

MEMORANDUM
of
UNDERSTANDING

between the

CITY of ORLAND

and the

UNITED PUBLIC EMPLOYEES of CALIFORNIA
LOCAL 792

ORLAND General Unit

July 1, 2016 through June 30, 2019
incorporating all previous agreements

ORIGINAL

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ARTICLE 1: GENERAL PROVISIONS

1.01 UNION RECOGNITION:

The City recognizes the United Public Employees of California, Local 792 Union hereinafter referred to as the Union as the exclusive bargaining representative for the purpose of establishing salaries, hours, fringe benefits, and working conditions of all employees in the classifications of "Attachment A" attached herein. This Union, in turn, recognizes the City Manager as the Collective Bargaining representative for the City and shall meet and confer exclusively with said officer or designee, except as specifically described otherwise in this memorandum. Both parties recognize their obligation to cooperate with each other to assure maximum service of the highest quality and efficiency to the residents of the City. Whenever the City hires a person to a covered position, the City shall notify such person that the Union is the recognized bargaining representative for miscellaneous employees. Both City and Union agree to keep duplicate originals for this agreement on file in a readily accessible location, including online, available for inspection by any City employee, or member of the public, upon request.

1.02 UNION MEMBERSHIP:

All regular employees occupying positions in classifications listed in Attachment A, who are members of the Union shall be required to pay Union Dues. Employees are not required to join the Union or pay dues as a condition of employment.

1.03 EMPLOYEE RIGHTS:

A. General:

Employees of the City shall have the right to form, join, and participate in the activities of recognized employee organizations of their own choosing for the purpose of representation on all matters of employee relations as provided by law. Employees of the City shall also have the right to refuse to join, or participate in, the activities of employee organizations. No employee shall be interfered with, intimidated, restrained, coerced, or discriminated against in connection with these rights.

Union Activities:

Neither the City nor the Union shall interfere with, intimidate, coerce or discriminate against City employees because of their exercising their right to form, join and participate in the activities of the Union, or exercising their right to refuse to join or participate in the activities of the Union.

B. Personnel Files:

The City Manager shall maintain the official employee personnel records.

1. The confidentiality of the Personnel Record shall be maintained at all times. Only information regarding official status (i.e.; employee's, name, class title, current salary range, length of appointment, and date of hire) will be released.
2. Information of a personal nature will not be released, unless the employee authorizes in writing, with an original written signature (photocopies of the original signature will not be accepted).
3. The employee will be provided a copy of any document containing derogatory information prior to it being placed in the personnel file. An employee may respond in writing to any derogatory information. The employee's response shall be attached to the copy of the derogatory information that has been placed in the employee's personnel file.

C. Employee Evaluation:

1. No employee evaluation shall be placed in the employee's personnel file without an opportunity for a discussion of the evaluation between the employee and the evaluator. Any negative evaluation shall provide specific recommendations for improvement in the employee's performance. The employee shall also be made aware of the resources available to aid the employee in improving his/her performance.
2. Probationary employees shall receive a formal written evaluation at the end of the sixth month and the end of the twelfth month of employment.
3. Corrective Action evaluations may be prepared at any time the evaluator deems necessary.

D. Notification of Examination Results:

Notification of results will be consistent with the provisions outlined in Attachment B of this contract; City of Orland Personnel Rules & Regulations Manual, page 6, section 2-11.

1.04 RULES AND REGULATIONS:

The Union agrees that its members shall comply with all departmental or City rules and regulations, including those relating to conduct and work performance. The City agrees that departmental or City rules and regulations, which affect the terms and conditions of employment, shall be the proper subject for meet and confer prior to their adoption. If departmental or City rules and regulations including City of Orland Personnel Rules conflict with specific provisions of this Agreement, this Agreement shall prevail (except for the Employer-Employee Relations Policy which shall prevail).

The City of Orland Personnel Rules and Regulations Manual dated January 2004 are incorporated in this agreement as Attachment B.

Should the City of Orland choose to modify the current Personnel Rules incorporated herein as Attachment B, the City will meet and confer with the representative(s) of the City General bargaining unit and the representative(s) of UPEC Union Local 792 prior to any implementation.

1.05 FAIR EMPLOYMENT PRACTICES:

The City and the Union agree that no person employed or applying for employment with the City shall be unlawfully discriminated against by either party because of race, color, religion, mental or physical disability (including AIDS), medical condition (cancer related), national origin, ancestry, marital status, sex, sexual orientation, age (over 40), veteran's status, or any other non-merit factor except where such factors are determined to be bona fide occupational qualifications after consideration of reasonable accommodation factors in relation to the essential job duties of the position. The parties also agree to support efforts which are intended to achieve equal employment opportunity as provided for in Federal and State requirements.

The Union agrees that it has a duty to provide fair and nondiscriminatory representation to all regular employees occupying positions in the classifications listed in Attachment A regardless of their membership in the Union.

1.06 PREVAILING RIGHTS:

The provisions of this Memorandum of Understanding together with all those rules (see Article 1.04) that existed prior to this Agreement which are within the meet and confer requirements shall constitute the wages, hours and terms and conditions of employment for employees in classifications subject to this Memorandum.

1.07 DEFINITIONS:

“Day or Days” shall mean a **working** day or days, unless specifically defined as otherwise in the individual Articles of this Memorandum.

“Emergency” means any unforeseen circumstance requiring immediate action: any sudden, unexpected happening, an unforeseen occurrence or condition.

“Employee” means a person in a Permanent Full-Time or a Permanent Part-Time position in a classification for which the Union is the exclusive bargaining representative.

“Extra Help Employee” shall mean a person employed in a position that is generally not occupied on a year around basis to cover seasonal peak workloads, emergency workloads of limited duration, necessary vacation and sick leave relief, and other situations involving a fluctuating staff.

“Limited Term Employee” shall mean a person employed in a position that is a program specific position that is funded predominantly by other than the general fund. The allocation for such position shall automatically end when either the program ends or the funds supporting the position are no longer available.

“Permanent Full-Time Employee” shall mean a person employed in a position established on a permanent year round basis requiring work on a regular schedule of **thirty-five (35)** hours or more per work week and eligible for full benefits.

“Permanent Part-Time Employee” shall mean a person employed in a position established not to exceed 960 hours per fiscal year and not eligible for benefits except in-grade increases on a calendar year basis. Annual vacation at a rate equivalent to full-time employees, but prorated based on the number of hours worked.

ARTICLE 2: CITY RIGHTS

2.01 Nothing in this Memorandum shall be construed to restrict any legal or inherent exclusive City rights with respect to matters of general legislative or managerial policy. This includes among others; the exclusive right to:

- To determine the methods, means, and personnel by which City Government operations are to be conducted.
- Exercise complete control and discretion over its organization, operations and technology of performing its work.
- Determine the mission, function and necessity of all or part of each of its constituent departments, boards, and commissions and take all necessary actions to carry out their mission, functions and necessity, or any part thereof.
- Set standards of service to the public.

The City also retains the sole right to administer the City Personnel Policy and Codes, to classify or reclassify positions, add or delete positions or classes to or from the City Budget or Salary Resolution, establish standards for employment and promotion of employees, evaluate employees, to direct its employees, establish rules and regulations, take disciplinary action for proper cause, to establish work schedules and work assignments, and to relieve its employees from duty for lack of work or other legitimate reasons; subject to any and all laws or regulations pertaining thereto.

ARTICLE 3: UNION RIGHTS

3.01 PAYROLL DEDUCTION:

The City agrees, upon written consent of the employees involved, to deduct membership dues or service fees, as established by the Union, from the salaries of the employees the Union represents. The City shall remit the sum withheld immediately to the Union along with a list of employees who have had such amounts deducted. The Union agrees to provide a listing of all additions or deletions of membership or requested changes to establish payroll deductions of its members, to the City Payroll Clerk, not later than the Friday prior to the relevant pay day.

Voluntary payroll deductions from employees' salaries shall be for Union sponsored programs provided that the employee has given the Union and the City Payroll Clerk written authorization for such deduction. The City may assess a reasonable charge for providing such service. The employee may cancel this authorization at any time by providing written notification of such cancellation to the City Payroll Clerk and to the Union. The Union shall indemnify, defend and hold the City harmless against all claims, demands, expenses (including attorney's fees), judgments, or other liability because of dues or fees collected by the City and paid over to the Union. The Union agrees to refund to the City any amounts paid to it in error upon presentation of proper evidence thereof.

3.02 UNION ACCESS:

The City agrees to grant no more than one (1) paid staff of the Union at a time, the right to contact City employees during breaks or lunch periods.

3.03 UNION REPRESENTATIVES:

A. Negotiators:

The Union shall be allowed to designate up to two (2) employees within the unit to serve as negotiators with the City. The Union shall provide the City Manager with the name, classification, and the assigned department of each of the negotiators. The Union agrees that a Department is only required to release one (1) employee to serve as a negotiator. Should any changes or alternates be appointed after the original list is established, the Union shall advise the City Manager and Department Head. Employees designated as unit negotiators shall be granted release time with pay from scheduled duties to meet with the City's Chief Negotiator.

B. Shop Stewards:

The Union shall have the right to establish shop stewards consistent with the provisions outlined in the Laborer's International Union of North America (LIUNA) Constitution, page 86, Article 4E(3).

1. The Union agrees to notify the City Manager of the names, classifications, and departments of their designated stewards, which shall not exceed two (2) in number, including one (1) Chief Steward. The Union shall notify the City Manager of any changes to the original list.
2. A reasonable amount of time will be granted the employees and the steward to handle initial grievances and appeal procedures. After notifying his/her immediate supervisor, a shop steward shall be permitted to leave his/her work area during working hours to assist in the investigations, initial preparation, and presentation of grievances. The steward shall advise the Supervisor of the grievant of his/her presence and shall be permitted to discuss the problem with any and all employees immediately concerned, and if appropriate, attempt to achieve a settlement in accordance with the grievance procedure.
3. The City shall allow one (1) steward, one (1) hour of paid release time each month to participate in Union Steward training or meetings. This time does not accrue for the Union or the employee steward.

C. Safety Meetings:

The City will conduct safety meetings and/or trainings at least monthly.

3.04 BULLETIN BOARDS:

The Union will provide no more than two bulletin boards to be located one each at the City Library and at the City of Orland Public Works Corporation Yard upon which the Union may post notices of meetings, elections, appointments, results of election(s) recreation and social affairs, classes, seminars and other matters pertaining to the employee and Union affairs. Materials relating to local, state or national political elections shall not be posted. Materials that are derogatory to any City employee shall not be placed on bulletin boards.

3.05 DISTRIBUTION OF UNION MATERIALS:

- A. The Union shall have the right to distribute materials to its members through normal City channels.
- B. No material shall be distributed which is derogatory toward any City officer or employee.
- C. The City Manager shall have final authority to revoke this right if any provision of this Memorandum of Understanding is violated by the Union.

3.06 USE OF CITY FACILITIES:

City facilities shall be made available upon timely request for use by employees and the Union to meet to discuss issues within the scope of representation. Use of such facilities shall be on the employee's own time unless otherwise approved by the City Manager.

ARTICLE 4: PAY PROVISIONS

4.01 COMPENSATION:

All Permanent Full-Time and Permanent Part-Time employees covered by this agreement shall be paid in accordance with the attached schedule titled "ATTACHMENT A".

4.02 SALARY ADJUSTMENT:

A. General salary increases:

3% increase for classifications not receiving a specific position increase, effective July 1, 2016.

3% increase for classifications not receiving a specific position increase, effective July 1, 2017.

3% increase for classifications not receiving a specific position increase, effective July 1, 2018.

B. Specific classification increases:

1. Public Works Supervisor:

4% increase effective July 1, 2016.

4% increase effective July 1, 2017.

4% increase effective July 1, 2018.

2. Waste Water Treatment Plant Operator

4% increase effective July 1, 2016.

4% increase effective July 1, 2017.

4% increase effective July 1, 2018.

4.03 PAY PERIODS:

Employees in this unit shall be paid bi-weekly in accordance with the pay schedule as established by the City.

4.04 STANDBY PAY – ON CALL PAY:

A. Schedule

City Public Works employees will be assigned on call on a mandatory, rotation basis. The

designated on call employee may obtain a substitute or trade their assigned rotation, subject to department head approval. The on call shift will consist of 7 consecutive calendar days commencing at the end of the regularly scheduled work shift on Wednesday afternoon and ending at the beginning of the regularly scheduled work shift on the following Wednesday morning.

B. Compensation

The City will compensate the employee assigned to on call at a rate of \$169.70 / week. The designated on call employee shall report for service within 30 to 60 minutes of being contacted.

On-call compensation will adjust annually by the same percentage set forth in section 4.02(A).

2016-2017 rate: \$174.80
2017-2018 rate: \$180.05
2018-2019 rate: \$185.45

C. Vehicle Provided

The City shall provide a City truck for employee(s) who are in standby status.

4.05 CALL BACK PAY:

A. On Recognized Holidays (13):

When employees who are on standby are called back to work, or an employee is required to return to work because of a departmental request made after they have completed their normal work shift and left the premises, they shall be credited for a minimum of four (4) hours time or actual time worked; whichever is greater.

B. On Regularly Scheduled Workdays:

When employees who are on standby are called back to work, or an employee is required to return to work because of a departmental request made after they completed their normal work shift and left the premises, they shall be credited for a minimum of two (2) hours time or actual time worked, whichever is greater.

4.06 SPECIAL PAY ADJUSTMENTS

A. The City reserves the right to increase salaries and/or benefits over and above the existing terms and conditions of this agreement for any job classification for the purpose of recruitment and retention of personnel.

B. Stipend for State Certifications

The City shall recognize employees who possess State required certifications in such classifications as Water Treatment and Waste Water Treatment, and certifications of benefit to the City, with a 2.5%_salary increase, as to each certification, with a maximum stipend of 10.0%. Requests for stipends are to be presented to the City Manager for evaluation prior to commencing coursework/training.

C Stipend for Bi-Lingual Employees

Employees whom the City recognizes as meeting the qualifications for Bi-Lingual Skills shall receive a 2.5% salary increase.

4.07 LONGEVITY PAY:

Regular Full-Time and Part-Time employees shall receive an increase of two and one half percent (2.5%) above their current salary rate for the particular class of position to which they are appointed upon completion of ten (10), fifteen (15), twenty (20), twenty-five (25), and thirty (30) full consecutive years of employment.

4.08 DIRECT DEPOSIT:

The City agrees to implement direct deposit of employee pay checks during the term of this M.O.U.

ARTICLE 5: PAID LEAVE

5.01 SICK LEAVE:

The sick leave maximum accrual is fifteen (1500) hours per employee effective the date of ratification of this agreement.

5.02 BEREAVEMENT LEAVE:

Bereavement leave with pay because of death in the employee's immediate family shall be granted not to exceed five (5) days for each instance. However, a department head may authorize more than five days leave based on extenuating circumstances, but all such leave in excess of five (5) days shall be charged to the employee's regular accumulated sick leave. Immediate family shall mean spouse, child, stepchild, stepparent, parent, grandparent, parent-in-law, brother-in-law, sister-in-law, brother or sister, grandchild or anyone permanently living in the household.

5.03 HOLIDAYS:

A. The following holidays are recognized by the City:

<u>Holiday</u>	<u>Observed</u>
1) New Year's Day	January 1
2) Martin Luther King Jr. Day	Third Monday in January
3) President's Day	Third Monday in February
4) Cesar Chavez Day	Mar 31
5) Memorial Day	Last Monday in May
6) Independence Day	July 4
7) Labor Day	First Monday in September
8) Veterans' Day	November 11
9) Thanksgiving Day	That Designated Thursday in November
10) Thanksgiving Friday	The Day After Thanksgiving
11) Christmas Eve	December 24
12) Christmas	December 25
13) New Year's Eve	December 31

B. Floating Holiday

Every full-time employee covered by this agreement is granted three (3) floating holidays each fiscal year that must be used during said fiscal year (not cashed out) or they will be forfeited.

D. Weekend Holiday

When a holiday falls on a weekend (Saturday or Sunday), the City will recognize the preceding (Friday) or following (Monday) as a holiday.

5.04 COMPENSATORY TIME:

Employees may accrue compensatory time in lieu of pay up to one hundred (100) hours. Employees shall have the option of CTO or pay.

5.05 VACATION LEAVE ACCRUAL – LONGEVITY:

Vacation leave will accrue as follows, upon completion of specified years of service:

10 years of service = 4 weeks vacation
15 years of service = 4.5 weeks vacation
20 years of service = 5 weeks vacation

Accrual is strictly limited to 240 hours as consistent with the revised Personnel Rules and Regulations Manual. This 240 hours is a cap and employees shall not accrue vacation in excess of this cap.

ARTICLE 6: HEALTH AND OTHER BENEFIT PLANS

6.01 HEALTH / LIFE INSURANCE:

A. Medical:

The City will provide the Silver plan through Golden State Risk Management Association effective January 1, 2017. The City will also provide GAP insurance coverage in combination with the Silver plan. The City agrees to pay 100% of the premium costs of these plans for eligible employees and their dependents.

The City will fund a city-administered Health Reimbursement Account for out-of-pocket out-patient medical procedure expenses available to those enrolled in the Silver + GAP insurance plan.

The City will provide access to the PPO Platinum Plan through Golden State Risk Management Association. Employees choosing this plan will pay any costs in excess of the combined premium cost of the Silver plan with GAP coverage for that employee and dependents.

For those employees who otherwise have medical insurance and opt-out of city medical insurance, the city will provide \$765 per month which may be applied to a 457 Deferred Compensation Plan or added to salary compensation.

B. Dental:

The City will provide dental insurance for all employees through Golden State RMA at 100% premium coverage.

C. Vision:

The City will provide vision insurance for all employees through Golden State RMA at 100% premium coverage.

D. Life Insurance:

The City agrees to maintain a Group-Term Life Insurance policy with a value of \$ 50,000 for employees in this unit.

E. Employee Assistance Plan:

The City will provide an Employee Assistance Plan (EAP) through Golden State RMA.

F. Optional Additional Insurance:

Employee may elect to enroll in additional ancillary health and life insurance through a City contracted provider.

Employees shall be responsible for the payment of any monthly premium amounts in excess of the City contribution. These payments will be made in two equal installments on the first and the second pay period of each month.

The employees' premium payment shall be made by payroll deduction.

Employee premium payment may be made through an IRS Code, Section 125 arrangement.

H. Retiree Medical Plan

Upon completion of twenty (20) years of City of Orland service, and upon retiring from City service, employees who were regular full-time employees as of July 1, 2013, shall be eligible to receive a contribution of 1% for each year of City service (contribution) applied toward the cost of the employee-only medical premium if the employee is covered by employee-only insurance at the time of retirement, or applied to the cost of the employee-plus-one-dependent premium if the employee and his dependent are covered by the city's medical insurance at the time of retirement. This benefit expires when the employee/retiree qualifies for Medicare. If the dependent becomes Medicare eligible prior to the retiree, the contribution shall be applied to the cost of the employee-only premium.

Eligible employees may, instead of the above, direct the City to pay the dollar amount of the contribution to an identified health benefit provider. The eligible employee making that election shall provide the City with payment directions.

6.02 VOLUNTARY PAYROLL DEDUCTION:

The City agrees to offer an IRS Code, Section 125 Voluntary Payroll, before tax deduction, account. Items to be included in this account may be additional life insurance, disability income protection, employee health and hospitalization insurance, long-term nursing and custodial care, catastrophic insurance coverage, and other types of deductions that qualify under the Internal Revenue Service Code System.

ARTICLE 7: RETIREMENT

7.01 PENSION FORMULA

The City agrees to provide the 2.7% @ 55 retirement formula for all employees in this bargaining unit employed as of December 31, 2012. New employees hired on or after January 1, 2013, will be hired under a 2% @ 62 formula per State standards for all public agencies. "Lateral hire" employees with less than a six-month break in service are hired under the formula for legacy employees, per State standards.

7.02 PENSION COST SHARING

All employees shall pay their own required member contribution (8%) to the Public Employees Retirement System.. Non-legacy employees hired after January 1, 2013 shall pay their own required member contribution of 6.5%.

7.03 PERS RETIREMENT REPORTING

The City shall report eight percent (8.0%) or six and one half percent (6.5%) Employee Paid Contributions to PERS as compensation.

ARTICLE 8: ALLOWANCES & REIMBURSEMENTS

8.01 MILEAGE REIMBURSEMENT:

An employee who utilizes his/her privately owned vehicle for approved city business will be compensated at the cents per mile reimbursement rate established by the Internal Revenue Service in effect on July 1, of each year.

8.02 MOTOR VEHICLE PHYSICAL EXAM AND LICENSE FEES:

The City will pay the full cost of physical exams and license fees necessary to maintain the required motor vehicle license for the classification assigned when the license requirement is other than Class "C".

8.03 UNIFORM ALLOWANCE:

City will pay for the cost of purchase, replacement and cleaning of uniforms. City will provide Maintenance Workers with one hundred fifty \$150 credit each year for work boots and/or safety jacket. Employees must produce a receipt and be reimbursed by the City. The City will provide credit accounts at two or three preferred boot retailers, with members retaining option to shop elsewhere on a receipt-reimbursable basis.

ARTICLE 9: SENIORITY

9.01 SENIORITY:

The City shall recognize Classification Seniority as set forth herein.

- A. "**Classification Seniority**" means the amount of regular service performed by the employee in the classification and higher classifications in question since the most recent date of hire, less all absences from employment for which no compensation is received.
- B. "**Continuous Service**" means the amount of continuous employment by the employee, less all absences from employment in excess of thirty (30) calendar days for which no compensation is received.
- C. Extra help and temporary employees shall not accrue seniority.
- D. "**Probationary Employee**" is defined in Section 2-20 of the City Personnel Rules and Regulations. A probationary employee shall have seniority rights, and shall accrue seniority from the date of hire.

9.02 LOSS OF SENIORITY:

An employee loses all seniority when:

- A. The employee quits.
- B. The employee is discharged.
- C. The employee, when on layoff, fails to return to work within three calendar days after having been notified to return to work by the City by certified mail, return receipt requested, sent to the employee's last known address. However, if the employee is employed elsewhere and is required to give notice of resignation, the employee must so notify the City within three calendar days after the City notice to return to work has been received, and must return to work within fourteen (14) calendar days after receipt of the City's notice.
- D. The employee is laid off for 24 consecutive months.
- E. The employee is absent from work and fails to contact the City within three working days regarding the reason for such absence, unless it is impossible to do so.
- F. The employee does not report to work immediately upon expiration of a leave of absence.

ARTICLE 10: DISCIPLINARY & APPEAL PROCEDURES

10.01 DISCIPLINARY ACTION:

Disciplinary action may be taken by the appointing authority for cause against any employee who has permanent status. This article shall not apply to employees dismissed while on probation. As used in this section, "disciplinary action" means written reprimands, suspension without pay, demotion with reduction in pay, and dismissal. As used in this section, "appointing authority," means the City of Orland or the appropriate elected official or department head exercising supervisory authority over the employee against whom disciplinary action is taken.

10.02 GRIEVANCE AND APPEALS PROCEDURES:

A. PURPOSE.

The purpose of the procedure established by way of this agreement is to provide a systematic means to:

1. Keep channels of communications open between all persons employed by the City of Orland;
2. Resolve problems and differences between employees and management through discussions; and
3. Settle unresolved employee disputes and complaints in a reasonable manner.

B. SCOPE.

The procedure established herein is limited in application to complaints of unfair or improper treatment in City employment and to matters specifically involving the interpretation or application of this agreement, City rules, policies or ordinances.

Specifically excluded from this procedure are matters, which in their solution, require the amendment or change of the City Council's policies as set forth in the City Ordinance Code and resolutions. Also excluded from this procedure are the following:

1. Matters within the Employee Relations Policy adopted by resolution of the City Council.
2. City Rights as specified in Article I, Section 2.01 of this agreement.

C. RIGHT OF PARTICIPATION:

Any employee or group of employees shall have the right to present grievances under these procedures without fear of reprisal.

D. REPRESENTATION:

Any employee or employees shall be given reasonable time off without loss of pay to participate in the steps of this procedure upon by the Department Head and City Manager during non-working hours.

E. GRIEVANCE PROCESS:

The following is a series of steps, each a succeeding higher level of review. Effort is to be made by all who participate in the process to find acceptable solutions to the problems involved at the lowest and earliest possible step in the process.

During the process, should the grievant not receive a response at any level in accordance with the appropriate time limits, the grievant may appeal the grievance to the next level.

1. PROCEDURES TO BE OBSERVED:

- (a) the word "employee" as used in the various steps shall mean the employee and his / her representative. The grievant shall be present at all steps in the process.
- (b) any written forms required of the employee at any step shall be provided by the City.
- (c) the word "day" as used in the Steps of the Grievance procedure shall mean "calendar days" unless otherwise specified.
- (d) should a grievant fail at any time to proceed to the next step, within the established time limits, the grievance shall be terminated.
- (e) time limits in this procedure may be waived or extended by mutual written consent of both parties.

2. INFORMAL GRIEVANCE PROCEDURE:

As outlined in Attachment B of this contract; City of Orland Personnel Rules & Regulations, page 29, section 6-2.

3. FORMAL GRIEVANCE PROCEDURE:

Step 1: IMMEDIATE SUPERVISOR

Within seven (7) calendar days of receiving the informal decision of his / her immediate supervisor, the grievant shall then have the right to notify the immediate supervisor in writing of his / her intent to file a formal appeal with the Department Head.

Step 2: DEPARTMENT HEAD

- a. If the grievance is not settled to the employee's satisfaction at the informal level, the employee shall file a written appeal with the Department Head within seven (7) calendar days of receipt of the supervisor's informal decision.
- b. The grievance letter shall include the following:
 - (i) A statement of the grievance clearly indicating the question raised by the grievance and the section(s) of the agreement that is violated; and
 - (ii) The remedy or correction requested.
- c. The Department Head shall give a written answer to the grievance within five (5) working days from the date the appeal was received at this level.

The Department Head's answer shall include the following:

- (i) A complete statement of the Department Head's position and the facts upon which it is based, if available; and
 - (ii) The remedy or correction that has been offered, if any.
- d. If the grievance is not settled satisfactorily within Step 2, the employee may appeal the grievance to the City Administrator in writing within ten (10) calendar days from receipt of the Department Head's decision.

Step 3: CITY MANAGER

- a. Within fifteen (15) days of receipt of an appeal from Step 2, the City Manager shall cause a hearing to be held. The date, time and place of the hearing shall be by mutual agreement of the City Manager and the employee and Union representative, if any. The City or the Union may request other representatives to participate in the hearing, and the Union may request that other employees be called as witnesses without loss of pay.
- b. It is the intent of the parties to arrive at an equitable settlement of all third step grievances. Therefore, all evidence presented at the third step hearing shall reflect the total effort of the parties.
- c. A written disposition of the grievance shall be given by the City Manager to the employee, representative(s) and Department Head within five (5) calendar days following the hearing.
- d. If the third step decision is not satisfactory to the employee, it may be appealed to the City Council.

Step 4: CITY COUNCIL (In its entirety)

- a. The employee or his / her representative must present in writing the appeal to the City Council via the City Clerk within fifteen (15) days from the date of receipt of the third step decision. The City Council will hold the appeal hearing in closed session.
- b. The City Council shall have no power to alter, amend, change, add to, or subtract from any of the terms and conditions of this agreement, nor any rules, policies or procedures. The decision of the City Council shall be based solely upon the evidence and arguments presented by the respective parties in the presence of each other. The City Council shall render a decision within 30 days after the conclusion of the hearing.

ARTICLE 11: MISCELLANEOUS PROVISIONS

11.01 OFFICIAL CITY IDENTIFICATION:

The City shall provide a wallet size, laminated identification card to each employee. The cards will be tracked by an identification number system. If an identification card is lost, the replacement card will be at the expense of the employee.

11.02 PUBLIC WORKS SCHEDULE(S):

- A. The City Public Works Department shall operate on seasonal schedules as determined by the Department Head or City Manager:

Fall-Winter schedule shall be 0700 – 1530 hours

Spring-Summer schedule shall be 0630 - 1500 hours

- B. The City and Union will discuss the possibility of implementing a trial flexible 4-10 schedule with the understanding that either side can revert back to the original plan with two weeks' notice.

11.03 EDUCATION INCENTIVE:

The City shall pay tuition/conference or class/ seminar fees, including training materials, for training programs that enhance employees abilities and benefit the City. Employee must obtain written approval in advance from their Department Head.

11.04 BREAKS:

The City agrees to two (2) fifteen (15) minute breaks per eight hour work shift.

11.05 LAYOFFS:

Layoffs:By department within a classification and with bumping rights.
(Personnel Rules and Regulations Manual Section 4-1 Layoff/Reduction in Force)

ARTICLE 12: CLOSING PROVISIONS

12.01 IMPLEMENTATION / RENEGOTIATION:

- A. This Memorandum of Understanding constitutes a mutual agreement by the representatives of the parties to be submitted to the Union for ratification and when ratified shall be jointly submitted to the City Council for approval.
- B. The City may adopt rules and regulations after consultation in good faith with representatives of the Union concerning the administration of employee relations under this Article, except as otherwise provided by law.
- C. The City shall give reasonable written notice to the Union at least fourteen days in advance of any proposed ordinance, policy rule or regulation relating to matters within the scope of representation set forth in this Article, except as otherwise provided by law, or this Memorandum of Understanding.

12.02 SCOPE OF AGREEMENT:

The parties acknowledge that during the negotiations which preceded this Memorandum each had the unlimited right and opportunity to make demands and proposals with respect to any subject or matter and that the understandings and agreements arrived at by the parties after the exercise of that right and opportunity are set forth in this Memorandum. Therefore, for the life of this Memorandum, the City and the Union each voluntarily and unqualifiedly waives the right, and each agrees that the other shall not be obligated to meet and confer with respect to any subject or matter referred to, or covered in this Memorandum, or with respect to any subject or matter not specifically referred to or covered in this Memorandum, even though such subjects or matters may not have been within the knowledge or contemplation of either or both of the parties at the time they met, confer and signed this Memorandum, unless specifically provided for elsewhere in this Memorandum.

12.03 DURATION OF AND NEGOTIATION OF SUCCESSOR AGREEMENT:

This agreement shall be effective and shall remain in full force and effect through June 30, 2019. The parties agree to exchange initial proposals and begin bargaining on a successor agreement in March, 2019.


12.04 SEVERABILITY:

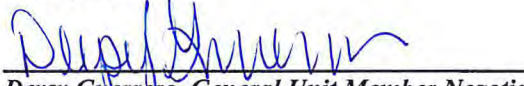
If any article or section of this agreement shall be held to be invalid by operation of law, or by any tribunal of competent jurisdiction, or if compliance with or any enforcement of articles or sections should be restrained by such tribunal, the remainder of this agreement shall not be affected thereby, and the parties shall, if possible, enter into the meet and confer process for the sole purpose of arriving at a mutually satisfactory replacement for such article or section.

UNION RATIFICATION:

Ratified by the members of the United Public Employees of California union, Local 792,

City of Orland California General Unit on this 29th day of September 2016.

Chris Darker

Steve Allen, Business Manager
UPEC, Local 792

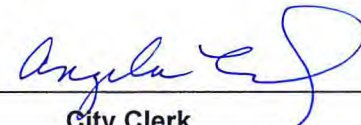

Deysy Guerrero, General Unit Member Negotiator

CITY of ORLAND CALIFORNIA APPROVAL:

Approved by the City of Orland on this 3rd day of October, 2016.

Minute Reference No. _____

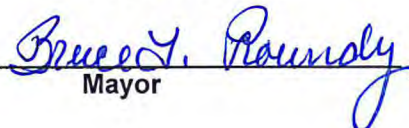
ATTEST:

By: 
City Clerk

Date: 10/4/2016


City Manager

Date: 10/4/2016


Mayor

Date: 10/4/2016

City of Orland
General Unit Salary Schedules Per the MOU
For the Period Beginning July 1, 2016 and Ending June 30, 2017
(Reflects a 3% Increase)

	Step 1	Step 2	Step 3	Step 4	Step 5
Public Works Lead Foreman*					
Annual	41,751.51	43,839.08	46,031.04	48,332.59	50,749.22
Monthly	3,479.29	3,653.26	3,835.92	4,027.72	4,229.10
Bi-Weekly	1,605.83	1,686.12	1,770.42	1,858.95	1,951.89
Hourly	20.07	21.08	22.13	23.24	24.40
Waste Water Treatment Maintenance*					
Annual	37,906.38	39,801.70	41,791.78	43,881.37	46,075.44
Monthly	3,158.86	3,316.81	3,482.65	3,656.78	3,839.62
Bi-Weekly	1,457.94	1,530.83	1,607.38	1,687.75	1,772.13
Hourly	18.22	19.14	20.09	21.10	22.15
Equipment Mechanic					
Annual	37,037.04	38,888.89	40,833.34	42,875.00	45,018.75
Monthly	3,086.42	3,240.74	3,402.78	3,572.92	3,751.56
Bi-Weekly	1,424.50	1,495.73	1,570.51	1,649.04	1,731.49
Hourly	17.81	18.70	19.63	20.61	21.64
Equipment Operator					
Annual	35,150.27	36,907.79	38,753.18	40,690.84	42,725.38
Monthly	2,929.19	3,075.65	3,229.43	3,390.90	3,560.45
Bi-Weekly	1,351.93	1,419.53	1,490.51	1,565.03	1,643.28
Hourly	16.90	17.74	18.63	19.56	20.54
Maintenance Worker					
Annual	34,297.98	36,012.88	37,813.52	39,704.20	41,689.41
Monthly	2,858.17	3,001.07	3,151.13	3,308.68	3,474.12
Bi-Weekly	1,319.15	1,385.11	1,454.37	1,527.08	1,603.44
Hourly	16.49	17.31	18.18	19.09	20.04
Library Tech II					
Annual	26,875.91	28,219.71	29,630.69	31,112.23	32,667.84
Monthly	2,239.66	2,351.64	2,469.22	2,592.69	2,722.32
Bi-Weekly	1,033.69	1,085.37	1,139.64	1,196.62	1,256.46
Hourly	12.92	13.57	14.25	14.96	15.71
Library Tech III					
Annual	31,746.36	33,333.68	35,000.36	36,750.38	38,587.90
Monthly	2,645.53	2,777.81	2,916.70	3,062.53	3,215.66
Bi-Weekly	1,221.01	1,282.06	1,346.17	1,413.48	1,484.15
Hourly	15.26	16.03	16.83	17.67	18.55
Childrens' Librarian					
Annual	31,746.36	33,333.68	35,000.36	36,750.38	38,587.90
Monthly	2,645.53	2,777.81	2,916.70	3,062.53	3,215.66
Bi-Weekly	1,221.01	1,282.06	1,346.17	1,413.48	1,484.15
Hourly	15.26	16.03	16.83	17.67	18.55
Building Inspector					
Annual	49,488.40	51,962.82	54,560.96	57,289.01	60,153.46
Monthly	4,124.03	4,330.23	4,546.75	4,774.08	5,012.79
Bi-Weekly	1,903.40	1,998.57	2,098.50	2,203.42	2,313.59
Hourly	23.79	24.98	26.23	27.54	28.92
Administrative Technician					
Annual	27,297.34	28,662.21	30,095.32	31,600.08	33,180.09
Monthly	2,274.78	2,388.52	2,507.94	2,633.34	2,765.01
Bi-Weekly	1,049.90	1,102.39	1,157.51	1,215.39	1,276.16
Hourly	13.12	13.78	14.47	15.19	15.95
Accounting Technician I					
Annual	32,099.96	33,704.96	35,390.21	37,159.72	39,017.70
Monthly	2,675.00	2,808.75	2,949.18	3,096.64	3,251.48
Bi-Weekly	1,234.61	1,296.34	1,361.16	1,429.22	1,500.68
Hourly	15.43	16.20	17.01	17.87	18.76
Accounting Technician II					
Annual	40,170.00	42,178.50	44,287.43	46,501.80	48,826.89
Monthly	3,347.50	3,514.88	3,690.62	3,875.15	4,068.91
Bi-Weekly	1,545.00	1,622.25	1,703.36	1,788.53	1,877.96
Hourly	19.31	20.28	21.29	22.36	23.47

*reflects 4% increase

City of Orland
 General Unit Salary Schedules Per the MOU
 For the Period Beginning July 1, 2017 and Ending June 30, 2018
 (Reflects a 3% Increase)

	Step 1	Step 2	Step 3	Step 4	Step 5
Public Works Lead Foreman*					
Annual	43,421.57	45,592.65	47,872.28	50,265.90	52,779.19
Monthly	3,618.46	3,799.39	3,989.36	4,188.82	4,398.27
Bi-Weekly	1,670.06	1,753.56	1,841.24	1,933.30	2,029.97
Hourly	20.88	21.92	23.02	24.17	25.37
Waste Water Treatment Maintenance*					
Annual	39,422.64	41,393.77	43,463.46	45,636.63	47,918.46
Monthly	3,285.22	3,449.48	3,621.95	3,803.05	3,993.20
Bi-Weekly	1,516.26	1,592.07	1,671.67	1,755.25	1,843.02
Hourly	18.95	19.90	20.90	21.94	23.04
Equipment Mechanic					
Annual	38,148.15	40,055.56	42,058.34	44,161.25	46,369.32
Monthly	3,179.01	3,337.96	3,504.86	3,680.10	3,864.11
Bi-Weekly	1,467.24	1,540.60	1,617.63	1,698.51	1,783.44
Hourly	18.34	19.26	20.22	21.23	22.29
Equipment Operator					
Annual	36,204.78	38,015.02	39,915.77	41,911.56	44,007.13
Monthly	3,017.06	3,167.92	3,326.31	3,492.63	3,667.26
Bi-Weekly	1,392.49	1,462.12	1,535.22	1,611.98	1,692.58
Hourly	17.41	18.28	19.19	20.15	21.16
Maintenance Worker					
Annual	35,326.92	37,093.27	38,947.93	40,895.33	42,940.09
Monthly	2,943.91	3,091.11	3,245.66	3,407.94	3,578.34
Bi-Weekly	1,358.73	1,426.66	1,498.00	1,572.90	1,651.54
Hourly	16.98	17.83	18.72	19.66	20.64
Library Tech II					
Annual	27,682.19	29,066.30	30,519.61	32,045.59	33,647.87
Monthly	2,306.85	2,422.19	2,543.30	2,670.47	2,803.99
Bi-Weekly	1,064.70	1,117.93	1,173.83	1,232.52	1,294.15
Hourly	13.31	13.97	14.67	15.41	16.18
Library Tech III					
Annual	32,698.75	34,333.69	36,050.37	37,852.89	39,745.54
Monthly	2,724.90	2,861.14	3,004.20	3,154.41	3,312.13
Bi-Weekly	1,257.64	1,320.53	1,386.55	1,455.88	1,528.67
Hourly	15.72	16.51	17.33	18.20	19.11
Childrens' Librarian					
Annual	32,698.75	34,333.69	36,050.37	37,852.89	39,745.54
Monthly	2,724.90	2,861.14	3,004.20	3,154.41	3,312.13
Bi-Weekly	1,257.64	1,320.53	1,386.55	1,455.88	1,528.67
Hourly	15.72	16.51	17.33	18.20	19.11
Building Inspector					
Annual	50,973.05	53,521.70	56,197.79	59,007.68	61,958.06
Monthly	4,247.75	4,460.14	4,683.15	4,917.31	5,163.17
Bi-Weekly	1,960.50	2,058.53	2,161.45	2,269.53	2,383.00
Hourly	24.51	25.73	27.02	28.37	29.79
Administrative Technician					
Annual	28,116.26	29,522.07	30,998.18	32,548.09	34,175.49
Monthly	2,343.02	2,460.17	2,583.18	2,712.34	2,847.96
Bi-Weekly	1,081.39	1,135.46	1,192.24	1,251.85	1,314.44
Hourly	13.52	14.19	14.90	15.65	16.43
Accounting Technician I					
Annual	33,062.96	34,716.11	36,451.91	38,274.51	40,188.23
Monthly	2,755.25	2,893.01	3,037.66	3,189.54	3,349.02
Bi-Weekly	1,271.65	1,335.23	1,402.00	1,472.10	1,545.70
Hourly	15.90	16.69	17.52	18.40	19.32
Accounting Technician II					
Annual	41,375.10	43,443.86	45,616.05	47,896.85	50,291.69
Monthly	3,447.93	3,620.32	3,801.34	3,991.40	4,190.97
Bi-Weekly	1,591.35	1,670.92	1,754.46	1,842.19	1,934.30
Hourly	19.89	20.89	21.93	23.03	24.18

*reflects 4% increase

City of Orland
 General Unit Salary Schedules Per the MOU
 For the Period Beginning July 1, 2018 and Ending June 30, 2019
 (Reflects a 3% Increase)

	Step 1	Step 2	Step 3	Step 4	Step 5
Public Works Lead Foreman*					
Annual	45,158.43	47,416.35	49,787.17	52,276.53	54,890.36
Monthly	3,763.20	3,951.36	4,148.93	4,356.38	4,574.20
Bi-Weekly	1,736.86	1,823.71	1,914.89	2,010.64	2,111.17
Hourly	21.71	22.80	23.94	25.13	26.39
Waste Water Treatment Maintenance*					
Annual	40,999.55	43,049.52	45,202.00	47,462.10	49,835.20
Monthly	3,416.63	3,587.46	3,766.83	3,955.17	4,152.93
Bi-Weekly	1,576.91	1,655.75	1,738.54	1,825.47	1,916.74
Hourly	19.71	20.70	21.73	22.82	23.96
Equipment Mechanic					
Annual	39,292.59	41,257.22	43,320.09	45,486.09	47,760.39
Monthly	3,274.38	3,438.10	3,610.01	3,790.51	3,980.03
Bi-Weekly	1,511.25	1,586.82	1,666.16	1,749.46	1,836.94
Hourly	18.89	19.84	20.83	21.87	22.96
Equipment Operator					
Annual	37,290.92	39,155.47	41,113.24	43,168.91	45,327.35
Monthly	3,107.58	3,262.96	3,426.10	3,597.41	3,777.28
Bi-Weekly	1,434.27	1,505.98	1,581.28	1,660.34	1,743.36
Hourly	17.93	18.82	19.77	20.75	21.79
Maintenance Worker					
Annual	36,386.73	38,206.06	40,116.37	42,122.19	44,228.29
Monthly	3,032.23	3,183.84	3,343.03	3,510.18	3,685.69
Bi-Weekly	1,399.49	1,469.46	1,542.94	1,620.08	1,701.09
Hourly	17.49	18.37	19.29	20.25	21.26
Library Tech II					
Annual	28,512.66	29,938.29	31,435.20	33,006.96	34,657.31
Monthly	2,376.05	2,494.86	2,619.60	2,750.58	2,888.11
Bi-Weekly	1,096.64	1,151.47	1,209.05	1,269.50	1,332.97
Hourly	13.71	14.39	15.11	15.87	16.66
Library Tech III					
Annual	33,679.71	35,363.70	37,131.88	38,988.48	40,937.90
Monthly	2,806.64	2,946.97	3,094.32	3,249.04	3,411.49
Bi-Weekly	1,295.37	1,360.14	1,428.15	1,499.56	1,574.53
Hourly	16.19	17.00	17.85	18.74	19.68
Childrens' Librarian					
Annual	33,679.71	35,363.70	37,131.88	38,988.48	40,937.90
Monthly	2,806.64	2,946.97	3,094.32	3,249.04	3,411.49
Bi-Weekly	1,295.37	1,360.14	1,428.15	1,499.56	1,574.53
Hourly	16.19	17.00	17.85	18.74	19.68
Building Inspector					
Annual	52,502.24	55,127.35	57,883.72	60,777.91	63,816.80
Monthly	4,375.19	4,593.95	4,823.64	5,064.83	5,318.07
Bi-Weekly	2,019.32	2,120.28	2,226.30	2,337.61	2,454.49
Hourly	25.24	26.50	27.83	29.22	30.68
Administrative Technician					
Annual	28,959.75	30,407.74	31,928.12	33,524.53	35,200.75
Monthly	2,413.31	2,533.98	2,660.68	2,793.71	2,933.40
Bi-Weekly	1,113.84	1,169.53	1,228.00	1,289.40	1,353.88
Hourly	13.92	14.62	15.35	16.12	16.92
Accounting Technician I					
Annual	34,054.85	35,757.59	37,545.47	39,422.74	41,393.88
Monthly	2,837.90	2,979.80	3,128.79	3,285.23	3,449.49
Bi-Weekly	1,309.80	1,375.29	1,444.06	1,516.26	1,592.07
Hourly	16.37	17.19	18.05	18.95	19.90
Accounting Technician II					
Annual	42,616.35	44,747.17	46,984.53	49,333.76	51,800.44
Monthly	3,551.36	3,728.93	3,915.38	4,111.15	4,316.70
Bi-Weekly	1,639.09	1,721.05	1,807.10	1,897.45	1,992.32
Hourly	20.49	21.51	22.59	23.72	24.90

*reflects 4% increase