours. Regular part-time would be eligible for Step B upon reaching 1,040 hours. Vacation, CTO, or sick leave used would be inclusive of these 1,040 hours.

Section 4.7 Service Defined

Service as defined and only for purposes of salary administration stated in Section 4.5 above, shall include periods of actual performance of regular, full-time, or regular part-time duties; periods of any paid leave of absence; periods for which worker's compensation is paid; and military leave without pay. The following periods of time shall be disregarded and not counted; all leaves of absence without pay not covered by state and federal family leave statutes or other statutory provision; layoffs either for disciplinary, or non-disciplinary purposes, in excess of twenty (20) working days; all periods of service performed with a service rating equivalent to less than standard or satisfactory.

Section 4.9 Certificate Pay

State and federal regulations require crane operator certification for employees who operate such equipment, as defined in General industry Safety Orders Article 98. When the Department Head deems it appropriate to the needs of the job being performed or future needs of the City, employees who possess and maintain a valid Crane Operator certification shall receive incentive pay of 2.5% of base hourly rate.

Section 4.10 Bilingual Pay

- a. The City requires from time-to-time, the services of employees who are bilingual to provide translation for non-English speaking citizens. The City Manager will establish the requirements, standards, any testing procedures, and documentation necessary to implement the provisions of bilingual pay.
- b. Members of this group who are designated department translators will receive a 2.5% salary incentive for providing such services. Bilingual members not designated as translators are under no obligation to provide such services.
- c. The language designated for bilingual pay shall be Spanish. Additional languages may be added to the provisions of this section based upon City needs.

Section 4. 11 Exemplary Performance Salary Increase; Promotion/Demotion Salary Adjustments

- a. Upon recommendation of the department head and the approval of the City Manager, an employee may be granted an exemplary performance salary advancement prior to the normal time intervals established in Section 4.6 of this Article. Salary advancement for exemplary performance shall be effective on the first day of the pay period following the

date the exemplary performance advancement was approved.

- b. Salary adjustments resulting from an employee's promotion or demotion shall become effective on the first day of the pay period following the employee's promotion or demotion.

Section 4.12 Computation of Salary Earned

Salary rates for authorized positions covered by this agreement are set forth in the schedule of salary ranges approved and adopted by the City and the Union. In the conversion table included in the salary administration plan, hourly rates are computed on 2,080 hours per year, rounded to the nearest ten-thousandths ("straight time hourly rate"). The term base-hourly rate as used herein shall mean the straight time hourly rate including shift differential as determined by the stated computation method in this Section 4.11.

Section 4.13 Pay Periods

Pay periods for employees shall be bi-weekly. When the regular payday coincides with a holiday, paychecks shall be issued on the workday immediately preceding the holiday. Employees leaving the City's service will normally be paid on the regularly scheduled payday following the date of the employee's termination.

Section 4.14 Salary Upon Termination

Employees terminating City employment shall be paid for the actual hours worked to the effective date of the termination. Terminated employees shall be paid for all accrued and unused compensatory time off, personal holidays, and if eligible, accrued vacation at the current rate of pay. Payment of all final compensation owed will be at the employee's base hourly rate of pay or regular rate of pay where applicable by law. Upon separation from employment, vacation and holidays shall be cashed out at the employee's base hourly rate. Compensatory time off shall be cashed out at the higher of the employee's final regular rate of pay, or the employee's average regular rate of pay during the last three years of employment. Regular rate of pay as used in this MOU shall be computed in accordance with the requirements of the Fair Labor Standards Act ("FLSA").

Section 4.15 Statement of Earnings

Each employee shall be given a statement with the City's name and address, which itemizes the employee's gross amount earned, hourly rate, hours worked, and all deductions. The statement shall also provide the employee with the accrued number of vacation, holiday, compensatory time, and sick leave.

ARTICLE V

HOURS OF WORK, OVERTIME, STAND-BY AND OUT-OF-CLASS ASSIGNMENTS

Section 5.1 Work Week Defined

- a. For the specific purpose of salary administration, and FLSA compliance, a regular work week is herein defined as five (5) consecutive days of eight (8) consecutive hours exclusive of a meal period, Monday through Friday, inclusive. The above definition does not restrict the City's right to designate other work periods, working hours or work weeks for employees when the best interest of the City may be served by such adjustment of such work periods, hours, or week.
- b. Employees on payroll as of March 1, 1989, shall have priority on the work week of Monday through Friday. All employees hired or taking a voluntary job change through promotion, transfer, or competitive examination after March 1, 1989, shall be subject to assignments including, but not limited to, work weeks encompassing any five consecutive days of a seven (7) day week. This section does not apply to those employees assigned to rotating shifts (including, but not limited to, Dispatchers, CSO's, etc.).
- c. Employees may request assignment to alternative work hours and work weeks, such as a 4-day, 10-hour schedule. Such alternative schedules shall not incur overtime liability for the City and shall only occur upon approval of the department head and City Manager and per established City policy governing alternative work schedules. The City specifically does not relinquish its right to discontinue or reassign alternate work schedules at any time.

Section 5.2 Work Period for Dispatch and Street Crimes Unit-assigned Crime Analyst/Crime Scene Technician

- a. Public Safety Dispatchers required to provide seven (7) day per week, 24-hour coverage, and Crime Analyst/Crime Scene Technician assigned to the Street Crimes Unit (SCU) shall have a designated work period of four (4) consecutive days off; each workday shall be eleven (11) hours.
- b. Public Safety Dispatchers and Crime Analyst/Crime Scene Technicians assigned to the 4x11 work schedule will be required to work seventy-seven (77) hours per year in addition to their regular schedule. The seventy-seven (77) hours will be met by employees providing shift coverage and attending required training. Employees who do not meet the seventy-seven (77) required hours shift coverage and/or training may elect to use vacation, holiday, or furlough time to make up any deficit hours. Employees on approved sick leave may utilize sick leave to make up time.
- c. Overtime shall be compensated in accordance with the Fair Labor Standards act, 29 CFR Section 778.114 (Fluctuating Work Week).
- d. Accruals for vacation and sick time will be the same as other members of this bargaining unit and as stated in this contract. Time off will be charged as actually taken (i.e., one (1) full shift off would be eleven (11) hours).
- e. Holidays will be recognized at eight (8) hours and pay for holidays worked will remain as current practice.

- f. The City specifically retains the right to discontinue the 4x11 work schedule described herein and to establish different shifts for day, swing, and graveyard as deemed necessary for operations. The assignment of a 4x11 work schedule and shift assignment is predicated on staff levels and the ability to provide adequate coverage.
- g. If it is determined that this 4x11 work schedule does not comply with federal or state labor regulations, the schedule shall be discontinued.

Section 5.3 Dispatch Shifts Defined

- a. All regular scheduled work considered dayshift for police officers shall be considered day shift for dispatchers.
- b. All regular scheduled work considered swing shift for police officers shall be considered swing shift for dispatchers.
- c. All regular scheduled work considered graveyard shift for police officers shall be considered graveyard shift for dispatchers.
- d. The City agrees to pay a two and one-half percent (2.5%) shift differential for those employees working swing shift. The City agrees to pay a five percent (5%) shift differential to those employees working graveyard shift.
- e. A dispatcher on a regular day off who returns to work an overtime shift shall be paid at the shift differential of the shift worked. A dispatcher working an overtime shift per this paragraph shall not, however, lose any shift differential already assigned (i.e. a graveyard working a day shift shall not lose the graveyard premium for working a day shift or a swing shift working a day shift shall not lose the swing shift premium for working days). Shift differentials shall not be compounded (i.e. swing shift working an overtime graveyard shift will be paid only at the graveyard rate).

Section 5.4 Shifts Defined for other than Dispatch Positions & Shift Differentials

- a. For salary administration purposes, shifts shall be defined as follows:

Day: 6:00 a.m. to 2:00 p.m.
Swing: 2:00 p.m. to 10:00 p.m.
Graveyard 10:00 p.m. to 6:00 a.m.

- b. If fifty percent (50%) or more of an employee's regularly scheduled shift falls within the Swing shift defined in paragraph (a), the City agrees to pay a two and one-half percent (2.5%) shift differential for all hours worked during that shift. If fifty percent (50%) or more of an employee's regularly scheduled shift falls with the Graveyard shift defined in paragraph (a), the City agrees to pay a five percent (5%) shift differential for all hours worked during that shift. If an employee's regularly scheduled shift falls equally (50%/50%) within both Swing and Graveyard shift as defined in paragraph (a), the employee shall receive a five percent (5%) shift differential for all hours worked during that

shift.

Section 5.5 Shift Trades – Dispatch Only

- a. The practice of shift trading shall be voluntary on the part of each employee involved in the trade. The trade must be due to the employee's desire or need to attend to a personal matter and not due to the department's operations. The employee providing the trade shall not have his/her compensable hours increased as a result of the trade; nor shall the employee receiving the trade have his/her compensable hours decreased as a result of the trade. Any hours worked beyond the normal workday will be credited to the individual actually doing the work.
- b. Shift trades will be allowed for full shifts only and must be with the knowledge and approval of the Public Safety Services Supervisor.
- c. "Paybacks" of shift trades are the obligation of the two employees involved in the trade. Any dispute as to paybacks is to be resolved by the involved employees, and under no circumstances will the department be obligated for any further compensation whatsoever to any of the involved employees. The department is not responsible in any manner for hours owed to employees by other employees that leave the employment of the City or are assigned other duties.
- d. A record of all initial shift trades and "paybacks" shall be maintained by the involved employees on forms provided by the department ("Shift Trade Log").
- e. If one individual fails to appear for the other (regardless of the reason), the person who was "traded in" will be listed as absent without leave and may be subject to disciplinary action.
- f. Shift trade hours worked must be reflected on the time sheet and approved shift trade forms must be submitted with payroll at the time of shift trade and payback. A shift trade may be denied if the shift trade results in an FLSA overtime payment for one or both individuals in the trade.

Section 5.6 Overtime Provisions

- a. Work performed in excess of forty (40) hours in the employee's designated work week shall constitute overtime. Work performed in excess of a member's designated regular daily work hours (exclusive of lunch period) shall constitute overtime. Employees may accept compensatory time off in lieu of overtime pay.
- b. Accrued compensatory time off shall be paid with the pay issued for the pay period which contains the last day of each quarter. Accrued CTO shall be paid down to a maximum balance of eighty (80) hours. Upon employee's option, CTO in excess of 80 hours may be converted to sick leave on a time-for-time basis if the employee's current sick leave balance is less than 96 hours. Such option must be exercised, and the Finance Department notified not less than 10 working days prior to the end of the quarter. CTO will automatically be paid if the option is not exercised within the time stated.
- c. Employees may request CTO hours in excess of 48 hours at the end of each calendar

quarter to be cashed out on the first pay period following the end of the quarter, at the employee's current regular rate of pay. Requests will be submitted two pay periods in advance of the end of calendar quarter. Calendar quarters end the last day of March, June, September, and December.

- d. Request for payment of CTO other than as provided for in paragraph b. in this section will not be authorized except in instances as approved by the City Manager and on a case-by-case basis.
- e. Use of accrued compensatory time off shall be requested a minimum of 48 hours in advance. Use of accrued compensatory time off may be granted with less than a 48 hours' notice by the supervisor on a case-by-case basis in the event of an emergency.
- f. The overtime rate shall be one and one-half (1 1/2) times the base-hourly rate as defined in Section 4.10. Work performed by employees on a Saturday, or Sunday, which is not part of their designated work week, or holiday shall be compensated at one and one-half (1 1/2) times the base hourly rate.
- g. Part-time employees will be paid overtime for all hours worked in excess of 40 per week or over 8 hours in any day.
- h. It is understood by the parties that the distribution of overtime shall be administered on a fair basis, consistent with current practices.

Section 5.7 Stand-by

- a. A stand-by call-out schedule for those employees required to cover night, weekend, and holiday emergency work shall be posted in the department/division's normal notice posting location. Employees assigned to standby shall be rotated on standby assignments to be fair to all affected employees. Any employee so scheduled shall be considered "uncontrolled" and available by telephone or pager during such stand-by time.
- b. Weekly equipment checks, reading of meters and gauges, and regular preventative maintenance performed by the employees during their designated work week and then performed by employees while on stand-by duty during weekends, holidays, or nights shall not be considered emergency stand-by work, and the employees shall not lose their guaranteed stand-by pay.
- c. Nothing in this section shall require the assignment of stand-by. The City reserves the right to develop stand-by schedules if and when it is deemed by the City necessary to meet service demands.
- d. The definition of standby as used in this section is intended to mean the times the City requires an employee be available for work and available for work on an emergency basis. Standby does not apply to regularly scheduled meetings or work where the employee has prior knowledge of the time and date when the employee's presence is required.
- e. Employees called to work shall be guaranteed compensation of two (2) hours at the rate of time and one-half (1 1/2) their base hourly rate of pay. If the employee works past the

guaranteed two (2) hours, then all time shall be reckoned by the one-half ($\frac{1}{2}$) hour. If a subsequent call is within the two (2) hours allotted for the first call, time shall be reckoned by the half ($\frac{1}{2}$) hour. If a subsequent call is received after the original allotted two (2) hours, another minimum call back of two (2) hours at time and one-half ($1\frac{1}{2}$) shall be compensated.

- f. There shall be no travel pay for employees not on stand-by and called back to work. Employees on stand-by may have use of a City vehicle. Hours of work shall commence at the time an employee is called to work.

Section 5.8 Stand-by Compensation

An employee placed on stand-by shall receive compensating pay as follows:

- a. Night/Weekend Standby: Employees shall be guaranteed three (3) hours of straight time at their base hourly wage rate of pay for each day on stand-by.
- b. Holiday Standby: The employee(s) shall be guaranteed six (6) hours of straight time at their base hourly rate of pay for each day of standby. Employees who are on standby and called back to work for any reason shall be paid as stated in Section 5.7(e) of this Article and shall not lose their guaranteed six (6) hours standby pay.
- c. If call back work is performed, employees shall receive the appropriate two (2) hour minimum at the overtime rate in addition to the stand-by pay.

Section 5.9 Call Back (Not on Standby)

- a. Call back: means when an employee returns to work after completing their regularly scheduled shift, on weekends or holidays. Call back to work specifically does not include times an employee is asked to remain at work beyond their regular workday.
- b. An employee(s) not on standby and called back to work on a holiday shall be compensated a minimum four (4) hours at the appropriate overtime rate of pay. Any time after the first four (4) hour minimum shall be rounded up to the nearest half ($\frac{1}{2}$) hour.
- c. An employee(s) not on standby and called back to work on the sixth (6th) or seventh (7th) consecutive day, or after their assigned work shift, shall be compensated a minimum of two (2) hours at the appropriate overtime rate of pay. Any time after the first two (2) hour minimum shall be rounded up to the nearest half ($\frac{1}{2}$) hour.
- d. IT employees required to perform duties either remotely or off-site after hours, on weekends or holidays to address computer problems, are entitled to two (2) hours of call back pay. The call back pay is per remote access/phone call. All calls or remote access within the two-hour period is considered one call back. Any subsequent calls beyond the initial two (2) hours will be treated the same as the initial call back.
- e. There shall be no travel pay for employees not on standby and called back to work.

Section 5.10 Time Off After Overtime Work

Any employee, whether or not on stand-by, called to perform overtime work after 10:00 P.M. and before 2:00 A.M. and such work exceeds two hours, shall, at their option, be given up to eight (8) hours off before being required to report to work on their next regular shift. They shall be paid the regular base hourly rate of pay from the time reporting to work.

Section 5.11 Right to Contact Residence

Any employee(s) required to work beyond their regularly scheduled work shift shall be afforded an opportunity to contact their place of residence by telephone or such contact may be relayed by radio and answering service.

Section 5.12 Out of Class Assignment

- a. Prior to assignment of temporary duties to an employee, the assigning supervisor shall determine if the work is out-of-class, as defined in this section, and shall notify the employee in writing if the assigned duties qualify as out-of-class before work commences.
- b. Out-of-classification assignment for purposes of this section is defined as performing, as directed by a supervisor or department head, the major portions of the assigned higher classification's duties for the period indicated in Section 5.12 (c) below.
- c. Once an employee has worked in a higher classification for forty (40) accumulative hours and is assigned to work in that higher classification for a period exceeding three consecutive working days, that employee shall be compensated as provided by the terms of this Section. The higher compensation shall begin on the fourth (4th) working day and shall be retroactive to the beginning of the work assignment. It is understood and agreed that this provision applies only in those instances where the responsibilities of the employee's classification do not include assuming the duties of a higher classification for periods of absence of the higher classification incumbent.
- d. Out-of-class will consist of pay at the lowest step of the higher classification worked that represents at least a five percent (5%) increase in pay for the assigned employee. In no event shall the employee receive a lower than five percent (5%) increase in pay for an out-of-class assignment.
- e. Upon completion of out-of-class assignment, the supervisor will provide a description of duties performed and an informal evaluation, to be placed in the employee's personnel file.

Section 5.13 Clean Up Prior to Quitting Time

When feasible, employees operating at a distance from their normal workplace check in shall be allowed a reasonable amount of time to have all the equipment and tools picked up and in the yard on or before quitting time.

Section 5.14 Workload

The City agrees to meet and confer over changes to employee's workloads in accordance with legal requirements.

Section 5.15 Alternate Work Programs

The presence of alternate work programs will not result in the reduction of bargaining unit staff. For the purpose of this provision, alternative work programs shall consist of short-term stimulus work programs; nonprofit work programs; and training programs.

ARTICLE VI

REST AND LUNCH PERIODS

Section 6.1 Rest Periods

- a. The City agrees that full-time employees shall be given a fifteen (15) minute uninterrupted rest period at approximately the mid-point of the first half shift and approximately at the mid-point of the second half shift. If full-time employees are required to work beyond their regularly scheduled workday the employee shall be allowed a fifteen (15) minute uninterrupted rest period on City time immediately following the end of their regularly scheduled workday and every two (2) hours thereafter while working overtime.
- b. The City agrees that all assigned Department of Transportation (DOT) drivers shall be provided the mandatory rest periods as required by DOT.

Section 6.2 Lunch Periods

- a. At mid-shift, or as near thereto as practicable, each full-time employee shall be allowed an uninterrupted lunch period between thirty (30) minutes and one (1) hour per shift. Every effort will be made to provide this lunch period at mid-shift; however, lunch period schedules are determined and approved by management and not at the discretion of the employee.
- b. After an employee has been held on duty for more than two (2) hours after their shift end, and every fourth (4th) hour thereafter, the employee(s) shall be permitted a one-half (1/2) hour meal period on the City's time.
- c. Employees required to work during the scheduled meal period will be paid thirty (30) minutes at one and one half (1 ½) times the employee's regular rate of pay.

ARTICLE VII

UNIFORMS AND PROTECTIVE CLOTHING

Section 7.1 Protective Clothing

Where required (such as, but not limited to working in rain, in and around mud, water, sewage, testing in labs, etc.), the City shall furnish employees with waterproof rain gear including aprons, gloves, pants, coats, rubber boots and hats, and two (2) pair of coveralls free of charge and returned by the employee in the same condition as received subject to reasonable wear and tear. Rubber boots shall be sanitized before re-issue. Employees shall be responsible for cleaning all non-protective clothing. Employees shall also be responsible for damage to protective clothing not considered reasonable wear and tear. The City shall make all reasonable attempts to provide safe, useable protective gear and safety equipment to employees. Replacement of protective gear and equipment will be determined by the City on an as needed basis. Equipment not returned will be replaced at the employee's expense.

Section 7.2 Welding Equipment

The City shall provide all welding hoods, welding stingers, cutting tips, welding gloves, aprons and welding jackets to employees when employees are required to perform welding duties. These are not intended to be permanent issue items but only for the duration of the welding assignment.

Section 7.3 City to Furnish Tools

The City shall furnish all tools it deems necessary to maintain its equipment and facilities in good and safe condition.

Section 7.4 Public Safety Uniforms

The City shall provide seven (7) uniform shirts and five (5) uniform pants, or combination of a total of five (5) pants and skirts for Dispatchers, Public Safety Records Clerks, Community Service Officers, and other clerical staff required to wear uniforms represented by this bargaining unit. Additionally, one leather belt will be provided and for Community Service Officers only, one winter jacket. The employee shall have the responsibility to maintain the uniforms in a presentable fashion. The uniforms will be purchased by the City. Thereafter, uniforms will be replaced by the City on an as-needed basis.

Section 7.5 Uniform Services

- a. Parks, Facilities and Grounds Maintenance, Wastewater Treatment, Power Equipment, Streets, and Water employees shall be provided uniform service with City patches and caps with the City logo.
- b. Uniforms shall be worn by employees in the above divisions during their designated work

shifts. Employees not in uniform may be subject to disciplinary action.

ARTICLE VIII

SAFETY

Section 8.1 Protective Safety Clothing

The City shall furnish appropriate protective clothing such as, but not limited to, hard hats, goggles, safety glasses (not prescription lenses) ear guards or plugs, safety toe guards, eye wash stations at all labs, or any other form of protective clothing or equipment that may be required as a condition of employment by the City and/or State, Federal, or local safety laws, standards, rules, and regulations.

Section 8.2 Safety Glasses

Safety glasses and/or prescription safety glasses broken in the course of employment shall be replaced at no cost to the employee upon submission of the proper evidence and claim form.

Section 8.3 Safety Devices & Equipment

- a. The City shall furnish the appropriate safety devices and safeguards which each employee shall use as directed.
- b. Field crew employees who are required by the City to wear work boots on the job, will be reimbursed by the City up to \$250 per year for the work boots and may use a portion of the \$250 for shoelaces, insoles, and waterproofing. Other employees required by the City to wear work boots on the job will be reimbursed up to \$200 every two years for purchase of the work boots. Reimbursement will be based on presentation of appropriate receipts to the department designated individual.
- c. Work boot administration will be as provided on Attachment "B" to this agreement.

Section 8.4 First Aid Equipment and Emergency Medical Care

Adequate first-aid equipment shall be maintained. The City shall arrange for adequate and prompt transportation to a hospital or doctor for any employee who is injured on the job and may require a doctor's care, hospitalization, or both.

Section 8.5 Applicable Safety Standards

All State and/or Federal and/or local safety laws, standards, rules, and regulations shall be applicable to members to covered by this Agreement. The City and employees are equally responsible for implementing such laws, standards, rules, and regulations.

Section 8.6 Determination of Unsafe Conditions

No employee shall be discharged for refusing to work under conditions injurious to their health or safety as determined under any rule or regulation of the United States or State of California or other political subdivision. Such determination shall be made by a responsible agent of the State of California, OSHA, or any other political subdivision, or by a safety inspector from an applicable insurance carrier.

Section 8.7 No Retaliation for Safety Requests

An employee shall be able to file a safety request form with no retaliation from the Safety Committee, supervisors, or management.

Section 8.8 Hazardous Chemical Clothing

The City shall provide disposable protective clothing for employees working with hazardous chemicals or shall provide laundry service for non-disposable clothing used in the application of hazardous chemicals.

ARTICLE IX

LEAVE PROVISIONS

Section 9.1 Sick Leave

- a. The intent of sick leave is to provide a continuity of full salary to those employees who are unable because of illness or injury to perform the duties of their positions. Sick leave is allowed and must be used for an employee's illness or injury, and for health-related appointments or treatment. Employees may also use sick leave to attend to the illness or injury of a family member of their immediate family.
- d. The definition of immediate family, as used in this section, includes husband or wife; registered domestic partner; mother, father, or grandparents of either husband or wife; son, daughter, brother, sister or foster child of the employee; or any relative by blood or marriage residing in the same household.
- c. The terms of Section 9.12 of this Article shall apply to the conditions of leave stated in this Section.

Section 9.2 Sick Leave Accrual

- a. Each full-time employee shall be entitled to accumulated sick leave with pay at the rate of 3.692 hours per pay period, which is equal to 12 days per twelve (12) month period, beginning with the first pay period of employment, provided the employee has been in pay

status for fifty percent (50%) or more of the first month or any month thereafter. Sick leave shall accumulate in an unlimited amount. Employees may use accrued sick leave after thirty (30) calendar days of employment.

- b. Accrual of sick leave shall be prorated for regular part-time employees based upon the assigned hours of the part-time employee.
- c. No paid sick leave shall be granted in excess of the employee's accrued sick leave balance.

Section 9.3 Sick Leave Compensation

To receive compensation while on sick leave, the employee shall notify his/her immediate supervisor or the designated department/division representative, prior to or within twenty (20) minutes of the beginning of the employee's regularly assigned workday in that department. The Department Head or designee shall waive the above requirement if, in his/her opinion, an emergency or other exceptional circumstance so warrants.

Section 9.4 Sick Leave Deduction

- a. Employees shall be charged sick leave at the rate equal to their regular workday for each full day absent. Absence less than a regular workday will be charged sick leave at the rate of one-quarter (1/4) hour sick leave for each one-quarter (1/4) hour or less absent.
- b. Any employee scheduled to work a holiday who reports sick will be charged sick leave at the appropriate rate and the holiday will be accrued.

Section 9.5 Illness during Vacation Leave

An employee who becomes incapacitated for work due to illness or injury or to care for an ill or injured immediate family member, as defined in Section 9.1 for more than three (3) consecutive calendar days while on paid vacation may substitute accrued sick leave or other leave as defined in Section 9.7, provided the request for sick leave substitution is accompanied by a doctor's statement or other evidence satisfactory to the department verifying the incapacity. The substitution of sick leave shall only be in the amount as actually needed to cover the period of illness.

Section 9.6 Holiday during Sick Leave

Paid holidays immediately preceding, immediately following, or wholly within the period for which sick leave is granted shall not be regarded as part of such period of sick leave.

Section 9.7 Earned Vacation, CTO and Holiday as Sick Leave

- a. An employee who has used his/her sick leave, may request the use of accrued vacation, earned compensatory time (CTO), or holiday band (as applicable) as though such time

were sick leave.

- b. The employee must request the use of vacation, CTO, or holiday for sick leave through his/her supervisor or department designee. The order of use is at the discretion of the employee.

Section 9.8 Sick Leave Conversion/Pay Options

Any employee who has not taken more than 36 hours of sick leave during the twelve (12) month period beginning the first pay period in January and ending the second pay period in December of each year (excluding sick leave taken concurrently with protected leave) shall be entitled to convert up to 24 hours of unused sick leave to the employee's deferred compensation account or leave with pay, providing that at no time does the employees' sick leave balance fall below 192 hours.

Section 9.9 Sick Leave for State Disability Claims

- a. An employee absent from work for reasons that will entitle the employee to compensation under the State Disability Compensation law or other salary continuation benefit, shall receive for the duration of such compensation, and while an employee with the City only that portion of the regular salary paid first from accrued sick leave and subsequently from vacation and then earned CTO, that will, together with the salary continuation benefit, equal regular salary. At no time shall compensation to the employee (salary from accrued leave plus the salary continuation benefit) exceed employee's normal salary.
- b. The employee shall provide salary continuation payment information as soon as possible to payroll to ensure coordination of benefits as indicated in this section.

Section 9.10 Family Medical Leave

- a. Employees shall be allowed to use Family Medical Leave in accordance with City policy implementing the provisions of federal and state family medical leave provisions.
- b. Members of this bargaining unit who apply and qualify for benefits under the California Family Temporary Disability Insurance (FTDI) may use accrued sick, vacation or CTO leave to cover the seven (7) day waiting period to coordinate benefits from the City.
- c. A member who receives FTDI compensation may receive for the duration of such compensation, and while an employee with the City, the portion of their regular salary paid first from accrued vacation, then earned CTO, and subsequently accrued sick leave, that combined with the FTDI compensation equal the member's regular salary. At no time shall the total compensation to the employee exceed the employee's normal salary.
- d. The employee is responsible for notifying payroll of their intent to coordinate FTDI benefits under this section. The employee must provide FTDI compensation information to payroll as soon as possible to ensure coordination of FTDI benefits under this section. Failure to

notify payroll or provide the required compensation information may result in the loss of the ability to coordinate benefits under this section.

Section 9.11 Maternity Leave

- a. Illness accompanying pregnancy which incapacitates the employee to the extent that she cannot fully perform her duties shall warrant the granting of sick leave where such illness is established by a statement from a licensed physician.
- b. Maternity leaves shall be granted consistent with State and Federal law and court decisions.

Section 9.12 Physician's Statement

- a. A Department Head or supervisor may require the employee to furnish a certificate or statement from a regular licensed and practicing physician, or other adequate medical evidence of the employee's ability to return to regular or modified duty.
- b. Any employee returning to work from an extended medical leave of more than ten (10) days must present to his/her supervisor a statement from employee's treating physician which confirms that the employee is physically capable of returning to his regular job duties. An employee may not be allowed to return if the requested physician's statement is not provided.

Section 9.13 Medical Leave Without Pay\Extended Medical Leave

- a. Upon depletion of accrued sick leave, CTO, vacation and qualifying California and Family Leave time, for an injury or illness, whether industrial or non-industrial and upon the recommendation of the employee's department head, an employee may be placed on medical leave of absence without pay for a period not to exceed sixty (60) days. If the employee is unable to return to work at the end of this period, further medical leave must be requested, and will be subject to approval of the City Manager. If further leave is granted, the employee must notify the City of the intent to return to work every thirty (30) days.
- b. Employees on medical leave without pay and who have used the maximum allowable time under California and federal family leave laws, are responsible for and may elect to pay insurance premiums by the first of the month in which coverage is requested on insurance plans for coverage they wish to continue. Nonpayment of premium by the employee will discontinue coverage by the City while on leave without pay.
- c. Vacation and sick leave shall not accrue during any period of leave without pay. Employees on leave without pay shall not be paid for or accrue holidays observed during the period of leave without pay.
- d. Extended medical leave is defined as a period of time in excess of ten (10) consecutive working days wherein an employee is placed off work by a licensed medical practitioner because of health reasons.

- e. The City may require periodic reports on the employee's medical status and ability to return to work during an extended medical leave.

Section 9.14 Military Leave

Military leave shall be granted consistent with State and Federal law and court decisions.

Section 9.15 Bereavement Leave

- a. An employee of this bargaining unit shall be entitled to leave with pay for a maximum of five (5) scheduled workdays in the event of the death of the employee's spouse, registered domestic partner, or children, including stepchildren. Other than said paid leave, such leave does not accrue or have any cash value.
- b. An employee of this bargaining unit shall be entitled to leave with pay for a maximum of three (3) scheduled workdays in the event of the death of the employee's parents, siblings, grandchildren, or grandparents. Other than said paid leave, such leave does not accrue or have any cash value.

The definition of parent and siblings as used herein shall mean stepparent or half-sibling, foster parent as well as natural parents of the employee.

- c. An employee of this bargaining unit shall be entitled to leave with pay for a maximum of one (1) scheduled workdays in the event of the death of the employee's brother-in-law, sister-in-law, or parents or grandparents by marriage or registered domestic partnership. Other than said paid leave, such leave does not accrue or have any cash value.
- d. Additional time may be granted and paid from accrued vacation or CTO time upon request from the employee and approval of the appropriate department representative.
- e. The City reserves the right to request proof of the death of the deceased and the employee's relationship to the deceased.

Section 9.16 Leave Without Pay

An employee desiring leave without pay for other than reasons which qualify for statutory leave protected by law or for other than a medical leave without pay shall make written request to the City Manager giving a full explanation of the reason for the request. The City Manager may grant such requests for a period not to exceed nine (9) months from the date of approval.

Section 9.17 Relief of Duty/Administrative Leave

- a. An employee may be relieved of duty and placed on administrative leave for a period not to exceed two (2) days, if, in the opinion of the department head, the employee is incapacitated for work due to non-work related illness or injury. If said incapacity may reasonably be expected to extend beyond two (2) working days, the department head may

require the employee to submit to a fitness for duty examination by a physician designated or approved by the City Manager.

- b. If the fitness for duty report of the physician shows the employee to be in an unfit condition to work, the department shall have the right, subject to an interactive process discussion and approval by the City Manager, to grant such employee to take sufficient leave of absence, so as to enable the employee to properly perform the regularly assigned duties of the position currently held by the employee. Such leave of absence may be paid from accrued sick, vacation, holiday, or CTO time.
- c. All expenses in connection with the fitness for duty physical examination are to be borne by the City.
- d. The intent of this provision is to address reasonable accommodation on an individual basis and is not intended to implement a drug-testing program or affect the sick leave provisions contained in other sections of this Agreement.

Section 9.18 Court Leave

- a. Employees who are called or required to serve as a trial juror, or as a witness under subpoena who is not a party to a court action, shall be granted leave for such purpose upon notification and appropriate verification of the period of required absence submitted to his/her supervisor. The employee shall be paid regular salary for the time served as a juror or witness under subpoena as above, provided the jury or witness fees paid to the employee are deposited with the City.
- b. Any employee who, on their day(s) off are required to appear as a witness for the City shall receive a minimum of two (2) hours at time and one-half (1 ½).

Section 9.19 Pay for Court Duty

Hours paid for court duty will be counted as hours worked for the purpose of computing vacation pay, health and welfare and pension contributions.

Section 9.20 Attendance at Training

Employees may be granted special permission, without loss of pay, to attend professional or technical institutes or conferences, or other meetings as may contribute to the effectiveness of their service to the City. Such special permission is subject to the approval of the Department Head. Employees granted said special permission shall be considered to be on duty status.

Section 9.21 Reasonable Accommodation and Return to Work

The City agrees to abide by its obligation under Federal and State law regarding reasonable accommodation (i.e. the interactive process). Employee with qualifying medical conditions may

request to meet with Human Resources to discuss temporary accommodation that allow modified duty; all reasonable accommodation will be considered.

ARTICLE X

VACATION AND HOLIDAY

Section 10.1 [Paid Holidays](#)

The following shall be paid holidays to all employees:

- (1) New Year's Day
- (2) Martin Luther King Day
- (3) President's Day
- (4) Memorial Day
- (5) Juneteenth
- (6) Independence Day
- (7) Labor Day
- (8) Veteran's Day
- (9) Thanksgiving Day
- (10) The Day After Thanksgiving Day
- (11) Christmas Eve Day
- (12) Christmas Day
- (13) New Year's Eve Day
- (14) One (1) personal holiday to be selected by the employee who has completed at least six (6) months of employment with the City. Said holiday shall be one (1) per employment year and does not accrue from year to year.

Section 10.2 [Religious Holidays](#)

Employees may request time off to attend religious services or other religious activities on Good Friday or on other recognized religious holidays during the year. Such time off shall be charged to the employee's annual accumulated leave or compensatory time off. If the employee has no accumulated annual leave or compensatory time off, such time off shall be without pay.

Section 10.3 [Pay for Holidays](#)

- c. Employees in a paid status the day prior and first working day after a holiday shall be paid for the holiday as specified in Section 10.1. Pay shall be at the base hourly wage rate and not to exceed eight (8) hours per holiday. Paid status is defined as working on regularly assigned duty, or on approved leave. If an employee is required to work on any of the specified holidays, they shall receive the overtime rate of pay for those hours required to work plus the holiday pay.
- d. Employees assigned to an alternative work schedule that results in a regularly assigned shift of longer than eight (8) hours per day, may cover additional hours in the assigned

work shift above the eight (8) holiday hours by working flex time within the work week, subject to supervisory approval, or may use accrued vacation or CTO.

- e. Dispatchers will be credited at eight (8) hours per holiday for 104 hours of accrued holiday time effective the first pay period of the new calendar year. This credit is to recognize that members may be required to work on an observed city holiday. Holiday time credit will be pro-rated for all newly hired members in their initial calendar year.
- d. Holidays not taken by June 30 for holidays accrued in the fiscal year shall be paid to a Dispatcher at the Dispatcher hourly pay by the second pay period in July following the end of the fiscal year. Unused holiday time shall not be allowed to accrue or be carried forward from one fiscal year to the next fiscal year.
- e. City shall audit the holidays used by a Dispatcher and the holidays which have been observed by the City upon Dispatcher termination, resignation, or retirement from the City. The City shall deduct any owed holiday time from accumulated vacation, CTO, or if accumulated time is not sufficient, from the final pay issued upon ending city employment for holidays time used, but not yet observed by the City in that calendar year.

Section 10.4 Holidays Observed on Leave

When an employee is absent on annual leave, sick leave, or compensatory time off, a holiday shall be observed as a holiday.

Section 10.5 Saturday/Sunday Holidays Observed

If any of the holidays fall on a Saturday, Friday shall be deemed as the observed holiday. If any of the holidays fall on a Sunday, Monday shall be deemed as the observed holiday.

Section 10.6 Vacation Accrual

- a. The terms of vacation accrual and eligibility will be as stated in the City's Personnel Rules, Section 10.5 (a) and (b).
- b. Full-time employees accrue vacation as follows:

| Years of Continuous Service | Hours Earned Per Pay Period | Annual |
|-----------------------------|-----------------------------|--|
| 1 – 4 | 3.08 hours | 10 days/80 hrs. |
| 5 – 10 | 4.62 hours | 15 days/120 hrs. |
| 11 – 19 | 6.15 hours | 20 days/160 hrs. |
| 20 + | | 1 day per year for each year over 20 to maximum of 25 days per year (200 hrs.) |

- c. Accrual of vacation shall be prorated for regular part-time employees based upon the assigned hours of the part-time employee.

Section 10.7 Vacation Conversion

An employee may convert up to 30 hours of vacation leave to be accrued in the coming fiscal year into cash, so long as the employee irrevocably elects to convert the amount of vacation leave at least twelve (12) months prior to the conversion. Payment will be at the member's current hourly rate of pay (1:1 ratio).

Section 10.8 Maximum Vacation Benefit Accumulated

Maximum vacation accumulation shall be 480 hours. Vacation accrual will stop when an employee reaches 480 hours of accrued vacation time. Vacation accrual will resume once the vacation balance has been reduced through time off.

Section 10.9 Years of Service Defined

- a. For the purposes of this section, years of service shall mean years of unbroken seniority with the City which shall in no event be calculated from a date prior to the time the employee actually commenced working in regular appointment for the City.
- b. Unbroken seniority is defined as continuous city employment. Employees returning to City employment after leaving the city service for longer than 30 days may lose seniority from prior employment for purposes of vacation accrual, anniversary dates and any department-based seniority.

Section 10.10 Pro-Rated Vacation Benefits

- a. An employee who, during an anniversary year, is on leave-of-absence without pay shall fail to qualify for full vacation benefits but shall be entitled to pro-rated vacation benefits. Vacation shall be pro-rated by dividing the straight time hours actually worked during the anniversary year by 173.3, and then multiplying that factor by 1/12th the vacation the employee would have earned had the anniversary year been fully worked.
- b. An employee whose employment is terminated prior to the completion of the anniversary year shall be entitled to pro-rated vacation.

Section 10.11 Vacation Scheduling

Vacation scheduling will be conducted within each department in accordance with overall department seniority. A minimum of two weeks advance notice is required for request to be considered for approval. Requests less than a two week notice, will need department head approval.

ARTICLE XI

WORKER'S COMPENSATION

Section 11.1 Use of Accrued Leave

Employees who are absent from duty because of a temporary disability defined as industrial under the Worker's Compensation Act may use accrued sick leave, earned compensatory time off, or accrued vacation in coordination with Worker's Compensation temporary disability payments for pay. The amounts paid by the City, when added to the temporary disability benefits, shall not exceed the employee's regular rate of pay.

Section 11.2 Pay on Day of Injury

Employees who, as a direct result of an on-the-job industrial injury, are unable to complete a full day's work, shall nevertheless be paid for the full day on which such injury occurred. Said pay shall be provided upon evidence that said injury required the attention of a licensed physician, and upon the recommendation of the physician that the employee not immediately return to work.

Section 11.3 Accrual of Benefits

Employees who are on worker's compensation temporary disability shall accrue hospital, medical, dental benefits, and sick leave and vacation benefits as long as the employee is considered to be in a paid status. Paid status is defined herein as receiving compensation from the City in the form of accumulated sick, vacation, or compensatory time off. Employees on industrial injury leave shall be paid for City holidays observed during the employee's industrial leave. The amount paid by the City for the holiday, when added to the temporary disability benefits, shall not exceed the employee's regular rate of pay.

Section 11.4 Disability Retirement

When it appears an employee cannot return to normal duties because of the injury, and the City determines that a comparable position or modified duties are not available, disability retirement may be requested by the City unless the employee applies for or consents to retirement as of an earlier date; at which time accrued benefits, vacation, sick leave, and compensatory time off, will be compensated at the current regular rate of pay. The Retirement Board which administers the retirement system is the final authority on the granting of retirement, and the City has no control over the granting or disallowance of any retirement request.

ARTICLE XII

HEALTH CARE BENEFITS

Section 12.1 Payment of Laborers' Health and Welfare Premiums

The City agrees that on or before the tenth (10th) day of each calendar month it will pay the premium for the Laborer's Health and Welfare Plan for each employee covered by this

Agreement who was on the payroll during the preceding calendar month and has elected to be covered by the Laborers' Health and Welfare Trust Fund, to the Laborer's Health and Welfare Trust Fund for Northern California, at the office of such Fund in Fairfield, California, for the purpose of providing benefits for such employee under Plan III of the Special Benefit Plans of the fund (plus optional benefits described in Appendix 2 and 3 to such plan) for the month in which contribution is made. Such contribution shall remain in effect, and such benefits shall continue to be provided, until the expiration of this Agreement. However, the city will not pay for any amount of the premium which exceed the contribution amount contained in Section 12.3 (b). The Union shall provide the City with the current monthly premium rate on or about February 1 of each year.

Notwithstanding the foregoing, in the event the Board of Trustees determines that the current contribution amount or the amount referred to in the Trust Participation Agreement is insufficient to provide the benefits then in effect, the Board of Trustees reserves the right to modify benefits so that the cost of actual benefits does not exceed the contribution rate.

It is expressly understood and agreed that no employee shall be eligible for the benefits of the Plan during any month unless and until the employer has made the required contribution in full to the Fund on his/her behalf for that month. An employee who has been laid off or terminated may continue his/her eligibility for benefits by electing COBRA benefits, as provided by law, and by paying to the Fund by the required premium.

Section 12.2 Acceptance of Trust Agreement

The City further agrees to accept, assume, and be bound by all of the obligations imposed upon the individual employer by that certain trust agreement known as the Laborers' Health and Welfare Trust Agreement dated March 4, 1953, except insofar as those obligations are modified herein, and it hereby irrevocably designates and appoints the employers mentioned in said Trust Agreement and appoints the employers mentioned in said Trust Agreement as its attorney-in-fact for the selection, removal and substitution of Trustees as provided in said Trust Agreement and as may hereafter be provided by or pursuant to the Laborers' Master Agreement or said Trust Agreement.

The Union agrees to hold the City harmless in regard to all liability relating to employee participation in the Laborers' Health and Welfare Trust Fund, beyond the City contribution described in section 12.3 (b) below.

Section 12.3 Health Benefits

The City agrees to hold citywide labor-management benefit advisory committee meetings that shall include Union participation, regarding the selection of healthcare plan options.

Effective with the plan year beginning January 1, 2025, the following terms shall apply:

- a. All employees must enroll in an available City medical plan unless they opt out. In order to opt out, an employee must provide the following:
 1. Proof that the employee and all for whom the employee intends to claim a personal

exemption deduction for the taxable year or years that begin or end in or with the City's plan year to which the opt out applies ("tax family"), have or will have minimum essential coverage through another source (other than coverage in the individual market, whether or not obtained through Covered California) for the plan year to which the opt out arrangement applies ("opt out period"); and

2. The employee must sign an attestation that the employee and his/her tax family have or will have such minimum essential coverage for the opt out period. An employee must provide the attestation every plan year at open enrollment.
- b. The City shall contribute the following amounts toward the combined premiums for medical, dental, and vision on a semi-monthly basis (24 pay period). The City's contribution shall not exceed the actual premiums, or the contribution amounts listed below, whichever is less.
1. \$405 semi-monthly (\$810 monthly) for employees enrolled in Employee-Only medical coverage.
 2. \$800 semi-monthly (\$1,600 monthly) for employees enrolled in in Employee + 1 medical coverage.
 3. \$1,125 semi-monthly (\$2,250 monthly) for employees enrolled in Employee + Family (more than one dependent) medical coverage.
- c. The City shall pay one hundred percent (100%) of the dental and vision premiums for employees who waive medical coverage.
- d. Employees who waive medical coverage shall receive \$100 semi-monthly (\$200 monthly) taxable compensation.
- e. The City shall continue Section 125 program for pre-tax deductions for the employee share of medical, dental, and vision insurance premiums.
- f. Benefits shall stop at the end of the month when City employment is ended for any reason. All coverage, except as required to be offered or extended under federal and state law, shall end.

There is not responsibility on the part of the City to pay, either in money or premiums, any remaining City or employee obligations beyond the month of termination of an employee's employment.

Cash payment for medical waivers will be paid only through the end of the month in which an employee's employment terminated. Such payment will be included in an employee's final pay received from the City.

Any outstanding premiums required to continue benefits through the end of the month of an employee's termination of City employment will be withheld from the final pay received from the City.

The City retains the discretion to select the City plan(s) each year. In the event the City makes changes to the plan selection, the Group will receive advance notice and opportunity to discuss concerns regarding the changes.

In the event that the Affordable Care Act is repealed, the City agrees to meet and confer with the Union regarding this issue.

ARTICLE XIII

RETIREMENT

Section 13.1 Definition of Retirement

- a. For the purpose of this Section, the term “retiring” is defined, understood and intended to mean, an employee’s withdrawal from employment with the City at a time when the employee qualifies for pension benefits through the 1937 Act Retirement System, together with the filing of an application by the employee for retirement benefits and notification by the administrators of the 1937 Act Retirement System of approval of the application and the right of the employee to commence receipt of current benefits from the retirement system. Discontinuing work for the City under any circumstances other than defined herein, or deferral of retirement payments, will not be considered as “retiring” for the purpose of payment of a portion of any unused sick leave benefit as defined herein.
- b. The minimum requirements for regular service retirement as stated in the Stanislaus County Employee’s Retirement Association information is completion of 30 years of service, or attainment of age 50 with 5 years of completed service and 10 years of Association membership.
- c. Effective January 1, 2005, the City shall provide enhanced retirement benefits pursuant to the formula outlined in Government Code Section 31676.4 commonly known as 2% at 55 for the member of this group.
- d. Unit members hired on or after January 1, 2013, and designated as “new members” to StanCERA who are miscellaneous employees shall be enrolled in the 2% at 62 retirement formula as required by law under the California Public Employees’ Pension Reform Act (“PEPRA”- AB 340/SB 197). As required under PEPRA, “new members shall:
 1. Individually pay an initial member contribution rate of 50% of the normal cost rate for the Defined Benefit Plan in which said “new member” is enrolled, rounded to the nearest quarter of 1%, or the current contribution rate of similarly situated employees, whichever is greater; and
 2. Have “final compensation” measured by the highest average annual pensionable compensation earned by the member during a period of at least 36 consecutive months.

Any provisions in this Agreement which contradicts any provision of PEPRA, shall be

deemed null and void, with the contrary PEPRA provision(s) being given full force and effect.

Section 13.2 Retirement Contribution

All members shall pay 100% of the employee's contribution into the 1937 Act Stanislaus County Employee's Retirement System. Employee's contribution shall be vested in the name of the employee as permitted under the rules and regulations of the 1937 Act Stanislaus County Retirement System.

Section 13.3 Payment of Sick Leave Upon Retirement

Sick leave shall be paid upon retirement of the employee from the City's service at the current salary rate then being paid to the employee by the City of Ceres. A member of this unit will be paid 50% if their unused accumulated sick leave at retirement.

Section 13.4 Deferred Compensation and Retiree Benefits

- a. During the enrollment period of each year of this agreement, members of the Miscellaneous Bargaining Unit may enroll in a deferred compensation program.
- b. Upon retirement employees may contribute to their individual deferred compensation account any unused and accrued vacation, CTO, or holiday pay in whole or in part.
- c. The City agrees to implement upon retirement of an employee a retiree health savings plan administered by a provider selected by the City. Employees in this group will contribute upon retirement 50% of allowable Sick Leave Conversion to a Retiree Health Savings Account or Cash Out unused accumulated sick leave.

ARTICLE XIV

DISCIPLINE

Section 14.1 Removal of Discipline

Upon employee request, the City will remove written reprimands from an employee's personnel file five years or more after the date of the reprimand, so long as the employee has not received subsequent discipline of any kind.

Section 14.2 Reasons for Discharge

The City shall have the right to discharge any employee for dishonesty, insubordination, drunkenness, incompetence, willful negligence, failure to perform work as required or to observe the City's safety and reasonable house rules and regulations which must be conspicuously posted or ordering the violation of this Agreement.

Section 14.3 Discipline Procedures

Employees are entitled to pre-disciplinary due process in advance of any disciplinary suspension, demotion, reduction in pay and discharge.

- a. Written Notice: Written notice of the proposed disciplinary action will be served on the employee by the employee's immediate supervisor either by personal service or by U.S. Mail, addressed to the employee at his/her last known address. Such notice will include a statement of the reasons(s) for the proposed action, the charge(s) being considered, the proposed discipline, and a copy of all written materials, reports, or documents upon which the intended discipline is based. Service shall be deemed complete on the day the employee is personally served, or if service is by mail, two days after the notice is deposited in the U.S. Mail. Pre-disciplinary due process is not required for oral or written warnings. The employee may have a representative of his/her choice present at the personal service of the discipline notice.
- b. Employee Review: The employee will be supplied with a copy of the documents or materials upon which the proposed disciplinary action is based at the time the written notice of the proposed disciplinary action is served on the employee.
- c. Employee Response and Appeal to Department Hearing Officer: Within five (5) working days after service of the notice of proposed disciplinary action, the employee will have the right to respond orally or in writing, at the employee's option, to their respective department designated hearing officer concerning the proposed disciplinary action. The employee may have a representative of his/her choice present at the time such oral response is made. The department designated hearing officer shall consider the employee's response, and shall affirm, modify, or suspend the proposed disciplinary action. The decision of the designated hearing officer shall be served on the employee in the same manner as provided in Section 14.3 (a). within five (5) workdays of receipt of the employee's written response or oral presentation.
- d. Administrative Leave: Notwithstanding the provisions of this Agreement, should it be necessary to complete an investigation or to otherwise remove the employee from the workplace, a department head may order the employee being investigated or removed from the workplace on a paid leave status (administrative leave). When a determination is made regarding the discipline to be imposed, the employee may be removed from administrative leave and the discipline imposed.
- e. Discipline Imposed: The discipline determined by the department's designated hearing officer may be imposed once the decision has been delivered to the employee and during any further appeal the employee may wish to pursue according to the procedures stated in this Article.
- f. The employee may appeal a disciplinary action imposed by the department hearing officer to the Department Head by filing a written request with the Department Head within five (5) working days after the decision of the department designated hearing officer has been served upon the employee as provided in Section 14.3 (a). The appeal must be in writing

and state specifically the reason(s) upon which the appeal is based and the restitution being sought. Failure to file an appeal within such time period constitutes a waiver of the right to appeal. If the department designated hearing officer is the department head, the employee may submit any appeal to the City Manager in accordance with the procedures in this sub-section.

- g. The Department Head (or City Manager, as designated in (f)) will conduct a hearing on the appeal filed in accordance with Section 14.3(f) within ten (10) day after receipt thereof. The hearing may be continued either for the convenience of the Department Head (or City Manager, as designed in (f)) or the employee, for a period not to exceed an additional thirty (30) days from the receipt of the appeal. Written notice of the time and place of the hearing, or any continuance thereof, will be given to the employee either personally or by U.S. Mail by the Department Head (or City Manager, as designated in (f)).
- h. Upon the request of the employee, or at the discretion of the Department Head (or City Manager, as designated in (f)), the hearing may be conducted in private. The appellant may request a representative to appear with him/her at the hearing. The department head, at his/her discretion, may interview or call any witnesses or other pertinent individuals in order to reach a fair conclusion.
- i. Discipline. The department head (or City Manager, as designated in (f)) shall deliver his/her decision in writing to the employee within five (5) workdays of the conclusion of the hearing. The Department Head (or City Manager, as designated in (f)) may modify, uphold, or suspend the disciplinary action and may order the requested or modified restitution to the employee. The decision of the department head (or City Manager, as designated in (f)) shall be final and binding unless appealed in accordance with the procedures stated in this Article XV.

Section 14.4 Discipline Appeal to Arbitration

- a. Appeal Procedure. Any disciplinary appeal that has been properly and timely processed through the appeal procedure set forth in Article XV of this Agreement and that has not been settled at the conclusion thereof, may be appealed to arbitration by the Union by serving the City Manager with written notice of its intent to appeal. The failure to appeal a disciplinary action to arbitration in accordance with this Section 14.4 within ten (10) workdays after receipt of the written answer of the Department Head at Section 14.3 (i). of this Agreement, shall constitute a waiver of the Union's right to appeal to arbitration, and the written answer of the City delivered by the Department Head shall be final and binding on the employee, City and Union.
- b. Selection of Arbitration. Not later than ten (10) calendar days after the Union serves the City with written notice of intent to appeal a disciplinary action to arbitration, the City and the Union shall jointly request the State Mediation and Conciliation Services to furnish, to the City and the Union, a list of five (5) qualified and impartial arbitrators. Within five (5) calendar days after receipt of that list by the City, the City and the Union shall alternately strike names from the list, until only one (1) name remains. The arbitrator whose name remains shall hear the grievance.

- c. Arbitrator's Jurisdiction. The jurisdiction and authority of the arbitrator and his opinion and award shall be confined exclusively to the adjudication of the discipline imposed. The arbitrator shall have no authority to add to, detract from, alter, amend, or modify any provision of this Agreement. He shall have the authority only to uphold, modify or suspend the discipline imposed and order restitution based only within any actual loss incurred by the employee up to the date of the written decision. The written award of the arbitrator on the disciplinary appeal adjudicated within his jurisdiction and authority shall be advisory and not binding upon the City.
- d. The written decision of the arbitrator will be submitted to the City Manager within fifteen (15) calendar days of the conclusion of the appeal hearing. The City Manager may uphold, modify, or suspend the arbitrator's decision. Such decision by the City Manager and the arbitrator's decision shall be delivered in writing to the appellant or appellant's representative within five (5) workdays of receipt of the arbitrator's decision. The decision of the City Manager shall be final and binding upon the employee, the Union, and the City.
- e. Arbitration Expenses. The fee of the State Mediation and Conciliation Service and the fees and expenses of the arbitrator shall be shared equally by the City and the Union. Each party shall bear its own costs with respect to witness time, representation, and legal fees.

ARTICLE XV

EMPLOYEE GRIEVANCE PROCEDURE

Section 15.1 Definition

A grievance is defined as an employee-initiated allegation that a term or condition of employment established by the Labor Agreement, the personnel rules, or other written city or departmental policy or procedure has been violated; provided, however, that such term or condition of employment is not subject to the discretion of the City or is not a subject outside the scope of representation as defined in Section 2500 et seq. of the Government Code or the City Employer-Employee Relations Ordinance.

Section 15.2 Grievances Not Considered

The grievance procedure shall not apply if it is a matter which would require the modification of a policy established by the City Council, the current Labor Agreement or other adopted work agreement, or the grievance is reviewable under some other administrative procedure such as:

- a. Applications for changes in title, job classifications or salary;
- b. Appeals from formal disciplinary proceeding;
- c. Appeals arising out of Personnel Rules examinations;

- d. Appeals from work performance evaluations.
- e. Complaints of discrimination, harassment or retaliation based on a protected classification.

Section 15.3 Provisions of the Grievance Procedure

The following provisions shall apply:

- a. Presentation of Grievance: The employee shall follow the sequence and the procedure outlined in Section 15.4 of this Article in presenting a grievance or set of grievances.
- b. Timely Presentation: The employee shall discuss the grievance with the employee's immediate supervisor in a timely manner after the act or omission causing the grievance. A timely manner is defined as a period of not more than five (5) working days unless circumstances prohibit otherwise.
- c. Prescribed Form: The written grievance shall be submitted with the grieving's name, department/division, date of act or omission, the specific act or acts complained of and being grieved, the inequity or damage suffered, and the relief sought. All written grievances set forth in 15.4 below shall be signed and dated by the aggrieved employee and/or Union Representative.
- d. Employee Representative: The employee may choose an individual to provide representation at any step in the procedure. No person hearing a grievance need recognize more than one representative for any employee at any one time unless the hearing individual so desires.
- e. Hours: Whenever possible, grievances will be handled between the working hours of 8:00 A.M. to 5:00 P.M., Monday through Friday. Exceptions may be granted for compelling reasons.
- f. Time Limitations: The time limitations set forth in this Article, Section 15.4 are of the essence of this Agreement. No grievance shall be accepted by the City unless it is submitted or appealed within the time limits set forth in Section 15.4 of this Agreement. If the grievance is not timely submitted at Step 1 or 2, it shall be deemed waived. If the grievance is not timely appealed to Step 3, it shall be deemed to have been settled in accordance with the City's Step 2 answer. If the City fails to answer within the time limits set forth in Section 15.4 of this Agreement, the grievance shall automatically proceed to the next step. The time limits within which action must be taken or a decision made as specified in this procedure may be extended by mutual written consent of the parties involved. A statement of the duration of such extension of time must be signed by both parties involved at the step to be extended.
- g. Consolidation of Grievances: If the grievance involves a group of employees or if a number of employees file separate grievances on the same matter, the grievances

may be handled as a single grievance and heard at the same time by the same arbitrator. The option to combine grievances shall be at the City's choice.

- h. Settlement: Any grievance shall be considered settled at the completion of any step if all parties are satisfied or if neither party presents the matter to a higher authority within the prescribed time.
- i. Reprisal: The grievance procedure is intended to assure a grieving employee the right to present a grievance without fear of disciplinary action or reprisal by a supervisor, superior, or department head, provided provisions of this grievance procedure are properly observed.

Section 15.4 Grievance Procedure Steps

- a. Step 1. Discussion with Immediate Supervisor. Not later than five (5) workdays after the event giving rise to the grievance, or five (5) workdays after the employee should reasonably have learned of the event giving rise to the grievance, whichever is later, the employee must discuss the grievance with his/her immediate supervisor. The immediate supervisor shall orally respond to the employee not later than five (5) workdays thereafter.
- b. Step 2. Written Grievance to Immediate Supervisor. If the grievance is not settled at Step 1, or the employee has not received an oral response from the supervisor, the employee, not later than five (5) workdays after the discussion or receipt of the answer, may present the grievance in writing to the immediate supervisor. The immediate supervisor shall give the grievant a written response to the grievance within two (2) workdays after receipt of the written grievance.
- c. Step 3. Written Appeal to Designated Department Appeal Officer. If the grievance is not settled at Step 2, the employee, not later than five (5) workdays after receipt of the immediate supervisor's written response, may file a written appeal of that answer to the Department's designated appeal officer. Not later than ten (10) workdays after receipt of the written appeal, the department designated appeal officer shall meet with the employee and an employee representative, if requested. The department appeal officer shall give a written answer to the grievant within five (5) workdays after such meeting.
- d. Step 4. Written Grievance to the Department Head. If the grievance is not settled at Step 3, the employee, not later than five (5) workdays after receipt of the written answer from the department's designated hearing officer, may file a written appeal of that answer to the Department Head. Not later than ten (10) workdays, or any agreed extension thereto, after receipt of the written appeal, the Department Head shall meet with the employee and employee representative, if requested. The Department Head shall give a written answer to the grievant within five (5) workdays after such meeting. The answer shall be considered final and binding on the employee, the Union and the City unless it is timely appealed to arbitration by the Union in accordance with the procedures set forth in Section 15.5 of this Agreement. If the department designated hearing officer is the department head, this Step 4 does not need to be followed.

Section 15.5 Arbitration

- a. Appeal Procedure. Any grievance, as defined in Section 15.1 of this Agreement, that has been properly and timely processed through the grievance procedure set forth in Section 15.4 of this Agreement and that has not been settled at the conclusion thereof, may be appealed to arbitration by the Union serving the City Manager with written notice of its intent to appeal. The failure to appeal a grievance to arbitration in accordance with this Section 15.5 within ten (10) calendar days after receipt of the written answer of the Department Head at Step 4 of the grievance procedure set forth in Section 15.4 of this Agreement shall constitute a waiver of the Union's right to appeal to arbitration, and the written answer of the Department Head at Step 4 of the grievance procedure shall be final and binding on the aggrieved employee, the City, and the Union.
- b. Selection of Arbitrator. Not later than ten (10) calendar days after the Union serves the City with written notice of intent to appeal a grievance to arbitration, the City and the Union shall jointly request the California State Mediation and Conciliation Services to furnish, to the City and the Union, a list of five (5) qualified and impartial arbitrators. Within five (5) calendar days after receipt of that list by the City, the City and the Union shall alternately strike names from the list, until only one (1) name remains. The arbitrator whose name remains shall hear the grievance.
- c. Arbitrator's Jurisdiction. The jurisdiction and authority of the arbitrator and his opinion and award shall be confined exclusively to the interpretation and/or application of the express provision(s) of this Agreement at issue between the Union and the City. He shall have no authority to add to, detract from, alter, amend, or modify any provision of this Agreement; to impose on either party a limitation or obligation not explicitly provided for in this Agreement; or to establish or alter any wage rate or wage structure. The arbitrator shall not hear or decide more than one (1) grievance unless the grievances are combined as stated in Section 13.3 (g). The written award of the arbitrator on the merits of any grievance adjudicated within his jurisdiction and authority shall be considered as advisory and not final and binding, but may be modified, reversed or upheld by the City Manager. The determination of the City Manager shall be final and binding.
- d. Fees and Expenses of Arbitration. The fee of the State Mediation and Conciliation Service and the fees and expenses of the arbitrator shall be shared equally by the City and the Union. Each party shall bear its own arbitration expense outside of the shared arbitrator expenses as stated in this paragraph d.

Section 15.6 Grievance Hearing

- a. A hearing before the arbitrator will be scheduled and held as quickly as possible.
- b. The hearing shall be attended by the employee initiating the grievance and may be attended by one representative of the employee's choice, the city's representative, the city attorney or designee. Other requested personnel upon the approval of the City Manager may attend the hearing. Costs of other requested personnel shall be paid by the requesting party.

- c. The arbitrator shall insure that all sides have the opportunity to present the issue(s) as fairly as possible.
- d. After all evidence and/or pertinent comments have been made, the arbitrator shall submit the decision on the grievance in writing to the City Manager within thirty (30) days from the close of the hearing. The City Manager may uphold, modify, or suspend the arbitrator's decision. Such decision by the City Manager and the arbitrator's decision shall be delivered in writing to the grievant or grievant's representative within (5) workdays of receipt of the arbitrator's decision. The decision of the City Manager shall be final and binding upon the employee, the Union and the City.

ARTICLE XVI

MISCELLANEOUS PROVISIONS

Section 16.1 [No Cessation of Work](#)

It is agreed between the City and the Union that there shall be no lockouts of any kind or for any cause on the part of the City, and that there will be no strikes or any other cessation of work of any kind on the part of the Union on account of any controversy whatever during the term of this Agreement.

Section 16.2 [Bulletin Boards](#)

The City agrees to establish bulletin boards upon its premises for the posting of notices at designated work areas. Said areas shall be the corporation yard, City Hall, Smyrna Park maintenance building, Fire Department, Police Department, and Wastewater Quality Control Plant. The City shall post a notice of each bargaining unit job vacancy it seeks to fill before requesting outside applicants.

Section 16.3 [Tuition Reimbursement](#)

Employees who receive approval to participate in any course of study (1) at an accredited college or university that is located no more than seventy-five (75) road miles from the City or Ceres, and (2) that will increase the employee's technical job knowledge or will enable the employee to compete for other job opportunities with the City, shall be reimbursed for tuition, registration fees, and required books. Actual payment shall be made following satisfactory completion of approved classes or courses and submittal to the City by the employee, the following: 1) a copy of the school official grade report of the classes or courses taken, 2) a copy of the receipt received from the school for tuition payment, and 3) a copy of the receipt received for purchase of required books (if requesting reimbursement for books). Employees participating in said courses may keep books and supplies as personal property.

Section 16.4 [Severability & Replacement of Illegal Clause](#)

- a. Should any section or provision of the Agreement be declared illegal by final judgment of

a court of competent jurisdiction, such invalidation of such section or provision shall not invalidate the remaining portions and shall remain in full force and effect for the duration of this Agreement.

- b. The City and the Union agree at the time such section or provision is declared illegal, to bargain where possible, a provision to legally replace that portion declared illegal.

Section 16.5 Open and Promotional Positions

In accordance with the City Personnel Rule V, positions within the bargaining unit are competitive and open to all qualified applicants. This includes promotional positions that are within the unit.

ARTICLE XVII

TERM, TERMINATION AND RENEWAL

Section 18.1 Term of Agreement

- a. This Labor Agreement shall continue in full force and effect through midnight, June 30, 2026. Thereafter, it shall automatically renew itself and continue in full force and effect from year to year unless written notice of election to terminate or modify any provision of this Agreement is given by one party, and received by the other not later than sixty (60) days prior to the expiration date of any succeeding year. Notwithstanding such notice to terminate or to modify this Agreement, the parties hereto agree:
 - 1. To meet and confer in good faith with the other through their authorized agents for the purpose of negotiating a new Agreement or an Agreement containing the proposed modifications.
 - 2. To continue in full force and effect without resorting to strikes or walk-outs, all the terms and conditions of the existing Agreement for a period of sixty (60) days after such Agreement expires.
 - 3. To notify state agencies, if required, within the time required by any applicable laws, of the existence of such dispute, provided that no agreement has been reached by that time.
- b. Written notice shall be addressed as follows:

To Bargaining Unit:

Business Manager
Construction, Production and Maintenance Laborer's #1130
P.O. Box 3448
Modesto, CA. 95353

To City:

City of Ceres, Human Resource Manager
2220 Magnolia Street
Ceres, CA. 95307

ATTACHMENT A

POSITION CLASSIFICATIONS

MISCELLANEOUS EMPLOYEES CLASSIFICATIONS

SALARY SCHEDULE

| | |
|--|-----|
| Account Clerk I | J38 |
| Account Clerk II | J42 |
| Administrative Analyst | J61 |
| Administrative Secretary | J49 |
| Assistant Engineer | J68 |
| Assistant Planner | J59 |
| Associate Engineer | J72 |
| Associate Planner | J63 |
| Building Permit Technician | J46 |
| Code Enforcement Officer | J53 |
| Community Service Officer | J48 |
| Crime Analyst/Crime Scene Technician | J55 |
| Custodian | J38 |
| Engineering Technician I | J50 |
| Engineering Technician II | J54 |
| Facility Maintenance Worker I | J41 |
| Facility Maintenance Worker II | J45 |
| Field Service Technician (<i>formerly Customer Service Technician</i>) | J46 |
| Fleet Mechanic I | J47 |
| Fleet Mechanic II | J51 |
| IT Systems Analyst | J62 |
| Parks Maintenance Worker I | J41 |
| Parks Maintenance Worker II | J45 |
| Planning Technician | J49 |
| Public Safety Dispatcher I | J46 |
| Public Safety Dispatcher II | J50 |
| Public Safety Records Clerk I | J38 |
| Public Safety Records Clerk II | J42 |
| Senior Public Safety Dispatcher | J52 |
| Recreation Administrative Coordinator | J49 |
| Recreation Coordinator | J47 |
| Secretary | J45 |
| Senior Account Clerk | J46 |
| Senior Civil Engineer | J99 |
| Senior Facility Maintenance Worker | J49 |
| Senior Fleet Mechanic | J55 |
| Senior IT Systems Analyst | J66 |
| Senior Parks Maintenance Worker | J49 |
| Senior Planner | J67 |
| Senior Public Safety Dispatch | J54 |
| Senior Street Maintenance Operator | J49 |
| Senior Wastewater Operator | J52 |
| Senior Water Distribution Operator | J55 |

| | |
|---------------------------------|-----|
| Streets Maintenance Operator I | J41 |
| Streets Maintenance Operator II | J45 |
| Wastewater Operator I | J44 |
| Wastewater Operator II | J48 |
| Water Distribution Operator I | J47 |
| Water Distribution Operator II | J51 |
| Water Resources Analyst | J55 |

ATTACHMENT B

GUIDELINES FOR WORKBOOTS

The following is intended to provide guidance to affected employees, supervisors and departments in administering the work boot reimbursements provisions stated in Article VIII, Section 8.3(b), of the current Miscellaneous Bargaining Unit MOU.

1. The work boot allowance intent is to provide those required to wear work boots with assistance to purchase a pair of sturdy, quality work boots.
2. The per year allowance is based upon the fiscal year.
3. More than one pair of work boots may be purchased within the applicable period, but employee will only be reimbursed to the maximum \$250.00 allowance after the first pair.
4. Work boots may be purchased using a city credit card. Employee must provide the sales receipt of the transaction to his/her supervisor. Employees will be held responsible for amounts spent over \$250.00.
5. Employees purchasing work boots with personal funds must provide a sales receipt and complete the necessary forms for reimbursement as may be requested by the department and/or finance.

IN WITNESS WHEREOF, the parties hereto have hereunder set their hands and seals by their respective officers duly authorized to do so this _____ day of _____ 2025.

FOR THE CITY:
CITY OF CERES

FOR THE UNION:
NORTHERN CALIFORNIA DISTRICT
COUNCIL OF LABORERS' AND,
CONSTRUCTION, PRODUCTION, &
MAINTENANCE LABORER'S LOCAL
UNION #1130; AFL:CIO

Date: _____
Douglas D. Dunford,
City Manager

Date: _____
Joshua E. Lepper,
Business Manager/ Secretary-Treasurer

Date: _____
Delilah Vasquez,
Human Resources Director

Date: _____
Rob Herrington,
Negotiating Team Member

Date: _____

Date: _____
Hannah Hiti,
Negotiation Team Member

Date: _____
Baxter Bilich,
Negotiation Team Member