



CITY OF
LA MESA
JEWEL of the HILLS

**MEMORANDUM
OF
UNDERSTANDING
2020-2022**

**LA MESA
CITY EMPLOYEES' ASSOCIATION**

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Memorandum of Understanding

Between

CITY OF LA MESA, CALIFORNIA

and

**LA MESA CITY EMPLOYEES' ASSOCIATION
hereinafter known as ASSOCIATION**

SECTION 1.01 INTENT AND PURPOSE

This MOU is the result of meeting and conferring by representatives of the City of La Mesa, California, (hereinafter referred to as "CITY") as the employer, and EMPLOYEES (herein referred to as "EMPLOYEES") represented by the La Mesa City Employees' Association (hereinafter referred to as the "ASSOCIATION").

The terms and conditions of employment that are set forth in this MOU have been discussed in good faith between CITY and the ASSOCIATION. The ASSOCIATION has recommended to its members and its membership has approved all of the terms and conditions of employment as set forth herein, and CITY agrees to recommend to the City Council of the City of La Mesa that all the terms and conditions of employment as set forth herein be incorporated in full in a resolution of the City Council. Upon the adoption of such resolution, all the terms and conditions of employment of this MOU so incorporated shall become effective without further action by either party on July 1, 2020.

SECTION 1.02 COVERAGE

This MOU covers all work for the City of La Mesa by EMPLOYEES, except management and confidential position employees, in the classifications listed in Section 1.46.

SECTION 1.03 SCOPE OF MEETING AND CONFERRING

The scope of representation shall include wages, hours and other terms and conditions of employment. Notwithstanding the foregoing, nothing is intended to circumscribe or modify the exclusive Management Rights of the City of La Mesa.

SECTION 1.03.01 COMMUNICATION AND NOTICE REQUIREMENTS

The CITY shall provide the ASSOCIATION with agendas for all Council meetings. The ASSOCIATION shall be given the opportunity to meet and confer with the CITY prior to adoption of any proposed ordinance, rule, or regulation relating to matters within the scope of representation by the ASSOCIATION as required by law. Except in cases of emergency, the agendas shall be distributed at least seventy-two (72) hours prior to implementation (or consideration by the City Council) of any proposed ordinance, rule or

regulation.

In cases of emergency, pursuant to State Law, when the CITY determines that an ordinance, rule or regulation must be adopted immediately without prior notice or meeting with the ASSOCIATION, the CITY shall provide such notice and opportunity to meet at the earliest practicable time following the adoption of such ordinance, rule or regulation.

All communications and/or notices sent by the ASSOCIATION to the CITY shall be addressed to the Director of Administrative Services, City of La Mesa.

All communications and/or notices sent by the CITY to the ASSOCIATION shall be addressed to the President, La Mesa City Employees' Association.

It shall be the responsibility of the ASSOCIATION to provide written notice to the CITY of the name and of the current La Mesa City Employees' Association President and to provide timely written updates in the event of a change in the President of the La Mesa City Employees' Association.

SECTION 1.03.02 LABOR-MANAGEMENT COMMITTEE

The CITY and the ASSOCIATION agree to establish a Labor-Management Committee. The purpose of this Committee is to discuss issues relating to this agreement, and other issues of mutual interest. The Committee shall have no authority to change, modify, alter, or amend this agreement. It is the intent of the parties to foster a cooperative atmosphere and harmonious working relations.

The Committee shall be composed of the President of the La Mesa City Employees' Association or his/her designee, one (1) staff representative from the ASSOCIATION, and two (2) additional employee representatives of the ASSOCIATION. The CITY representatives shall be the Director of Administrative Services and two (2) additional management employees as appointed by the City Manager.

Meetings shall be held when mutually agreed upon and at times that are mutually acceptable to both parties. Prior to each meeting the President and the Director of Administrative Services will develop an Agenda for each meeting. Additional parties may attend the meeting upon the mutual approval of the President and the Director of Administrative Services.

This Committee shall meet approximately two (2) times per year.

SECTION 1.03.03 MEETING WITH UNIT MEMBERS

The CITY grants the ASSOCIATION the opportunity to meet with all of its bargaining unit members twice per year, July 1-June 30, for each year of the contract to discuss ASSOCIATION membership and other issues of importance to the ASSOCIATION. These meetings will occur on CITY paid time and will last no longer than two hours, including

travel time. Scheduling of these meetings will be approved by the CITY prior to the meetings being held.

SECTION 1.04 MEET AND CONFER PROCESS

A reasonable number, not to exceed five, of City EMPLOYEE representatives will be allowed reasonable time off without loss of compensation or other benefits when formally meeting and conferring with representatives of the CITY on matters within the scope of representation.

SECTION 1.05 ACCESS TO WORK LOCATIONS

Reasonable access to EMPLOYEE work locations shall be granted officers of the ASSOCIATION and its official representatives, for the purpose of processing grievances or contacting members of the ASSOCIATION 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 Director of Administrative Services. Access shall be restricted so as not to interfere with the normal operations of the department or with established safety or security requirements.

The ASSOCIATION may designate up to six (6) Association Representatives to represent EMPLOYEES. Association Representatives shall request from their immediate supervisor and shall be allowed reasonable time off during duty hours for the purpose of investigating disciplinary matters and grievances and of attending disciplinary appeal and grievance hearings, provided the time requested does not substantially impact departmental operations. In the event the Association Representative cannot be released as requested, the supervisor shall provide an alternate time within the next three (3) working days. Association Representatives shall be designated in advance by written notice from the ASSOCIATION to the Director of Administrative Services and the Association Representative's Department Head.

Representation at disciplinary appeal and grievance hearings will be limited to two representatives of the ASSOCIATION. This will however never include more than one employee.

Solicitation of membership and activities concerned with the internal management of the ASSOCIATION, such as collecting dues, holding membership meetings, campaigning for office, conducting elections and distributing literature shall not be conducted during working hours, excluding breaks and lunch periods and except as stated in Section 1.03.03. Upon request by the ASSOCIATION, the CITY will provide informational materials prepared by the ASSOCIATION to new EMPLOYEES as part of the CITY's regular orientation of new EMPLOYEES subject to the prior approval of such materials by the Director of Administrative Services. Such materials shall be provided by the ASSOCIATION at no cost to the ASSOCIATION.

CITY shall notify the appropriate ASSOCIATION representative of new bargaining unit

EMPLOYEES upon hire. The ASSOCIATION may then contact the new EMPLOYEE and arrange for a meeting with the EMPLOYEE.

SECTION 1.06 USE OF CITY FACILITIES

The ASSOCIATION may, with approval of the Director of Administrative Services or their designated representative, be granted the use of City facilities during non-work hours for meeting of City EMPLOYEES provided space is available, and provided such meetings are not used for membership drives of City EMPLOYEES except as stated in Section 1.03.03. All such requests shall be in writing and shall state the purpose or purposes of the meeting. The use of City equipment other than items normally used in the conduct of business meetings (such as desks, chairs, blackboards, and audio/visual equipment normally present in CITY facilities) is strictly prohibited, the presence of other equipment in approved CITY facilities notwithstanding.

The CITY will permit the use of the CITY e-mail system for notification of meetings and social events not more than twice monthly upon approval of the Director of Administrative Services.

The CITY will permit the ASSOCIATION to provide vending machine services at City Hall for the benefit of the employees assigned at that facility. Any revenue generated at that location will be utilized to provide enhancements for the enjoyment of the employees who use the break room.

SECTION 1.07 USE OF BULLETIN BOARDS

A reasonable amount of space shall be provided to the ASSOCIATION for the exclusive use of the ASSOCIATION for communications with represented employees. The ASSOCIATION may request bulletin boards to be provided based on the access needs of the represented employees and the CITY will not unreasonably deny such request. The ASSOCIATION shall be responsible to maintain space provided in an orderly condition and shall remove outdated materials.

Materials posted on Bulletin Boards are not to be derogatory, offensive or in conflict with any City policies. Management reserves the right to remove of any inappropriate items.

The ASSOCIATION will be provided bulletin board space at Community Services, subject to all the conditions stated in this section.

SECTION 1.08 LMCEA DUES DEDUCTIONS

A. Authority

All employees represented by the LMCEA have the right to join or not join the LMCEA. The conditions for dues deductions shall be as follows:

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- 1) LMCEA shall be responsible for maintaining membership and dues deduction authorization forms. LMCEA shall also maintain a current list of its members and shall certify to the CITY the names of members authorizing deductions and the amount.
- 2) In the event of a dispute as to whether a CITY employee is an LMCEA member that has authorized dues deductions, the CITY may request to review the authorization.
- 3) No dues, fee or contribution deduction shall be made during any pay period when the employee has no pay or the employee's earnings are insufficient, after all other deductions are made, to cover the full amount of the dues, fee, or contribution. In such cases, no deductions shall be made from future earnings to cover said pay period.
- 4) The LMCEA shall advise the City, in writing, of the dues to be deducted. Any change in the amounts will be submitted to the City, in writing, at least thirty (30) days prior to the effective date of such change.
- 5) All deducted dues shall be remitted to the LMCEA no later than thirty (30) calendar days after deduction. The City shall also provide an itemized statement detailing each employee's name and amount of deduction.
- 6) It is agreed that the City assumes no obligations to, in any manner, enforce the provisions of the above paragraphs beyond implementing any valid payroll deduction authorizations by LMCEA members. .
- 7) It is recognized that LMCEA, as the exclusive representative of all unit employees, is required to represent all unit employees fairly and equally without regard to union membership or non-membership or their assertion of rights under this MOU or the law.

LMCEA agrees to and shall indemnify and hold harmless the City of La Mesa, its Council, boards, commissions, officers, agents, servants and employees from and against any and all loss, damages, liability, claims, suits, costs and expenses, whatsoever, including reasonable attorneys' fees arising from or in any manner connected with the operation of this provision.

SECTION 1.09 GRIEVANCES

To support the current provisions of the La Mesa Municipal Code as outlined under Title 3, Personnel, a grievance procedure is outlined in Annex A attached hereto.

SECTION 1.10 GENERAL

The merit system as it pertains to the selection and promotion of personnel shall not be

compromised through the meeting and conferring process.

In order to qualify for the benefits listed in this Memorandum of Understanding, an EMPLOYEE must be in a regular status position unless otherwise authorized by the City Manager.

The CITY will correct errors in record keeping and will make retroactive adjustments for salary and leave time purposes. Unless specifically provided by law or elsewhere in this Memorandum of Understanding, such adjustments will be limited to a maximum period of one year prior to the time of discovery. Any additional monies owed by the EMPLOYEE, or owed the CITY, will be retroactive for one year only. For purposes of this section, discovery is that date on which the CITY notifies the EMPLOYEE, or that date on which the EMPLOYEE notifies the CITY of such error.

SECTION 1.10.01 DRUG FREE WORKPLACE

The CITY and the ASSOCIATION both agree that the use, and/or being under the influence of alcohol and/or drugs on the job may detrimentally affect the work performance, safety and security of EMPLOYEES and commit to a "drug free workplace."

SECTION 1.10.02 TOBACCO PRODUCT USE

The CITY and the ASSOCIATION both agree that the use of cigarettes and other tobacco products can adversely affect the health and work performance of EMPLOYEES, and commit to a "tobacco free workplace." This will mean that EMPLOYEES shall not smoke or use tobacco products while on duty. For purposes of this section, "on duty" does not include lunch or rest periods as defined in Section 1.11 of this MOU. All EMPLOYEES are not permitted to smoke while in CITY buildings or in CITY vehicles at any time, or in a "public place" as defined by La Mesa Municipal Code Chapter 7.27.

To further encourage EMPLOYEES to discontinue smoking or tobacco product use, EMPLOYEES may use Continuing Education Reimbursement funds as provided in Section 1.25 for costs of smoking/tobacco use cessation programs. This benefit is provided one time only per EMPLOYEE.

SECTION 1.10.03 PROBATIONARY PERIOD

Effective with the first full pay period beginning on or after July 1, 2021, the probationary period for new EMPLOYEES shall be one (1) year before they may attain status as a regular EMPLOYEE. Eligibility for step increases will remain the same as outlined in Section 1.46.

SECTION 1.11 HOURS OF WORK AND OVERTIME

The City has implemented a 9/80 workweek. For purpose of clarification regarding hours worked, overtime, and leave time related to this schedule, the following is provided.

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EMPLOYEES on a 9/80 schedule shall be scheduled to work eight nine-hour days, one eight-hour day, and have one day off (in addition to regularly-scheduled weekend off) every two weeks. According to the schedule adopted by the CITY, the working eight-hour day and the day off shall occur on alternating Fridays. For purposes of the 9/80 schedule, an EMPLOYEE's workweek shall be defined as beginning halfway through the EMPLOYEE's working eight-hour day. This effectively results in the EMPLOYEE working two 40-hour weeks in each two week cycle. An example of this schedule is demonstrated below:

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
OFF	9 hours	9 hours	9 hours	9 hours	4 hours (End Work Week)	OFF
					4 hours (Begin Work Week #1)	
OFF	9 hours	9 hours	9 hours	9 hours	OFF (End Work Week)	OFF
					OFF (Begin Work Week #2)	
OFF	9 hours	9 hours	9 hours	9 hours	4 hours (End Work Week)	OFF
					4 hours (Begin Work Week #3)	
OFF	9 hours	9 hours	9 hours	9 hours	OFF (End Work Week)	OFF
					OFF (Begin Work Week #4)	

Implementation of the 9/80 schedule by itself shall not cause an increase in FLSA overtime, nor shall it cause an increase in leave time provided to EMPLOYEES.

Overtime: Overtime work is that time worked in excess of a normal work day or work period as requested and authorized by Department Heads or their authorized representative, and shall be computed to the nearest one-quarter hour.

Leave Time: The number of scheduled work hours which the employee is absent shall be deducted from the appropriate leave accumulation (i.e., sick, vacation, compensatory, holiday, etc.).

Additional work schedules (e.g., the 4/10 schedule and the 5/8 schedule), including

variations of the 9/80 schedule described above, may be worked with mutual agreement between the EMPLOYEE and his/her supervisor, subject to Department Head and City Manager approval. In the event that a different work schedule is approved, the definition of a workweek shall be changed for the affected EMPLOYEE in order to comply with the Fair Labor Standards Act (FLSA).

Split Shifts: Any shift may be split with the mutual agreement of the EMPLOYEE and supervisor with approval of the department head.

Flex Time: A flex time schedule may be worked on any shift with the mutual agreement of an EMPLOYEE and supervisor with the approval of the department head.

Two rest periods of 15 minutes each to be determined by the supervisor shall be provided each shift at approximately two hours and six hours into each shift.

All shifts will have a half-hour or one-hour duty free lunch period approximately midway through each shift. The needs of the CITY will determine the length and time of the lunch hour.

During heavy work schedules, emergencies or unforeseeable circumstances, EMPLOYEES will be given the opportunity for overtime pay provisions if an EMPLOYEE is required to work through their lunch hour. EMPLOYEES will not be required to take late lunches or leave work early in order to circumvent this provision.

The CITY will provide a meal reimbursement of up to five dollars (\$5) for any EMPLOYEE that works four (4) hours or more of overtime (unscheduled/emergency work as determined by the CITY) outside of the EMPLOYEE'S regular work hours. No more than one such reimbursement shall be provided per EMPLOYEE per day, nor shall such reimbursement be provided in the event that the CITY provides a meal during this period. Payment of such meal reimbursement shall not affect the calculation of hours worked for overtime compensation.

Overtime compensation shall be at one and one-half (1½) times the straight time rate. Overtime is payable to the EMPLOYEE in salary or compensatory time off at the election of the EMPLOYEE, as provided in Section 1.14.

In the event that the CITY deems it necessary to contact an off-duty EMPLOYEE, for information, the actual time spent on the telephone will be considered as hours worked and paid accordingly. This provision does not apply when the City is only making notification of shift and/or schedule change.

Call Back (Unscheduled/Emergency Work): EMPLOYEES called back for emergency work after normal working hours shall be compensated for a minimum of two (2) hours at the overtime rate. When an EMPLOYEE is called back to work on Christmas or Thanksgiving Day, compensation shall be a minimum of two (2) hours at a rate of two (2) times the regular hourly rate.

EMPLOYEES who are not normally required to work on recognized holidays shall be compensated at a rate of one and one-half (1½) times the regular salary, plus compensation for the holiday, when required to work on a holiday.

Call Back (Scheduled Work): For situations where EMPLOYEES are scheduled to work after leaving work for the work day, the EMPLOYEE shall receive a minimum of two (2) hours at the overtime rate for the post-shift work.

SECTION 1.11.02 REDUCED WORKWEEK

The CITY may permit full-time EMPLOYEES to work a regularly scheduled reduced workweek with the approval of the department head. Salary and benefits for EMPLOYEES working a reduced workweek will be proportional to the regularly scheduled reduced week as shown below.

70-79 bi-weekly hours	=	Full benefits
60-69 bi-weekly hours	=	75% benefits
40-59 bi-weekly hours	=	50% benefits
Less than 40 bi-weekly hours	=	No benefits

Employees who are receiving full benefits but working less than 80 hours bi-weekly will be paid hour for hour for holidays.

SECTION 1.12 HOLIDAYS

All EMPLOYEES shall be granted the following holidays, or the days celebrated for these holidays, with pay:

New Year's Day	Veteran's Day
Martin Luther King's Birthday	Thanksgiving Day
Memorial Day	Friday after Thanksgiving
Independence Day	Christmas Eve (last half of shift)
Labor Day	Christmas Day

Pay for holidays shall be commensurate with the length of the work day pursuant to the City's 9/80 schedule. (i.e., nine-hour days shall be paid at nine hours and eight-hour days shall be paid at eight hours).

EMPLOYEES working a 5/8 schedule shall receive pay for eight hours on closed holidays. EMPLOYEES working a 4/10 schedule shall receive pay for nine hours on closed holidays. The EMPLOYEE shall be required to use one hour of accrued vacation or floating holiday time to supplement the nine hours of paid holiday.

All holidays falling on Sunday will be observed on the following Monday. All holidays falling on Saturday will be observed on the preceding Friday. All holidays falling on an off-Friday

pursuant to the 9/80 work schedule shall result in eight hours of holiday time added to the EMPLOYEES' floating holiday banks.

In addition, any other day proclaimed by the La Mesa City Council as a public holiday, day of mourning or day of thanksgiving.

Floating Holidays:

In lieu of celebrating Admission Day, Cesar Chavez's Birthday, and President's Day, EMPLOYEES will be granted three floating holidays to be used at the convenience of the EMPLOYEE with the approval of the department head. Each EMPLOYEE working a 9/80 schedule shall have his/her floating holiday bank credited with nine hours on Admission Day, Cesar Chavez's Birthday, and Washington's Birthday of each year.

EMPLOYEES working a 5/8 schedule shall have 8 hours credited for each Floating Holiday. EMPLOYEES working a 4/10 schedule shall have 9 hours credited for each Floating Holiday.

In no event may an EMPLOYEE take time off prior to the actual holiday without approval of the department head. EMPLOYEES electing to use holiday time off must have the time credited in the pay period prior to its use. Requests for holiday time off shall require a minimum of twenty-four (24) hours' notice. However, notice requirements will increase for requests for longer periods of holiday time off as follows:

- Forty-eight (48) hours' notice required for requests of two (2) to three (3) days
- Two (2) weeks' notice required for requests of four (4) or more days

Unused floating holiday time may be accumulated from year to year without limit for EMPLOYEES hired prior to July 1, 1991. For EMPLOYEES hired on or after July 1, 1991, unused floating holidays may be accumulated up to a maximum of 160 hours. Additional floating holiday time will not be credited to an EMPLOYEE hired on or after July 1, 1991 if that EMPLOYEE has 160 hours accumulated holiday leave on the books at the time that the floating holiday occurs.

An EMPLOYEE must be in paid status or other previously approved leave the workday preceding a holiday in order to be paid for the holiday. A suspension will not begin the day preceding a holiday in order to further penalize an EMPLOYEE under this section.

SECTION 1.12.01 HOLIDAY CLOSURE

All covered EMPLOYEES recognize that the CITY will close City Hall, the Public Works yard and Community Services for the work days between the observed Christmas holiday and the observed New Years' Day holiday (typically 4 days).

The CITY agrees to cover 50% of the closed days, and EMPLOYEES agree to use their own accrued leave (i.e., vacation, holiday or comp time only, not to include sick leave)

during the remaining closed days (50/50 split between CITY and EMPLOYEES).

If an EMPLOYEE has worked for the CITY for less than 6 months, the CITY will advance EMPLOYEE vacation leave to cover any otherwise unpaid time off during this period (50%). Once EMPLOYEE begins accruing vacation leave, the credit for the new vacation leave hours shall reduce the negative "advanced" vacation leave before any positive vacation leave hours are credited.

If EMPLOYEE separates from the CITY and maintains a negative vacation leave balance due to the advancement of vacation leave by the CITY due to the holiday closure, the CITY shall deduct the vacation leave advancement proceeds from their final paycheck.

If an EMPLOYEE has worked for the CITY more than 6 months and does not have enough accrued leave as noted above to cover the time off, EMPLOYEE shall be placed on a leave without pay status.

Should an EMPLOYEE affected by the holiday closure desire not to use their available accrued leave as noted above during all or part of the closure, the EMPLOYEE shall make a request for unpaid leave during the closure to the Department Head. Said Department Head shall consider each request on a case-by-case basis; however, the Department Head's decision shall be final.

At the Department Head's discretion, some EMPLOYEES may be required to work some or all of these days based on the operational needs of the CITY.

SECTION 1.13 VACATIONS

EMPLOYEES of the City of La Mesa shall earn paid vacation as follows:

<u>Years of Service</u>	<u>Vacation Hours Authorized Per Year</u>	<u>Accrual Rate Per Pay Period</u>
0-60 months	80	3.077
61-120 months	120	4.615
Over 120 months	160	6.154

Vacations will be scheduled to meet the operating requirements of the CITY and the preference of the EMPLOYEE.

Except in an emergency situation (an unpredictable event) approved by the immediate supervisor, vacation time off must be requested and approved at least 24-hours before the vacation begins. However, notice requirements will increase for requests for longer periods of vacation as follows:

- Forty-eight (48) hours' notice required for requests of two (2) to three (3) days
- Two (2) weeks' notice required for requests of four (4) or more days

Vacation leave shall not be earned or accrued during the first six months of employment. Upon six months of employment, the equivalent of six months of vacation accrual shall be posted and available, and vacation shall accrue thereafter according to the schedule outlined above.

Vacations shall be taken in consecutive working days unless otherwise authorized by the department head.

Any holiday, with the exception of floating holidays falling within a vacation period, shall be used during the vacation period and recorded as holiday time. Floating holidays may be taken pursuant to Section 1.12 - Holidays.

The CITY encourages the use of vacation leave on an annual basis. Once an EMPLOYEE reaches his/her maximum accumulation of vacation hours (two and one-half (2.5) times the annual allowance), he/she will not accumulate additional vacation until the vacation time is reduced below the maximum allowable. Accruals will begin when the balance is reduced below the maximum accumulation unless prior approval is obtained from the City Manager and the City Manager has determined that the needs of the CITY require a reasonable extension of time for the EMPLOYEE to use the excess vacation time. In no event shall an EMPLOYEE fail to accrue vacation time due to the needs of the CITY.

EMPLOYEES in the CITY'S service for six (6) months or more shall, upon separation, be paid in cash for their accumulated vacation.

SECTION 1.14 COMPENSATORY TIME OFF

Overtime compensation shall be payable to EMPLOYEES in cash or in compensatory time off, at the election of the EMPLOYEE.

Determination of pay or compensatory time off for overtime shall be made at the conclusion of the overtime worked.

Compensatory time off shall not be accumulated in excess of eighty (80) hours.

Compensatory time off must be requested sufficiently in advance so as not to jeopardize the efficiency of operation of the Department. This determination shall be made by the Department head or his/her authorized representative. Requests to use compensatory time off shall require a reasonable period of notice, agreed to be a minimum of twenty-four (24) hours' notice. However, notice requirements considered reasonable will increase for requests to use longer periods of compensatory time off as follows:

- Forty-eight (48) hours' notice required for requests of two (2) to three (3) days
- Two (2) weeks' notice required for requests of four (4) or more days

SECTION 1.15 HEALTH INSURANCE

The CITY agrees to contribute on behalf of each EMPLOYEE and each eligible annuitant, the minimum contributions as required by the Public Employees Medical and Hospital Care Act (PEMHCA) toward the payment of premiums for health insurance under the PERS Health Insurance program. The EMPLOYEE agrees that he/she is liable for the difference between the total cost of the health plan he/she chooses, and the CITY's contribution of the minimum required by the PEMHCA. The City's minimum contribution toward health insurance under this section shall be included in the amount contributed to an employee under the City's cafeteria plan as defined in Section 1.18.01.

All EMPLOYEES must enroll in an available City health program unless they opt out. An EMPLOYEE may receive cash in lieu for opting out of the City's health insurance program if he/she provides proof that the employee and all individuals for whom the employee intends to claim a personal exemption deduction for the taxable year or years that begin or end in or with the City's plan year to which the opt out applies ("tax family"), have or will have minimum essential coverage through another source (other than coverage in the individual market, whether or not obtained through Covered California) for the plan year to which the opt out arrangement applies ("opt out period"), by signing an attestation to that effect. An employee must provide the attestation every plan year at open enrollment or within 30 days after the start of the plan year. The opt-out payment cannot be made and the City will not in fact make payment if the employer knows or has reason to know that the employee or tax family member does not have such alternative coverage, or if the conditions in this paragraph are not otherwise satisfied.

SECTION 1.16 LIFE INSURANCE

The City of La Mesa will provide its EMPLOYEES at no cost to them, one (1) times the annual pay in term life insurance and will make available a voluntary supplemental life insurance program for up to an additional one (1) times the basic amount which must be paid for by the EMPLOYEE.

SECTION 1.17 STATE DISABILITY INSURANCE

EMPLOYEES covered by this agreement shall participate in the State of California's State Disability Insurance (SDI). All premiums required by the State for SDI shall be automatically deducted from the pay of covered EMPLOYEES and forwarded to the State pursuant to governing rules and regulations.

SECTION 1.17.1 EAP PROGRAM

The CITY will provide an EMPLOYEE Assistance Program (confidential assessment and referral system) which includes up to six (6) counseling sessions at no cost to the EMPLOYEE. This program is on a voluntary basis. If the EMPLOYEE seeks to use any of the referral agencies in this program, the cost shall be paid for by the EMPLOYEE. The CITY agrees to distribute details of this program to all EMPLOYEES.

SECTION 1.18 FLEXIBLE SPENDING ACCOUNT

A flexible Benefit Spending Account, in accordance with Section 125(g) of the Internal Revenue Service Code, will be offered to all EMPLOYEES so that EMPLOYEES may elect to budget for certain health and welfare benefits on a pre-tax basis. If the CITY does not meet IRS regulations for any reason, this benefit will be discontinued.

SECTION 1.18.01 CAFETERIA PLAN

The CITY agrees to provide a cafeteria style benefit plan for all EMPLOYEES. The CITY's current monthly cafeteria contributions are:

Employee Only	Employee + 1	Family
\$644.72	\$1,129.32	\$1,474.58

Effective with the first full pay period beginning on or after January 1, 2021, the following additional monthly contributions shall be added to the current monthly cafeteria benefit plan amounts:

- Employee Only: Additional \$20/mo. (\$664.72)
- Employee + 1: Additional \$30/mo. (\$1,159.32)
- Family: Additional \$40/mo. (\$1,514.58)

The CITY will pay the applicable retroactive additional amounts to EMPLOYEES in a lump sum payment effective with the first full pay period beginning on or after July 1, 2021, or after approval of the MOU by the City Council, whichever is later.

Effective with the first full pay period beginning on or after January 1, 2022, the following additional monthly contributions shall be added to the 2021 monthly cafeteria benefit plan amounts:

- Employee Only: Additional \$20/mo. (\$684.72)
- Employee + 1: Additional \$30/mo. (\$1,189.32)
- Family: Additional \$40/mo. (\$1,554.58)

The allocation shall be used to pay for the benefits in the cafeteria plan selected by the EMPLOYEE, to include health insurance, dental insurance, and flexible spending accounts and other options that may be provided by the CITY. In the event that the total cost of benefits selected exceeds the allowance, the difference shall be deducted from the EMPLOYEE's salary as a payroll deduction.

An EMPLOYEE who has met the requirements stated in Section 1.15 and elects not to be covered under CITY provided medical insurance shall receive an allotment of \$115 per month for other cafeteria benefits.

In the event that the total cost of benefits or flexible spending accounts is less than the

cafeteria allotment, the EMPLOYEE will receive the balance in the form of cash (less all applicable taxes).

AFFORDABLE CARE ACT (ACA) REOPENER ON HEALTH INSURANCE

The City may reopen negotiations on the issue of health insurance or the cafeteria plan in order to avoid penalties or taxes under the ACA that may result from an interpretation of the ACA by the Internal Revenue Service (including, but not limited to, a revenue ruling, regulation or other written guidance) or a ruling by a court of competent jurisdiction.

SECTION 1.19 RETIREMENT

A. "Classic" Members (Employees Who Do Not Qualify As New Members Under The California Public Employees' Pension Reform Act Of 2013 "PEPRA").

The CITY shall provide the 3% @ age 60 retirement formula with highest single year benefit for EMPLOYEES provided for under the Public Employee's Retirement System (PERS) for all EMPLOYEES hired on or before December 31, 2010. The EMPLOYEE will pay the EMPLOYEES' eight (8.0) percent retirement contribution to PERS and said contribution shall be vested in the EMPLOYEES' account.

The CITY shall amend its contract with PERS to create a two-tier retirement system under Government Code section 20475 effective on January 1, 2011. For all EMPLOYEES hired on or after January 1, 2011, the CITY shall provide the 2.5% @ 55 retirement formula, as set forth in Government Code section 21354.4. The EMPLOYEE will pay the EMPLOYEES' eight (8.0) percent retirement contribution to PERS and said contribution shall be vested in the EMPLOYEES' account.

Cost Sharing for Classic Members:

Classic members contribute 1.0% of compensation earnable toward the CITY's required contribution to CalPERS via payroll deductions pursuant to Government Code section 20516(a) effective the date of the CalPERS contract amendment, February 22, 2019.

Classic members shall contribute another 0.5% of compensation earnable (total = 1.5%) toward the CITY's required contribution to CalPERS via payroll deductions pursuant to Government Code section 20516(a) or Government Code section 20516(f) (see discussion below) effective with the first full pay period beginning on or after July 1, 2021.

As soon as administratively and reasonably practical, the CITY shall work with CalPERS to complete the necessary documentation to obtain CalPERS' approval to increase cost sharing under Government Code section 20516(a) for Classic members in this bargaining unit by an additional 0.5%. If the CalPERS documentation and approval process necessary to increase cost sharing under Government Code section 20516(a) for Classic members in this unit has not been completed by the first full pay period beginning on or after July 1, 2021, the additional 0.5% shall be contributed pursuant to Government Code section

20516(f) until the CalPERS documentation and approval process is completed.

In the event that this MOU expires without a successor MOU already in place, the CITY and ASSOCIATION agree that they intend that the cost sharing contributions described above shall continue after expiration of the MOU.

B. Employees Who Qualify As New Members Under PEPRA

Employees who are "New Members" as defined by PEPRA (e.g., an employee hired on or after 1/1/2013 who has never been a CalPERS member or member of a reciprocal system or who has had a break in CalPERS service of at least 6 months or more) will qualify as New Members and be subject to all the applicable PEPRA provisions, which include but are not limited to the following retirement benefits:

- The retirement formula shall be 2% @ 62; three year average final compensation. New Members shall pay at least 50% of normal cost as determined by CalPERS, and the City may not pay any part of the New Member's contribution. All other CalPERS contract amendments/benefits listed in the tiers above shall apply to New Members unless prohibited by PEPRA.

The City has contracted with PERS to include Military Service Credit as Public Service. An EMPLOYEE may elect to purchase up to four years' service credit for any continuous active military or merchant marine service prior to employment. The EMPLOYEE is responsible for any costs to purchase such service credit.

New members shall not be required to make cost sharing contributions under Government Code section 20516(f).

SECTION 1.20 USE OF PAID LEAVE

Paid leave shall be used prior to an employee being eligible for unpaid leave. This provision does not apply if an employee is receiving temporary disability benefits through Workers' Compensation, State Disability Insurance, or the Paid Family Leave program. Any exceptions to this provision must be approved by the City Manager prior to the unpaid leave.

An EMPLOYEE who resigns shall not use paid leave to extend his/her resignation date. The last day worked shall be considered the date of resignation, and compensable accrued paid leave shall be paid off in lump sum.

Leave (except catastrophic leave) must be earned prior to the pay period in which it is used.

SECTION 1.21 SICK LEAVE

Sick leave with pay shall accumulate for each probationary and regular EMPLOYEE at the rate of one working day for each full month of service (3.692 hours per pay period for full-time EMPLOYEES).

Sick leave pay is collectible only when an EMPLOYEE reports promptly to his department head the reason for his absence, keeps the department head informed of his condition if the absence is more than three days, the EMPLOYEE permits the CITY to make such medical examinations it deems desirable, and the EMPLOYEE furnishes written reports from a licensed and practicing physician.

An EMPLOYEE may use sick leave with pay for absence necessitated by injuries related or unrelated to workers' compensation or illnesses, required dental care, exposure to contagious diseases, or death, or a sickness in his/her immediate family. EMPLOYEES may use sick leave to supplement Workers' Compensation benefits.

1. Personal Sick Leave:

Subject to the restrictions set forth above, when an EMPLOYEE is absent from work due to personal illness, injury, a health related reason (such as the diagnosis, care or treatment of a health condition), or preventive care, said leave time shall be taken and paid from the EMPLOYEE'S accrued and unused sick leave balance.

2. Family Sick Leave:

When an EMPLOYEE is absent from work, or needs a leave of absence, due to the illness or injury or health related reason (such as the diagnosis, care or treatment of a health condition), or preventive care of a qualified family member, said leave time shall be taken and paid from the EMPLOYEE'S accrued and unused sick leave balance.

For the purpose of Family Sick Leave, a qualified family member means the EMPLOYEE'S: child (includes any age or dependency status, or for whom the EMPLOYEE is a legal ward of or stands in loco parentis), parent (includes person who stood in loco parentis of the EMPLOYEE as a child), parent-in-law, spouse, registered domestic partner, grandparent, grandchild, or sibling.

3. Other Statutory Use:

Leave time shall be taken and paid from the EMPLOYEE'S accrued and unused sick leave balance to cover an absence for an employee who is a victim of domestic violence, sexual assault, or stalking to:

(a) Obtain or attempt to obtain a temporary restraining order or other court assistance to help ensure the health, safety, or welfare of the employee or their child(ren).

(b) Obtain medical attention or psychological counseling; services from a shelter; program or crisis center; or participate in safety planning or other actions to increase safety.

4. Medical Certification:

In the event sick leave absences due to personal illness or injury, which exceeds three (3) consecutive work days, the Department Head or Human Resources may require a physician's statement indicating the EMPLOYEE's fitness to return to work.

However, the CITY may require a physician's certification at any time regarding the sickness or injury of the EMPLOYEE and the date of the EMPLOYEE'S intended return to work. A physician's certification will be required for all absences in excess of five (5) working days pursuant to La Mesa Municipal Code section 3.28.030.

The physician's certification will be required upon return to duty. Failure to produce it on the day the EMPLOYEE returns to work may result in the EMPLOYEE being placed on unpaid leave for the absence and no leave shall be charged, nor future adjustments made.

Sick Leave for Bereavement Purposes: When an EMPLOYEE requests to be absent from work because of the death of an immediate family member, he/she will be granted up to three days sick leave plus travel time. Travel time will be actual time used, not to exceed two working days.

Sick Leave During Vacation or Holiday: An EMPLOYEE on vacation who becomes ill or injured may be permitted to use sick leave during such vacation period provided the EMPLOYEE furnishes a written report from a licensed and practicing physician.

SECTION 1.21.01 CATASTROPHIC LEAVE PROGRAM

Vacation, floating holiday, or compensatory time credits may be transferred from one or more EMPLOYEES to another EMPLOYEE on a cost-for-cost basis, upon the request of both the receiving EMPLOYEE and the transferring EMPLOYEE and upon approval of the EMPLOYEE's department head, under the following conditions.

- a. The receiving EMPLOYEE is required to be absent from work due to injury or the prolonged illness of the EMPLOYEE, EMPLOYEE's spouse or child; has exhausted all earned leave credits, including but not limited to sick leave, vacation leave, compensatory time, and holiday credits; and is therefore facing financial hardship.
- b. The transfers must be for a minimum of four hours for each type of time transferred, and in whole hour increments thereafter.
- c. The total credits received by an EMPLOYEE shall normally not exceed 520 hours; however, if approved by the City Manager the total credits may be

increased.

- d. The request for transfers must be made in writing with the signature of the transferring EMPLOYEE, receiving EMPLOYEE, and department head(s). The Human Resources Division will verify eligibility, determine the cost for transferable hours, and prepare the appropriate transaction.
- e. The transfers are irrevocable, and will be indistinguishable from other vacation, holiday or compensatory credits belonging to the receiving EMPLOYEE. Transfers will be subject to all taxes required by law.
- f. This program is not subject to the Grievance Procedure of this Agreement.

SECTION 1.22 UNUSED SICK LEAVE REIMBURSEMENT

EMPLOYEES with ten (10) or more years of service shall be paid an amount equal to 50 percent of a maximum of 150 days (1200 hours) of the current cash value of the unused sick leave credited to his or her account upon normal or disability retirement, or death. EMPLOYEES with ten (10) or more years of service, who terminate for reasons other than retirement or death, shall be paid an amount equal to 25 percent of a maximum of 150 days (1200 hours) of the current cash value of the unused sick leave credited to his or her account.

SECTION 1.23 UNUSED SICK LEAVE CONVERSION

EMPLOYEES may convert a portion of accumulated sick leave to an equal amount of vacation or pay, based on the following formulas:

Standard 40-hour / 5-day work schedule:

<u>Hours Used</u>	<u>Maximum Convertible Hours</u>
8 or less	40
8.1 to 24	32
24.1 to 40	24
Over 40	Not eligible for conversion

9/80 work schedule:

<u>Hours Used</u>	<u>Maximum Convertible Hours</u>
9 or less	40
9.1 to 27	32
27.1 to 45	24
Over 45	Not eligible for conversion

4/10 work schedule:

<u>Hours Used</u>	<u>Maximum Convertible Hours</u>
10 or less	40
10.1 to 30	32
30.1 to 50	24
Over 50	Not eligible for conversion

For purposes of this conversion program, usage shall be calculated for the twelve (12) month period beginning and ending with the first pay period in November.

In no event can an EMPLOYEE reduce his/her accumulated sick leave balance below 192 hours. No prorating shall be made for EMPLOYEES terminating on or before the first pay period in November.

Any payroll corrections made regarding past sick leave usage will only apply to this benefit if corrections are made by December 31 of the calendar year in which payment is made. Sick leave conversion benefits are only payable in the months of November and December and retroactive payments are not available.

Sick leave conversion for regular part-time employees will be pro-rated based on the regularly scheduled hours compared to a 40-hour workweek. For example, for an employee regularly scheduled to work 24 hours per week, the employee may cash out sick leave at 60% of a full time employee but may not reduce their balance below 115 hours.

SECTION 1.23.01 LIMITED DUTY/RETURN TO FULL DUTY

The CITY may provide limited duty for EMPLOYEES who have physical limitations due to pregnancy, off-duty injuries, or illnesses, subject to the following conditions:

- a. The availability of limited duty and the ability of the EMPLOYEE to perform the limited duty shall be determined by the department head, taking into consideration the EMPLOYEE'S job description and the recommendations of the EMPLOYEE'S physician.
- b. An EMPLOYEE who is on limited duty shall immediately notify the department when the EMPLOYEE is available for normal duty and shall give the department a physician's statement indicating that the EMPLOYEE may return to normal duty.
- c. Regardless of whether the employee has participated in limited duty, the CITY may require the EMPLOYEE to go to a doctor selected and paid for by the CITY to confirm the return to full duty status prior to returning to duty.

If the recommendation of the CITY doctor conflicts with the recommendation of the EMPLOYEE'S doctor, the CITY will request that both doctors discuss

the differences, and come to an agreement on when the EMPLOYEE may return to full duty.

Nothing in this Section is intended to limit or restrict any rights the CITY or EMPLOYEE may have under California Workers' Compensation Law.

SECTION 1.24 OUT-OF-CLASS PAY

Where an EMPLOYEE is temporarily assigned to a higher job classification for the convenience of the CITY for a period equal to or exceeding 36 hours in a Monday through Thursday period or 40 hours in a Monday through Friday period, he/she will be paid at least five (5) percent above his/her regular rate for the period he/she continues in the new assignment.

SECTION 1.25 CONTINUING EDUCATION REIMBURSEMENT

The CITY shall reimburse up to a maximum of \$2000 per fiscal year any full-time EMPLOYEE for tuition, mandatory fees, parking costs, and textbook costs for an approved college course, non-college course, certificate, or test related to the EMPLOYEE'S job responsibilities. Prior approval of the department head and the Director of Administrative Services are required. In order to qualify, the EMPLOYEE must receive a "C" grade or better in the class, successfully complete the certification course and/or receive the certificate of completion, or successfully pass the test. Proof of attendance and successful completion as outlined above will be required for reimbursement.

SECTION 1.26.01 UNIFORM ALLOWANCE

The CITY will provide EMPLOYEES in certain classifications an annual uniform allowance as listed below, payable the first pay day in October of each year, for the purchase and maintenance of uniforms in accordance with departmental uniform policies.

The uniform allowance for new EMPLOYEES hired after October 1 shall be prorated for the period from date of hire to September 30, and shall be paid to the EMPLOYEE as soon as possible and practical after date of hire.

Job classifications and the annual amounts for which the CITY provides a uniform allowance are as follows:

<u>Classification</u>	<u>Amount</u>
Downtown Operations Assistant	\$ 650
Fire Inspector I/II	\$ 650

SECTION 1.26.02 UNIFORMS/CLOTHING

The CITY will provide EMPLOYEES in the following classifications with eleven (11) uniform changes every two weeks.

Building Maintenance Supervisor
Building Maintenance Worker I/II
Custodian
Equipment Operator
Equipment Service Worker
Fleet Maintenance Supervisor
Heavy Equipment Operator
Irrigation Technician
Lead Mechanic
Mechanic I/II
Park Maintenance Lead Worker
Park Maintenance Supervisor
Park Maintenance Worker I/II/III
Public Works Maintenance Lead Worker
Public Works Maintenance Supervisor
Public Works Maintenance Worker I/II/III
Tree Trimmer
Wastewater Maintenance Worker I/II/III

Gloves will be provided to workers in hot asphalt crews and those handling abrasive materials provided the worn-out gloves are returned when new ones are issued.

Short pants may be worn by EMPLOYEES of the Public Works Department in accordance with department standards established for safety, appearance, and appropriateness for work performed. EMPLOYEES who choose to wear shorts will be required to purchase and maintain them.

Recognized protective clothing will be furnished to personnel working inside sewers. Such personnel shall request in writing and be given an annual medical exam related to potential exposure to toxic materials.

SECTION 1.26.03 BOOT ALLOWANCE

The CITY will provide each eligible EMPLOYEE an annual allowance of \$250 per year. The EMPLOYEE shall be required to provide, wear, and maintain work boots in accordance with written policies established by the appropriate Department. These policies may require safety toe, climbing, or other special boots for certain job classifications as outlined in the policies.

The CITY will provide an annual boot allowance to each eligible EMPLOYEE, payable the first payday in October. The CITY will prorate the annual boot allowance upon hire. The following positions are eligible for boot allowance as provided by this section.

Assistant/Associate Engineer
Building Inspector I/II

Building Maintenance Supervisor
Building Maintenance Worker I/II
Code Compliance Officer I/II
Custodian
Engineering Technician I/II
Environmental Specialist
Equipment Operator
Equipment Service Worker
Fire Inspector I/II
Fleet Maintenance Supervisor
Heavy Equipment Operator
Irrigation Technician
Lead Mechanic
Mechanic I/II
Park Maintenance Lead Worker
Park Maintenance Supervisor
Park Maintenance Worker I/II/III
Public Works Crew Leader
Public Works Inspector I/II
Public Works Maintenance Lead Worker
Public Works Maintenance Supervisor
Public Works Maintenance Worker I/II/III
Senior Building Inspector
Stormwater Program Manager
Tree Trimmer
Wastewater Maintenance Worker I/II/III

SECTION 1.26.04 SAFETY GLASSES

This section applies to EMPLOYEES who are required to wear safety glasses to perform their duties. For EMPLOYEES that require prescription eyewear, the City shall implement a safety glasses reimbursement program of up to \$100 of out-of-pocket costs per pair. The EMPLOYEE shall attempt to utilize the City's insurance coverage to the extent possible. Reimbursement for new glasses shall be limited to instances where the EMPLOYEE's glasses are damaged on-duty or when his/her prescription has been changed. In order to be eligible for reimbursement, the safety-glasses must meet CalOSHA standards.

SECTION 1.26.05 TOOL ALLOWANCE

The CITY will provide EMPLOYEES in certain classifications an annual tool allowance as listed below, payable monthly, for the purchase and maintenance of tools required to perform their jobs.

The tool allowance for new EMPLOYEES shall be prorated from date of hire.

Job classifications and the annual amounts for which the CITY provides a tool allowance

are as follows:

<u>Classifications</u>	<u>Amount</u>
Mechanic I/II	\$ 600
Lead Mechanic	\$ 600
Fleet Maintenance Supervisor	\$ 600
Equipment Service Worker	\$ 600

SECTION 1.27 COURT LEAVE (JURY DUTY)

Court leave is paid leave granted by the CITY to enable an EMPLOYEE to fulfill his/her duty as a citizen to serve as a juror, or as a prospective juror, or to serve as a witness in a court action to which the EMPLOYEE is not a party, before a Federal, Superior, or Municipal Court located in the County which the EMPLOYEE resides. Paid Court Leave shall also be granted by the CITY for EMPLOYEES required by the Court to serve on a Grand Jury. EMPLOYEES on jury duty are required to have a court timesheet to be considered on paid leave.

Court leave shall be limited to:

1. Required attendance before Federal, Superior, Municipal, or Justice Courts located in the County in which the EMPLOYEE resides; or required Grand Jury service.
2. Time in attendance at court together with reasonable time between court and work if attendance is for less than a full day and the EMPLOYEE can reasonably be expected to return to work.
3. Court leave shall not be granted when the EMPLOYEE is paid an expert witness fee or when attendance is part of the EMPLOYEE'S official CITY duties.
4. EMPLOYEES shall retain payments received for serving as a juror in accordance with Section 215 of the California Code of Civil Procedure.

SECTION 1.28.01 STANDBY DUTY

EMPLOYEES in the job classes of Park Maintenance Supervisor, Public Works Maintenance Supervisor, Fleet Maintenance Supervisor, Building Maintenance Supervisor, and EMPLOYEES in the Wastewater Division, are required to serve on standby duty on a rotating basis. While serving in this capacity, these EMPLOYEES will be provided a city-issued cell phone or remain within telephone contact (as required by the department) and respond to emergency call-backs as necessary. These EMPLOYEES may elect to use their personal cell phones in lieu of the city-issued cell phone and will acknowledge in writing that no compensation of any kind will be provided.

The EMPLOYEES are expected to respond to emergency callbacks as quickly as possible. As a normal practice, EMPLOYEES are expected to be on-site within one-half (½) hour after receiving the call. Where traffic tie-ups or other circumstances are present which prevent the EMPLOYEES from being on-site within one-half (½) hour, the EMPLOYEES shall make every effort to reach the site as quickly as possible after that time.

Compensation for standby duty shall be two hours pay at time and one-half for each 24-hour period served. Compensatory time off is not an option in lieu of payment. EMPLOYEES who are called back for emergency work after normal working hours shall be compensated as provided in section 1.11 of this MOU.

EMPLOYEES in the job classifications of Information Technology Specialist and Information Technology Analyst will be provided standby pay when required to serve in a standby capacity. Compensation for standby duty shall be two hours pay at time and one-half for each 24-hour period served. Compensatory time off is not an option in lieu of payment. During standby duty, the Information Technology Specialist and Information Technology Analyst are required to be available and respond within the times discussed previously in this Section.

SECTION 1.28.02 STANDBY DUTY – FIRE PREVENTION

Standby pay of \$75.00 per month shall be paid to employees in the following classifications:

Fire Inspector I/II

While on standby duty, these EMPLOYEES shall wear a pager or remain within telephone contact (as required by the Department) and respond to emergency call backs as necessary.

Standby pay shall only be paid to an eligible EMPLOYEE for those work periods in which the EMPLOYEE is required to be on standby duty.

EMPLOYEES who are called back for emergency work after normal working hours shall be compensated as provided in section 1.11 of this MOU.

SECTION 1.29 SPECIAL PAY

A. Bilingual Pay

Upon recommendation of the Department Head, the approval of the Director of Administrative Services and the City Manager, and the successful completion of a Bilingual Performance Evaluation, EMPLOYEES who are regularly required to use their bilingual skills (including sign language) in the performance of their duties, will receive \$50 per month in addition to their regular pay.

B. Chemical Application Certification Pay

In the event that the CITY does not fill the Pest Control Technician Position, the following is applicable.

Upon recommendation of the Department Head and the approval of the City Manager, and upon successful completion of training and certification by the State of California as a Qualified Applicator, EMPLOYEES that are periodically required to perform chemical application duties shall be designated as Certified Chemical Applicators. Furthermore, EMPLOYEES that are required to supervise chemical application duties and have been licensed by the State of California as a Pest Control Advisor shall be designated as a Certified Advisor for the CITY.

Such certification shall be limited to EMPLOYEES that are working in the Parks Maintenance Division of Public Works. The CITY may require EMPLOYEES to obtain such certification or license as a condition of initial employment or promotion. The CITY will provide appropriate training and payment of certification and license fees for any EMPLOYEE that is designated as a Certified Chemical Applicator or Advisor.

EMPLOYEES that are designated and certified as a Chemical Applicator or Advisor will receive \$75 per month in addition to their regular pay. This pay is limited to \$75 per month whether the EMPLOYEE is certified as a Qualified Applicator, a Certified Advisor, or both.

C. Certified Playground Safety Inspector (CPSI) Certification Pay

Upon recommendation of the Department Head, the approval of the Director of Administrative Services and the City Manager, and upon successful completion of training and certification by the National Recreation and Park Association, EMPLOYEES in the classifications of Parks Maintenance Worker II and Parks Maintenance Worker III who are designated and certified as a Certified Playground Safety Inspector shall receive \$50 per month in addition to their regular pay. Certification must be current in order to receive certification pay.

D. Fleet Division Certification Pay (certifications must be current in order to receive certification pay)

Upon recommendation of the Department Head, the approval of the Director of Administrative Services and the City Manager, EMPLOYEES in the classifications of Fleet Maintenance Supervisor, Lead Mechanic, Mechanic I/II and Equipment Service Worker shall receive certification pay upon successful completion of training and/or certification related to vehicles/equipment within the City fleet such as Automotive Service Excellence, Emergency Vehicle Technician Certification Commission, Inc., California Fire Mechanics Academy or OTHER recognized programs as approved by the Department Head. Only trainings and certifications that are above what are required in the EMPLOYEE's current job description will be eligible for the certification pay.

The certification pay is non-cumulative, and certifications must be current in order to

receive the certification pay as outlined below:

- Any (3) trainings and/or certifications: \$25 per month
- Any (6) trainings and/or certifications: \$50 per month
- Any (9) trainings and/or certifications: \$75 per month

EMPLOYEES who have met any of the training and/or certification criteria prior to the ratification of this MOU by the City Council shall be eligible for certification pay under this section.

The EMPLOYEE shall be responsible for notification to the CITY and for providing appropriate documentation as required by the CITY. Payment for obtaining such trainings and/or certifications will be based on the date of issuance of the certification or successful completion of training, except when new EMPLOYEES possess the certification or training upon employment. For new EMPLOYEES, the date for the certification pay shall be the date of employment.

SECTION 1.30 MILEAGE

CITY will provide transportation to EMPLOYEES as required for the performance of their duties. When such transportation is not available, EMPLOYEES may use their private vehicles for transportation and will be reimbursed for mileage based on the City's adopted Expense and Use of Public Resources Policy. A written request with estimated mileage must be submitted and approved by the Department Head prior to the use of private vehicles. No reimbursement will be provided without prior approval.

SECTION 1.33 DRIVER'S LICENSE REQUIREMENTS

The following positions are required to possess and maintain a valid Class B or higher California Driver License. At the City Manager's discretion this requirement may be modified to a valid Class A California Driver License and/or be within six months of hire to fill new or vacant positions:

- Equipment Operator
- Fleet Maintenance Supervisor
- Heavy Equipment Operator
- Lead Mechanic
- Mechanic I/II
- Park Maintenance Lead Worker
- Park Maintenance Supervisor
- Park Maintenance Worker II/III
- Public Works Maintenance Lead Worker
- Public Works Maintenance Supervisor
- Public Works Maintenance Worker II/III
- Tree Trimmer
- Wastewater Maintenance Worker I/II/III (including tank and air brakes endorsement)

EMPLOYEES in these classifications that were hired prior to July 1, 1995 and that did not possess a valid Class B or higher California Driver's License on July 1, 1995 are not required to obtain a Class B or higher California Driver's License. EMPLOYEES hired on or after July 1, 1995 and EMPLOYEES that possessed a valid Class B or higher California Driver's License on that date shall maintain such a license as part of the job requirements for the above positions. EMPLOYEES that are hired into or promoted into the above positions shall possess such license at time of appointment, unless otherwise indicated above.

If any EMPLOYEE obtains a Class B or Class A license during the period of July 1, 1995 through January 1, 1996, the EMPLOYEE shall maintain that license during their employment in the above classifications plus the classifications Mechanic I, Park Maintenance Worker I, and Public Works Maintenance Worker I.

For those EMPLOYEES in classifications requiring a Class B or Class A license, the CITY shall pay the cost for any required medical examination for these licenses. In addition, the CITY shall pay the cost for any required medical examination for those employees in the classifications of Park Maintenance Worker I and Public Works Maintenance Worker I that possess a Class B or A license.

SECTION 1.35 SPECIAL PROGRAMS

A suggestion awards program is available to EMPLOYEES of the CITY of La Mesa. Details of this program are available in the Human Resources Division.

SECTION 1.35.01 EMPLOYEE APPRECIATION BUDGET

The CITY will allocate \$25/employee annually in each department's budget for EMPLOYEE appreciation and recognition programs. EMPLOYEE appreciation and recognition programs will be coordinated by each individual department.

SECTION 1.37.01 PERSONNEL FILE

EMPLOYEES may review his/her own personnel and/or administrative file with the exception of pre-employment background examination results and psychological test results, provided reasonable notice is made to the Human Resources Division of the CITY.

Any EMPLOYEE wishing to review his/her file under the provisions of this section shall first notify his/her supervisor and obtain approval for the necessary time. The supervisor shall not unreasonably withhold approval, but may set reasonable time limits and schedules so as not to affect Departmental operations. The EMPLOYEE need not notify his/her supervisor if this review is not done while on an on-duty status.

Material derogatory to an EMPLOYEE's conduct, service, character, or personality, shall not be entered in an EMPLOYEE'S personnel or administrative file unless and until the

EMPLOYEE is notified and given an opportunity to review and comment thereon. The EMPLOYEE shall be given a copy of the material on request. The EMPLOYEE shall acknowledge that he/she has read such material by signing and dating the original record, with the understanding that his/her signature signifies only that the material has been read and does not necessarily indicate agreement with its contents.

SECTION 1.37.02 VOLUNTEERS

The use of volunteers by the CITY shall enhance the services of regular EMPLOYEES and not affect the administration of their benefits as listed in the MOU.

SECTION 1.39 MINIMUM NOTICE FOR SHIFT AND/OR SCHEDULE CHANGE

The intent of the CITY is to provide reasonable notice to EMPLOYEES of shift and/or schedule changes. Except in the event of unforeseen or extraordinary circumstances, the CITY shall provide no less than seven (7) calendar days written or oral notice before a shift or schedule change. If the EMPLOYEE is off-duty, the CITY can satisfy this notice by making a reasonable attempt to contact the EMPLOYEE by telephone in addition to placing a written notice in his departmental mailbox. It is understood that unforeseen or extraordinary circumstances may require decisions by City management that are related to operational necessity or public safety, and these decisions may require less than seven (7) calendar days' notice.

SECTION 1.41 SAFETY

The CITY shall replace worn-out, legally required, or departmental-authorized safety equipment. The Supervisor shall determine when safety gear is worn-out or needs replacement. If an EMPLOYEE disagrees with the decision of the Supervisor, the EMPLOYEE may appeal the decision to the department head.

The CITY will strive to provide a safe and healthy working environment in accordance with applicable State and Federal laws and regulations. The CITY agrees to provide any safety devices or protective equipment as required by law and its use shall be mandatory by EMPLOYEES.

It is agreed that careful observation of safe working practices and CITY safety rules is a primary duty of all EMPLOYEES.

SECTION 1.42 LAYOFF PROCEDURE

A. Scope and Order of Layoff

When the working force is decreased, layoffs shall occur WITHIN EACH CLASSIFICATION in the following order:

1. Probationary EMPLOYEES;

2. Regular EMPLOYEES with less than one year of employment;
3. Regular EMPLOYEES with more than one year of employment, based on seniority and performance. All EMPLOYEES hired or promoted to a classification within the 26 pay periods immediately prior to the effective date of layoff will be considered to have equal seniority. Order of layoffs will be determined by overall performance evaluation rating within each year. If performance evaluation ratings are equal, order of layoff will be based on seniority only.

The Director of Administrative Services shall make every effort to transfer an EMPLOYEE who is affected by a layoff to a vacant position for which the Director of Administrative Services determines the EMPLOYEE is qualified.

B. Return to Former Class

In the event of a layoff, EMPLOYEES who have been promoted during their service with the City may bump back to a position previously held. An EMPLOYEE may also bump back to a position not previously held if it is in the same job series and they are qualified for the position. Bumping will only be permitted if there is an EMPLOYEE in the lower classification with less seniority than the EMPLOYEE who wants to bump. (EMPLOYEE who is bumping will count time in both the higher and lower classification for seniority status).

C. Seniority Date

The seniority date of an EMPLOYEE shall be based upon the original date of hire for regular City employment, or in cases where there has been a break in continuous employment (except due to layoff), the most recent date of hire for regular City employment. All paid time with the CITY will count towards seniority date, including military and workers' compensation leave, as the law permits.

D. Notice of Layoff

The CITY will strive to provide an EMPLOYEE to be laid off as well as the ASSOCIATION a written notification 30 days in advance of the effective date of the layoff. In no event, however will the notification be less than 14 days.

E. Reinstatement Following Layoff/Bumping

If reinstatement is available, for a period of twenty-four (24) months an EMPLOYEE who is still working for the CITY and was bumped to a lower classification may be reinstated, provided his/her performance has been satisfactory or above in the lower classification.

For a period of twenty-four (24) months from the date an EMPLOYEE is laid off or demoted due to non-disciplinary reasons, the name of the EMPLOYEE shall be placed on a reinstatement list for the job classification held by the EMPLOYEE at the time of the layoff or demotion. Placement on the reinstatement list shall be in order of seniority and prior performance as determined by the CITY and EMPLOYEES will be reemployed in reverse order of layoff within a classification. Any vacancy occurring in a classification for which such a list has been developed shall be filled by a person on the list provided that the following conditions are met:

1. The person is still qualified for the classification; and
2. The person is available and accepts the reinstatement offer; and
3. The CITY is not prohibited by law or court ruling from making the reinstatement on this basis.

Regular EMPLOYEES who have been laid off may request their name be placed on the reinstatement list for a lower class in their current job series. Such requests shall be made to the Director of Administrative Services within ten (10) calendar days of the EMPLOYEE's date of layoff, and shall be made in the manner specified by the Director of Administrative Services.

F. Restoration of Seniority and Sick Leave

In the event that an EMPLOYEE has been laid off and is reinstated, employment with the CITY prior to layoff as provided in paragraph "C" in this section shall be counted in determining seniority and service with the CITY.

If an EMPLOYEE has been laid off and is reinstated and has received no reimbursement for unused sick leave as provided in section 1.22 of this MOU, that EMPLOYEE shall be credited with the amount of accrued sick leave he/she had at the time of layoff.

In the event that an EMPLOYEE is reinstated and has received reimbursement for unused sick leave as provided in section 1.22, the EMPLOYEE will begin with a balance of zero (0) hours of accrued sick leave unless the EMPLOYEE elects to "buy back" his/her former sick leave balance. The EMPLOYEE may buy back sick leave by reimbursing the City its full cost (including any taxes, retirement, or other direct costs associated with the payoff) for the sick leave reimbursement payment. This option must be exercised within the first sixty (60) days of reinstatement.

G. Removal of Names from List

The Director of Administrative Services may remove an EMPLOYEE's name from a reinstatement list if any of the following occur:

1. The individual indicates that he/she will be unable to return to employment

- with the City during the life of the list; or
2. the individual cannot be reached after reasonable efforts have been made to do so; or
3. the individual refuses two (2) reinstatement offers.

H. Alternatives to Layoff

In the event that the CITY decides to lay off EMPLOYEES prior to the expiration of this MOU, the CITY shall notify and meet-and-confer with the ASSOCIATION regarding the impacts of such layoffs as well as alternatives to such layoffs including but not limited to reduced working hours and compensation.

I. Continuing Education Reimbursement

For a period of one year following the date that an EMPLOYEE is laid off that EMPLOYEE shall be eligible to participate in the City's Continuing Education Reimbursement program. To receive reimbursement the course(s) must receive prior approval, the EMPLOYEE must complete the course(s), and the EMPLOYEE must submit receipts and evidence of satisfactory completion within one year of the date of the layoff. All requirements as provided in section 1.25 of this Memorandum of Understanding shall apply except that the proposed course(s) must either be related to the position held while working for the CITY or the course(s) is (are) clearly intended to provide career development in another field.

SECTION 1.43 SAVINGS CLAUSE

The Resolution of the City of La Mesa shall provide that if any provision of this Memorandum of Understanding or the Resolution is at any time, or in any way, held to be contrary to any law by any court of competent jurisdiction, the remainder of the Resolution shall not be affected, and shall remain in full force and effect. The CITY agrees to meet and confer within 30 days if any section of this MOU is found invalid.

SECTION 1.43.02 NON-DISCRIMINATION

The CITY and the ASSOCIATION agree that all persons are entitled to equal employment opportunity and the CITY and the ASSOCIATION do not discriminate against qualified persons because of race, color, religion, sex, pregnancy, national origin, veteran status, ancestry, age, marital status, sexual orientation, disability, physical handicap, or medical condition. It is the CITY's policy to treat all persons on the basis of merit, qualifications, and competence.

SECTION 1.44 CONTINUATION

Except as expressly set forth in this MOU, all existing Ordinances and Resolutions and policies of the CITY pertaining to the employment relationship shall remain in full force and effect.

SECTION 1.45 NO STRIKE CLAUSE

EMPLOYEES represented by the ASSOCIATION shall not engage in any strike, sitdown, slowdown or work stoppage during the life of the Memorandum of Understanding.

SECTION 1.46 SALARIES

Effective the first full pay period beginning on or after October 1, 2020, the CITY shall increase the base salaries at all steps for classifications represented by the ASSOCIATION by 3.0%.

Effective with the first full pay period beginning on or after July 1, 2021, the CITY shall increase the base salaries at all steps for classifications represented by the ASSOCIATION by 3.0%.

The salary schedules, representing the salaries effective during the term of this MOU and indicating the period of time they are effective, are set forth in Annex B and Annex C (attached).

These ranges do not include Bilingual pay, Chemical Application Certification pay, Certified Playground Safety Inspector Certification pay, and other certification pays listed in Section 1.29. Any of the pays listed in Section 1.29 shall be in addition to the above amounts.

Advancement from one step to another is based upon merit and is not automatic. With overall satisfactory performance, however, an EMPLOYEE may advance from the "A" to the "C" step at six-month intervals. Advancement above the "C" step to "E" step may occur at one-year intervals with overall satisfactory performance. Advancement to "F" step may occur as outlined below.

Beginning the first full pay period on or after January 1, 2022, EMPLOYEES are eligible to advance to "F" step (2.5% above "E" step). Advancement shall be based on the following:

- EMPLOYEE has been at "E" step for 2 or more years in their current job classification (based on evaluation anniversary dates) while serving as a full time employee with the CITY; and
- EMPLOYEE has not received an overall rating of "Needs Improvement" on their performance evaluation, OR a written reprimand, OR has been on a Performance Improvement Plan (PIP) for any portion during the qualifying two-year period (January 1, 2020 – December 31, 2021); and
- EMPLOYEE has not received higher-level discipline (suspension, reduction-in-pay, demotion) during the qualifying three-year period (January 1, 2019 – December 31, 2021).

If all requirements for the "F" step are met by the EMPLOYEE on an evaluation received between January 1, 2021 and December 31, 2021, the EMPLOYEE shall be eligible to

advance to "F" step beginning the first full pay period beginning on or after January 1, 2022.

After January 1, 2022, EMPLOYEES not meeting the above criteria will be eligible to advance to "F" step during the pay period of their annual evaluation anniversary date once they meet the following:

- EMPLOYEE has been at "E" Step for 2 or more years in their current job classification (based on evaluation anniversary dates) while serving as a full time employee with the CITY; and
- EMPLOYEE has not received an overall rating of "Needs Improvement" on their performance evaluations, OR a written reprimand, OR has been on a Performance Improvement Plan for any portion during the preceding two-year period prior to their annual evaluation anniversary date; and
- EMPLOYEE has not received higher-level discipline (suspension, reduction-in-pay, demotion) during the preceding three-year period prior to their annual evaluation anniversary date.

An EMPLOYEE who has not passed probation is eligible to apply for a promotional exam.

SECTION 1.47 DURATION

The terms of this MOU shall be effective July 1, 2020 unless otherwise noted, and continue in effect until June 30, 2022 and shall not be modified without mutual written consent of the parties except as provided for by the Meyers-Milias-Brown Act.

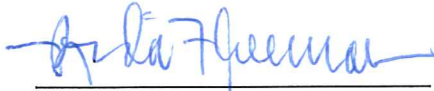
Negotiations for a succeeding term shall begin no later than May 1, 2022, provided that either the CITY or the ASSOCIATION had provided notice of intent to negotiate a new MOU no later than March 1, 2022. Whichever party provides such written notice of intent to negotiate a new MOU shall submit a full written proposal at the first negotiation session.

In the event that neither the CITY nor the ASSOCIATION provide written notice of intent to negotiate a new MOU by March 1, 2022, the current MOU shall remain in effect for one additional year with no changes except that the notice period of this section shall be extended for one year.


The above is, hereby, agreed to by the negotiators for the CITY and the ASSOCIATION on June 8, 2021.

CITY OF LA MESA

LA MESA CITY EMPLOYEES' ASSOCIATION

BY: 
Rida Freeman/Lead Negotiator
Director of Administrative Services


Josh Gomez/Association President
Recreation Supervisor


Leon Firsh
Director of Public Works/City Engineer


Maxine Lynch
Negotiator for ASSOCIATION


Glenn Sabine
City Attorney

ANNEX A - GRIEVANCES

A grievance shall be considered as the complaint of an employee or a group of employees arising out of the application or interpretation of existing rules, regulations or policies which come under the application of the Department Head.

For the purpose of this regulation, two types of grievances shall be considered as in existence - reviewable and non-reviewable.

A. Reviewable grievance

Elements of a reviewable grievance shall be stated on Form 223 as follows:

1. Facts surrounding specific incident; and
2. Specific act or omission by management regarding working conditions or other aspects of employer-employee relations over which the head of the department has control; and
3. Specific inequity or damage suffered by employee as a result of (1) and (2) above; and
4. Specific relief sought by employee, which relief must be within the power of the Department Head to grant.

B. Non-Reviewable Grievance

A grievance is not reviewable if:

1. The incident is reviewable under any other administrative procedure. For example, applications for changes in job title, job classification, salary increases or denial of a merit increase; appeals from formal disciplinary proceedings, etc.
2. Processing of the grievance would require the modification of a policy as established by the City Council or by law in the form of an ordinance or resolution.

REVIEWABLE GRIEVANCE PROCEDURE

A reviewable grievance procedure must be submitted in writing on PER Form 223 to the appropriate party not later than ten (10) calendar days after the specific incident comes to the attention of the grievant. Submission shall activate applicable steps as follows:

- Step 1. After investigation and discussion with the employee but not later than three (3) working days after submission, the immediate supervisor shall

give his written decision to the employee using PER Form 223.

- Step 2. If Step 1 fails to achieve settlement, employee must present Form 223 to second line supervisor not later than two (2) working days after submission of first line supervisor's Step 1 decision. After investigation and discussion with the employee but not later than five (5) working days after receiving the Form 223, the second line supervisor shall submit his written decision to the employee.
- Step 3. If Step 2 fails to achieve settlement, employee must present Form 223 to Department Head not later than five (5) working days after submission of second line supervisor's Step 2 decision. After investigation and discussion with the employee but not later than five (5) working days after receiving the Form 223, the Department Head shall submit his written decision to the employee.
- Step 4. If Step 3 fails to achieve settlement, employee must present Form 223 to City Manager not later than five (5) working days after submission of the Department Head's Step 3 decision. After investigation and discussion with the employee but not later than ten (10) working days after receiving the Form 223, the City Manager shall submit his written decision to the employee.
- Step 5. If Step 4 fails to achieve settlement, employee must appeal in writing to Personnel Appeals Board within ten (10) working days. The Board shall render a decision or recommendation within thirty (30) days, which shall be final.

The time limits of each step as outlined may be extended by the mutual written consent of both parties. If said extension is agreed to, the duration of the extension shall be agreed to in writing and the statement signed by both parties involved at the step to be extended. If any reviewable grievance is not appealed within the stated time limits or extension of any of the above steps, the reviewable grievance shall be considered conclusively settled on the basis of the last disposition by appropriate authority and shall not be eligible for further appeal or review.

Employees may have their employees' organization present their grievances for them. Employees may be permitted reasonable time off with pay to process grievances.

Authorized representatives of their employee organization may visit the City's work premises during working hours by first contacting the designated City representative at the location. Their employee organization representative shall not interfere with normal work operations or cause unnecessary loss of time to the City.

Visitations of their employee organization representatives shall be limited to employee grievances.

ANNEX B – FY 2020-2021 COMPENSATION PLAN

**CITY OF LA MESA / HUMAN RESOURCES DIVISION
 COMPENSATION PLAN FY 2020-2021
 EFFECTIVE 10/01/2020, AS AMENDED 06/08/2021**

Class Title	Step A (Minimum)		Step B		Step C		Step D		Step E (Maximum)		Step F		Step G		Payroll Group	Class Code	WC Code	Range #
	Month	Hour	Month	Hour	Month	Hour	Month	Hour	Month	Hour	Month	Hour	Month	Hour				
Accountant I	4,662	26.90	4,895	28.24	5,140	29.65	5,397	31.14	5,667	32.69					LMCEA	1000	8810	35
Accountant II	5,132	29.61	5,389	31.09	5,658	32.64	5,941	34.28	6,238	35.99					LMCEA	1003	8810	46
Accounting Assistant I	2,980	17.19	3,129	18.05	3,285	18.95	3,449	19.90	3,621	20.89					LMCEA	1006	8810	3
Accounting Assistant II	3,274	18.89	3,438	19.83	3,610	20.83	3,791	21.87	3,981	22.97					LMCEA	1009	8810	6
Accounting Technician	4,422	25.51	4,643	26.79	4,875	28.13	5,119	29.53	5,375	31.01					LMCEA	1012	8810	33
Administrative Aide	3,887	22.43	4,081	23.54	4,285	24.72	4,499	25.96	4,724	27.25					LMCEA	1015	8810	21
Administrative Analyst I	4,662	26.90	4,895	28.24	5,140	29.65	5,397	31.14	5,667	32.69					LMCEA	1018	9410	35
Administrative Analyst II	5,132	29.61	5,389	31.09	5,658	32.64	5,941	34.28	6,238	35.99					LMCEA	1021	9410	46
Administrative Coordinator	4,136	23.86	4,343	25.06	4,560	26.31	4,788	27.62	5,027	29.00					LMCEA	1024	8810	25
Administrative Office Assistant	3,187	18.39	3,346	19.30	3,513	20.27	3,689	21.28	3,873	22.34					LMCEA	1027	8810	5
Assistant Center Manager	3,613	20.84	3,794	21.89	3,984	22.98	4,183	24.13	4,392	25.34					LMCEA	1033	8810	15
Assistant Engineer	5,868	33.85	6,161	35.54	6,469	37.32	6,792	39.18	7,132	41.15					LMCEA	1039	9410	54
Assistant Planner	5,163	29.79	5,421	31.28	5,692	32.84	5,977	34.48	6,276	36.21					LMCEA	1042	9410	48
Associate Engineer	6,762	39.01	7,100	40.96	7,455	43.01	7,828	45.16	8,219	47.42					LMCEA	1045	9410	56
Associate Planner	5,680	32.77	5,964	34.41	6,262	36.13	6,575	37.93	6,904	39.83					LMCEA	1048	9410	53
Building Inspector I	4,692	27.07	4,927	28.43	5,173	29.84	5,432	31.34	5,704	32.91					LMCEA	1051	9410	36
Building Inspector II	5,161	29.78	5,419	31.26	5,690	32.83	5,975	34.47	6,274	36.20					LMCEA	1054	9410	49
Building Maintenance Lead Worker	4,361	25.16	4,579	26.42	4,808	27.74	5,048	29.12	5,300	30.58					LMCEA	1057	9420	31
Building Maintenance Supervisor	5,155	29.74	5,413	31.23	5,684	32.79	5,968	34.43	6,266	36.15					LMCEA	1060	9420	47
Building Maintenance Worker I	3,604	20.79	3,784	21.83	3,973	22.92	4,172	24.07	4,381	25.28					LMCEA	1063	9420	13
Building Maintenance Worker II	3,966	22.88	4,164	24.02	4,372	25.22	4,591	26.49	4,821	27.81					LMCEA	1066	9420	23
Business License Officer	3,602	20.78	3,782	21.82	3,971	22.91	4,170	24.06	4,379	25.26					LMCEA	1072	9410	14
Clerical Assistant I	2,628	15.16	2,759	15.92	2,897	16.71	3,042	17.55	3,194	18.43					LMCEA	1093	8810	1
Clerical Assistant II	2,836	16.36	2,978	17.18	3,127	18.04	3,283	18.94	3,447	19.89					LMCEA	1096	8810	2
Code Compliance Officer I	4,293	24.77	4,508	26.01	4,733	27.31	4,970	28.67	5,219	30.11					LMCEA	1099	9410	28
Code Compliance Officer II	4,726	27.27	4,962	28.63	5,210	30.06	5,471	31.56	5,745	33.14					LMCEA	1102	9410	39
Comm Develop Program Coordinator	5,900	34.04	6,195	35.74	6,505	37.53	6,830	39.40	7,172	41.38					LMCEA	1105	9410	55

Class Title	Step A (Minimum)		Step B		Step C		Step D		Step E (Maximum)		Step F		Step G		Payroll Group	Class Code	WC Code	Range #
	Month	Hour	Month	Hour	Month	Hour	Month	Hour	Month	Hour	Month	Hour	Month	Hour				
	Community Resource Supervisor	5,734	33.08	6,021	34.74	6,322	36.47	6,638	38.30	6,970	40.21							
Crime Analyst	5,066	29.23	5,319	30.69	5,585	32.22	5,864	33.83	6,157	35.52					LMCEA	1111	8810	45
Crime Prevention Specialist I	3,668	21.16	3,851	22.22	4,044	23.33	4,246	24.50	4,458	25.72					LMCEA	1114	9410	16
Crime Prevention Specialist II	4,293	24.77	4,508	26.01	4,733	27.31	4,970	28.67	5,219	30.11					LMCEA	1117	9410	28
Custodian	2,836	16.36	2,978	17.18	3,127	18.04	3,283	18.94	3,447	19.89					LMCEA	1120	9420	2
Customer Service / Finance Assistant	3,340	19.27	3,507	20.23	3,682	21.24	3,866	22.30	4,059	23.42					LMCEA	1123	8810	7
Customer Service Specialist I	3,508	20.24	3,683	21.25	3,867	22.31	4,060	23.42	4,263	24.59					LMCEA	1126	8810	11
Customer Service Specialist II	3,784	21.83	3,973	22.92	4,172	24.07	4,381	25.28	4,600	26.54					LMCEA	1129	8810	17
Deputy City Clerk	4,526	26.11	4,752	27.42	4,990	28.79	5,240	30.23	5,502	31.74					LMCEA	1132	8810	34
Deputy Fire Marshal	5,989	34.55	6,288	36.28	6,602	38.09	6,932	39.99	7,279	41.99					LMCEA	1135	9410	64
Development Services Technician I	3,814	22.00	4,005	23.11	4,205	24.26	4,415	25.47	4,636	26.75					LMCEA	1148	9410	19
Development Services Technician II	4,187	24.16	4,396	25.36	4,616	26.63	4,847	27.96	5,089	29.36					LMCEA	1149	9410	57
Downtown Operations Assistant	3,461	19.97	3,634	20.97	3,816	22.02	4,007	23.12	4,207	24.27					LMCEA	1147	9410	9
Emergency Preparedness Coordinator	5,900	34.04	6,195	35.74	6,505	37.53	6,830	39.40	7,172	41.38					LMCEA	1184	9410	62
Engineering Aide	3,814	22.00	4,005	23.11	4,205	24.26	4,415	25.47	4,636	26.75					LMCEA	1150	9410	19
Engineering Technician I	4,304	24.83	4,519	26.07	4,745	27.38	4,982	28.74	5,231	30.18					LMCEA	1156	9410	29
Engineering Technician II	4,730	27.29	4,967	28.66	5,215	30.09	5,476	31.59	5,750	33.17					LMCEA	1159	9410	40
Environmental Program Manager	6,537	37.71	6,864	39.60	7,207	41.58	7,567	43.66	7,945	45.84					LMCEA	1160	9420	58
Environmental Specialist	5,179	29.88	5,438	31.37	5,710	32.94	5,996	34.59	6,296	36.32					LMCEA	1355	9420	50
Equipment Operator	4,009	23.13	4,209	24.28	4,419	25.49	4,640	26.77	4,872	28.11					LMCEA	1162	9420	24
Equipment Service Worker	3,144	18.14	3,301	19.04	3,466	20.00	3,639	20.99	3,821	22.04					LMCEA	1165	9420	4
Executive Secretary to the Police Chief	4,136	23.86	4,343	25.06	4,560	26.31	4,788	27.62	5,027	29.00					LMCEA	1023	8810	25
Facilities Manager	4,830	27.87	5,072	29.26	5,326	30.73	5,592	32.26	5,872	33.88					LMCEA	1168	9410	41
Facilities Specialist	4,136	23.86	4,343	25.06	4,560	26.31	4,788	27.62	5,027	29.00					LMCEA	1169	8810	25
Fire Inspector I	4,692	27.07	4,927	28.43	5,173	29.84	5,432	31.34	5,704	32.91					LMCEA	1052	9410	36
Fire Inspector II	5,161	29.78	5,419	31.26	5,690	32.83	5,975	34.47	6,274	36.20					LMCEA	1053	9410	49
Fleet Maintenance Supervisor	5,155	29.74	5,413	31.23	5,684	32.79	5,968	34.43	6,266	36.15					LMCEA	1226	9420	47
Heavy Equipment Operator	4,208	24.28	4,418	25.49	4,639	26.76	4,871	28.10	5,115	29.51					LMCEA	1195	9420	27
Human Services Manager	5,900	34.04	6,195	35.74	6,505	37.53	6,830	39.40	7,172	41.38					LMCEA	1204	9410	55

Class Title	Step A (Minimum)		Step B		Step C		Step D		Step E (Maximum)		Step F		Step G		Payroll Group	Class Code	WC Code	Range #
	Month	Hour	Month	Hour	Month	Hour	Month	Hour	Month	Hour	Month	Hour	Month	Hour				
	Information Technology Analyst	5,868	33.85	6,161	35.54	6,469	37.32	6,792	39.18	7,132	41.15							
Information Technology Specialist I	4,893	28.23	5,138	29.64	5,395	31.13	5,665	32.68	5,948	34.32					LMCEA	1210	9410	44
Information Technology Specialist II	5,382	31.05	5,651	32.60	5,934	34.23	6,231	35.95	6,543	37.75					LMCEA	1213	9410	52
Irrigation Technician	3,823	22.06	4,014	23.16	4,215	24.32	4,426	25.53	4,647	26.81					LMCEA	1222	9420	20
Lead Mechanic	4,859	28.03	5,102	29.43	5,357	30.91	5,625	32.45	5,906	34.07					LMCEA	1225	9420	43
Mechanic I	3,961	22.85	4,159	23.99	4,367	25.19	4,585	26.45	4,814	27.77					LMCEA	1237	9420	22
Mechanic II	4,357	25.14	4,575	26.39	4,804	27.72	5,044	29.10	5,296	30.55					LMCEA	1240	9420	30
Park Maintenance Lead Worker	4,407	25.43	4,627	26.69	4,858	28.03	5,101	29.43	5,356	30.90					LMCEA	1243	9420	32
Park Maintenance Supervisor	5,155	29.74	5,413	31.23	5,684	32.79	5,968	34.43	6,266	36.15					LMCEA	1246	9420	47
Park Maintenance Worker I	3,144	18.14	3,301	19.04	3,466	20.00	3,639	20.99	3,821	22.04					LMCEA	1249	9420	4
Park Maintenance Worker II	3,478	20.07	3,652	21.07	3,835	22.13	4,027	23.23	4,228	24.39					LMCEA	1252	9420	10
Park Maintenance Worker III	3,823	22.06	4,014	23.16	4,215	24.32	4,426	25.53	4,647	26.81					LMCEA	1255	9420	20
Permit Technician	3,409	19.67	3,579	20.65	3,758	21.68	3,946	22.77	4,143	23.90					LMCEA	1258	8810	8
Planning Technician	4,187	24.16	4,396	25.36	4,616	26.63	4,847	27.96	5,089	29.36					LMCEA	1261	9410	57
Police Assistant	3,524	20.33	3,700	21.35	3,885	22.41	4,079	23.53	4,283	24.71					LMCEA	1264	8810	12
Public Works Crew Leader	4,859	28.03	5,102	29.43	5,357	30.91	5,625	32.45	5,906	34.07					LMCEA	1301	9420	60
Public Works Inspector I	4,705	27.14	4,940	28.50	5,187	29.93	5,446	31.42	5,718	32.99					LMCEA	1294	9420	37
Public Works Inspector II	5,181	29.89	5,440	31.38	5,712	32.95	5,998	34.60	6,298	36.33					LMCEA	1297	9420	51
Public Works Maint Lead Worker	4,407	25.43	4,627	26.69	4,858	28.03	5,101	29.43	5,356	30.90					LMCEA	1300	9420	32
Public Works Maintenance Supervisor	5,155	29.74	5,413	31.23	5,684	32.79	5,968	34.43	6,266	36.15					LMCEA	1303	9420	47
Public Works Maintenance Worker I	3,144	18.14	3,301	19.04	3,466	20.00	3,639	20.99	3,821	22.04					LMCEA	1306	9420	4
Public Works Maintenance Worker II	3,478	20.07	3,652	21.07	3,835	22.13	4,027	23.23	4,228	24.39					LMCEA	1309	9420	10
Public Works Maintenance Worker III	3,823	22.06	4,014	23.16	4,215	24.32	4,426	25.53	4,647	26.81					LMCEA	1312	9420	20
Recreation Supervisor	4,838	27.91	5,080	29.31	5,334	30.77	5,601	32.31	5,881	33.93					LMCEA	1330	9410	42
Safety Volunteer Coordinator	4,713	27.19	4,949	28.55	5,196	29.98	5,456	31.48	5,729	33.05					LMCEA	1336	9410	38
Senior Accounting Technician	4,864	28.06	5,107	29.46	5,362	30.93	5,630	32.48	5,912	34.11					LMCEA	1014	9420	63
Senior Building Inspector	5,680	32.77	5,964	34.41	6,262	36.13	6,575	37.93	6,904	39.83					LMCEA	1345	9410	53
Senior Tree Trimmer	4,187	24.16	4,396	25.36	4,616	26.63	4,847	27.96	5,089	29.36					LMCEA	1354	9420	26
Stormwater Program Manager	6,537	37.71	6,864	39.60	7,207	41.58	7,567	43.66	7,945	45.84					LMCEA	1356	9420	58

Class Title	Step A (Minimum)		Step B		Step C		Step D		Step E (Maximum)		Step F		Step G		Payroll Group	Class Code	WC Code	Range #
	Month	Hour	Month	Hour	Month	Hour	Month	Hour	Month	Hour	Month	Hour	Month	Hour				
	Transportation Specialist	3,673	21.19	3,857	22.25	4,050	23.37	4,253	24.54	4,466	25.77							
Tree Trimmer	3,805	21.95	3,995	23.05	4,195	24.20	4,405	25.41	4,625	26.68					LMCEA	1360	9420	18
Wastewater Maintenance Worker I	3,144	18.14	3,301	19.04	3,466	20.00	3,639	20.99	3,821	22.04					LMCEA	1307	9420	4
Wastewater Maintenance Worker II	3,478	20.07	3,652	21.07	3,835	22.13	4,027	23.23	4,228	24.39					LMCEA	1310	9420	10
Wastewater Maintenance Worker III	3,823	22.06	4,014	23.16	4,215	24.32	4,426	25.53	4,647	26.81					LMCEA	1313	9420	20

For additional Temporary employees hired into Regular classifications, use data associated with the Regular classification, but use "2" instead of "1" as the first digit of the Class Code.

ANNEX C – FY 2021-2022 COMPENSATION PLAN

**CITY OF LA MESA / HUMAN RESOURCES DIVISION
 COMPENSATION PLAN FY 2021-2022
 EFFECTIVE 7/1/2021, AS APPROVED 06/08/2021**

Class Title	Step A (Minimum)		Step B		Step C		Step D		Step E (Maximum)		Step F		Step G		Payroll Group	Class Code	WC Code	Range #
	Month	Hour	Month	Hour	Month	Hour	Month	Hour	Month	Hour	Month	Hour	Month	Hour				
Accountant I	4,802	27.70	5,042	29.09	5,294	30.54	5,559	32.07	5,837	33.68					LMCEA	1000	8810	35
Accountant II	5,286	30.50	5,550	32.02	5,828	33.62	6,119	35.30	6,425	37.07					LMCEA	1003	8810	46
Accounting Assistant I	3,069	17.71	3,222	18.59	3,383	19.52	3,552	20.49	3,730	21.52					LMCEA	1006	8810	3
Accounting Assistant II	3,372	19.45	3,541	20.43	3,718	21.45	3,904	22.52	4,099	23.65					LMCEA	1009	8810	6
Accounting Technician	4,555	26.28	4,783	27.59	5,022	28.97	5,273	30.42	5,537	31.94					LMCEA	1012	8810	33
Administrative Aide	4,004	23.10	4,204	24.25	4,414	25.47	4,635	26.74	4,867	28.08					LMCEA	1015	8810	21
Administrative Analyst I	4,802	27.70	5,042	29.09	5,294	30.54	5,559	32.07	5,837	33.68					LMCEA	1018	9410	35
Administrative Analyst II	5,286	30.50	5,550	32.02	5,828	33.62	6,119	35.30	6,425	37.07					LMCEA	1021	9410	46
Administrative Coordinator	4,260	24.58	4,473	25.81	4,697	27.10	4,932	28.45	5,179	29.88					LMCEA	1024	8810	25
Administrative Office Assistant	3,283	18.94	3,447	19.89	3,619	20.88	3,800	21.92	3,990	23.02					LMCEA	1027	8810	5
Assistant Center Manager	3,721	21.47	3,907	22.54	4,102	23.67	4,307	24.85	4,522	26.09					LMCEA	1033	8810	15
Assistant Engineer	6,044	34.87	6,346	36.61	6,663	38.44	6,996	40.36	7,346	42.38					LMCEA	1039	9410	54
Assistant Planner	5,318	30.68	5,584	32.22	5,863	33.83	6,156	35.52	6,464	37.29					LMCEA	1042	9410	48
Associate Engineer	6,965	40.18	7,313	42.19	7,679	44.30	8,063	46.52	8,466	48.84					LMCEA	1045	9410	56
Associate Planner	5,850	33.75	6,143	35.44	6,450	37.21	6,773	39.08	7,112	41.03					LMCEA	1048	9410	53
Building Inspector I	4,833	27.88	5,075	29.28	5,329	30.74	5,595	32.28	5,875	33.89					LMCEA	1051	9410	36
Building Inspector II	5,316	30.67	5,582	32.20	5,861	33.81	6,154	35.50	6,462	37.28					LMCEA	1054	9410	49
Building Maintenance Lead Worker	4,492	25.92	4,717	27.21	4,953	28.58	5,201	30.01	5,461	31.51					LMCEA	1057	9420	31
Building Maintenance Supervisor	5,310	30.63	5,576	32.17	5,855	33.78	6,148	35.47	6,455	37.24					LMCEA	1060	9420	47
Building Maintenance Worker I	3,712	21.42	3,898	22.49	4,093	23.61	4,298	24.80	4,513	26.04					LMCEA	1063	9420	13
Building Maintenance Worker II	4,085	23.57	4,289	24.74	4,503	25.98	4,728	27.28	4,964	28.64					LMCEA	1066	9420	23
Business License Officer	3,710	21.40	3,896	22.48	4,091	23.60	4,296	24.78	4,511	26.03					LMCEA	1072	9410	14
Clerical Assistant I	2,707	15.62	2,842	16.40	2,984	17.22	3,133	18.08	3,290	18.98					LMCEA	1093	8810	1
Clerical Assistant II	2,921	16.85	3,067	17.69	3,220	18.58	3,381	19.51	3,550	20.48					LMCEA	1096	8810	2
Clinical Homeless Outreach Specialist	5,286	30.50	5,550	32.02	5,828	33.62	6,119	35.30	6,425	37.07					LMCEA	1097	9420	46
Code Compliance Officer I	4,422	25.51	4,643	26.79	4,875	28.13	5,119	29.53	5,375	31.01					LMCEA	1099	9410	28
Code Compliance Officer II	4,868	28.08	5,111	29.49	5,367	30.96	5,635	32.51	5,917	34.14					LMCEA	1102	9410	39

Class Title	Step A (Minimum)		Step B		Step C		Step D		Step E (Maximum)		Step F		Step G		Payroll Group	Class Code	WC Code	Range #
	Month	Hour	Month	Hour	Month	Hour	Month	Hour	Month	Hour	Month	Hour	Month	Hour				
Comm Develop Program Coordinator	6,077	35.06	6,381	36.81	6,700	38.65	7,035	40.59	7,387	42.62					LMCEA	1105	9410	55
Community Resource Supervisor	5,906	34.07	6,201	35.78	6,511	37.56	6,837	39.44	7,179	41.42					LMCEA	1103	9410	61
Crime Analyst	5,218	30.10	5,479	31.61	5,753	33.19	6,041	34.85	6,343	36.59					LMCEA	1111	8810	45
Crime Prevention Specialist I	3,778	21.80	3,967	22.89	4,165	24.03	4,373	25.23	4,592	26.49					LMCEA	1114	9410	16
Crime Prevention Specialist II	4,422	25.51	4,643	26.79	4,875	28.13	5,119	29.53	5,375	31.01					LMCEA	1117	9410	28
Custodian	2,921	16.85	3,067	17.69	3,220	18.58	3,381	19.51	3,550	20.48					LMCEA	1120	9420	2
Customer Service / Finance Assistant	3,440	19.85	3,612	20.84	3,793	21.88	3,983	22.98	4,182	24.13					LMCEA	1123	8810	7
Customer Service Specialist I	3,613	20.84	3,794	21.89	3,984	22.98	4,183	24.13	4,392	25.34					LMCEA	1126	8810	11
Customer Service Specialist II	3,898	22.49	4,093	23.61	4,298	24.80	4,513	26.04	4,739	27.34					LMCEA	1129	8810	17
Deputy City Clerk	4,662	26.90	4,895	28.24	5,140	29.65	5,397	31.14	5,667	32.69					LMCEA	1132	8810	34
Deputy Fire Marshal	6,169	35.59	6,477	37.37	6,801	39.24	7,141	41.20	7,498	43.26					LMCEA	1135	9410	64
Development Services Technician I	3,928	22.66	4,124	23.79	4,330	24.98	4,547	26.23	4,774	27.54					LMCEA	1148	9410	19
Development Services Technician II	4,313	24.88	4,529	26.13	4,755	27.43	4,993	28.81	5,243	30.25					LMCEA	1149	9410	57
Downtown Operations Assistant	3,565	20.57	3,743	21.59	3,930	22.67	4,127	23.81	4,333	25.00					LMCEA	1147	9410	9
Emergency Preparedness Coordinator	6,077	35.06	6,381	36.81	6,700	38.65	7,035	40.59	7,387	42.62					LMCEA	1184	9410	62
Engineering Aide	3,928	22.66	4,124	23.79	4,330	24.98	4,547	26.23	4,774	27.54					LMCEA	1150	9410	19
Engineering Technician I	4,433	25.58	4,655	26.86	4,888	28.20	5,132	29.61	5,389	31.09					LMCEA	1156	9410	29
Engineering Technician II	4,872	28.11	5,116	29.52	5,372	30.99	5,641	32.54	5,923	34.17					LMCEA	1159	9410	40
Environmental Program Manager	6,733	38.84	7,070	40.79	7,424	42.83	7,795	44.97	8,185	47.22					LMCEA	1160	9420	58
Environmental Specialist	5,334	30.77	5,601	32.31	5,881	33.93	6,175	35.63	6,484	37.41					LMCEA	1355	9420	50
Equipment Operator	4,129	23.82	4,335	25.01	4,552	26.26	4,780	27.58	5,019	28.96					LMCEA	1162	9420	24
Equipment Service Worker	3,238	18.68	3,400	19.62	3,570	20.60	3,749	21.63	3,936	22.71					LMCEA	1165	9420	4
Executive Secretary to the Police Chief	4,260	24.58	4,473	25.81	4,697	27.10	4,932	28.45	5,179	29.88					LMCEA	1023	8810	25
Facilities Manager	4,975	28.70	5,224	30.14	5,485	31.64	5,759	33.23	6,047	34.89					LMCEA	1168	9410	41
Facilities Specialist	4,260	24.58	4,473	25.81	4,697	27.10	4,932	28.45	5,179	29.88					LMCEA	1169	8810	25
Fire Inspector I	4,833	27.88	5,075	29.28	5,329	30.74	5,595	32.28	5,875	33.89					LMCEA	1052	9410	36
Fire Inspector II	5,316	30.67	5,582	32.20	5,861	33.81	6,154	35.50	6,462	37.28					LMCEA	1053	9410	49
Fleet Maintenance Supervisor	5,310	30.63	5,576	32.17	5,855	33.78	6,148	35.47	6,455	37.24					LMCEA	1226	9420	47
Heavy Equipment Operator	4,334	25.00	4,551	26.26	4,779	27.57	5,018	28.95	5,269	30.40					LMCEA	1195	9420	27

Class Title	Step A (Minimum)		Step B		Step C		Step D		Step E (Maximum)		Step F		Step G		Payroll Group	Class Code	WC Code	Range #
	Month	Hour	Month	Hour	Month	Hour	Month	Hour	Month	Hour	Month	Hour	Month	Hour				
Homeless Outreach Technician	4,802	27.70	5,042	29.09	5,294	30.54	5,559	32.07	5,837	33.68					LMCEA	1196	9420	35
Human Services Manager	6,077	35.06	6,381	36.81	6,700	38.65	7,035	40.59	7,387	42.62					LMCEA	1204	9410	55
Information Technology Analyst	6,044	34.87	6,346	36.61	6,663	38.44	6,996	40.36	7,346	42.38					LMCEA	1208	9410	54
Information Technology Specialist I	5,040	29.08	5,292	30.53	5,557	32.06	5,835	33.66	6,127	35.35					LMCEA	1210	9410	44
Information Technology Specialist II	5,543	31.98	5,820	33.58	6,111	35.26	6,417	37.02	6,738	38.87					LMCEA	1213	9410	52
Irrigation Technician	3,938	22.72	4,135	23.86	4,342	25.05	4,559	26.30	4,787	27.62					LMCEA	1222	9420	20
Lead Mechanic	5,005	28.88	5,255	30.32	5,518	31.83	5,794	33.43	6,084	35.10					LMCEA	1225	9420	43
Mechanic I	4,080	23.54	4,284	24.72	4,498	25.95	4,723	27.25	4,959	28.61					LMCEA	1237	9420	22
Mechanic II	4,488	25.89	4,712	27.18	4,948	28.55	5,195	29.97	5,455	31.47					LMCEA	1240	9420	30
Park Maintenance Lead Worker	4,539	26.19	4,766	27.50	5,004	28.87	5,254	30.31	5,517	31.83					LMCEA	1243	9420	32
Park Maintenance Supervisor	5,310	30.63	5,576	32.17	5,855	33.78	6,148	35.47	6,455	37.24					LMCEA	1246	9420	47
Park Maintenance Worker I	3,238	18.68	3,400	19.62	3,570	20.60	3,749	21.63	3,936	22.71					LMCEA	1249	9420	4
Park Maintenance Worker II	3,582	20.67	3,761	21.70	3,949	22.78	4,146	23.92	4,353	25.11					LMCEA	1252	9420	10
Park Maintenance Worker III	3,938	22.72	4,135	23.86	4,342	25.05	4,559	26.30	4,787	27.62					LMCEA	1255	9420	20
Permit Technician	3,511	20.26	3,687	21.27	3,871	22.33	4,065	23.45	4,268	24.62					LMCEA	1258	8810	8
Planning Technician	4,313	24.88	4,529	26.13	4,755	27.43	4,993	28.81	5,243	30.25					LMCEA	1261	9410	57
Police Assistant	3,630	20.94	3,812	21.99	4,003	23.09	4,203	24.25	4,413	25.46					LMCEA	1264	8810	12
Public Works Crew Leader	5,005	28.88	5,255	30.32	5,518	31.83	5,794	33.43	6,084	35.10					LMCEA	1301	9420	60
Public Works Inspector I	4,846	27.96	5,088	29.35	5,342	30.82	5,609	32.36	5,889	33.98					LMCEA	1294	9420	37
Public Works Inspector II	5,336	30.78	5,603	32.33	5,883	33.94	6,177	35.64	6,486	37.42					LMCEA	1297	9420	51
Public Works Maint Lead Worker	4,539	26.19	4,766	27.50	5,004	28.87	5,254	30.31	5,517	31.83					LMCEA	1300	9420	32
Public Works Maintenance Supervisor	5,310	30.63	5,576	32.17	5,855	33.78	6,148	35.47	6,455	37.24					LMCEA	1303	9420	47
Public Works Maintenance Worker I	3,238	18.68	3,400	19.62	3,570	20.60	3,749	21.63	3,936	22.71					LMCEA	1306	9420	4
Public Works Maintenance Worker II	3,582	20.67	3,761	21.70	3,949	22.78	4,146	23.92	4,353	25.11					LMCEA	1309	9420	10
Public Works Maintenance Worker III	3,938	22.72	4,135	23.86	4,342	25.05	4,559	26.30	4,787	27.62					LMCEA	1312	9420	20
Recreation Supervisor	4,983	28.75	5,232	30.18	5,494	31.70	5,769	33.28	6,057	34.94					LMCEA	1330	9410	42
Safety Volunteer Coordinator	4,854	28.00	5,097	29.41	5,352	30.88	5,620	32.42	5,901	34.04					LMCEA	1336	9410	38
Senior Accounting Technician	5,010	28.90	5,261	30.35	5,524	31.87	5,800	33.46	6,090	35.13					LMCEA	1014	9420	63
Senior Building Inspector	5,850	33.75	6,143	35.44	6,450	37.21	6,773	39.08	7,112	41.03					LMCEA	1345	9410	53

Class Title	Step A (Minimum)		Step B		Step C		Step D		Step E (Maximum)		Step F		Step G		Payroll Group	Class Code	WC Code	Range #
	Month	Hour	Month	Hour	Month	Hour	Month	Hour	Month	Hour	Month	Hour	Month	Hour				
	Senior Tree Trimmer	4,313	24.88	4,529	26.13	4,755	27.43	4,993	28.81	5,243	30.25							
Stormwater Program Manager	6,733	38.84	7,070	40.79	7,424	42.83	7,795	44.97	8,185	47.22					LMCEA	1356	9420	58
Transportation Specialist	3,783	21.83	3,972	22.92	4,171	24.06	4,380	25.27	4,599	26.53					LMCEA	1328	8810	59
Tree Trimmer	3,919	22.61	4,115	23.74	4,321	24.93	4,537	26.18	4,764	27.48					LMCEA	1360	9420	18
Wastewater Maintenance Worker I	3,238	18.68	3,400	19.62	3,570	20.60	3,749	21.63	3,936	22.71					LMCEA	1307	9420	4
Wastewater Maintenance Worker II	3,582	20.67	3,761	21.70	3,949	22.78	4,146	23.92	4,353	25.11					LMCEA	1310	9420	10
Wastewater Maintenance Worker III	3,938	22.72	4,135	23.86	4,342	25.05	4,559	26.30	4,787	27.62					LMCEA	1313	9420	20

For additional Temporary employees hired into Regular classifications, use data associated with the Regular classification, but use "2" instead of "1" as the first digit of the Class Code.