

**CORONA  
PUBLIC SERVICE  
EMPLOYEES ASSOCIATION  
MEMORANDUM  
OF UNDERSTANDING**

**January 1, 2025  
Through  
December 31, 2027**

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## **CHAPTER 1 – INTRODUCTION**

### **ARTICLE 1 – RECOGNITION – PREAMBLE**

The City of Corona (hereinafter referred to as “City”), and the Corona Public Service Employees Association, a recognized non-supervisory unit which represents employees (who within this MOU shall be referred to as “Employees” or “Members”) in classifications set forth below in Appendix A (hereinafter referred to as “CPSEA”), have met and conferred in good faith regarding those matters provided for in Section 3505 of the California Government Code. The below sets forth the parties’ agreement.

### **ARTICLE 2 – TERM OF THE MEMORANDUM OF UNDERSTANDING**

The City and CPSEA agree that the term of this Memorandum of Understanding (“MOU”) shall be from January 1, 2025 to December 31, 2027.

### **ARTICLE 3 – BEGINNING OF NEGOTIATIONS**

The City and CPSEA agree to endeavor to begin the meet and confer process for a successor MOU no later than six (6) months prior to the expiration of this MOU.

## **CHAPTER 2 – COMPENSATION**

### **ARTICLE 4 – COMPENSATION**

#### **Section 4.1 – Salary Range and Merit Increases**

Effective December 28, 2024, the City agrees to increase the base salary for each member of each classification in the bargaining unit as set forth on the spreadsheet attached to this MOU as Appendix A.

Effective December 27, 2025, the City agrees to increase the base salary for each member of each classification in the bargaining unit as set forth on the spreadsheet attached to this MOU as Appendix A.

Effective December 26, 2026, the City agrees to increase the base salary for each member of each classification in the bargaining unit by three percent (3.0%) as set forth on the spreadsheet attached to this MOU as Appendix A.

If during the term of this MOU, the City determines that for any classification it needs to increase base salary, the Association agrees it will promptly (within two weeks) meet and confer.

Each classification shall be assigned a salary range. The minimum time that an employee may advance within the assigned salary range is one (1) year, except that the City Manager, within their discretion may advance an employee sooner if it is determined that such advancement is appropriate.

An employee whose overall performance evaluation rating is “Satisfactory” or better shall be advanced 5% each year up to the top of the classification’s range. An employee who does not receive an evaluation within thirty (30) days of their anniversary date (i.e., the date the evaluation is due) will receive their merit increase effective the pay period including the employee’s anniversary date regardless of the evaluation rating on an evaluation received after that date. If the evaluation is provided within thirty (30) days of the employee’s anniversary date, if it is “Satisfactory” or better the merit increase will be effective the pay period including the employee’s anniversary date. If the overall performance evaluation rating is less than “Satisfactory”, the employee will not receive a merit increase.

An employee who is promoted within or out of the bargaining unit to a classification with a higher top of salary range, upon promotion, their performance evaluation date (i.e., the date they may be eligible for a

merit increase) shall change to the effective date of the promotion. The City shall place the employee on the salary range (in the classification into which the employee is promoting) at a step that is no less five percent (5%) (base salary) higher (but no higher than top step of the new range) than the base salary they were receiving in the classification from which they promoted.

#### **Section 4.2 – Classification Studies**

If the City undertakes a classification or compensation study for any represented class, a copy shall be provided to the CPSEA.

#### **Section 4.3 – Total Compensation/Benchmark Positions**

Prior to the start of each labor negotiations for a successor MOU, the City will conduct a total compensation survey to evaluate how certain benchmark classifications are paid in the marketplace. The marketplace is the agencies the City will survey. Those agencies are the cities of Anaheim, Fontana, Fullerton, Moreno Valley, Ontario, Orange, Pomona, Rancho Cucamonga, Riverside, and San Bernardino.

The total compensation survey is not binding on the City or the Association. Rather, it will be conducted to provide the parties with information related to how the surveyed agencies compensate the benchmark classifications. The parties acknowledge that marketplace compensation is a relevant factor in determining appropriate compensation for employees in the unit. However, compensation surveys have limited value as the elements of compensation and survey agencies chosen by the parties are not an exact science as to the best comparators. Rather, they are the parties' agreement on comparison agencies and elements of compensation. Both parties are free to make proposals in their labor negotiations that are not tied to the results of the compensation survey.

The following are the elements of compensation that will be included in the total compensation survey:

1. Salary: Top Step or Top of Range Base Salary.
2. Retirement: A reduction from total compensation for the percentage of base salary that employees pay for their retirement. For example, if an employee pays the eight percent (8%) member contribution and 1.5% for cost sharing, the reduction will be 9.5% of base salary.
3. Retirement: Any agency-paid member contributions toward Retirement; and separately, if the agency-paid member contributions are reported to CalPERS as "Special Compensation".
4. Benefits: The City's contribution to Medical, Dental and Vision Insurance at the family (or employee +2) level.
5. Benefits: The City's cost of life insurance provided to employees in the classification.
6. Deferred Compensation: Deferred Compensation provided to all members of a classification with or without the requirement for an employee to provide a matching or minimum contribution.
7. Longevity Pay – The highest amount available for employees with 10 years of service.
8. Bilingual Pay – The highest amount paid for bilingual pay.
9. Water Certifications – For benchmark classifications surveyed that require either a Water Treatment or Distribution Certification, pay provided for certifications that are minimally required for the job.

The City will utilize benchmark positions from a cross-section of the bargaining unit. The parties agree that if either side wishes to modify the benchmark positions or internal relationships, the other side will agree to promptly meet and confer.

### **ARTICLE 5 – ADDITIONAL COMPENSATION**

#### **Section 5.1 – Certification Pay**

Employees shall be eligible for certification pay as follows:

### **5.1.1 – California Registration as a Professional Engineer**

The City shall agree to pay a member of the Association a one-time payment of \$400.00 for having obtained a California State registration as Professional Engineer while a regular employee of the City, provided the registration is used to the benefit of the City and is not a requirement for the job position held by the employee.

### **5.1.2 – Utilities Department Employees**

Employees in the classifications listed below shall receive \$500.00 per month for earning a grade four (4) Wastewater Treatment Plant Operator certification. Employees in these classifications shall receive \$1,025.00 per month for earning a grade five (5) Wastewater Treatment Plant Operator Certification. These amounts are not cumulative. An employee who earns a grade five (5) certification will no longer receive pay for having previously earned the grade four (4) certification. These certifications are earned from the State of California's Water Resources Control Board:

- Water Reclamation Operator I/II/III FLEX
- Lead Water Reclamation Operator

Employees in the classifications listed below shall receive \$500.00 per month for earning either a grade four (4) Water Distribution Operator certification or grade four (4) Water Treatment Operator Certification. An employee can be paid for only one grade four (4) certification. Employees in these classifications shall receive \$1,025.00 per month for earning a grade five (5) Water Treatment Operator certification or a grade five (5) Water Distribution Operator certification earned from the State of California. An employee can be paid for only one grade five (5) certification. These amounts are not cumulative. An employee who earns either grade five (5) certification will no longer receive pay for having previously earned either grade four (4) certification.

- Water Operator I/II/III FLEX
- Lead Water Operator

Employees in the classifications listed below shall receive \$500.00 per month for earning a grade four (4) Water Distribution Operator certification. Employees in these classifications shall receive \$1,025.00 per month for a grade five (5) Water Distribution Operator Certification earned from the State of California. These amounts are not cumulative. An employee who earns a grade five (5) certification will no longer receive pay for having previously earned the grade four (4) certification.

- Utility Service Worker I/II FLEX
- Senior Utility Service Worker
- Lead Utility Service Worker
- Utility Maintenance Technician I/II FLEX
- Senior Utility Maintenance Technician
- Lead Utility Maintenance Technician
- SCADA Engineer
- Maintenance Planner
- Project Coordinator
- Utility Service Worker Crew Leader
- Meter Services Technician

Employees in this section who earn a certification and become eligible to receive the pay shall receive a pro-rated amount (depending on when they earn the certification) in the first calendar month unless earned on the first day of the month. Similarly, when an employee leaves City employment or no longer maintains one of the certifications, they too should receive a pro-rated amount for the last

month they either maintain the certification or are employed by the City unless that day is the last day of the month.

The City will not pay for tuition, books, transportation, and mileage for course work leading to receipt of the certifications described in this section but shall reimburse employees of the Utilities Department for the State certification fee and re-certification fee upon proof of the employee's successful completing the certifications described in this section.

In compliance with the California Public Employees' Retirement System regulations and definition of Special Compensation the monetary value of the certification pays in this section shall be reported to CalPERS as Special Compensation. The parties agree that this pay is described in Title 2 CCR, Section 571(a)(4) and 571.1(b)(3) as "Water Certification Premium" – a type of reportable special compensation. However, it is ultimately CalPERS who determines whether any form of pay is reportable special compensation.

## **Section 5.2 – Assignment Pay**

### **5.2.1 – Library – Circulation in Charge & Librarian in Charge**

Librarians and Library Specialists shall receive a special compensation of five percent (5%) of base hourly rate of pay when assigned as Circulation in Charge or Librarian in Charge.

In compliance with the California Public Employees' Retirement System regulations and definition of Special Compensation, the monetary value of this pay for Librarians and Library Specialists shall be reported to CalPERS as Special Compensation. The parties agree that this pay is described in Title 2 CCR, Section 571(a)(4) and 571.1(b)(3) as "Library Reference Desk Premium" – a type of reportable special compensation. However, it is ultimately CalPERS who determines whether any form of pay is reportable special compensation.

### **5.2.2 – Police Department – Relief Dispatch Supervisors**

Public Safety Dispatcher I/II Flex will receive \$484.17 per month when assigned as Relief Dispatch Supervisors. If such assignment is for less than a full month, the pay shall be pro-rated accordingly.

In compliance with the California Public Employees' Retirement System regulations and definition of Special Compensation, the monetary value of this pay to Public Safety Dispatcher I/II Flex shall be reported to CalPERS as Special Compensation. The parties agree that this pay is described in Title 2 CCR, Section 571(a)(4) and 571.1(b)(3) as "Lead Worker/Supervisor Premium" – a type of reportable special compensation. However, it is ultimately CalPERS who determines whether any form of pay is reportable special compensation.

### **5.2.3 – Police Department – Training Officers**

Community Service Officer I/II Flex, Jailers, Public Safety Dispatcher I/II Flex, and Animal Control Trainers shall receive \$120.83 per month when assigned as Training Officers. If such assignment is for less than a full month, the pay shall be pro-rated accordingly.

In compliance with the California Public Employees' Retirement System regulations and definition of Special Compensation, the monetary value of this pay to Community Service Officer I/II Flex, Jailers, Public Safety Dispatcher I/II Flex, and Animal Control Trainers shall be reported to CalPERS as Special Compensation. The parties agree that this pay is described in Title 2 CCR, Section 571(a)(4) and 571.1(b)(3) as "Training Premium" – a type of reportable special compensation. However, it is ultimately CalPERS who determines whether any form of pay is reportable special compensation.



### **Section 5.3 – Standby Pay**

Being on standby means that an employee is required to promptly return to work after being called and be fit for duty and able to respond. Employees on standby are not permitted to drink alcohol or use any substance that will affect their ability to return to work. Being on standby does not constitute hours worked since employees are off-duty and permitted to engage in personal pursuits. However, since employees on standby are waiting to be engaged to work, the parties agree that employees are entitled to compensation as provided in this Section.

Employees on standby are required to respond to a phone call as quickly as possible, generally within a few minutes. Upon responding, the employee will be instructed as to whether they are required to return to work (it is possible that the issue could be resolved by talking to the employee on the phone or using a computer to resolve the issue) and if so, will be informed of the location to which they must respond. Response time will generally be the employee's normal commute time and any additional minimal time necessary to get ready to return to work. Some employees may, based on their department head's discretion, be provided with a City vehicle while on standby. Unless the employee is provided a take home vehicle, the employee shall report to their normal work location to obtain a city vehicle prior to reporting for any "field work".

Employees who call in sick for a day while on standby shall not receive standby pay for the day if they are unable to respond to a call for service. Employees will be eligible to receive standby pay on a day they call in sick if at the time they call in, they notify their supervisor that they are able to respond to calls for service after regular scheduled hours.

#### **5.3.1 – Standby Pay Employees Who Receive a Weekly Amount**

The employees listed below shall receive standby pay as described for being on standby for a week (seven (7) 24-hour periods). If one of these standby assignments is for less than a full week, the weekly Standby Pay shall be pro-rated accordingly. Employees other than those listed herein shall not be placed in a standby capacity.

If employees are contacted while on standby and required to respond back to work, they shall receive a minimum of two hours of pay, paid portal to portal. As such, the time is measured from the time the employee leaves their residence (or other location closer to the City if they are closer to the City) and returns to their residence (or other location closer to the City if the employee returns to a location closer to the City). In addition, assuming the time worked is overtime per Article 8, the pay will be paid at overtime rates as described in Article 8.

Employees contacted on standby who are not required to return to work will be paid for their actual time worked and will not receive the two-hour minimum.

1. The following employees shall receive four hundred dollars (\$400) per week while on standby:
  - a. Utilities Department Employees: Employees in the classifications of Water Operator I/II/III Flex, Water Reclamation Operator I/II/III Flex, Lead Water Operator, Lead Water Reclamation Operator, Senior Utility Maintenance Technician, Lead Utility Technician, Maintenance Planner, Utility Maintenance Technician I/II Flex, Utility Service Worker I/II Flex, Senior Utility Service Worker, Lead Utility Service Worker, Water Resources Field Representative, Meter Services Technician, Utility Service Worker Crew Leader, Senior SCADA Engineer and any other classification in the Utilities Department designated by the City Manager.
  - b. Information Technology Department Employees: Applications Analyst, Senior Applications Analyst, Public Safety Technical Support Engineer, Systems Engineer, Radio Technician.

Senior System Engineer, Junior Network Analyst, Network Analyst, Public Safety Emergency Communications Support Specialist, Senior Public Safety Technical Support Engineer and Junior Applications Analyst.

- c. Community Services Department Employees: Facilities Maintenance Technician I/II Flex, Lead Facilities Maintenance Technician, Park & Landscape Technician I/II Flex, Senior Parks & Landscape Technician, Lead Parks & Landscape Technician.
  - d. Public Works Department Employees: Fleet Services Technician I/II, Senior Fleet Services Technician, Lead Fleet Services Technician, Street Maintenance Worker I/II Flex, Senior Street Maintenance Worker, Street Maintenance Crew Leader, Traffic Maintenance Technician, Traffic Signal Coordinator, Street Sign Maintenance Tech.
  - e. Planning and Development Department Employees: Employees in the classification of Code Enforcement Officer I/II.
2. Employees in the classification of Forensic Specialist working in the Police Department shall receive five hundred dollars (\$500) per week while on standby.

### **5.3.2 – Hourly Standby Pay**

#### **5.3.2.1 – Animal Control Officers**

As directed by the Police Department, Animal Control Officers can be required to be on standby. They shall be compensated for each six-hour standby period with two (2) hours at their base hourly rate of pay, or 10 hours per standby day. If these employees are contacted while on standby and required to respond back to work, they shall receive a minimum of two hours of pay, paid portal to portal, at time and one-half the applicable hourly rate of pay.

A Standby schedule shall be posted at the Animal Shelter and distributed to each Animal Control Officer II.

#### **5.3.2.2 – Employees on Standby for Court**

Employees who are off duty shall receive standby pay of two (2) hours at their current hourly base rate for each half of the court day (morning or afternoon) that they are required to be available to appear in court in connection with a work related matter. If employees in these classifications are on standby for court for both the morning and afternoon of the same day, they shall receive four (4) hours of pay at their current base hourly rate.

If employees are contacted while on standby and required to respond to court, they shall receive a minimum of two hours of pay, paid portal to portal. As such, the time is measured from the time the employee leaves their residence (or other location closer to the City if they are closer to the City) and returns to their residence (or other location closer to the City if the employee returns to a location closer to the City). The employee will receive the pay for the time worked (with a minimum of two hours) but will not also receive the standby pay for the same hours. For example, if an employee is on standby for both the morning and afternoon, they will receive the standby pay for the morning and the time worked for the afternoon.

### **Section 5.4 – Callback Pay**

An employee called to work while off duty during hours that do not overlap their regular work hours shall be paid for all hours actually worked with a minimum of two (2) hours of paid at overtime rates, paid portal to portal. However, if the hours when the employee is called back overlap their regular work hours, they shall receive their regular pay for those hours and only receive overtime pay for the time that is not

overlapping their regular work hours. If an employee is only required to communicate electronically and not report to work, they will be paid for their actual time worked if time worked is eight (8) minutes or longer.

### **Section 5.5 – Longevity**

In recognition of an employee's length of service to the City of Corona, employees who qualify under the following schedule will receive one twenty-sixth (1/26th) of the following amounts paid biweekly as part of the regular payroll:

After five (5) years of full-time service	\$500.00
After ten (10) years of full-time service	\$700.00
After fifteen (15) years of full-time service	\$800.00
After twenty (20) years of full-time service	\$1,000.00

In addition to the longevity benefit set forth above, Tier I (as defined in Article 9) members shall receive an additional three percent (3%) of base hourly rate for Longevity Pay, paid biweekly as part of the regular payroll.

In compliance with the California Public Employees' Retirement System regulations and definition of Special Compensation the monetary value of Longevity Pay shall be reported to CalPERS as compensation earnable or pensionable compensation per Title 2 CCR, Section 571(a)(1) and 571.1(b)(1) as "Longevity Pay:" – a type of reportable special compensation. However, it is ultimately CalPERS who determines whether any form of pay is reportable special compensation.

### **Section 5.6 – Shift Differential Pay**

Shift differential pay is available to employees as described in this section.

#### **5.6.1 – Definition of Shifts**

1. Swing shift – a shift that begins between 12:00 p.m. and 4:59 p.m.
2. Graveyard shift – a shift that begins between 5:00 p.m. and 4:59 a.m.

If an employee who is working a shift that does not qualify for shift differential is asked to work a part of the next shift in place of an employee who would receive shift differential, the hours worked for the next shift will qualify for shift differential. However, if that employee is just working additional hours on their shift (not as a replacement for an employee who would receive shift differential) those additional hours will not qualify for shift differential.

Similarly, if an employee working a shift that qualifies for shift differential is asked to work a part of the next shift in place of an employee who would not receive shift differential, the hours worked for the next shift will not qualify for shift differential. However, if that employee is just working additional hours on their shift (not as a replacement for an employee who would not receive shift differential) those additional hours will qualify for shift differential.

#### **5.6.2 – Pay for Swing and Graveyard Shift**

1. Swing Shift: An employee shall receive shift differential pay of seven and one-half percent (7.5%) of base hourly rate for being assigned to work a swing shift.
2. Graveyard Shift: An employee shall receive shift differential pay of ten percent (10%) of base hourly rate for being assigned to work a graveyard shift.

In compliance with the California Public Employees' Retirement System regulations and definition of Special Compensation the monetary value of shift Differential shall be reported to CalPERS as compensation earnable or pensionable compensation per Title 2 CCR, Section 571(a)(4) and 571.1(b)(3) as a "Shift Differential" However, it is ultimately CalPERS who determines whether any form of pay is reportable special compensation.

### **Section 5.7 – Bilingual Pay**

The City shall pay \$189.58 per month to employees for Bilingual pay. If an employee becomes eligible for bilingual pay for less than a full month, the monthly amount shall be pro-rated accordingly. All unit employees are eligible to test for bilingual pay, and to receive bilingual pay for Spanish upon successful completion of the testing process. For languages other than Spanish, whether an employee can test for bilingual pay will be determined based on operational need as determined by the City Manager or their designee. An employee receiving bilingual pay will be required to speak the alternate language in the course and scope of their employment and may be asked to assist in translating even if unrelated to their specific job duties.

To receive bilingual pay employees must pass a certification test (an oral conversational test) established and administered by the Human Resources Department in Spanish and/or such other language the City has determined is desirable. Employees must re-certify every three (3) years to be eligible to receive bilingual pay by passing the certification test.

In compliance with the California Public Employees' Retirement System regulations and definition of Special Compensation the monetary value of bilingual pay shall be reported to CalPERS as compensation earnable or pensionable compensation per Title 2 CCR, Section 571(a)(4) and 571.1(b)(3) as "Bilingual Pay" – a type of reportable special compensation. However, it is ultimately CalPERS who determines whether any form of pay is reportable special compensation.

### **Section 5.8 – Working Out of Class Pay**

For operational reasons, employees may be assigned to work in a classification with a higher salary range than their own classification if the employee concurs. If such an assignment is made the employee shall be paid at the "first" step of the higher classification's salary range or five percent (5%) more than the employee's actual compensation salary, whichever is greater, for the entire time served in the higher classification. However, in no case shall the salary paid to the employee working out of class be higher than "top" step of the classification being worked. Unit employees working out of class shall be entitled to all benefits under the terms of this MOU, including the entitlement to overtime compensation.

In compliance with the California Public Employees' Retirement System regulations and definition of Special Compensation the monetary value of pay for working out of class shall be reported to CalPERS as Special Compensation for classic members as defined under the Public Employees' Pension Reform Act (PEPRA) of 2013. The parties agree that pay for working out of class is described in Title 2 CCR, Section 571(a)(3) as "Temporary Upgrade Pay" – a type of reportable special compensation. This pay is not reportable as special compensation for employees defined as "new members" under PEPRA. However, it is ultimately CalPERS who determines whether any form of pay is reportable special compensation.

### **Section 5.9 – Uniforms**

#### **5.9.1 – Employees Provided Uniforms**

Employees in classifications who are maintenance members assigned to Facilities Maintenance, Park Rangers, Fleet Services, Water, Water Reclamations, Street Maintenance, Traffic Signal Technician, Park Maintenance, Janitor and Warehouse divisions shall be provided eleven (11) sets of uniforms, which shall be laundered by the City's vendor.

Employees in the classifications of Police Records Technician, Public Safety Dispatcher, Crime Prevention Specialist, Property and Evidence Technician, and Rangemaster, shall be provided with four (4) sets of pants and four (4) sets of shirts per year.

Employees in all other classifications who are required to wear uniforms will receive seven (7) sets of uniforms. Cleaning of such uniforms will be the responsibility of the employee while replacement of such uniforms as deemed necessary by the City will be the responsibility of the City. For each classification who is provided with a uniform, the monetary value for the purchase, rental and/or maintenance of required clothing (which will be reported to CalPERS for classic members) is set forth in Attachment B to this MOU. These amounts will be reviewed and adjusted annually as the amounts change.

**5.9.2 – Uniform Allowance – Animal Control Officer, Animal Care Technician, Community Services Officer Jailer, and Lead Animal Control Officer**

Employees in the classifications of Animal Control Officer, Animal Care Technician, Community Services Officer, Jailer, and Lead Animal Control Officer shall receive a voucher for four sets of required uniforms to include one (1) jacket, one (1) Class A uniform and necessary equipment upon hire into these classifications.

Upon completing one-year of employment in the classification, employees in these classifications shall receive thirty-two dollars and thirty-one cents (\$32.31) per pay period. These employees are required to use their uniform allowance to clean their uniforms and purchase new uniforms if directed by their supervisor to replace an existing uniform.

**5.9.3 – Maternity Uniforms**

Upon request by an employee, the City shall provide maternity uniforms for employees who are otherwise entitled to receive uniforms.

**ARTICLE 6 – DEFERRED COMPENSATION**

All employees in the unit may open a deferred compensation account (per IRS Code section 457) and make pre-tax contributions into it up the maximum permitted by law based on their age. Employees may also make a contribution to a Roth IRA.

- A. For employees in Tiers I and II, who set up a deferred compensation account, the City shall make a matching contribution into their deferred compensation account at the end of each quarter in an amount equal to that deposited by the employee, but not to exceed \$500.00 per calendar year. The City match contribution shall be made to a single provider only and cannot be split between providers. Employees who do not open a deferred compensation account will not receive a city contribution.
- B. Employees in Tier II shall receive an additional City contribution into their deferred compensation account of \$150.00 per quarter. These employees must select one deferred compensation account provider into which this City contribution will be deposited.
- C. Loans to employees from their deferred compensation accounts shall be regulated by applicable laws and pursuant to the rules and regulations of the deferred compensation plan administrator.

## **ARTICLE 7 – WORK SCHEDULES**

### **Section 7.1 – The Defined FLSA Work Period**

The workweek for all members of the unit shall be 168 regularly recurring hours. For employees working a schedule other than the 9/80 or 3/12-4/12 work schedule, the workweek shall begin on Saturday at 12:00 a.m. and end at 11:59 p.m. the following Friday.

For employees working the 9/80 work schedule, each employee's designated FLSA workweek (168 hours in length) shall begin exactly four (4) hours after the start time of their eight (8) hour shift on the day of the week that corresponds with the employee's alternating regular day off.

Employees assigned to work the 3/12 – 4/12 work schedule are scheduled to work 84 hours per pay period. The FLSA workweek for these employees shall end exactly six (6) hours after the start time of the first shift in the employee's workweek in which the employee is scheduled to work four consecutive shifts in the workweek.

Employees assigned to work the 7/12 work schedule are scheduled to work 84 hours per pay period. The FLSA workweek for these employees shall end exactly six (6) hours after the start time of the fourth shift in the employee's workweek.

### **Section 7.2 – Work Schedules**

The following types of work schedules exist for employees in the unit:

- A 5/40 schedule consists of a weekly work schedule of five (5) consecutive workdays of eight (8) consecutive hours each.
- A 9/80 schedule consists of alternate weeks of four (4) consecutive workdays of nine (9) consecutive hours each, followed by five (5) consecutive workdays, four of which consist of nine (9) consecutive hours each and one (1) day of eight (8) consecutive hours.
- A 4/10 schedule consists of a weekly work schedule of four (4) consecutive workdays of 10 consecutive hours each.
- A 2/12 – 2/8 schedule consists of a weekly work schedule of four consecutive work days, consisting of two (2) work shifts of 12-consecutive hours each and two (2) work shifts of 8-consecutive hours each.
- A 3/12 – 4/12 schedule consists of alternate weeks of 3 consecutive workdays of 12 consecutive hours each, followed by 4 consecutive workdays of 12 consecutive hours each.
- A 7/12 schedule consists of 7 consecutive work days of 12 consecutive hours each, followed by 7 consecutive days off.
- Where the term “consecutive hours” is used herein may be inclusive or exclusive of a paid meal period depending on whether the classification receives a paid or unpaid meal period.

A department head retains the right to make de minimis changes (30 minutes or less change to start and end time) to the shift schedule (i.e., start and end time of an employee's work shift), provided the employee is given at least ten (10) calendar days' notice of such change. The intent of the parties is not to allow multiple de minimis changes to consistently push an employee's start and end time forward or backward. Any other changes to an employee's work schedule or shift schedule are subject to meet and confer. However, if an employee requests to have their work or shift schedule changed and their supervisor

agrees, the Human Resources Department and the Association shall be notified prior to the schedule change, and both must agree thereto. The Association agrees that if requested to meet and confer over a work or shift schedule change, it will do so promptly.

### **Section 7.3 – Accurately Reporting Time Worked**

Employees are required to accurately report all time worked on their time sheets. An employee may not work any time in addition to their regular work hours before or after work or on an unpaid meal break without first receiving approval in advance from their supervisor. Thus, all overtime requires advanced approval. In addition, since no supervisor is permitted to require an employee to work overtime without it being reported on their time sheet, if an employee works such time, it will be recorded.

Unit members shall record hours worked in one-quarter (1/4) of an hour increment of time. This is illustrated by the following:

0-7 Minutes = No additional time should be recorded

8-22 Minutes = one quarter of an hour

23-37 Minutes = one-half of an hour

38-52 Minutes = three quarters of an hour

53 Minutes – 1 hour and 7 Minutes = one-hour

For example, if an employee whose work schedule is 7:30 a.m. to 5:30 p.m. (with a one-hour unpaid lunch) works until 5:38 p.m., they would record 9.25 hours for the day.

## **ARTICLE 8 – OVERTIME**

### **Section 8.1 – Overtime Authorization**

All employees shall receive overtime compensation paid at time and one-half for all approved overtime hours worked in excess of forty (40) hours worked in a seven (7) day work period.

### **Section 8.2 – Hours Worked**

In determining whether an employee is eligible for overtime pay (i.e., have they worked more than 40 hours in their defined FLSA workweek), the City shall include the employee's actual hours worked as well as all paid leaves of absence.

### **Section 8.3 – Calculation of Overtime**

There are two types of overtime provided by the City: FLSA overtime and MOU overtime.

- FLSA overtime is overtime earned for actually working more than 40 hours in the employee's defined FLSA workweek. FLSA overtime is paid at time and one-half the regular rate of pay.
- MOU overtime is overtime that is earned when the employee's actual work hours plus paid leaves exceed 40 hours in the defined FLSA workweek, but the employee has not actually worked in excess of 40 hours.
- The regular rate of pay is determined by dividing the employee's total remuneration earned for the workweek by 40. MOU overtime rate is determined by dividing the employee's total

remuneration earned for the workweek by 40, but does not include any sums an employee may receive for opting out of health insurance.

#### **Section 8.4 – Compensatory Time Off**

Employees working overtime shall receive either pay or compensatory time off (CTO), at the employee's option. Employees can accumulate up to 120 hours of compensatory time. Once an employee has earned 120 hours of accumulated CTO, they cannot accumulate any additional CTO until their bank is below 120 hours. Any overtime worked when an employee has 120 hours of accumulated CTO will be paid to the employee and not banked as CTO.

An employee wishing to use their accumulated CTO must provide reasonable notice to their supervisor. If reasonable notice is provided, the request will only be denied if the request is unduly disruptive to the operations of the employee's department. The requirement to backfill on overtime behind an employee is not considered "unduly disruptive". Reasonable notice is defined as at least two calendar weeks. If an employee wishes to use compensatory time without providing reasonable notice, the decision to grant or deny that request will be at the discretion of the employee's supervisor.

Employees will be cashed out of any accumulated CTO at their then current regular rate of pay when they leave employment with the City, or when they are promoted into a classification in the City that does not have CTO. In addition, each year (on the first pay period in November) employees will be cashed out at their then current regular rate of pay of all their accrued CTO, unless the employee notifies the City in writing by December 31 of the prior calendar year of their desire to carryover CTO into the subsequent calendar year. Employees may pre-designate to carryover up to (40) hours. For example, in December 2024 an employee would have to pre-designate that in November 2025 the employee wished to carry-over up to 40 hours into calendar year 2026.

### **CHAPTER 3 – BENEFITS**

#### **ARTICLE 9 – TIERS FOR CERTAIN BENEFITS IN THE MOU**

Some of the benefits in this MOU are provided per a tiered structure based on date of hire. There are two (2) tiers. Whenever there is a reference to a tier in this MOU, the particular tier is defined as follows:

Tier I – Employees hired as full-time employees before January 1, 1999

Tier II – Employees hired as full-time employees on or after January 1, 1999

#### **ARTICLE 10 – CAFETERIA INSURANCE BENEFITS**

The City contracts with the California Public Employees' Retirement System (CalPERS) for the provision of medical insurance. All employees in the bargaining unit shall receive the CalPERS statutory minimum (i.e., the amount required under the Public Employees' Medical and Hospital Care Act (PEMHCA) which is \$158.00 for calendar year 2025 and a yet to be determined amount for subsequent calendar years).

The City contracts with Delta Dental to provide Dental Insurance with both an HMO and PPO plan option available for employees to choose.

The City contracts with EyeMed to provide Vision Insurance for employees to choose.

If the City needs to change Dental and/or Vision carriers, the Association agrees to meet promptly so that the negotiations can be resolved expeditiously.

All employees in the bargaining unit shall receive the amounts below for the purchase of cafeteria insurance. This includes medical, dental and vision insurance. These amounts include the CalPERS statutory minimum as well as an additional amount provided under the City's Section 125 Cafeteria Plan.



Effective January 1, 2025, the amounts above will increase to the following:

\$978.00 per month for Members electing Employee only coverage;  
\$1,646.00 per month for Members electing Employee plus one dependent coverage; or  
\$2,173.00 per month for Members electing Employee plus two or more dependents coverage.

Effective January 1, 2026, the amounts above will increase to the following:

\$1,003.00 per month for Members electing Employee only coverage;  
\$1,721.00 per month for Members electing Employee plus one dependent coverage; or  
\$2,273.00 per month for Members electing Employee plus two or more dependents coverage.

Effective January 1, 2027, the amounts above will increase to the following:

\$1,028.00 per month for Members electing Employee only coverage;  
\$1,796.00 per month for Members electing Employee plus one dependent coverage; or  
\$2,373.00 per month for Members electing Employee plus two or more dependents coverage.

The City's provision of funds for health insurance is provided through the Cafeteria Plan. If an employee enrolls in health benefits that cost more than the amount provided by the City above, the employee will be responsible for payment of such additional sum.

#### **Section 10.1 – Family Medical Leave Act/California Family Rights Act**

The City will pay to CalPERS the medical insurance premiums normally paid on behalf of that member, for up to 12 weeks, when a member qualifies for leave per the Family Medical Leave Act (FMLA) and/or the California Family Rights Act (CFRA).

#### **Section 10.2 – Medical Insurance Opt Out**

Eligible Opt-Out Arrangement: Upon providing reasonable evidence of alternative coverage as required by the Affordable Care Act (ACA)'s Eligible Opt-Out Arrangement rules (below), employees shall be entitled to the following dollars in the first two pay periods each month in taxable cash, in lieu of the amount provided in Section 10.2 above:

- (a) \$300.00 (\$600 per month) for Employee + 2 or more dependents
- (b) \$200.00 (\$400 per month) for Employee + 1 dependent
- (c) \$100.00 (\$200 per month) for Employee Only

The employee may choose to allocate any portion of the Opt-Out Amount toward dental and/or vision insurance premiums for enrollment in a City dental and/or vision plan or take the Opt-Out Amount or any portion thereof in taxable cash. If the employee uses any portion of the Opt-Out Amount toward the City's dental and/or vision insurance, such payment will be pre-tax.

### **ARTICLE 11 – IRS SECTION 125 CAFETERIA PLAN WITH FLEXIBLE SPENDING ACCOUNTS**

Section 125 of the Internal Revenue Code authorizes an employee to reduce taxable income for payment of allowable expenses such as dependent care and medical expenses through flexible spending accounts ("FSAs"). The City has enabled employees to participate in a health care flexible spending account ("Health Care FSA") (which qualifies as a self-insured medical reimbursement plan under IRC section 105) and a dependent care flexible spending account under IRC section 129 ("Dependent Care FSA"). Employees are not required to participate in either FSA, but the City has provided employees with an opportunity to do so. A unit member who participates in either FSA, may submit claims for eligible medical or eligible dependent care expenses, accordingly, to be paid or reimbursed on a pre-tax basis. The taxable salary of the employee will be

reduced by the amount an employee elects to direct to their Health Care FSA and/or Dependent Care FSA, up to the maximum limits permitted by law.

An employee will have the opportunity to make such elections during open enrollment each year.

Upon the conclusion of the open enrollment period, the employee's election shall not be subject to change during the plan (i.e., calendar) year. Any amounts remaining in the FSAs after the expiration of the time permitted to submit claims as set forth in the plan documents shall be handled as provided by law.

## **ARTICLE 12 – RETIREE MEDICAL INSURANCE**

(A) Tier I Retirees: The City agrees to provide medical insurance premium payments for employees who retire from the City of Corona for the Retiree and their eligible dependents.

1. Employees Who Retired Before January 1, 2006: The premium payment shall be paid to the Retiree as a direct deposit each month. The City pays the CalPERS statutory minimum (\$58 per month for 2025 and a yet unknown amount beyond 2025) directly to CalPERS and then direct deposits the difference between the statutory minimum and the cost of the monthly premium for the medical insurance plan chosen by the Retiree. The payment for medical is then deducted from the employee's retirement check. The payment shall include reimbursement for premiums paid to Social Security for health insurance through Medicare once a year at the end of the year.
2. Employees Who Retired After January 1, 2006, or Who Will Retire in the Future: The premium payment shall be paid to the Retiree as a direct deposit each month. The City pays the CalPERS statutory minimum (\$158 per month for 2025 and a yet unknown amount beyond 2025) directly to CalPERS and then direct deposits the difference between the statutory minimum and plan chosen by the employee. The payment for medical is then deducted from the employee's retirement check. The maximum the City will pay is equal to the monthly premium for the second highest costing family plan available under PEMHCA for Riverside County (currently Region 3) and the Medicare Part B cost once enrolled in Medicare (which is done by CalPERS at age 65). The payment shall include reimbursement for premiums paid to Social Security for health insurance through Medicare once a year. If the employee chooses a plan that costs less than the second highest (in cost) plan, the City will pay the difference between the CalPERS statutory minimum and the plan chosen. If the Retiree enrolls in the highest cost medical plan, the City will direct deposit the difference between the statutory minimum and the second highest cost medical plan, and the Retiree will be responsible for payment of the premium between the second highest and highest cost plan.

The City hereby affirms its intent to protect the retirement health benefits of Tier I Retirees and employees who remain continuously employed by the City.

Tier I lifetime health benefits will not be revoked or negotiated away by future members of management, Association representatives or City Councils.

(B) Tier II Retirees: These employees who retire from the City of Corona and enroll in a medical plan offered through PEMHCA shall have the City pay the CalPERS annual statutory minimum (toward their retiree medical benefit). These employees will be responsible for paying the remainder of any premiums for medical plans to which such employees (who will then be retirees) enroll. The City will not reimburse Tier II Retirees for premiums paid to Social Security for health insurance through Medicare.

### **Section 12.1 – Retiree Health Alternative**

In lieu of receiving the City's retiree medical benefit described above, a Tier I Retiree shall have the option of receiving an annual \$6,000 contribution, at a rate of \$500 per month, paid to a City-provided health care

reimbursement plan on behalf of such Tier I Retiree for the purpose of receiving reimbursements of qualifying health care expenses under Sections 105(b) and 213(d) of the Internal Revenue Code. To receive this benefit, a Tier I Retiree must forfeit participating in any of the health benefit plans available to retirees of the City of Corona for the plan year in which such Tier I Retiree elects to receive the contribution. Tier I Retirees needing to re-enroll because of a COBRA "qualifying event" may do so on the first day of the month following that event, while those choosing to re-enroll in the absence of a "qualifying event" may re-enroll during the next open enrollment period, unless the Tier I Retiree has never participated in a CalPERS health plan. Tier II Retirees shall not be eligible for this alternative.

### **ARTICLE 13 – RETIREMENT HEALTH SAVINGS ACCOUNT**

Unit members in Tier II shall receive a quarterly payment of \$50 to the Nationwide Retirement Healthcare Savings Account.

### **ARTICLE 14 – SHORT-TERM DISABILITY INSURANCE PLAN**

The City shall provide a short-term disability insurance plan to each employee in the unit, who, due a medical condition, qualifies for benefits under the plan. This plan shall contain the following provisions:

- Benefit level shall be 55% of pre-disability earnings as defined by the carrier.
- 90 calendar day benefit period (Includes 7 calendar day benefit waiting period before benefits are provided).
- Monthly maximum benefit of \$10,000.00

Employees may use accrued paid leaves (including probationary sick leave) to supplement payments received by the plan. However, employees may not receive more than 100% of their gross regular wages.

Any disputes regarding eligibility for benefits shall be dealt with between the employee and the carrier. To the extent that an employee's leave of absence while receiving short-term disability insurance also qualifies as qualifying leave per the Family and Medical Care Leave Act, the California Family Rights Act or per the California Pregnancy Disability Leave, the leave will run concurrently with those Acts and employees will receive the benefits of those Acts.

### **ARTICLE 15 – LONG-TERM DISABILITY INSURANCE PLAN**

The City shall provide a long-term disability insurance plan to each employee in the unit, who, due a medical condition, qualifies for benefits under the plan. This insurance plan shall contain the following provisions:

- Benefit level shall be 66 2/3% of pre-disability earnings as defined by the carrier.
- Monthly maximum benefit of \$10,000.00
- Elimination Period (Waiting period): 90 days

Employees may use accrued paid leaves (including probationary sick leave) to supplement payments received by the plan. However, employees may not receive more than 100% of their gross regular wages.

Any disputes regarding eligibility for benefits shall be dealt with between the employee and the carrier.

### **ARTICLE 16 – LIFE INSURANCE & ACCIDENTAL DEATH AND DISMEMBERMENT INSURANCE PLANS**

The City shall provide life insurance coverage for unit members equal to five and one-half times the member's annual basic earnings up to a maximum of \$750,000.

The City shall provide unit members with an accidental death and dismemberment policy in an amount equal up to the member's' (potential) life insurance benefit - five and one-half times the member's annual basic earnings to a maximum of \$750,000.

Any disputes regarding eligibility for benefits shall be dealt with between the employee and the carrier.

Unit members shall be provided the carrier's Certificate of Coverage upon request.

### **Section 16.1 – Retiree Life Insurance**

The City shall provide a Life Insurance policy of \$50,000.00 to all employees who retire from the City. This policy shall remain in force until the retiree reaches the age of 70.

## **ARTICLE 17 – RETIREMENT**

The City contracts with CalPERS for retirement benefits.

### **A. For “Classic Member” Employees**

1. Retirement Formula: 2.7% at 55 retirement formula set forth in California Government Code Section 21354.5.
2. Single Highest Year: "Single Highest Year" retirement benefit per Government Code section 20042.
3. Payment of Employee/Member Contribution: Classic Members pay eight percent (8%) compensation earnable as their Member Contribution. The City has adopted the CalPERS resolution in accordance with IRS Code section 414(h)(2) to ensure that the employee contribution is made on a pre-tax basis.

### **B. For “New Members” As Defined by the Public Employees’ Pension Reform Act of 2013 (PEPRA)**

1. Retirement Formula: 2% at 62 formula provided per Government Code section 7522.20(a).
2. Retirement Benefit Calculation Period: Highest annual average compensation earnable during the three consecutive years of employment immediately preceding the effective date of their retirement or any other three consecutive year period chosen by the employee, per Government Code section 7522.32(a).
3. Payment of Employee/Member Contribution: One-half of the total normal cost of the plan, as defined by CalPERS. This amount is determined by CalPERS each year in its annual valuation. The City has adopted the CalPERS resolution in accordance with IRS Code section 414(h)(2) to ensure that the employee contribution is made on a pre-tax basis.

### **C. Additional Optional Benefits for All Employees**

The following list of optional benefits is listed here in the MOU for the convenience of the parties to reflect what is currently in the City's contract with CalPERS.

1. 1959 Survivor's Benefit: The City's contract with CalPERS provides Level 4 coverage under the 1959 Survivor's Benefit per Government Code section 21574. Employees pay the employee premium for this benefit and the employer cost for the difference between the Level 3 and Level 4 survivor benefits.
2. Pre-Retirement Option 2W Benefit: The City's contract with CalPERS provides for Pre-Retirement Optional 2W Benefit as set forth in Government Code Section 21548.

3. Military Service Credit: The City's contract with CalPERS provides the Military Service Credit option set forth in Government Code section 21024.
4. Cost of Living Allowance: The City's contract with CalPERS provides the benefit known as the 2% Cost of Living Allowance Increase as set forth in Government Code section 21329.
5. Retired Death Benefit: The City's contract with CalPERS provides the \$500 Retired Death benefit as set forth in Government Code section 21620.
6. Two Years Additional Service Credit: The City's contract with CalPERS provides the Additional Service Credit (Golden Handshake) – Two Years Additional Service Credit as set forth in Government Code section 20903.
7. Two Years Additional Service Credit: The City's contract with CalPERS provides the Public Service" – Layoff Period – as set forth in Government Code section 21022. All associated costs are borne by the member electing to purchase the service credit.
8. Post Retirement Survivor Allowance: The City's contract with CalPERS provides the Post Retirement Survivor Allowance as set forth in Government Code sections 21624, 21626, and 21628.
9. Post Retirement Survivor Allowance to Continue After Remarriage: The City's contract with CalPERS provides the Post Retirement Survivor Allowance as set forth in Government Code section 21635.
10. Pre-Retirement Death Benefits to Continue After Remarriage of Survivor: The City's contract with CalPERS provides the Pre-Retirement Death Benefits to Continue After Remarriage of Survivor as set forth in Government Code sections 21551.
11. Prior Service: The City's contract with CalPERS provides the prior service benefit as set forth in Government Code section 20055.

## **ARTICLE 18 – TUITION REIMBURSEMENT**

The City recognizes the value of an educated workforce and encourages employees to pursue higher education. This Section provides reimbursement to unit members for tuition and textbooks for college courses leading to a job-related degree or certificate. Employees shall use their off-duty hours in the pursuit of higher education.

Subject to satisfaction of all criteria set forth in this Section, for education plans approved in writing by the City, the City shall reimburse Members for the costs described in Section 18.2 up to a lifetime maximum amount of \$10,000 per employee.

### **Section 18.1 – Pre-Approval**

Unit members must apply for and receive written approval from Human Resources prior to enrolling in classes at an educational institution with accreditation granted by an institutional or specialized accrediting body recognized by the U.S. Department of Education or the Council for Higher Education Accreditation.

### **Section 18.2 – Reimbursable Costs**

The costs eligible for reimbursement are limited to tuition and books (including e-books and e-library fees) required for the course.

### **Section 18.3 – Administration**

A unit member who voluntarily leaves employment with the City within one year of receiving a reimbursement per this section shall be required to repay the City for any reimbursement received during the 12 months preceding the employee's termination date.

### **Section 18.4 – Procedure**

1. Prior approval must be obtained by completing the College Tuition & Textbook Reimbursement Request available from the Human Resources Department, and a plan indicating the requisite course work leading to the degree or certificate approved by the educational institution. (The request shall be submitted through the employee's Department Head for recommendation and to the Human Resources Department for approval. The Human Resources Department shall review and pre-approve requests for job relatedness and its decision shall be final.)
2. Subject to the lifetime maximum, if applicable, the City will reimburse eligible employees for completion of job-related formal education leading to a job-related degree or certificate at a rate equivalent to the California State University fee schedule for tuition.
3. An employee receiving funds for tuition and books paid for from other sources, including, but not limited to, grants, scholarships, and veteran's educational benefits, shall first apply [deduct] the amount of those funds to the amount being reimbursed by the City.
4. Upon satisfactory completion of the course, the employee must attach an official grade report and relevant receipts/bills to the request and submit it to the Human Resources Department for approval. Reimbursement will be made as soon as practical.
5. Employees must attain a grade of "C" or better for undergraduate courses and a grade of "B" or better for graduate courses. Those undergraduate courses taken for "credit" will be reimbursed so long as units are accrued at the rate of a "C" grade for undergraduate courses.
6. City vehicles shall not be used for transportation to and from courses.

## **ARTICLE 19 – REST AND MEAL PERIOD**

### **Section 19.1 – Rest Period**

Employees shall be allowed but not required to take a rest period of fifteen (15) minutes during the first half of their shift and another rest period of fifteen (15) minutes during the second half of their shift.

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

### **Section 19.2 – Meal Periods**

Employees are required to take a meal period of thirty (30) minutes or (60) minutes, each shift. The determination of which classifications have (30) minutes, and which have (60) minutes shall be established through the meet and confer process.

Those employees who were receiving a paid meal period at the time of the approval of this MOU (Jailers, Public Safety Dispatchers (I/II Flex), Water Operators (I/II/III Flex), and Water Reclamation Operators (I/II/III Flex)), will continue to do so. For all other employees, meal periods are unpaid. An employee with an unpaid meal period who is required by their supervisor to work through their meal period shall be paid for such work.

**ARTICLE 20 – ADDITIONAL BENEFIT PROVISIONS**

**Section 20.1 – Employee Assistance Program (EAP)**

The City will provide an Employee Assistance Program to all employees free of charge. This counseling service will provide immediate 24-hour assistance in crisis situations, as well as counseling and referral services for employees and immediate family members who are experiencing personal, marriage, family, work, substance abuse, or financial problems.

**Section 20.2 – Medicare Contribution**

The City shall pay the employee’s Medicare contribution of 1.45% of salary.

**Section 20.3 – Safety Boots/Shoes**

Any unit employee required to wear safety boots/shoes shall be reimbursed up to \$300 per calendar year for the purchase of safety boots/shoes. Employees in classifications regularly assigned to standby duty shall be eligible for up to \$600 in annual reimbursement. The shoes/boots which are purchased, must be for the employee to use for work for the City of Corona and the boots cannot be resold. In lieu of reimbursement, employees can purchase up to \$300 or \$600 (only those employees regularly on standby) for safety boots/shoes on the City’s account at its contracted vendor.

**Section 20.4 – Tools**

All City employees shall be provided with tools to perform their job.

**CHAPTER 4 – LEAVES OF ABSENCE**

**ARTICLE 21 – ANNUAL LEAVE**

**Section 21.1 – Definition**

Annual Leave is compensated absence for employees who are absent from duty because of illness injury, medical or dental care appointments, or personal vacation.

**Section 21.2 – Accrual of Annual Leave**

**21.2.1 – Full-Time Regular Employees**

Full-Time Regular Employees: Each biweekly pay period, Annual Leave hours earned are posted to the account of each employee. Employees shall accrue Annual Leave according to the following:

<u>Years of Service With the City</u>	<u>Each Pay Period</u>	<u>Annual</u>
1-5	6.46	168 Hours
6-8	7.08	184 Hours
9-15	8.00	208 Hours
16+	9.54	248 Hours

The above chart shall be interpreted as follows: completion of one year of service to completion of five years of service is the first level. Beginning of the sixth year to completion of the eighth year is

the second level. Beginning of the ninth year to completion of the fifteenth year is the third level. The fourth level starts at the beginning of the employee's sixteenth year.

### **21.2.2 – Employees on Initial Hire Probation**

During an employee's initial hire probationary period, the employee shall accrue Annual Leave as follows:

- 3.23 hours as Probationary Sick Leave per pay period. During the first six months, such leave may be used for sick leave, only.
- 3.23 hours of Annual Leave per pay period. At six (6) months, the probationary employee may request to use up to one week of Annual Leave for vacation purposes with the permission of their supervisor. Under extenuating circumstances and with Department Head approval, this leave can be used prior to six months of employment.
- When the employee completes one year of service, the Annual Leave accrued as Probationary Sick Leave will be converted to regular Annual Leave. If an employee's probation is extended, even though still on probation, once they are employed for one year all Annual Leave they accrue will be regular Annual Leave.

### **Section 21.3 – Use of Annual Leave**

- a. Employees schedule Annual Leave for themselves by submitting requests to use their Annual Leave to their Department Head or designee. Department Heads or their designees responsible for approving Annual Leave being requested in advance (as opposed to it being used for illness and injury where advance notice is not possible) shall grant the request if it is operationally feasible (i.e., services can still be provided without the employee) to do so. In each department where a bid process exists for the use of Annual Leave as vacation, that process shall be followed. If there is no bid process in existence, selection of vacation (i.e., when employees can use Annual Leave for vacation) shall be made using a process that is fair to the employees, based on seniority or some other equitable method.
- b. Employees who use Annual Leave time for illness or injury are required to call, text or email their supervisor at least 30 minutes prior to the start of their shift to inform the supervisor that the employee will not be coming to work that day. If a supervisor suspects that an employee is abusing their use Annual Leave as sick leave, the supervisor may request documentation from a medical provider supporting the use of leave. Requests for documentation cannot be for leave used prior to the date the request was made.
- c. An employee who files a workers' compensation claim where the question of industrial causation is delayed or the claim is not accepted by the City, may use their Annual Leave for the time they are unable to work because of their injury or illness.
- d. An employee may not use more Annual Leave than they have accrued on the day prior to its first use. Employees will continue to accrue Annual Leave while the employee is on any paid leave in a pay period, but do not accrue Annual Leave if on an unpaid leave for the entire pay period.
- e. Employees may use Annual Leave for the illness of a child, parent, spouse, registered domestic partner, sibling, grandchild, grandparent, or designated person per Labor Code sections 233 and 245.5.

### **Section 21.4 – Cash Out or Conversion of the Value of Annual Leave**

There are three situations described below when an employee may have their Annual Leave cashed



out or converted to deferred compensation or their Retirement Health Savings Account (RHS) by the City. All Annual Leave cashed out or converted to deferred compensation or RHS in this section will be valued at employees' base hourly rate of pay for employees in Tiers II and base hourly rate of pay plus the 3% Longevity Pay for employees in Tier I.

#### **21.4.1 – Maximum Accrual of Annual Leave – Conversion above 584 Hours**

At the end of the last day of the last pay period that ends in each calendar year, if an employee has accrued more than 584 hours of Annual Leave, the Annual Leave hours in excess of 584 hours will be converted to the monetary equivalent as described in Section 21.4 and the employee shall have the following choice:

1. To have the dollar value placed in the Nationwide Retirement Health Savings Account on the employee's behalf; or
2. To have the dollar value placed in the employee's deferred compensation account (set up per IRS code section 457) or Roth IRA up to the maximum permitted by law. Any employee who chooses this option must advise Human Resources no later than December 1 each year. If the employee does not advise the City of this option by December 1, the value of the excess Annual Leave will be placed in the employee's RHS account.

For employees who have informed the City that they will be retiring at the end of the calendar year, they will have the option to allow the hours above 584 to be converted to the RHS or have the hours above 584 subject to section 21.4.2.

#### **21.4.2 – Separation from the City**

Employees separating from the City have the following options regarding their accrued Annual Leave:

1. Paid in cash: Employees can be paid (as taxable wages) for their accrued Annual Leave as described in Section 21.4
2. Deferred Compensation/Roth IRA: Employees may make an irrevocable election prior to the first day of the month of separation to contribute the value of accrued Annual Leave to the employee's deferred compensation account provided under the City's 457(b) plan or Roth IRA. Contributions of Annual Leave to the 457(b) plan may not cause the employee to exceed the maximum annual deferral limitation for the year in which the contribution is made. If an employee chooses this option, any accrued Annual Leave that exceeds the maximum annual deferral limitations will be paid to the employee as a taxable cash payment.
3. Split between Cash and Deferred Compensation: Employees elect to receive any portion of the value of their accrued Annual Leave as taxable cash with the remainder going into their deferred compensation account or Roth IRA, up to the maximum amount permitted under the IRS Code.

#### **21.4.3 – Annual Leave Cash Out**

On or before the pay period which includes December 15 of each calendar year, an employee may make an irrevocable election to cash out up to 160 hours of Annual Leave that will be earned in the following calendar year. The employee can elect to receive the cash out in the one week after the pay day for the pay period that includes December 1.

In addition to the above, an employee who has an "unforeseen emergency" (defined as an unanticipated emergency that is caused by an event beyond the control of The employee and that

would result in severe financial hardship to the employee if early withdrawal were not permitted) shall be entitled to make a request to the Chief Talent Officer for a payoff of accrued Annual Leave. The amount of Annual Leave which may be cashed out is limited to the amount necessary to meet the emergency. If there is an unforeseen emergency, an employee can cash out Annual Leave at any time in the year.

#### **21.4.4 – Donating Annual Leave**

Employees may donate annual leave to their fellow employees per requirements of the City's Voluntary Donation of Annual Leave Policy.

#### **21.4.5 – Annual Leave Tier I Employees**

For Tier I employees, cash out or donation of Annual Leave shall be at a rate that includes both their base rate and their Tier I Longevity Pay.

### **ARTICLE 22 – HOLIDAYS**

All unit members shall observe the following holidays:

1. January 1st, New Year's Day
2. Third Monday in January, Martin Luther King Day
3. Third Monday in February, President's Day
4. Last Monday in May, Memorial Day
5. Juneteenth – June 19<sup>th</sup>
6. July 4th, Independence Day
7. First Monday in September, Labor Day
8. November 11th, Veterans Day
9. Fourth Thursday in November, Thanksgiving Day
10. Friday immediately after Thanksgiving Day
11. December 24th, Christmas Eve
12. December 25th, Christmas Day
13. December 31st, New Year's Eve
14. Every day appointed by the President, Governor, or Mayor as a holiday, with the consent of the City Council, except for every day on which an election is held throughout the State.

#### **Section 22.1 – How Holidays are Observed and Paid**

Employees in the unit work either "with regard to holidays" or "without regard to holidays". Employees who work "with regard to holidays" have holidays off and employees who work "without regard to holidays" work in positions where the employee is required to work on a holiday.

**Employees who work with regard to holidays:** (Employees in all classifications, except those listed below)

All holidays in the above list will be observed on the actual day of the holiday except for holidays that occur on a Sunday. For holidays that occur on a Sunday the observed day shall be the following Monday.

If the observed holiday falls on an employee's regular workday, and the employee does not work on that day, they shall be paid for their regularly scheduled hours, up to ten hours. For employees who work schedules in excess of ten (10) hours per day, they can use annual leave or accrued compensatory time to be paid for the hours above ten (10) hours on a holiday. Employees without such leave will only be paid for ten hours for the holiday.

If the employee is required to work on a holiday due to an emergency or other unintended event, the employee shall be paid time and one-half for all hours worked, plus accrue 10 hours of Annual Leave.

For holidays that fall on the employee's regular day off, employees shall accrue Annual Leave hours equal to the number of hours of their regular shift, up to a maximum of ten (10) hours per day. These Annual Leave hours may be used by the employee (including employees on their initial probationary period) as Annual Leave.

**Employees who work without regard to holidays:** (Employees in the following classifications): Public Safety Dispatchers I/II Flex, Animal Control Officer, Senior Public Safety Dispatcher, Forensic Specialist I/II Flex, Jailer, Police Records Technicians I/II Flex, Water Operator I/II Flex, Water Reclamation Operator I/II Flex, Lead Water Reclamation Operator, Lead Water Operator, Senior Reclamation Operator, Senior Utility Service Worker, Lead Utility Service Worker, Utility Service Worker I/II Flex, Community Service Officer I/II Flex, and Utility Service Worker Crew Leader.

For employees who work "without regard to holidays", a holiday will be observed on the actual dates above. Since those employees typically work on a holiday, the employee shall be paid time and one-half for all hours worked on the holiday, plus receive pay for 10 hours in lieu of holiday leave.

If the holiday falls on the employee's regular day off, the employee shall accrue 10 hours of Annual Leave.

If the holiday falls on the employee's regular work day but the employee does not work on that day, then the employee will be paid for their regular shift, up to 10 hours. If the employee's regular shift is longer than 10 hours the employee may supplement Annual Leave or CTO to receive a full paycheck for that day.

**Rules Applicable to All Employees Whether They Work With or Without Regard to Holidays**

Employees that work on the day of an observed holiday shall be paid at time and one-half for all time worked on the holiday, plus holiday pay equal to the number of hours of their regular shift on that day, with a maximum of ten (10) hours.

An employee is deemed to "work" on the day their shift starts. For example, if the holiday falls on Thursday, an employee working a shift that begins Wednesday night and ends on Thursday morning is not considered to work on the holiday; however, an employee whose shift begins Thursday night and ends Friday morning is considered to work on the holiday.

In compliance with the California Public Employees' Retirement System regulations and definition of Special Compensation the additional compensation paid to employees who are normally required to work on holidays because they work positions that require scheduled staffing without regard to holidays shall be reported to CalPERS as compensation earnable or pensionable compensation per Title 2 CCR, Section 571(a)(5) and 571.1(b)(4) as a "Holiday Pay". However, it is ultimately CalPERS who determines whether any form of pay is reportable special compensation.

## **ARTICLE 23 – COMPASSIONATE LEAVE**

Compassionate Leave: Paid leave for up to (5) days, not to exceed 40 hours, may be granted to a regular employee in the case of death in their family. For the purposes of clarification, family is defined as: spouse, parents (natural, adopted or step), legal guardians, siblings, children (natural, adopted or step), grandparents, grandchildren, current in-laws (brother, sister, mother, father, son, daughter, or grandparents). Compassionate leave does not need to be used consecutively, but may be broken up over multiple, non-consecutive days, not to exceed six months after the death of the family member.

## **ARTICLE 24 – JURY DUTY AND WITNESS LEAVE**

### **Section 24.1 – Jury Duty**

1. An employee who is called for jury duty shall be compensated (as though they were working) for those hours of absence due to the jury duty that occurs during the employee's regularly scheduled working hours. Employees are required to provide documentation to Human Resources that they are on jury duty and once completed, provide documentation from the court that they have completed their jury duty service. This documentation is necessary for employees to receive pay for jury duty.
2. If a unit member is required to be absent from work to report for jury duty, the employee will notify their supervisor of the absence as soon as possible, including, a phone message the night before if the employee finds out via a phone recording that they must report the next day.
3. An employee on jury duty must either return to work after the jury service is done for the day if there are still four hours or more left on their shift or call in to their supervisor and ask to use leave to cover the rest of their shift.
4. An employee who is called to jury duty on a non-working day will not receive compensation or be authorized to change their schedule as a result of being called to jury duty.
5. An employee who is scheduled for a swing or graveyard shift on a day they are called to jury service will be authorized to change their work hours in order to report to jury service under the same provisions of 1-3 above.

### **Section 24.2 – Witness Leave**

Any employee who is required to serve as a witness pursuant to a lawful subpoena in any judicial or quasi-judicial proceeding in a manner related to City business shall be allowed time off without loss of pay to perform such duties. All fees to which the employee is entitled by law for such services shall be paid (less transportation allowance, if any) to the City. Per California Labor Code Section 230(b), an employee shall be allowed time off without pay (unless approved Annual Leave is used) to appear at a matter outside the scope of their employment in which the employee is a party.

## **CHAPTER 5 – EMPLOYER – EMPLOYEE RELATIONS**

## **ARTICLE 25 – ASSOCIATION REPRESENTATIVES & ACTIVITIES**

### **Section 25.1 – Association Representatives – Conducting CPSEA Business**

#### **A. Stewards**

The CPSEA may select representatives who will be eligible to receive paid release time (i.e., time away from work during regular work hours) to conduct CPSEA business. The Stewards and alternates shall be selected as follows:

1. (1) Planning & Development, (2) Finance, (3) IT and (4) At Large (any Department); and 2 primary and two alternate from: (5-6) Community Services, (7-8) Public Works, (9-10) Utilities (11-12) Police.
2. 2 primary and 2 alternates from the Police Department, as long as the primary representatives works different shift than the other and the alternate representatives work a different shift than the other.

Employees designated by the CPSEA as “representatives” (or for a particular week, their alternate) shall be permitted to use up to a maximum of two (2) hours per week of paid release time to conduct CPSEA business during their regular working hours provided that permission has been granted in advance from the representative’s department head or designee. Such approval shall not be unreasonably withheld. Employees using release time shall code their time when they submit their time worked as “CPSEA Time Pres/Rep”.

## **B. Officers of the Association**

CPSEA positions designated as officers of the association (as set forth below) who shall be eligible to receive paid release time (i.e., time away from work during regular work hours) to conduct CPSEA business of ten (10) hours per month provided that permission has been granted in advance from the representative’s department head or designee. Such approval shall not be unreasonably withheld.

Employees using release time shall code their time when they submit their time worked as “CPSEA Time Pres/Rep”. The officer positions are in addition to the stewards listed above, and will not be considered as a representative of the work unit from which they come.

There shall be seven (7) officers of the association, which shall consist of the President, first vice president, second vice president, secretary, treasurer, sergeant at arms and clerk. CPSEA shall give the City a written list of employees who have been selected as representatives. This list shall be kept current by CPSEA.

### **Section 25.2 – President/Alternative Release Time**

In addition to the above paid release in Section 25.1, The City agrees to permit the CPSEA President and one (1) other representative each up to ten (10) hours per week of paid release time to conduct CPSEA business during their regular working hours, provided that permission has been granted in advance from these employees’ department heads or designees. Such permission shall not be unreasonably withheld. It is the responsibility of the employees using this time to record it on their time sheet to ensure that accurate records of the use of this time are maintained.

Any employee addressed above may request additional release time if needed subject to approval by the City Manager.

### **Section 25.3 – Negotiations and Grievances**

Time spent in labor negotiations and time spent investigating and processing grievances during an employee’s assigned working hours shall not be deducted from Association paid release time, above.

If release time is requested to attend negotiations or to investigate or process a grievance representatives shall obtain permission from their immediate supervisor by letting the supervisor know that release time is needed to investigate and/or process a grievance or to attend negotiations. If permission to use release

time cannot be granted when requested, the representative will be informed when the time will be made available.

If the representative needs to meet with another employee to effectively investigate or process a grievance, permission shall be obtained from the immediate supervisor in the employee's work location. Permission to leave the job will be granted promptly to the employee unless such absence would cause undue interruption of work. If the employee cannot be made available, the representative will be informed when the employee will be made available.

#### **Section 25.4 – Training for Association Representatives**

The City agrees to allow representatives or alternates, without charge to leave or loss of pay to attend training programs sponsored by CPSEA for a reasonable time, but not to exceed forty (40) hours per representative, on an annual basis, provided that the subject matter of the training session is of mutual concern to the City and CPSEA and the City's interest will be served by the employee's attendance. Attendance at such training programs cannot interfere with the workflow and operations of the City. Employees shall notify their supervisor at least seven (7) calendar days prior to the training. Employees who attend these training programs will only be paid for the hours that cut across their regular work schedule.

#### **Section 25.5 – Time Bank**

The City agrees to establish a "Time Bank" funded by CPSEA members' donation of annual leave for use by members of CPSEA to attend seminars, classes, and conferences. Additionally, any member of CPSEA may receive time off for the welfare of CPSEA members, community service, and any lawful activity of CPSEA with pay drawn from the Time Bank, provided that the employee first receives approval for use of Time Bank funds from the Board of Directors of CPSEA, and subject to the approval of their department head or designee consistent with the operational needs of the employee's department.

#### **Section 25.6 – Access to City Facilities and Use of City Email**

Reasonable access to employee work locations shall be granted to officers of CPSEA and their officially designated representatives for the purpose of processing grievances or contacting members of the organization concerning business within the scope of representation. Such officers or representatives shall not enter any work location without the consent of the Department Head or the Chief Talent Officer. Access shall be restricted so as not to interfere with the normal operations of the department or with established safety or security requirements.

CPSEA may use the City's e-mail system to communicate with its members. Except for de minimis time to send and respond to emails, emails shall be sent by CPSEA representatives utilizing release time per Section 25.1.

CPSEA shall have the right to use City facilities at reasonable times, provided such use does not interfere with City operations and/or programs or duties of the CPSEA members and other City employees. Requests for use of facilities shall be submitted to the appropriate City agent and no reasonable request will be denied. There will be no charge for use of any City facility, except for any additional expense incurred by the City because of such usage.

CPSEA shall be granted use of bulletin boards where they exist in work locations for purposes of posting union-related information only. Material posted shall not contain personal attacks on any City official or employee, and indicate that CPSEA posted it.

### **Section 25.7 – Employee Orientations**

The City shall inform CPSEA of each employee orientation for new employees whose classifications are represented by CPSEA. Per Government Code section 3556, CPSEA is entitled to at least ten (10) days' notice of each employee orientation. While the City will provide CPSEA with at least ten (10) days' notice when it can reasonably do so, there may be circumstances where the City cannot provide the ten (10) days' notice. In those situations, the City will provide as much notice as possible. CPSEA may have up to two representatives attend the employee orientation who shall be provided with up to 30 minutes on paid time to meet with the new employee to discuss the Association.

### **Section 25.8 – Authority to Deduct Dues from Members' Paychecks**

The City will deduct dues and other CPSEA authorized deductions from members of the Association and will remit them to the Association. It is the Association's responsibility to inform the City's Human Resources Department as to which members of the bargaining unit are members of the Association. The Association shall inform the Human Resources Department in writing of any changes in the membership status of any Association members.

The Human Resources Department shall notify CPSEA of separations or unpaid leaves of absence of any CPSEA member.

## **ARTICLE 26 – MANAGEMENT RIGHTS**

The City retains all its exclusive rights and authority under State law, and expressly and exclusively retains its management rights, which include, but are not limited to, the exclusive right to determine the mission of its constituents, departments, commissions, and boards; set standards and levels of service; determine the procedures and standards of selection for employment and promotions; direct its employees; establish and enforce dress and grooming standards; determine the means and methods to relieve its employees from duty because of lack of work or other lawful reasons; maintain the efficiency of governmental operations; determine the methods, means and numbers and kinds of personnel by which governmental operations are to be conducted (including the creation of any classifications; determine the content and intent of job classifications; determine methods of financing; determine style and/or types of City issued wearing apparel, equipment or technology to be used; determine and/or change facilities, methods, technology, means, organizational structure and size and composition of the work force and allocate and assign work by which the City operations are to be conducted; determine and change the number of locations, relocations and types of operations, processes and materials to be used in carrying out all City functions; to assign work in accordance with requirements as determined by the City; establish and modify productivity and performance programs and standards; discharge, suspend, demote, reprimand, withhold salary increases, or otherwise discipline employees in accordance with applicable law; establish employee performance standards, and to require compliance therewith; take all necessary actions to carry out its mission in emergencies; and exercise complete control and discretion over its organization and the technology of performing its work.

In addition to the foregoing, the parties agree that the City may demand to meet and confer over the subject of furloughs.

The exercise by the City through its Council and management representatives of its rights hereunder shall not, in any way, directly or indirectly, be subject to the grievance procedure.

Except in emergencies, or where the City is required to make changes in its operations because of the requirements of law, whenever the exercise of management's rights shall impact employees of the Association in their wages, hours or other conditions of employment, the City agrees to meet and confer with the Association regarding the impact of the exercise of such rights, unless the matter of the exercise of such rights is provided for in this MOU or in personnel rules and salary resolutions. By agreeing to meet and confer with the Association

as to the impact of the exercise and of the foregoing City rights, management's discretion in the exercise of these rights shall not be diminished.

## **ARTICLE 27 – PROBATIONARY PERIOD**

### **Section 27.1 – Length of Probationary Period**

The probationary period for all positions in the bargaining unit shall be one year. Employees on their initial hire probationary period are at-will employees. If an employee passes their probationary period, they shall become regular employees. If an employee is rejected from probation, they are not entitled a hearing to challenge the decision to reject them from probation, but may be entitled to a name clearing hearing, if applicable.

Employees promoted to a higher classification within CPSEA shall be subject to a six-month probationary period. If an employee is rejected from probation having previously passed probation in the classification from which they promoted; they shall be entitled to return to their prior position.

### **Section 27.2 – Extension of Probation**

An employee's probationary period can be extended for three reasons:

1. The employee was on a leave of absence without pay during probation. The employee's probationary period may be extended for the number of workdays the employee was on the leave of absence without pay by providing the employee written notice of the extension prior to the expiration of probation.
2. The employee was unable to work due to an industrially caused injury or illness. The employee's probationary period may be extended for the number of workdays the employee was unable to work due to the industrially caused injury or illness by providing the employee written notice of the extension prior to the expiration of probation.
3. Based on the discretion of the employee's department head with the approval of the Human Resources Department, the employee's probationary period may be extended up to six (6) months in three-month increments. If this decision is made, the City will inform the probationary employee in writing that their probation has been extended prior to expiration of any original or extended probation and will inform the employee of the new date upon which their probationary period will end.

## **ARTICLE 28 – LAYOFF PROCEDURE**

An employee could be subject to lay off for economic reasons:

### **Section 28.1 – Order of Layoff**

No permanent full-time employee shall be laid off while there are emergency, probationary, part-time, or temporary employees (not including federally funded) serving in the same classification. Employees shall be laid off in inverse order of their seniority in their current job classification (plus any time they may have in a higher job classification).

If two employees have equivalent in-class seniority, ties will be broken using their overall full-time City seniority. If there is still a tie, the employee who shall receive a layoff notice shall be the one with the lowest overall rating on their most recent performance evaluation.



## **Section 28.2 – Bumping Rights**

An employee subject to layoff shall be entitled to bump to a position in a classification they previously held if they have more seniority in the classification to which they are bumping, plus any seniority in a higher classification. The employee must have held regular status (i.e., they passed probation) in the classification to which they are bumping. The employee being displaced by the employee exercising bumping rights shall be the employee with the least in-class seniority (including any seniority from a higher classification).

The employee seeking to bump must meet the current minimum qualifications for the position into which they seek to bump and be capable of performing the duties of the position, including the physical and mental demands. The bumped employee shall be laid off unless they have the ability to bump another employee subject to the same requirements of the initial employee who was able to bump.

An employee who is subject to lay off whose former position has been re-titled or reclassified who is denied bumping rights may appeal the decision to deny bumping rights. The employee shall submit a written request to the CPSEA President within three (3) working days of the denial of bumping rights. The CPSEA Board will screen each request. The CPSEA Board has discretion to request a review by an Appeals Committee within one week of receiving the request from the employee. The Appeals Committee shall consist of the CPSEA President or designee, a member of the Human Resources Department, and the Department Director or designee of the department to which the employee seeks to bump. The Appeals Committee shall render a decision within one week, and notification of the Committee's decision will be made to the employee by CPSEA. If the decision of the Appeals Committee is not unanimous, the majority's decision (of the three members) shall be final. However, if the CPSEA representative is the minority, the Association can appeal to the City Manager, whose decision shall be final and not subject to the filing of a grievance.

## **Section 28.3 – Notice of Layoff**

Each employee laid off shall be given written notice of layoff not less than one month prior to the effective date or shall be paid severance. Severance for employees laid off shall be in the amount of 160 hours. Employees who are laid off shall be advised of their reemployment rights. Employees who have accrued Annual Leave will be permitted to remain in paid status and exhaust all Annual Leave.

## **Section 28.4 – Reemployment**

Laid off employees shall be placed on a reemployment list for the classification held at the time of layoff. The reemployment list shall be maintained with the employee with the greatest classification seniority at the top of the list and others in order of classification seniority following. The reemployment list shall exist for two (2) years at which time it will expire.

If a vacancy in that classification from which the employee was laid off becomes available, an employee on the reemployment list will be offered the position. If there is more than one employee on the list, the City may select from the top two (on the list) using seniority and previously received performance evaluations to determine to whom to offer the position. Any employee offered to be reemployed from the reemployment list must respond to the offer within seven (7) calendar days of the offer being made and be available to report to work within fourteen (14) calendar days. An employee who is offered a position off the reemployment list who fails to respond within seven (7) days or is unable to report to work within fourteen (14) days shall be removed from the list. If no former employee on the list decides to accept reemployment, the list shall expire at that time.

An employee who has been laid off and is re-employed within two (2) years from the effective date of their layoff shall be entitled to:

1. Restoration of seniority accrued prior to layoff.
2. The same Annual Leave accrual rate that was in effect prior to layoff.
3. Placement on the salary step held prior to layoff if the employee is reinstated to the same job classification from which they were laid off.

If the person who is re-employed had not satisfactorily completed the required probationary period in the classification prior to layoff, they shall serve a new probationary period upon re-employment.

## **ARTICLE 29 – DISCIPLINE**

Although probationary employees may be rejected from probation for any lawful reason, once an employee passes their probationary period, they shall only be subjected to discipline resulting in the loss of pay (defined as termination, demotion, suspension, or reduction in pay). If the City can support its position by a preponderance of the evidence, such disciplinary action will be subject to the pre-action process described in section 29.1.

### **Section 29.1 – Pre-Action Due Process for Discipline Resulting in Loss of Pay (Termination, Demotion, Suspension, and Reduction in Pay)**

Prior to being subject to any discipline that results in the loss of pay, an employee will first be served with a notice of intent to discipline by their supervisor, manager or department head. This document will set forth the grounds for discipline, the facts supporting the grounds and all evidence to which the employee is entitled by law. The notice of intent to discipline will also advise the employee of any prior discipline which the City representative issuing the notice believes is relevant to the current discipline. In addition, the notice of intent will advise the employee of their right to respond to the proposed discipline either in writing or orally at a meeting. If the employee does not respond within the time limits, the discipline will be imposed.

If the employee chooses to respond in writing, they must ensure their response is received by the representative who issued the notice of intent to discipline within 15 calendar days of receiving the notice of intent to discipline. If the employee wishes to respond orally, they notify the City representative who issued the notice of intent to discipline within 15 calendar days of receiving the notice of intent to discipline informing the representative that they wish to have an oral response. The City representative will advise the employee when the meeting (known as a Skelly meeting) will take place.

At the Skelly meeting (assuming the employee wants to respond orally) the employee has the right to be represented. The Skelly meeting is not a hearing. It is an opportunity for the employee and/or their representative to respond to the notice of intent to discipline.

The City representative who will hear the response shall be the department head or Chief Talent Officer. The decision will either be to impose the proposed discipline, impose no discipline or to impose a lesser discipline. The City representative hearing the response does not have authority to impose discipline that is greater than that which was proposed.

If the discipline is imposed or if it is reduced but there is still some discipline imposed, the City representative shall issue a notice of discipline. Like the notice of intent, the notice of discipline shall set forth the grounds, and facts supporting the discipline as well as any prior discipline relied on by the City representative in imposing the discipline. The notice of discipline will also set forth the employee's appeal rights advising the employee that if they wish to appeal the discipline, they must do so in writing by serving a notice of appeal to the Chief Talent Officer within 15 calendar days.

The Notice of Discipline will set forth the effective date of the discipline.

## **Section 29.2 – Appeal of Discipline Resulting in Loss of Pay – Advisory Arbitration**

If an employee desires to appeal a disciplinary action, they (or their representative) shall submit a written notice of appeal. A representative of the City shall contact either the employee or their identified representative within ten (10) calendar days of receipt of the notice of appeal to determine whether the parties can agree on an advisory arbitrator to hear the appeal. If the parties can agree, the representative for the City shall contact the agreed upon arbitrator to determine their availability for the hearing. If the parties cannot reach agreement on an arbitrator, the Chief Talent Officer or designee will send a letter to the State Mediation and Conciliation Service requesting a list of seven (7) arbitrators. Once the list is received, the representatives of the parties shall strike names until an arbitrator is chosen. The parties shall toss a coin to determine who shall strike the first name. Once the arbitrator is selected, the parties will contact the arbitrator to schedule a hearing.

During the hearing, the formal rules of evidence do not apply. The cost of the list of arbitrators, the arbitrator themselves, and the court reporter shall be split between the City and the Association unless the Association is not financially supporting the appeal by providing paid (i.e., non-city employee) representation for the employee. Once the arbitrator issues their advisory recommendation, they will submit it to the City Manager as well as both parties' representatives.

The Arbitrator's Decision: The arbitrator shall issue their advisory recommendation within thirty (30) calendar days from the conclusion of the hearing.

The City Manager's Role: Within thirty-five days of receipt of the advisory arbitrator's recommendation the City Manager shall issue and send their final written decision to the parties. The City Manager may accept, reject or modify the advisory arbitrator's recommendation or any part thereof. In no case, however, may the City Manager increase the penalty above that imposed by the department head. The City Manager's decision shall be final and binding. In reaching their decision, the City Manager shall review the advisory arbitrator's recommendation and the evidence, both documentary and testimonial, and arguments presented to the advisory arbitration.

Right to File In Court: The employee has the right to appeal the City Manager's decision in accordance with California Code of Civil Procedure section 1094.6 that provides a 90-day statute of limitations.

## **ARTICLE 30 – GRIEVANCE PROCEDURE**

The Grievance Procedure is established to provide a consistent process for the fair and expeditious resolution of grievances.

- A. Definition of a Grievance: A grievance is an allegation by one or more employees or the CPSEA that there has been a misinterpretation, misapplication, or violation of the MOU.
- B. Steps in the Grievance Process
  - 1. Informal Step - (Immediate Supervisor)
    - a. An employee(s) who believes that they have grievance related to their rights under the MOU should present the grievance to their immediate supervisor, orally. If the Association is the grievant, it shall submit the grievance at step 2 as provided below in step 2.
  - 2. Formal Grievance - Step One (Department Head) – Employee or Association
    - a. The employee or their representative shall present the grievance in writing to their Department Head within 60 days of the event giving rise to the grievance. The grievance

must state the nature of the grievance (e.g., Article and Section of the MOU alleged to be violated).

- b. Within seven (7) calendar days of the submission of the grievance, the Department Head, shall meet with the grievant and the grievant's representative, if any. Within seven (7) days of the meeting, the Department Head or designee shall provide a written decision regarding the grievance and send it to the grievant.

3. Formal Step Two - Chief Talent Officer

- a. If the grievant is not satisfied with the decision of the Department Head, the grievant or their representative shall present the grievance in writing to the Chief Talent Officer within 15 calendar days of the response from the Department Head.
- b. Within ten (10) calendar days of the presentation of the grievance the Chief Talent Officer and, if necessary, other City representatives, will meet with the grievant and the grievant's representatives to discuss the grievance. The meeting will take place during regular City Hall business hours at a mutually agreeable time.

The Chief Talent Officer shall, within ten (10) calendar days, provide a written decision regarding the grievance and send it to the grievant.

4. Formal Step Three - (Advisory Arbitration)

- a. If the grievance has not been resolved in the foregoing steps, the grievant or the grievant's representative shall advise the Chief Talent Officer in writing within fifteen (15) calendar days following receipt of the written decision from the Chief Talent Officer that the matter is being appealed to advisory arbitration.
- b. The Chief Talent Officer, within ten (10) calendar days, will request a list of seven arbitrators from the office of State Mediation and Conciliation and the parties will either mutually select an arbitrator or exercise an alternate striking process of the names on the list provided by SMCS with the parties flipping a coin as to which party will make the first strike.
- c. The arbitrator will conduct an arbitration in such manner as they deem appropriate, provided however, each party shall have the right to make opening statements, examine and cross examine witnesses and introduce evidence.
- d. Within 45 days of conclusion of the arbitration, the arbitrator will issue an advisory recommendation to the City Manager and the parties.
- e. The City and the grievant shall share equally the costs of the arbitrator and the court reporter. Each party shall bear their own costs of representation and shall pay the cost of transcripts, if desired.
- f. The City Manager will issue their final decision on the grievance within twenty (20) days of receipt of the advisory recommendation of the arbitrator.
- g. The grievant has the right to appeal the City Manager's decision in accordance with California Code of Civil Procedure section 1094.6 that provides a 90-day statute of limitations.

C. Rules regarding the Grievance Procedure

1. No employee shall be subject to any adverse actions or consequences for filing of a grievance.

2. A grievant is entitled to representation in the preparation and presentation of a grievance at any step in the grievance procedure.
3. Grievances must be filed as described in the steps. Unless there is an agreement in writing to extend any of the time timelines, if the grievance is not timely filed, it shall be deemed to be either untimely or abandoned and no grievance shall be deemed to exist.
4. Grievances involving the same or similar issues may be consolidated for presentation at the discretion of the City.
5. Any grievance may be withdrawn by the grievant at any time.
6. Any step or steps in this grievance procedure can be waived by agreement between the grievant and the City Manager.

### **ARTICLE 31 – FITNESS FOR DUTY**

An employee may be required to participate in a fitness for duty medical examination with City physician if a determination is made that the examination is job-related and consistent with business necessity. The examination may only be requested by the department head, with approval of the Human Resources Department. Such an examination will only be required if it is determined based on objective evidence that the employee is suffering from an injury or illness that may be rendering them unable to perform the essential functions of their job.

### **ARTICLE 32 – NO STRIKE CLAUSE/CONCERTED ACTION**

The parties to this MOU recognize their mutual responsibility to provide the citizens uninterrupted municipal services.

During the term of the MOU no employee of the Unit shall instigate, participate, afford leadership to a strike against the City, or engage in any form of concerted action to withhold service from the City. During the term of the MOU, the City will not lockout any member of the unit from coming to work during their regularly scheduled hours.

### **ARTICLE 33 – ENTIRE AGREEMENT AND SEVERABILITY**

#### **Section 33.1 – Entire Agreement**

Except as herein modified, there shall be no change in wages, hours, working conditions or previously agreed to rights, obligations and relationships expressed in any previous MOU and all rights, privileges, benefits and terms and conditions of employment and the obligations between the parties as of the date of the MOU which are not specifically set forth, shall remain in full force, unchanged and unaffected during the term of this agreement unless changed by mutual consent.

The parties agree that each has had full and unrestricted right and opportunity to make, advance and discuss all matters properly within the province of meeting and conferring. This Memorandum constitutes the full and complete agreement of the parties and there are no others, oral or written, except as herein contained. However, each party may seek the mutual cooperation of the other party in reopening meet and confer regarding wages, hours and other terms and conditions of employment.

The parties acknowledge that there may be terms and conditions of employment not specifically included in this MOU, that may qualify as a past practice. If such past practices exist, notwithstanding the provision above, they cannot be changed without completing the meet and confer process.

**Section 33.2 – Severability**

If any provision of this MOU is deemed by a court of competent jurisdiction to be illegal or otherwise unenforceable, the remaining provisions of this MOU shall remain in full force and effect. In the event of such invalidation, the City and the Association shall meet and confer in good faith concerning such invalidation.

**FOR THE CITY OF CORONA**

\_\_\_\_\_  
Brett Channing  
Assistant City Manager

\_\_\_\_\_  
Date

\_\_\_\_\_  
Lori Sassoon  
Chief Talent Officer

\_\_\_\_\_  
Date

\_\_\_\_\_  
Kim Sitton  
Finance Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
Julie Kennicutt  
Budget Manager

\_\_\_\_\_  
Date

\_\_\_\_\_  
Peter J. Brown  
Chief Labor Negotiator

\_\_\_\_\_  
Date

**FOR THE CORONA PUBLIC SERVICE EMPLOYEES' ASSOCIATION**

\_\_\_\_\_  
Lynsey Walker  
President, CPSEA

\_\_\_\_\_  
Date

\_\_\_\_\_  
Paul DeLaHoya  
First Vice President, CPSEA

\_\_\_\_\_  
Date

\_\_\_\_\_  
Jerry Ferguson  
Second Vice President, CPSEA

\_\_\_\_\_  
Date

\_\_\_\_\_  
Lidia Duarte  
Treasurer, CPSEA

\_\_\_\_\_  
Date

\_\_\_\_\_  
Nicole Auck  
Secretary, CPSEA

\_\_\_\_\_  
Date

\_\_\_\_\_  
Robert Wexler  
Chief Labor Negotiator

\_\_\_\_\_  
Date

## Appendix A – Salary Ranges

Title	Effective December 28, 2024			Effective December 27, 2025			Effective December 26, 2026		
	Range	Bottom Monthly Salary	Top Monthly Salary	Range	Bottom Monthly Salary	Top Monthly Salary	Range	Bottom Monthly Salary	Top Monthly Salary
Accounting/Grants Specialist	165	\$ 5,364	\$ 6,520	188	\$ 6,016	\$ 7,312	194	\$ 6,199	\$ 7,535
Accounting Assistant	75	\$ 3,424	\$ 4,162	98	\$ 3,840	\$ 4,668	104	\$ 3,957	\$ 4,810
Accounting Technician I Flex	105	\$ 3,977	\$ 4,834	128	\$ 4,460	\$ 5,421	134	\$ 4,596	\$ 5,586
Accounting Technician II Flex	125	\$ 4,394	\$ 5,341	148	\$ 4,928	\$ 5,990	154	\$ 5,078	\$ 6,172
Administrative Assistant	126	\$ 4,416	\$ 5,367	139	\$ 4,712	\$ 5,727	145	\$ 4,855	\$ 5,901
Animal Care Technician	96	\$ 3,802	\$ 4,622	105	\$ 3,977	\$ 4,834	111	\$ 4,098	\$ 4,981
Animal Control Officer	116	\$ 4,201	\$ 5,106	125	\$ 4,394	\$ 5,341	131	\$ 4,527	\$ 5,503
Applications Analyst	202	\$ 6,451	\$ 7,841	205	\$ 6,548	\$ 7,960	211	\$ 6,747	\$ 8,201
Applications Analyst (Limited Term)	202	\$ 6,451	\$ 7,841	205	\$ 6,548	\$ 7,960	211	\$ 6,747	\$ 8,201
Assistant Engineer	227	\$ 7,308	\$ 8,883	240	\$ 7,797	\$ 9,478	246	\$ 8,034	\$ 9,766
Assistant Engineer - Traffic	227	\$ 7,308	\$ 8,883	240	\$ 7,797	\$ 9,478	246	\$ 8,034	\$ 9,766
Assistant Planner	188	\$ 6,016	\$ 7,312	197	\$ 6,292	\$ 7,648	203	\$ 6,483	\$ 7,881
Assistant Project Manager	227	\$ 7,308	\$ 8,883	240	\$ 7,797	\$ 9,478	246	\$ 8,034	\$ 9,766
Associate Engineer	247	\$ 8,074	\$ 9,814	260	\$ 8,615	\$ 10,472	266	\$ 8,877	\$ 10,790
Associate Engineer - Traffic	247	\$ 8,074	\$ 9,814	260	\$ 8,615	\$ 10,472	266	\$ 8,877	\$ 10,790
Associate Engineer - Transportation	247	\$ 8,074	\$ 9,814	260	\$ 8,615	\$ 10,472	266	\$ 8,877	\$ 10,790
Associate Planner	208	\$ 6,647	\$ 8,080	217	\$ 6,952	\$ 8,450	223	\$ 7,163	\$ 8,707
Building Inspector I Flex	161	\$ 5,258	\$ 6,391	175	\$ 5,638	\$ 6,853	181	\$ 5,810	\$ 7,062
Building Inspector II Flex	181	\$ 5,810	\$ 7,062	195	\$ 6,230	\$ 7,572	201	\$ 6,419	\$ 7,802
Building Permit Technician I Flex	122	\$ 4,329	\$ 5,261	138	\$ 4,688	\$ 5,699	144	\$ 4,831	\$ 5,872
Building Permit Technician II Flex	142	\$ 4,783	\$ 5,813	158	\$ 5,180	\$ 6,296	164	\$ 5,337	\$ 6,488
CIP Engineer	251	\$ 8,237	\$ 10,012	268	\$ 8,966	\$ 10,898	274	\$ 9,238	\$ 11,229
Code Compliance Inspector I Flex	148	\$ 4,928	\$ 5,990	161	\$ 5,258	\$ 6,391	167	\$ 5,418	\$ 6,585
Code Compliance Inspector II Flex	168	\$ 5,445	\$ 6,618	181	\$ 5,810	\$ 7,062	187	\$ 5,986	\$ 7,276
Code Compliance Technician	128	\$ 4,460	\$ 5,421	141	\$ 4,759	\$ 5,784	147	\$ 4,903	\$ 5,960
Combination Plans Examiner	247	\$ 8,074	\$ 9,814	260	\$ 8,615	\$ 10,472	266	\$ 8,877	\$ 10,790
Community Outreach Specialist	137	\$ 4,665	\$ 5,670	145	\$ 4,855	\$ 5,901	151	\$ 5,002	\$ 6,080
Community Services Officer I Flex	102	\$ 3,918	\$ 4,762	110	\$ 4,077	\$ 4,956	116	\$ 4,201	\$ 5,106
Community Services Officer II Flex	122	\$ 4,329	\$ 5,261	130	\$ 4,505	\$ 5,476	136	\$ 4,642	\$ 5,642
Community Services Program Coordinator	170	\$ 5,499	\$ 6,685	172	\$ 5,555	\$ 6,752	178	\$ 5,723	\$ 6,957
Crime & Intelligence Analyst	188	\$ 6,016	\$ 7,312	197	\$ 6,292	\$ 7,648	203	\$ 6,483	\$ 7,881
Customer Care Specialist I Flex	86	\$ 3,617	\$ 4,397	98	\$ 3,840	\$ 4,668	104	\$ 3,957	\$ 4,810
Customer Care Specialist II Flex	116	\$ 4,201	\$ 5,106	128	\$ 4,460	\$ 5,421	134	\$ 4,596	\$ 5,586
Digital Media Specialist	136	\$ 4,642	\$ 5,642	140	\$ 4,735	\$ 5,756	146	\$ 4,879	\$ 5,930
Electric Utility Analyst	205	\$ 6,548	\$ 7,960	208	\$ 6,647	\$ 8,080	214	\$ 6,849	\$ 8,325
Emergency Services Assistant	113	\$ 4,139	\$ 5,030	117	\$ 4,222	\$ 5,132	123	\$ 4,350	\$ 5,288
Engineering Technician	172	\$ 5,555	\$ 6,752	185	\$ 5,927	\$ 7,204	191	\$ 6,107	\$ 7,423
Environmental Compliance Coordinator	185	\$ 5,927	\$ 7,204	185	\$ 5,927	\$ 7,204	191	\$ 6,107	\$ 7,423
Facilities Maintenance Technician I Flex	110	\$ 4,077	\$ 4,956	122	\$ 4,329	\$ 5,261	128	\$ 4,460	\$ 5,421
Facilities Maintenance Technician II Flex	130	\$ 4,505	\$ 5,476	142	\$ 4,783	\$ 5,813	148	\$ 4,928	\$ 5,990
Fleet Technician I Flex	89	\$ 3,672	\$ 4,463	101	\$ 3,898	\$ 4,738	107	\$ 4,017	\$ 4,882
Fleet Technician II Flex	119	\$ 4,264	\$ 5,183	131	\$ 4,527	\$ 5,503	137	\$ 4,665	\$ 5,670
Forensic Specialist I Flex	157	\$ 5,154	\$ 6,265	176	\$ 5,667	\$ 6,888	182	\$ 5,839	\$ 7,097
Forensic Specialist II Flex	177	\$ 5,695	\$ 6,922	196	\$ 6,261	\$ 7,610	202	\$ 6,451	\$ 7,841
GIS Analyst	202	\$ 6,451	\$ 7,841	205	\$ 6,548	\$ 7,960	211	\$ 6,747	\$ 8,201
Help Desk I	91	\$ 3,709	\$ 4,508	103	\$ 3,937	\$ 4,786	109	\$ 4,057	\$ 4,931
Help Desk II	111	\$ 4,098	\$ 4,981	123	\$ 4,350	\$ 5,288	129	\$ 4,482	\$ 5,448
Help Desk III	141	\$ 4,759	\$ 5,784	153	\$ 5,052	\$ 6,141	159	\$ 5,206	\$ 6,328
Jailer	148	\$ 4,928	\$ 5,990	156	\$ 5,129	\$ 6,234	162	\$ 5,284	\$ 6,423
Janitor	52	\$ 3,053	\$ 3,711	64	\$ 3,241	\$ 3,940	70	\$ 3,340	\$ 4,059
Junior Applications Analyst	178	\$ 5,723	\$ 6,957	181	\$ 5,810	\$ 7,062	187	\$ 5,986	\$ 7,276
Junior Data Analyst	178	\$ 5,723	\$ 6,957	181	\$ 5,810	\$ 7,062	187	\$ 5,986	\$ 7,276
Junior Network Analyst	178	\$ 5,723	\$ 6,957	181	\$ 5,810	\$ 7,062	187	\$ 5,986	\$ 7,276
Landscape Maintenance District (LMD) Inspector	194	\$ 6,199	\$ 7,535	206	\$ 6,581	\$ 7,999	212	\$ 6,781	\$ 8,242
Lead Animal Control Officer	156	\$ 5,129	\$ 6,234	165	\$ 5,364	\$ 6,520	171	\$ 5,527	\$ 6,718
Lead Customer Care Specialist	194	\$ 6,199	\$ 7,535	206	\$ 6,581	\$ 7,999	212	\$ 6,781	\$ 8,242
Lead Facilities Maintenance Technician	190	\$ 6,076	\$ 7,386	202	\$ 6,451	\$ 7,841	208	\$ 6,647	\$ 8,080
Lead Fleet Technician	179	\$ 5,752	\$ 6,991	191	\$ 6,107	\$ 7,423	197	\$ 6,292	\$ 7,648
Lead Parks & Landscape Technician	190	\$ 6,076	\$ 7,386	202	\$ 6,451	\$ 7,841	208	\$ 6,647	\$ 8,080



## Appendix A – Salary Ranges

Title	Effective December 28, 2024			Effective December 27, 2025			Effective December 26, 2026		
	Range	Bottom Monthly Salary	Top Monthly Salary	Range	Bottom Monthly Salary	Top Monthly Salary	Range	Bottom Monthly Salary	Top Monthly Salary
Lead Police Records Technician	139	\$ 4,712	\$ 5,727	152	\$ 5,027	\$ 6,111	158	\$ 5,180	\$ 6,296
Lead Public Works Inspector	240	\$ 7,797	\$ 9,478	254	\$ 8,361	\$ 10,163	260	\$ 8,615	\$ 10,472
Lead Purchasing Specialist	219	\$ 7,022	\$ 8,535	237	\$ 7,681	\$ 9,337	243	\$ 7,915	\$ 9,621
Lead Utility Maintenance Technician	236	\$ 7,643	\$ 9,290	247	\$ 8,074	\$ 9,814	253	\$ 8,320	\$ 10,113
Lead Utility Service Worker	206	\$ 6,581	\$ 7,999	217	\$ 6,952	\$ 8,450	223	\$ 7,163	\$ 8,707
Lead Warehouse Specialist	125	\$ 4,394	\$ 5,341	137	\$ 4,665	\$ 5,670	143	\$ 4,807	\$ 5,842
Lead Water Operator	247	\$ 8,074	\$ 9,814	247	\$ 8,074	\$ 9,814	253	\$ 8,320	\$ 10,113
Lead Water Reclamation Operator	247	\$ 8,074	\$ 9,814	247	\$ 8,074	\$ 9,814	253	\$ 8,320	\$ 10,113
Librarian I Flex	144	\$ 4,831	\$ 5,872	156	\$ 5,129	\$ 6,234	162	\$ 5,284	\$ 6,423
Librarian II Flex	164	\$ 5,337	\$ 6,488	176	\$ 5,667	\$ 6,888	182	\$ 5,839	\$ 7,097
Library Specialist I Flex	81	\$ 3,528	\$ 4,288	91	\$ 3,709	\$ 4,508	97	\$ 3,821	\$ 4,645
Library Specialist II Flex	101	\$ 3,898	\$ 4,738	111	\$ 4,098	\$ 4,981	117	\$ 4,222	\$ 5,132
Maintenance Planner	216	\$ 6,918	\$ 8,408	227	\$ 7,308	\$ 8,883	233	\$ 7,530	\$ 9,152
Meter Service Technician	131	\$ 4,527	\$ 5,503	138	\$ 4,688	\$ 5,699	144	\$ 4,831	\$ 5,872
Network Analyst	222	\$ 7,128	\$ 8,664	225	\$ 7,235	\$ 8,794	231	\$ 7,455	\$ 9,062
Nurse Educator	268	\$ 8,966	\$ 10,898	270	\$ 9,056	\$ 11,007	276	\$ 9,331	\$ 11,342
Office Assistant	71	\$ 3,356	\$ 4,080	83	\$ 3,563	\$ 4,331	89	\$ 3,672	\$ 4,463
Park Planner	208	\$ 6,647	\$ 8,080	217	\$ 6,952	\$ 8,450	223	\$ 7,163	\$ 8,707
Parks & Landscape Technician I Flex	110	\$ 4,077	\$ 4,956	122	\$ 4,329	\$ 5,261	128	\$ 4,460	\$ 5,421
Parks & Landscape Technician II Flex	130	\$ 4,505	\$ 5,476	142	\$ 4,783	\$ 5,813	148	\$ 4,928	\$ 5,990
Plan Check Engineer	247	\$ 8,074	\$ 9,814	260	\$ 8,615	\$ 10,472	266	\$ 8,877	\$ 10,790
Planning Technician	138	\$ 4,688	\$ 5,699	147	\$ 4,903	\$ 5,960	153	\$ 5,052	\$ 6,141
Police Program Coordinator	157	\$ 5,154	\$ 6,265	165	\$ 5,364	\$ 6,520	171	\$ 5,527	\$ 6,718
Police Records Technician I Flex	79	\$ 3,493	\$ 4,246	92	\$ 3,727	\$ 4,530	98	\$ 3,840	\$ 4,668
Police Records Technician II Flex	99	\$ 3,859	\$ 4,691	112	\$ 4,118	\$ 5,005	118	\$ 4,243	\$ 5,158
Project Coordinator	228	\$ 7,344	\$ 8,927	230	\$ 7,418	\$ 9,017	236	\$ 7,643	\$ 9,290
Project Manager	247	\$ 8,074	\$ 9,814	260	\$ 8,615	\$ 10,472	266	\$ 8,877	\$ 10,790
Property & Evidence Technician	123	\$ 4,350	\$ 5,288	139	\$ 4,712	\$ 5,727	145	\$ 4,855	\$ 5,901
Public Safety Dispatch Call Taker	126	\$ 4,416	\$ 5,367	139	\$ 4,712	\$ 5,727	145	\$ 4,855	\$ 5,901
Public Safety Dispatcher I Flex	157	\$ 5,154	\$ 6,265	165	\$ 5,364	\$ 6,520	171	\$ 5,527	\$ 6,718
Public Safety Dispatcher II Flex	177	\$ 5,695	\$ 6,922	185	\$ 5,927	\$ 7,204	191	\$ 6,107	\$ 7,423
Public Safety Emergency Communications Support Specialist	202	\$ 6,451	\$ 7,841	205	\$ 6,548	\$ 7,960	211	\$ 6,747	\$ 8,201
Public Safety Information Coordinator	212	\$ 6,781	\$ 8,242	216	\$ 6,918	\$ 8,408	222	\$ 7,128	\$ 8,664
Public Safety Technical Support Engineer	222	\$ 7,128	\$ 8,664	225	\$ 7,235	\$ 8,794	231	\$ 7,455	\$ 9,062
Public Works Inspector I Flex	161	\$ 5,258	\$ 6,391	175	\$ 5,638	\$ 6,853	181	\$ 5,810	\$ 7,062
Public Works Inspector II Flex	181	\$ 5,810	\$ 7,062	195	\$ 6,230	\$ 7,572	201	\$ 6,419	\$ 7,802
Public Works Permit Technician I Flex	122	\$ 4,329	\$ 5,261	138	\$ 4,688	\$ 5,699	144	\$ 4,831	\$ 5,872
Public Works Permit Technician II Flex	142	\$ 4,783	\$ 5,813	158	\$ 5,180	\$ 6,296	164	\$ 5,337	\$ 6,488
Purchasing Assistant	99	\$ 3,859	\$ 4,691	117	\$ 4,222	\$ 5,132	123	\$ 4,350	\$ 5,288
Purchasing Specialist I Flex	139	\$ 4,712	\$ 5,727	157	\$ 5,154	\$ 6,265	163	\$ 5,311	\$ 6,455
Purchasing Specialist II Flex	159	\$ 5,206	\$ 6,328	177	\$ 5,695	\$ 6,922	183	\$ 5,868	\$ 7,132
Range Master	177	\$ 5,695	\$ 6,922	196	\$ 6,261	\$ 7,610	202	\$ 6,451	\$ 7,841
Real-Time Information Center Operator	161	\$ 5,258	\$ 6,391	175	\$ 5,638	\$ 6,853	181	\$ 5,810	\$ 7,062
Recreation Specialist	123	\$ 4,350	\$ 5,288	125	\$ 4,394	\$ 5,341	131	\$ 4,527	\$ 5,503
Recycling & Program Analyst	175	\$ 5,638	\$ 6,853	177	\$ 5,695	\$ 6,922	183	\$ 5,868	\$ 7,132
Regulatory Compliance Specialist I Flex	131	\$ 4,527	\$ 5,503	138	\$ 4,688	\$ 5,699	144	\$ 4,831	\$ 5,872
Regulatory Compliance Specialist II Flex	171	\$ 5,527	\$ 6,718	178	\$ 5,723	\$ 6,957	184	\$ 5,897	\$ 7,168
SCADA Engineer	227	\$ 7,308	\$ 8,883	240	\$ 7,797	\$ 9,478	246	\$ 8,034	\$ 9,766
Security Analyst	202	\$ 6,451	\$ 7,841	205	\$ 6,548	\$ 7,960	211	\$ 6,747	\$ 8,201
Senior Accounting Technician	155	\$ 5,103	\$ 6,203	178	\$ 5,723	\$ 6,957	184	\$ 5,897	\$ 7,168
Senior Administrative Assistant	146	\$ 4,879	\$ 5,930	159	\$ 5,206	\$ 6,328	165	\$ 5,364	\$ 6,520
Senior Building Inspector	211	\$ 6,747	\$ 8,201	225	\$ 7,235	\$ 8,794	231	\$ 7,455	\$ 9,062
Senior Building Permit Technician	172	\$ 5,555	\$ 6,752	188	\$ 6,016	\$ 7,312	194	\$ 6,199	\$ 7,535
Senior Code Compliance Inspector	198	\$ 6,324	\$ 7,686	211	\$ 6,747	\$ 8,201	217	\$ 6,952	\$ 8,450
Senior Customer Care Specialist	146	\$ 4,879	\$ 5,930	158	\$ 5,180	\$ 6,296	164	\$ 5,337	\$ 6,488
Senior Facilities Maintenance Technician	160	\$ 5,232	\$ 6,359	172	\$ 5,555	\$ 6,752	178	\$ 5,723	\$ 6,957
Senior Fleet Technician	149	\$ 4,953	\$ 6,020	161	\$ 5,258	\$ 6,391	167	\$ 5,418	\$ 6,585
Senior Librarian	184	\$ 5,897	\$ 7,168	196	\$ 6,261	\$ 7,610	202	\$ 6,451	\$ 7,841

## Appendix A – Salary Ranges

Title	Effective December 28, 2024			Effective December 27, 2025			Effective December 26, 2026		
	Range	Bottom Monthly Salary	Top Monthly Salary	Range	Bottom Monthly Salary	Top Monthly Salary	Range	Bottom Monthly Salary	Top Monthly Salary
Senior Office Assistant	86	\$ 3,617	\$ 4,397	98	\$ 3,840	\$ 4,668	104	\$ 3,957	\$ 4,810
Senior Park Ranger	138	\$ 4,688	\$ 5,699	140	\$ 4,735	\$ 5,756	146	\$ 4,879	\$ 5,930
Senior Parks & Landscape Technician	160	\$ 5,232	\$ 6,359	172	\$ 5,555	\$ 6,752	178	\$ 5,723	\$ 6,957
Senior Public Safety Dispatcher	197	\$ 6,292	\$ 7,648	205	\$ 6,548	\$ 7,960	211	\$ 6,747	\$ 8,201
Senior Public Safety Technical Support Engineer	232	\$ 7,492	\$ 9,107	235	\$ 7,605	\$ 9,244	241	\$ 7,836	\$ 9,525
Senior Public Works Inspector	211	\$ 6,747	\$ 8,201	225	\$ 7,235	\$ 8,794	231	\$ 7,455	\$ 9,062
Senior Public Works Permit Technician	172	\$ 5,555	\$ 6,752	188	\$ 6,016	\$ 7,312	194	\$ 6,199	\$ 7,535
Senior Purchasing Specialist	189	\$ 6,046	\$ 7,349	207	\$ 6,614	\$ 8,039	213	\$ 6,815	\$ 8,284
Senior Regulatory Compliance Specialist	211	\$ 6,747	\$ 8,201	218	\$ 6,987	\$ 8,493	224	\$ 7,199	\$ 8,751
Senior SCADA Engineer	257	\$ 8,487	\$ 10,316	270	\$ 9,056	\$ 11,007	276	\$ 9,331	\$ 11,342
Senior Street Maintenance Worker	149	\$ 4,953	\$ 6,020	161	\$ 5,258	\$ 6,391	167	\$ 5,418	\$ 6,585
Senior Sustainability Specialist	211	\$ 6,747	\$ 8,201	218	\$ 6,987	\$ 8,493	224	\$ 7,199	\$ 8,751
Senior Systems Engineer	222	\$ 7,128	\$ 8,664	225	\$ 7,235	\$ 8,794	231	\$ 7,455	\$ 9,062
Senior Utility Maintenance Technician	216	\$ 6,918	\$ 8,408	227	\$ 7,308	\$ 8,883	233	\$ 7,530	\$ 9,152
Senior Utility Service Worker	166	\$ 5,391	\$ 6,553	177	\$ 5,695	\$ 6,922	183	\$ 5,868	\$ 7,132
Social Media Specialist	136	\$ 4,642	\$ 5,642	140	\$ 4,735	\$ 5,756	146	\$ 4,879	\$ 5,930
Software Developer	232	\$ 7,492	\$ 9,107	235	\$ 7,605	\$ 9,244	241	\$ 7,836	\$ 9,525
Storm Water Compliance Specialist	185	\$ 5,927	\$ 7,204	185	\$ 5,927	\$ 7,204	191	\$ 6,107	\$ 7,423
Street Light Maintenance Technician	147	\$ 4,903	\$ 5,960	158	\$ 5,180	\$ 6,296	164	\$ 5,337	\$ 6,488
Street Maintenance Crew Leader	179	\$ 5,752	\$ 6,991	191	\$ 6,107	\$ 7,423	197	\$ 6,292	\$ 7,648
Street Maintenance Worker I Flex	89	\$ 3,672	\$ 4,463	101	\$ 3,898	\$ 4,738	107	\$ 4,017	\$ 4,882
Street Maintenance Worker II Flex	119	\$ 4,264	\$ 5,183	131	\$ 4,527	\$ 5,503	137	\$ 4,665	\$ 5,670
Street Sign Maintenance Technician	147	\$ 4,903	\$ 5,960	158	\$ 5,180	\$ 6,296	164	\$ 5,337	\$ 6,488
Sustainability Specialist I Flex	131	\$ 4,527	\$ 5,503	138	\$ 4,688	\$ 5,699	144	\$ 4,831	\$ 5,872
Sustainability Specialist II Flex	171	\$ 5,527	\$ 6,718	178	\$ 5,723	\$ 6,957	184	\$ 5,897	\$ 7,168
Systems Engineer	202	\$ 6,451	\$ 7,841	205	\$ 6,548	\$ 7,960	211	\$ 6,747	\$ 8,201
Traffic Engineering Technician	153	\$ 5,052	\$ 6,141	164	\$ 5,337	\$ 6,488	170	\$ 5,499	\$ 6,685
Traffic Maintenance Technician	147	\$ 4,903	\$ 5,960	158	\$ 5,180	\$ 6,296	164	\$ 5,337	\$ 6,488
Traffic Management Technician I	187	\$ 5,986	\$ 7,276	198	\$ 6,324	\$ 7,686	204	\$ 6,516	\$ 7,920
Traffic Management Technician II	207	\$ 6,614	\$ 8,039	218	\$ 6,987	\$ 8,493	224	\$ 7,199	\$ 8,751
Traffic Signal Coordinator	227	\$ 7,308	\$ 8,883	238	\$ 7,720	\$ 9,384	244	\$ 7,954	\$ 9,669
Traffic Signal Technician	187	\$ 5,986	\$ 7,276	198	\$ 6,324	\$ 7,686	204	\$ 6,516	\$ 7,920
Trails Planner	208	\$ 6,647	\$ 8,080	217	\$ 6,952	\$ 8,450	223	\$ 7,163	\$ 8,707
Utility Maintenance Technician I Flex	176	\$ 5,667	\$ 6,888	187	\$ 5,986	\$ 7,276	193	\$ 6,168	\$ 7,497
Utility Maintenance Technician II Flex	196	\$ 6,261	\$ 7,610	207	\$ 6,614	\$ 8,039	213	\$ 6,815	\$ 8,284
Utility Service Worker I Flex	106	\$ 3,997	\$ 4,858	117	\$ 4,222	\$ 5,132	123	\$ 4,350	\$ 5,288
Utility Service Worker II Flex	126	\$ 4,416	\$ 5,367	137	\$ 4,665	\$ 5,670	143	\$ 4,807	\$ 5,842
Utility Service Worker Crew Leader/Equipment Operator	186	\$ 5,956	\$ 7,240	197	\$ 6,292	\$ 7,648	203	\$ 6,483	\$ 7,881
Warehouse Specialist	95	\$ 3,783	\$ 4,599	107	\$ 4,017	\$ 4,882	113	\$ 4,139	\$ 5,030
Water Operator I Flex	151	\$ 5,002	\$ 6,080	151	\$ 5,002	\$ 6,080	157	\$ 5,154	\$ 6,265
Water Operator II Flex	191	\$ 6,107	\$ 7,423	191	\$ 6,107	\$ 7,423	197	\$ 6,292	\$ 7,648
Water Operator III Flex	231	\$ 7,455	\$ 9,062	231	\$ 7,455	\$ 9,062	237	\$ 7,681	\$ 9,337
Water Reclamation Operator I Flex	151	\$ 5,002	\$ 6,080	151	\$ 5,002	\$ 6,080	157	\$ 5,154	\$ 6,265
Water Reclamation Operator II Flex	191	\$ 6,107	\$ 7,423	191	\$ 6,107	\$ 7,423	197	\$ 6,292	\$ 7,648
Water Reclamation Operator III Flex	231	\$ 7,455	\$ 9,062	231	\$ 7,455	\$ 9,062	237	\$ 7,681	\$ 9,337
Water Resources Field Representative	131	\$ 4,527	\$ 5,503	138	\$ 4,688	\$ 5,699	144	\$ 4,831	\$ 5,872

## Appendix B – Uniform Value

Dept	Position	Uniform Group	Annual Value
Police	Community Services Officer (I and II)	Police Other	\$ 200
Com Svcs	Facilities Maintenance Technician (I and II)	Facilities - CPSEA	\$ 330
Pub Wks	Fleet Technician (I and II)	Fleet - CPSEA	\$ 270
Com Svcs	Lead Facilities Maintenance Technician	Facilities - CPSEA	\$ 330
Pub Wks	Lead Fleet Technician	Fleet - CPSEA	\$ 270
Com Svcs	Lead Parks & Landscape Technician	Parks - CPSEA	\$ 360
Police	Lead Police Records Technician	Records	\$ 310
Utilities	Lead Utility Maintenance Technician	Utilities - CPSEA	\$ 330
Utilities	Lead Utility Service Worker	Utilities - CPSEA	\$ 330
Utilities	Lead Water Operator	Utilities - CPSEA	\$ 330
Utilities	Lead Water Reclamation Operator	Utilities - CPSEA	\$ 330
Utilities	Maintenance Planner	Utilities - CPSEA	\$ 330
Com Svcs	Parks & Landscape Technician (I and II)	Parks - CPSEA	\$ 360
Police	Police Records Technician (I and II)	Records	\$ 310
Police	Property Administrator	Police Other	\$ 200
Police	Public Safety Dispatch Call Taker	Dispatch	\$ 240
Police	Public Safety Dispatcher (I and II)	Dispatch	\$ 240
Police	Range Master	Police Other	\$ 200
Utilities	SCADA Engineer	Utilities - CPSEA	\$ 330
Pub Wks	Senior Fleet Technician	Fleet - CPSEA	\$ 270
Com Svcs	Senior Parks & Landscape Technician	Parks - CPSEA	\$ 360
Police	Senior Public Safety Dispatcher	Dispatch	\$ 240
Utilities	Senior SCADA Engineer	Utilities - CPSEA	\$ 330
Pub Wks	Senior Street Maintenance Worker	Streets/Traffic	\$ 300
Utilities	Senior Utility Maintenance Technician	Utilities - CPSEA	\$ 330
Utilities	Senior Utility Service Worker	Utilities - CPSEA	\$ 330
Pub Wks	Street Light Maintenance Technician	Streets/Traffic	\$ 300
Pub Wks	Street Maintenance Crew Leader	Streets/Traffic	\$ 300
Pub Wks	Street Maintenance Worker (I and II)	Streets/Traffic	\$ 300
Pub Wks	Street Sign Maintenance Technician	Streets/Traffic	\$ 300
Pub Wks	Traffic Maintenance Techniciana	Streets/Traffic	\$ 300
Utilities	Utility Maintenance Technician (I and II)	Utilities - CPSEA	\$ 330
Utilities	Utility Service Worker (I and II)	Utilities - CPSEA	\$ 330
Utilities	Utility Service Worker Crew Leader/Equipment Operator	Utilities - CPSEA	\$ 330
Utilities	Water Operator (I, II and III)	Utilities - CPSEA	\$ 330
Utilities	Water Reclamation Operator (I, II and III)	Utilities - CPSEA	\$ 330
Utilities	Water Resources Field Representative	Utilities - CPSEA	\$ 330