

May 1, 2006 – June 30, 2009

Dear City Employee:

The Memorandum of Agreement contained herein has been negotiated between Local 715, Service Employees' International Union, and the City of Palo Alto. The Agreement contains information about wages, hours and fringe benefits as well as the terms and conditions of employment for classification within the representation unit.

We hope you will keep this Memorandum of Agreement for reference as needed and familiarize yourself with its contents.

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2006 - 2009

MEMORANDUM OF AGREEMENT

City of Palo Alto and Local 715, SEIU, AFL-CIO, CLC

PREAMBLE

This Memorandum of Agreement is entered into by the City of Palo Alto (hereinafter referred to as the City) and Local 715 Service Employees International Union, AFL-CIO, CLC (hereinafter referred to as the Union). Employee, for the purposes of this Memorandum of Agreement, shall mean an employee assigned to a classification within the SEIU unit. This Memorandum of Agreement is pursuant and subject to Sections 3500 - 3510 of the Government Code of the State of California and Chapter 12 of the City of Palo Alto Merit Rules and Regulations.

ARTICLE I – RECOGNITION

Section 1. Recognition Pursuant to Sections 3500 - 3510 of the Government Code of the State of California and Chapter 12 of the City of Palo Alto Merit System Rules and Regulations, the City recognizes the Union as the exclusive representative of a representation unit consisting of all regular full and part-time employees in the classifications listed in Appendix A attached. This unit shall for purposes of identification be titled the SEIU unit.

Section 1.a. The union has submitted a request for modification to the unit definition. The Union has proposed to add certain unrepresented Management, Professional and Confidential positions to the list of classifications currently covered by this Memorandum of Agreement. The City and Union agree that their discussion of this proposal will likely require additional time and analysis beyond what will be otherwise needed for the parties to reach agreement on a successor MOA.

As part of this process the parties will discuss all of the issues presented in the union's request for modification to the unit definition. Accordingly, the parties agree that the City and Union will continue to meet and confer on this Union proposal after ratification and adoption of this MOA. The parties agree that they will work diligently, and in good faith, to attempt to address and resolve the issues raised by the Union proposal, and endeavor to reach an agreement to the extent possible, within six months of the adoption of this contract.

Section 2. Protection of Unit No supervisor will perform the work of an employee in the SEIU unit provided that there is an employee available who regularly performs such work. This does not preclude a supervisor from performing work of a minor nature or

during bona fide emergencies or on a standby status when willing and qualified unit employees do not live within a reasonable response time of their work location.

Supervisory personnel shall be called out to perform unscheduled work only when SEIU unit employees are unavailable to perform such work or in cases of bona fide emergencies as defined in Article VIII, Section 2. In cases of bona fide emergencies, SEIU unit employees shall be called out to complete the necessary work after the immediate emergency situation has been reasonably contained.

ARTICLE II - NO DISCRIMINATION

Section 1. Discrimination. The City and Union agree that no person employed by or applying for employment hereto shall be discriminated against because of race, religion, creed, political affiliation, color, national origin, ancestry, union activity, age, disability, sexual orientation, or gender.

Section 2. Right to Join the Union The City and the Union agree to protect the rights of all employees to exercise their free choice to join the Union and to abide by the express provisions of applicable State and local laws.

ARTICLE III - UNION SECURITY

Section 1. Notice.

When a person is hired in any of the covered job classifications, the City shall notify that person that the Union is the recognized bargaining representative for the employee and give the employee a current copy of the Memorandum of Agreement.

When a group employee orientation is held for new employees of the bargaining unit, a union representative may make a presentation to such bargaining unit employees for the purpose of explaining matters of representation. The presentation shall not exceed 15 minutes.

Section 2. Agency Shop.

(a) Every employee in the bargaining unit covered by this Memorandum of Agreement shall: (1) remain a member in good standing of the Union; or (2) pay to the Union a monthly service fee, to be set by the union in accordance with applicable law, in an amount not to exceed the standard initiation fee, periodic dues, and general assessments of the organization; or, (3) in the case of an employee who certifies that he/she is a member of a recognized religion, body or sect which has historically held conscientious objection to joining or financially supporting public employee organizations, pay a charity fee, equal to the service fee, to a non-religious, non-labor charitable fund exempt from taxation under Section 501 (c)(3) of the Internal

Revenue Code, chosen from one of the following three charitable organizations agreed to by the City and the Union (or any successor organization(s) agreed to by the City and the Union):

United Way of California
Community Health Charities
Environmental Federation of California

Union members may declare their intention to terminate Union membership by registered letter, return receipt requested, to the Director of Human Resources and the Union only during the 30-day period between 60 and 90 days prior to expiration of the Memorandum of Agreement.

- (b) Employees who are newly hired into or who join the bargaining unit shall elect one of the above payment deduction options by completing and submitting the Employee Election form within thirty (30) calendar days of being hired into a classification covered by this MOA.
- (c) To qualify for deduction of the Charity Fee, the employee must certify to the Union and City that he/she is a member of a bona fide religious body or sect that has historically held conscientious objection to joining or financially supporting public employee organizations. The employee is required to submit to the City and the Union a notarized letter signed by an official of the bona fide religion, body, or sect certifying that person's membership.

Upon request, the City shall provide to the Union a report of payments made by employees that qualify for the Charity Fee option in this subsection.

- (d) The deductions in this Section shall not apply during any period where an employee is in an unpaid status.
- (e) Involuntary Service Fee Deduction Process: The City shall deduct a service fee from the salary of each bargaining unit member who has not authorized a dues deduction, service fee deduction or charity fee in writing within the time stated in this Section, above. The Union certifies that it has consulted with knowledgeable legal counsel and has thereby determined that this involuntary service fee deduction process satisfies all constitutional and statutory requirements.
- (f) Agency shop may be rescinded only in accordance with the provision of state law.
- (g) Indemnification, Defense and Hold Harmless: Union agrees to indemnify and hold harmless the City and all officials, employees, and agents acting on its behalf, from any and all claims, actions, damages, costs, or expenses including all attorney's fees and costs of defense in actions against the City, its officials, employees or agents as a result of actions taken or not taken by the City pursuant to the Agency Shop Arrangement.

- (h) Sign-up forms for deduction of union dues, service fees and charity fees shall be provided by the Union and approved by the City.

Section 3. Documentation

The City shall supply the Union with:

- (a) a monthly electronic file of the names, member/fee payer designation,, addresses, classifications, monthly base pay, pay period number, Committee on Political Education (COPE) listed separately and last four digits of the Social Security number of all bargaining unit employees except those who file written notice with the Human Resources Department objecting to release of addresses, in which case information will be transmitted without address; and
- (b) a list of bargaining unit new hires, terminations and retirements which occurred during the previous month.

The Union shall supply the City, and as applicable, the employees, with:

- (a) documentation required by Government Code Section 3502.5 (f).

Section 4. Payroll Deduction. The City shall deduct Union membership dues, service fees, charity fees, and any other mutually agreed upon payroll deduction, which may include voluntary COPE check-off, from the bi-weekly pay of bargaining unit employees. The dues/fees deduction must be authorized in writing by the employee on an authorization form acceptable to the City and the Union, except as provided in Section 2(e), above. The dues deduction form shall include a check box for those employees who wish the Union to receive notification in the event of unsatisfactory work, conduct, or disciplinary action taken pursuant to Article XX. City shall remit the deducted dues or fees to the Union as soon as possible after deduction.

Section 5. Bulletin Boards and Departmental Mail.

The Union shall have access to inter-office mail, existing bulletin boards in unit employee work areas, and existing Union-paid telephone answering device for the purpose of posting, transmitting, or distributing notice or announcements including notices of social events, recreational events, Union membership meetings, results of elections and reports of minutes of Union meetings. Any other material must have prior approval of the Human Resources Office. Action on approval will be taken within 24 hours of submission.

The Union may send email messages only for the purposes set forth above. The IT Department will maintain the SEIU list and keep it current. The Union access to email is based on the following conditions: 1) emails to the SEIU list will be copied to the Human Resource Director at distribution; 2) emails to the SEIU list will only be sent by the SEIU Chapter Chair, Vice Chair, Chief Steward (s) or Secretary, 3) a maximum of 52 emails may be sent per year and a maximum of 12 emails may be sent by the SEIU Chapter Secretary.

Section 6. Access to Union Representatives.

Representatives of the Union are authorized access to City work locations for the purpose of conducting business within the scope of representation, provided that no disruption of work is involved and the business transacted is other than recruiting of members or collecting of dues, and the representative must notify the Human Resources Department Office prior to entering the work location.

Section 7. Meeting Places.

The Union shall have the right to reserve City meeting and conference rooms for use during lunch periods or other non-working hours. Such meeting places will be made available in conformity with City's regulations and subject to the limitations of prior commitment.

Section 8. Notification to the Union.

(a) General. The Union shall be informed in advance in writing by Management before any proposed changes not covered by this Memorandum of Agreement are made in benefits, working conditions, or other terms and conditions of employment which require meet and confer or meet and consult process.

(b) Change in City's Financial Situation. Should the City's financial situation deteriorate and the possibility of layoffs result, the City Manager will give prior notice to and consult with the Union prior to recommending any layoffs to the City Council.

(c) Vacancies and Temporary Personnel. The City agrees to notify SEIU Local 715 in writing when any irregular, temporary, hourly, provisional, special or extra help employee who consistently performs work typical of the SEIU Local 715 bargaining unit exceeds 1000 hours of work within a 18-month period. The City agrees to notify SEIU Local 715 in writing when any position covered by this agreement is left vacant for more than 60 days.

Through a separate meet and confer process, the City and Union will develop a way to convert long term, ongoing temporary-hourly positions to regular status. The City and Union will meet and confer regarding wages, benefits and terms and conditions of work.

Section 9. Union Logo.

All materials and documents produced on Itek and metal plates, by the City print and reproduction shop, shall carry the Union label on the inside of covers or title pages in accordance with customary printing trades practices.

Section 10. Public Notice

The City shall make available to the Union in a timely manner copies of all City Council meeting agendas, minutes and schedule of meetings. These materials may be picked up at the City Clerk's Office during business hours.

Section 11. Use of Agency Reports

Upon request, the City shall provide to the Union reports by department on the use of agency temporaries filling representation unit vacant positions, or doing work similar to that of representation unit classifications.

Section 12. Job Postings

The City shall incorporate the requirements of this Article when publicizing job announcements for classifications covered by this Memorandum of Agreement.

Section 13. Contracting Out

The City through the labor management process will kept the Union advised of the status of the budget process, including any formal budget proposal involving the contracting out of SEIU bargaining unit work traditionally performed by bargaining unit members at least thirty (30) days prior to the release of the City Manager's proposed budget.

The City will notify the Union in writing at least ninety (90) days prior to contracting work which has been traditionally performed by bargaining unit members, where such contracting will result in layoff or permanent reduction in hours. Within the ninety (90) day period of contracting out, both parties may offer alternatives to contracting out and meet and confer on the impact of such contracting out of a bargaining unit employee work.

The City will notify the Union in writing when contracting out work which has been traditionally performed by bargaining unit workers, where such contracting out is expected to replace a laid off bargaining unit position that has been eliminated within ninety (90) days prior to the date of the planned contract work. When feasible, the City will provide such notice prior to the beginning date of the planned contract work. The City will meet with the Union upon request to discuss alternatives. This provision does not apply to the filling of temporary vacancies of twelve (12) months or less duration.

The City will provide the Union with a biannual list by department of all contract workers or vendors who are contracted by the City who perform work for the City. The City will make a reasonable effort to identify the names of the vendors on the list and the nature of the work provided by each vendor.

ARTICLE IV - STEWARDS

Section 1. Union Officers

The Union agrees to notify the Director of Human Resources of those individuals designated as Union officers and stewards who receive and investigate grievances and represent employees before Management. Alternates may be designated to perform steward functions during the absences or unavailability of the steward.

Section 2. Number of Stewards

The number of stewards designated by the Union at a given time shall not exceed thirty-five (35).

Section 3. Release Time

It is agreed that, as long as there is prior notice to the Supervisor with no disruption of work, stewards shall be allowed reasonable release time away from their work duties, without loss of pay, to act in representing a unit employee or employees on grievances or matters within the scope of representation, including:

- (a) A meeting of the steward and an employee, or employees of that unit related to a grievance.
- (b) A meeting with Management.
- (c) Investigation and preparation of grievances.

Grievances may be transmitted on City time.

All steward release time shall be reported on time cards.

Section 4. Advance Notification Prior to Leaving Work Location

The Union agrees that the steward shall give advance notification to his/her supervisor before leaving the work location, except in those cases involving emergencies where advance notice cannot be given.

Section 5. Release Time

Three Union officers, who are City employees, shall be allowed a reasonable amount of release time off for purposes of meeting and conferring or meeting and consulting on matters within the scope of representation. All such time will be reported on timecards.

Section 6. Designated Union Space

Union stewards may utilize space in assigned desks for storage of Union materials. In the event stewards are not assigned desks the City will provide locker or other mutually agreeable space for storage of Union materials.

Section 7. Union Officers and Release Time

Six union officers, who are City employees shall be allowed a reasonable amount of release time off for monthly Labor/Management Meetings.

ARTICLE V - REDUCTION IN FORCE

Section 1. Attrition

In the event of reductions in force, they shall be accomplished wherever possible through attrition.

Section 2. Advance Notice

When the City determines that layoffs are imminent resulting from reduction in force within the representation unit, the City will give the Union such advance notice as is reasonable under the circumstances. The notice will indicate the departments and divisions which will be affected and the circumstances requiring the layoffs. The City will furnish the Union with a current representation unit seniority list with notice of layoff.

Section 3. Order of Layoff

If the work force is reduced within a department, division, or office for reasons of change in duties or organization, abolition of position, shortage of work or funds, or completion of work, employees with the shortest length of service will be laid off first so long as employees retained are fully qualified, trained, and capable of performing remaining work. Length of service for the purpose of this article will be based on current service hire date of record in a regular classification with no adjustment for leaves of absence. Length of service ties will be determined by lot in a method agreeable to both parties.

Employees laid off due to the above reasons will be given written notice at least thirty days prior to the reduction in force. A copy of such notice will be given to the Union. Such employees shall be offered priority employment rights to regular positions which are requisitioned and for which the employees are qualified for a period beginning with notification and ending sixty (60) days following the reduction in force. Employees transferred or reclassified under this section will be assigned to the step in the new classification salary range closest to the employee's salary range at the time of reclassification.

Employees laid off pursuant to this section shall receive the balance of all regular City compensation owed and severance pay equal to one month's salary at the employee's final rate of pay at termination. This does not include any amounts payable under Article V, Section 6, or PERS contribution refunds, if any.

Section 4. Seniority/Bumping Rights

Employees identified for layoff who have seniority (bumping) rights to their current or previously held classifications within the representation unit must declare their intention to exercise these rights in writing and submit to the Human Resources Department within seven (7) working days after written notification of layoff, otherwise bumping rights will automatically terminate. Bumping may occur within the representation unit, only to the least senior incumbent of the current or a previously held classification. To successfully

bump, the employee must be fully qualified, trained, and capable of performing all work in the position bumped. For purposes of this section of the Agreement, the term "working days" shall mean Mondays through Fridays, exclusive of holidays.

Section 5. Re-Employment List

The names of employees laid off or who through bumping changed classification in accordance with the provisions of this Article shall be entered upon a re-employment list in seniority order. The employee with the greatest seniority on the re-employment list, including those who exercised their bumping rights, shall be offered reinstatement first. Such notice of reinstatement shall be in writing with a copy to the employee, Union and Chapter Chair. If a laid off employee waives reinstatement or fails to respond within ten (10) working days of receipt of the notice, the employee shall be removed from the re-employment list. The person with the highest seniority including those who exercised their bumping rights on a re-employment list for a particular classification when a vacancy exists in that classification shall be offered the appointment. Names shall be carried on a re-employment list for a period of two (2) years from the date of separation from City services or change of classification through bumping. Upon re-employment within the two-year period, the employee's hire date of record at the time of layoff will be reinstated.

Section 6. Sick Leave Balances

Employees laid off pursuant to Section 2 who are reinstated to a regular position within sixty (60) days shall retain the sick leave balance they had at the time of layoff, unless they have received a sick leave payoff in accordance with Article XII.

Section 7. Hourly Employees Performing Duties

No representation unit employee will be laid off or remain on a re-employment list when hourly employees are performing substantially all the duties of the classification of the employee receiving a layoff notice. or on a re-employment list. This provision shall not be applied to hourly positions which have been traditionally used for seasonal and part-time work.

ARTICLE VI - PERSONNEL ACTIONS

Section 1. Probation

Each new regular or part-time employee shall serve a probationary period of six (6) months, (twelve (12) months for the classifications of Public Safety Dispatcher, Chief Public Safety Dispatcher, Animal Control Officer, Communications Tech, Chief Communications Tech, Community Services Officer, Court Liaison Officer, Crime Analyst, Police Records Specialist, Property Evidence Technician, and Veterinarian Tech), commencing with the first day of his/her employment. The probationary period shall be regarded as a part of the testing process and shall be utilized for closely

observing the employee's work, for securing the effective adjustment of a new employee to his/her position, and for rejecting any probationary employee whose performance does not meet the acceptable standards of work. At least one written performance appraisal will be given each probationary employee on or before expiration of the probationary period. Normally, this appraisal will be given at the end of the third month.

In the event of termination prior to successful completion of the probationary period, such terminated employee shall be given written notice of his/her termination with the reasons for the termination stated therein. The Human Resources Department shall, upon request, afford an interview in a timely fashion to the terminated employee for discussion of the reasons for termination. The employee may, upon request, be accompanied by a Union representative. The interview shall not be deemed a hearing nor shall it obligate the City to reconsider or alter the termination action.

The parties agree that probationary employees shall have all rights under this Memorandum of Agreement, including full and complete access to the grievance procedure, save and except for instances of suspension, demotion or termination.

Section 2. Personnel Evaluations

Personnel evaluations will be given to employees as scheduled by Management. Personnel evaluations are not appealable through the grievance procedure but, in the event of disagreement over content, the employee may request a review of the evaluation with the next higher level of Management, in consultation with the Human Resources Department. For purposes of this review, the employee may be represented by the Union. Decisions regarding evaluation appeal shall be made in writing within ten (10) working days following the review meeting.

Section 3. Personnel Files

Records of all disciplinary actions shall be kept in the central personnel file. Employees shall be entitled to sign and date all action forms in their personnel files. Employees are entitled to review their personnel files upon written request or to authorize, in writing, review by their Union representatives. An employee or the Union shall be allowed, upon reasonable request, copies of materials in an employee's personnel file relating to a grievance. Records of disciplinary actions, including references in a performance evaluation, shall be removed from a personnel file upon written request by the employee or in the normal process of file review after a period of three years, or sooner as mutually agreed by Management and the employee.

Section 4. Release of Information

The City will only release information to creditors or other persons upon prior identification of the inquirer and acceptable reasons for the inquiry. Information then given from personnel files is limited to verification of employment, length of employment and verification and disclosure of salary range information. Release of more specific information may be authorized by the employee.

Section 5. Promotional Opportunities

(a) Posting.

Promotional opportunities for classifications within the representation unit will be posted for at least ten (10) working days (Monday through Friday) prior to selection.

Outside recruitment may be used for promotional openings and may begin at the time of posting, or any time thereafter. If, however, there are three or more qualified internal candidates within the department where the vacancy occurs, and those candidates successfully complete the selection process, outside candidates will not be considered.

(b) Internal Candidate Eligibility

All non-probationary representation unit employees are eligible to apply for posted promotional opportunities, except that Management may waive this requirement for all probationary employees within the department where the promotional opportunity occurs.

(c) Selection

The selection procedure for each promotional opening will be determined and administered by the Human Resources Department in consultation with the requisitioning department. Selection procedure and job description information will be available at the Human Resources Office at the time of posting. Efforts will be made to standardize tests and procedures where standardization is feasible and appropriate. Any tests used shall be reasonably predictive of success in the classification, and tests not be biased with respect to race, sex, sexual orientation, religion, creed, political affiliation, color, national origin, ancestry, or age. Selection procedures may include any or all of the following phases:

- (1) Application. Both inside and outside candidates must complete a City of Palo Alto application form specified by the Human Resources Department. Applications must be submitted to the Human Resources Office.
- (2) Screening. Applications will be screened by the Human Resources Department to ascertain whether candidates meet minimum requirements as outlined in the job description. Internal candidates deemed not to meet minimum requirements may submit additional qualification information writing within three working days of notification of requirement deficiency.
- (3) Performance Testing. Performance tests, such as typing, machinery or vehicle operation, skills demonstration, physical agility, etc., will be qualifying. Pass-fail points will be announced in advance for qualifying tests. If requested in writing prior to the test, performance test may be witnessed by Union steward.

- (4) Written Tests. Written achievement or aptitude tests will be qualifying. Pass-fail points will be announced in advance for qualifying tests.
- (5) Interviews, Appraisals. Interviews may be conducted individually or by interview boards and will be qualifying. Interview boards shall be composed of qualified and unbiased people. Where interview boards are used, Management will include at least one bargaining unit employee on each board. If individual interview or an interview board is used, a majority of the individuals or board members must recommend a candidate in order for the candidate to qualify for appointment. Performance appraisals written by candidates' supervisors may be used as indicated in the selection procedure.

(d) Recommended Candidates

Candidates who successfully complete all phases of the selection procedure will be recommended to the appointing authority.

(e) Seniority

Seniority, for purposes of this Article, will be based on current service hire date of record in a regular classification with no adjustment for leaves of absence. Seniority ties will be determined in favor of the employee with the lowest employee number last four digits. Exceptions to this subsection may be established by mutual agreement on a departmental or divisional basis. Such exceptions are listed in Appendix G.

(f) Appointment

The appointing authority will make appointments from among those recommended candidates who are most qualified as determined by objective review of selection procedure results and background materials. Where appointments are made from only internal candidates who are equally qualified as determined by objective review of selection procedure results and past performance, seniority will be the determining factor in promotional appointments.

(g) Violations

Any violation of this Article may be appealed to the Human Resources Director in Step III of the grievance procedure.

Section 6. Rights Unit employees applying for a vacant equal or lower paying position shall have the same rights as unit employees applying for a promotion.

Section 7. Apprentice Positions

- (a) The City shall establish apprentice positions wherever feasible. Length of apprenticeship, type of training, and pay levels shall be by mutual agreement. Where possible, apprentice positions will underfill regular positions so that incumbents may automatically progress to the classification for which they are

training upon successful completion of apprenticeship. The City will meet and confer with the Union before adding any new apprenticeship programs during the term of this agreement. All apprenticeship programs are listed in Appendix B.

Section 8. Rotation

In assigning employees to regular or special shifts, transfer, standby, overtime, or vacation selection, ability to perform the work, length of service and/or equitable rotation shall determine the assignments. In accordance with this provision, more definitive rules may be arranged by mutual agreement of the Union and individual City departments.

ARTICLE VII - PAY RATES AND PRACTICES

Section 1. Salary

Salary increases will be as follows:

- (a) One (1) percent base wage increase, effective 1/6/07
- (b) 3.5% base wage increase effective the pay period inclusive of 7/1/07
- (c) The positions listed below will receive the following equity adjustment effective 9/30/06.

Equity Adjustments: The City agrees to adjust the salary of all classifications identified as 3% or more below market to 3% below the median based on the City's survey data and analysis during the 2006 Negotiations.

Buyer	10.8%
Associate Buyer	10.8%
Desktop Technician	2.7%
Graphic Designer	2.7%
Equipment Operator	2.3%
Equipment Operator Lead	2.3%
Heavy Equipment Operator	2.3%
Heavy Equipment Operator Lead	2.3%
Truck Driver	2.3%
Street Sweeper Operator	2.3%
Street Sweeper Operator – Lead	2.3%
Senior Planner	1.5%
Building/Planning Technician	1.5%
Tree Trimmer/Line Clearer	1.1%
Tree Trimmer/Line Clearer Lead	1.1%
Tree Trimmer/Line Clearer Assistant	1.1%
Tree Maintenance Assistant	1.1%
Tree Maintenance Person	1.1%
Storekeeper	0.6%

Storekeeper Lead	0.6%
Assistant Storekeeper	0.6%
Fleet Services Coordinator	0.6%
Equipment Parts Coordinator	0.6%
Lineperson/Cable Splicer	0.5%
Lineperson/Cable Splicer Lead	0.5%
Lineperson/Cable Splicer –T	0.5%
Lineperson/Cable Splicer –TL	0.5%
Lineperson/Cable Splicer Apprentice	0.5%
Resource Planner	0.3%
Assistant Resource Planner	0.3%
Associate Resource Planner	0.3%
Utility Rate Analyst	0.3%
Engineering Technician I	0.2%
Engineering Technician II	0.2%
Engineering Technician III	0.2%
Landfill Technician	0.2%
Community Services Officer	0.2%
Court Liaison Officer	0.2%
Crime Analyst	0.2%
Property Evidence Technician	0.2%

(d) 3.0% base wage increase, effective the pay period inclusive of 7/1/08.

EFFECTIVE WITH THE PAY PERIOD FOLLOWING COUNCIL ADOPTION OF CONTRACT

1. Reclass position #0135 to Code Enforcement Officer classification.
2. Park Ranger
A 1% adjustment in base compensation for Park Rangers and Senior Park Ranger.
3. Rubber Gloving Premium
The City agrees to provide a 2% increase in base salary for the Lineperson/Cable Splicer and Lineperson/Cable Splicer Lead Job Classification to address Rubber Gloving requirements
4. Public Safety Dispatcher and Chief Public Safety Dispatcher
Emergency Medical Dispatch (EMD) certification will be added to the Public Safety and Chief Public Safety Dispatcher job descriptions with a 5% corresponding increase in base pay compensation.

Effective the pay period inclusive 7/1/07 2.5% base wage adjustment for Public Safety Dispatchers and Chief Public Safety Dispatchers.

Section 2. Step Increases

Merit advancements from the first salary step to the second salary step shall be granted at six-month intervals and between second and subsequent steps at one-year intervals, if the affected employee has demonstrated continued improvement and efficient and effective service. For the purpose of determining step time requirements, time will commence on the first day of the month coinciding with or following entrance onto a salary step. Step increases shall be effective on the first day of the payroll period in which the time requirements have been met.

Section 3. Working Out of Classification

The term "working out of classification" is defined as a Management authorized full-time assignment to a budgeted position on a temporary basis wherein all significant duties are performed by an individual holding a classification within a lower compensation range. Pay for working out of classification shall be as follows:

- (a) Employees appointed to an "out of classification" will receive acting pay within the range of the higher classification beginning the first day of the assignment and shall be paid for all hours worked in the higher classification provided employee works a minimum of four (4) hours. Where out-of-class appointments last for more than 90 days, and whenever feasible, out-of-class appointment will be rotated among qualified interested employees in the work group.

Employees will receive 5% premium pay for all assigned out of class pay for work within SEIU Classifications with the exception of lead assignments where the out of class pay will result in a 7% premium pay.

Out-of-classification provisions do not apply to work assignments performed in connection with specific predetermined apprenticeship or training programs, or declared conditions of public peril and/or disaster.

Section 4. Classification Changes

- (a) During the course of this agreement, the Union and affected employees shall be notified in advance of any contemplated changes in classification description, and such changes shall be subject to the meet and confer process during the term of this Memorandum of Agreement. If the Union and the City cannot reach agreement on the appropriate pay level from a job so reclassified, the classification shall revert to its former status.

Section 5. Reclassification Requests

- (a) An employee or his/her representative may request in writing a re-evaluation of his/her job based on significant changes in job content or significant discrepancies

between job content and classification description. The request must be in writing, contain justification and may be made only on an annual basis during the period of September 10 through October 10. A statement by management that a job re-evaluation request will be submitted with the departmental budget does not relieve an employee from the responsibility of submitting his/her own request during this period. The Administrator of Compensation will initially respond to such requests within ninety (90) calendar days by notice to the employee and the union; however, this timeline may be extended if necessary. Such response shall include any reclassification to a different classification or changes in description that the City believes are warranted and any related changes in applicable pay range. If meetings are held, the employee may request representation. If a reclassification is approved and results in an increase in salary, it shall be retroactive to the date the Employee or Union filed the request for the reclassification.

- (b) Employees may appeal any decision subject to this process in accordance with Article XIX, Grievance Procedure.
- (c) Notwithstanding an arbitrator's award pursuant to any appeal process, the City retains the right to forego implementing the changes and the proposed changes shall revert to the status quo as it existed before those changes in duties occurred or were proposed.
- (d) An employee may submit a request for reclassification for the same classification no more than once every twenty-four (24) months.

Section 6. Advance of Vacation Pay

Vacation pay shall be made available in advance of regular payday, provided that employee requests such advance in writing to the Finance Department at least two weeks prior to his/her vacation date. The employee's supervisor must verify vacation date on the request.

Section 7. Assignment to a Lead Position

All vacancies in lead positions shall be filled in accordance with Article VI, Section 5. The pay range for the lead position shall be seven percent above the pay step of the highest paid employee on the crew. Departmental exceptions for filling lead positions on a rotational basis for training and development purposes may be arranged by mutual agreement of the Union and individual City departments. Current exceptions are listed in Appendix C.

Section 8. Realignment and Survey Data Base

- (a) Management and the Union have agreed to a compensation survey data base structure which identifies specific benchmark classifications, tie classifications, agencies to be surveyed and survey classification matches. Survey Cities include:

Alameda	Hayward	San Mateo
Berkeley	Mountain View	Santa Clara
Daly City	Redwood City	S. San Francisco
Fremont	San Jose	Sunnyvale

The database is intended to eliminate duplicate efforts in surveying and attendant data disputes. The survey database will be updated by Management and a copy sent to the Union six weeks prior to the expiration of this agreement. This survey will become the basis for special adjustment proposals in successor agreement negotiations. By agreeing to a survey database, neither Union nor Management is under obligation to propose or agree to special adjustments.

- (b) At the request of either party, Management and the Union may periodically review the data base structure. Application for realignment review must be made no later than October 10 of the year before contract expiration. Such review may include examination of tie classifications based on salary survey or other objective data.

ARTICLE VIII - HOURS OF WORK, OVERTIME, PREMIUM PAY

Section 1. Work Week and Work Day

The standard workday for regular employees shall be eight hours to be worked within a maximum of nine hours (five-day work week) or ten hours to be worked within a maximum of eleven (four-day work week) or nine hours to be worked within a maximum of ten for four days with a fifth day of four hours (four and one-half day work week); or, within a fourteen-day period, nine hours to be worked within a maximum of ten hours for one day and eight hours to be worked within a maximum of ten hours for one day, with the work week scheduled to begin so that forty hours are worked within each seven days of the fourteen-day period (9/80 plan, with forty-hour work weeks), or any other schedule that results in a 40-hour work week, or fits within the parameters of an FLSA 2080 Plan. The "9/80 plan" may not be used in any application that requires entitlement to FLSA overtime for working the regular work week. With the exception of the "9/80 plan" as described above and the 4/11 Dispatcher Plan, the standard work week shall be forty hours to be worked within five consecutive days. Additional exceptions to the above are listed in Appendix D. The Union shall be notified of any further exceptions to this section in accordance with Article III, Section 8.

The City and the Union agree that the availability of alternate/flexible work schedules is a valuable benefit in that they promote job satisfaction while also reducing traffic congestion and air pollution.

During the term of this agreement, employees, subject to the conditions of their job assignment, may propose an alternate work schedule as listed under this Section. Such proposals must be made to the department head through the immediate supervisor. Serious consideration will be given to the feasibility and productivity of such proposals, however Management retains the right to determine scheduling needs.

Section 2. Overtime Work

- (a) Overtime work for all unit employees shall be defined as any time worked beyond the standard workday or beyond the standard work week. Emergency overtime is defined as unplanned overtime work arising out of situations involving real loss of service or property or personal danger. Emergency overtime does not include:
- (i) overtime work resulting from personnel replacement for purposes of maintaining scheduled staffing;
 - (ii) overtime work which is planned in advance;
 - (iii) overtime work resulting from being held over for up to four hours to finish work performed during the regular shift.
- (b) Compensation to employees working overtime will be in the form of additional pay at the rate of one and one-half times. Two times regular rate will be paid for billable customer convenience overtime and emergency overtime as defined in subsection (a) above) the employee's applicable hourly salary with the exception that an employee may request and, upon approval, be granted compensatory time off at the rate of one and one-half hours for each hour of overtime worked, subject to the limitations of applicable state and federal laws.

In the event compensatory time off is used as the method of compensating for Overtime, the time off will be taken prior to the end of the quarter following the quarter in which the overtime has been worked. In the event the employee is denied this provision, he/she will be compensated in pay for such time at the appropriate rate specified by these sections. Or at the employee's option, the earned compensatory time will be added to the employee's vacation balance.

- (c) All time for which pay is received shall count as hours actually worked for the computation of regular overtime pay; however, non-productive time will not be included in computation of any additional FLSA premiums.
- (d) When an employee is required to work 6 or more hours of overtime (either emergency or pre-arranged) during the 16 hour period immediately preceding the beginning of the employee's regular shift on a workday, the employee shall be entitled to an eight-hour rest period before returning to work. If the rest period overlaps into the second half of the work day, the employee may be given (with supervisor approval) the remaining time off (up to a maximum of 3 hours) at the

straight time rate of pay. Any portion of the rest period falling within the employee's work shift will be considered as hours worked and compensated at the straight time rate.

- (e) If non-emergency overtime is canceled without at least 40 clock hours notice, the City shall pay the affected employees two (2) hours' pay at time and one-half.
- (f) Employees working overtime who are too fatigued to continue or return to work, for safety reasons will be released from duty without compensation.

Section 3. Work Shifts

All employees shall be assigned to work shifts with scheduled starting and quitting times. Should conditions necessitate a change in starting and quitting times, the Union will be notified ten (10) working days in advance and permitted to discuss such changes with the City. This, however, shall not preclude the City's right to effect schedule changes dictated by operational necessity. This section does not apply to overtime scheduling.

Section 4. City-Paid Meals

- (a) **Emergency overtime meals.** For purposes of this section, emergency overtime is defined as unplanned overtime arising out of situations involving real loss of service or property or personal danger. The City agrees to reimburse for meals in the amount of \$10 for breakfast, \$15 for lunch, and \$20 for dinner and will provide meals in the following emergency overtime situations:

- (1) When an employee is called back and is on duty for a period of three consecutive hours, and thereafter at intervals of five hours, but not more than six hours, until the continuous overtime assignment ends.

OR,

- (2) When an employee is held over on duty so that his/her overtime assignment extends two hours after shift end, and thereafter at intervals of five hours, but not more than six hours, until the continuous overtime assignment ends.

OR,

- (3) When an employee is called out two hours or more before a regularly scheduled day shift and works the regularly scheduled shift, he/she will be entitled to breakfast and lunch. Lunches will be consumed on employee's own time. No in-lieu pay will be made for meals not taken. This sub-section does not apply if already covered in Section 4(a)(1) above.

- (4) When recalled two hours or less after the end of a regular shift, unless assigned to standby.

- (b) **Non-emergency overtime meals.** The City will provide meals for personnel assigned to non-emergency overtime work where the assignment extends more than two hours after the regular or overtime shift end and at intervals of five hours thereafter.
- (c) With regard to (a) and (b) above, the City agrees to reimburse for meals in the amount of \$10 for breakfast, \$15 for lunch, and \$20 for dinner. Where possible, the City will arrange purchase orders at mutually agreeable restaurants. The time necessarily taken to consume a meal provided under this section shall be considered as time worked to a maximum of one hour, except as noted in (a) (3).
- (d) With regard to (a) and (b) above, in the event an employee is to be provided a meal or meals pursuant to this section and such meal(s) are not provided due to working conditions, the employee shall have the option of receiving for each meal not provided an additional one hour of overtime compensation in lieu of such meal. This hour will not be considered as time worked or part of the rest period, but will be applied to qualify for the rest period.
- (e) **Emergency overtime meals for Public Safety Dispatchers.** The Police Department will provide meals to employees in an emergency overtime situation involving real or potential loss of service or personal danger.
- (1) When an employee is called back and is on duty for a period of three consecutive hours, and thereafter at intervals of five hours, but not more than six hours, until the continuous overtime assignment ends.
 - (2) When an employee is held over on duty so that his/her overtime assignment extends two hours after shift end, and thereafter at intervals of five hours, but not more than six hours, until the continuous overtime assignment ends.
 - (3) When an employee is called out two hours or more before a regularly scheduled shift. The employee will be entitled to two meals, the second meal will be consumed on the employee's own time. No in-lieu pay will be made for meals not taken.
 - (4) When recalled two hours or less after the end of a regular shift, unless assigned to standby.
- (f) **Non-emergency overtime meals for Public Safety Dispatchers.** The Police Department will provide meals to employees in non-emergency situations where the assignment extends more than two hours after the regular or overtime shift end and at intervals of five hours thereafter. If the City is unable to provide a meal, the City agrees to reimburse for meals in the amount of \$10 for breakfast, \$15 for lunch, and \$20 for dinner. This policy only applies when an employee is held over, either voluntary or mandated, on duty beyond a scheduled regular or overtime shift.

Section 5. Break Periods

All employees shall be granted a break period or coffee break limited to 15 minutes during each four hours of work. Departments may make reasonable rules concerning break period scheduling. Break periods not taken shall be waived.

Section 6. Clean-Up Time. All employees whose work causes their person or clothing to become soiled shall be provided with reasonable time before lunch and at shift end for wash-up purposes.

Section 7. Standby Pay, Call-Out Pay

- (a) **Standby Compensation.** Employees performing standby duty shall be compensated at the daily rates established below:

Monday through Friday	\$50
Saturday, Sunday, Holidays	\$73

- (b) **Minimum Call-Out Pay.**

Employees not otherwise excluded from receiving overtime pay who are called out to perform work shall be compensated for at least two hours' pay from the time of the call-out for each occurrence at the appropriate overtime rate. The two-hour minimum does not apply to employees called out to work while earning pay for being in a standby status unless called out to perform billable customer convenience work in which case the two-hour minimum will apply.

Section 8. Night Shift Premium

Night shift premium of \$1.44 per hour shall be paid to employees for work performed between 6:00 p.m. and 8:00 a.m. A minimum of two hours must be worked between 6 p.m. and 8:00 a.m. to qualify for the premium. Employees who regularly work night shifts shall receive appropriate night shift premiums, relating to night shift hours worked, in addition to base pay for holidays, sick leave and vacation.

Night shift premium does not apply for overtime situations unless overtime is approved to replace an employee who would have otherwise received a night shift premium.

Section 9. Bilingual Premium

\$35 per pay period shall be paid to a bilingual employee whose abilities have been determined by the Human Resource Director as qualifying to fill positions requiring bilingual speaking and/or writing ability when the employee regularly performs such duties.

The Human Resource Director will determine the number, timing, location and duration of the assignments receiving the additional pay provided herein and which languages are

needed. Sign language shall be recognized as a bilingual skill under this Article. Disagreements over the designation of positions will be referred first to the Labor Management Committee. If a disagreement still exists it will be referred to the Grievance Procedure.

Section 10. Communications Training Officer (CTO) Compensation

Public Safety Dispatchers and Chief Public Safety Dispatchers identified by Management to work as a Police Officers Standards and Training (POST) certified CTO will be compensated at a premium pay rate of five (5) percent. The premium pay is provided only for those hours spent as a CTO training a probationary dispatcher while on-duty in the Dispatch Center.

ARTICLE IX - UNIFORMS AND TOOL ALLOWANCES

Section 1. Uniforms

- (a) The City will provide uniforms, coveralls or shop coats on a weekly basis, or as otherwise furnished, for the following jobs and/or classifications and any positions necessary or required as determined by management.

- Animal Control Officer
- Assistant Storekeeper
- Auto Service Mechanic
- Building Service Person - Lead
- Building Service Person
- Cathodic Technician
- Cement Finisher - Lead
- Cement Finisher
- Chemist
- Community Service Officer ()
- Electrical Assistant
- Electrician Apprentice
- Electrician Lead
- Engineering Technician III - Refuse
- Equipment Operator
- Equipment Operator - Lead
- Facilities Carpenter
- Facilities Electrician
- Facilities Maintenance - Lead
- Facilities Mechanic
- Facilities Painter
- Field Serviceperson
- Gas System Shop/Field Repairer
- Gas System Technician I

Gas System Technician II
Golf Course Equipment Mechanic
Golf Course Maintenance Person
Heavy Equipment Operator - Lead
Heavy Equipment Operator
Industrial Waste Inspector
Industrial Waste Investigator
Instrumentation Electrician
Laboratory Technician, Water Quality Control
Line Person/Cable Splicer
Line Person/Cable Splicer - Lead
Mail Services Specialist
Maintenance Mechanic
Maintenance Mechanic, Water Quality Control
Mechanical Unit Repairer
Meter Reader
Meter Reader – Lead
Mobile Service Technician
Motor Equipment Mechanic - Lead
Motor Equipment Mechanic
Offset Equipment Operator - Lead
Offset Equipment Operator
Park Maintenance Assistant
Parking Enforcement Officer
Park Maintenance Person
Park Crew - Lead
Park Maintenance - Lead
Park Ranger
Parks & Open Space Assistant
Police Records Specialist
Refuse Disposal Attendant
Senior Chemist
Senior Industrial Waste Inspector
Senior Instrumentation Technician
Senior Operator, Water Quality Control
Senior Mechanic, Water Quality Control
Senior Park Ranger
Sprinkler System Repairer
Street Maintenance Assistant
Storekeeper
Storekeeper-Lead
Street Sweeper Operator
Traffic Control Maintainer - Lead
Traffic Control Maintainer II
Traffic Control Maintainer I
Tree Trimmer-Line Clearer
Tree Maintenance Assistant
Tree Trimmer-Line Clearer Assistant

Tree Trimmer-Line Clearer - Lead
Tree Maintenance Person
Truck Driver
Utilities Compliance Technician
Utility Field Service Representative
Utility Installer/Repairer
Utility Installer/Repairer Assistant
Utility Installer/Repairer – Lead
Utility Locator
Water Meter Cross Connection Technician
Water System Operator - Lead
Water System Operator
Water System Operator I
Water System Operator II
Water Quality Control Plant Operator

- (b) Coveralls will be made available for occasional use as needed to protect clothing for the following classifications and any positions necessary or required as determined by management.

Building Inspector
Building Inspector Specialist
Building Service Person - Lead
Cable Splicer Assistant
Chief Electric Underground Inspector
Electrical Assistant
Electrician
Facilities Mechanic/Painter
Heavy Equipment Operator
Lineperson/Cable Splicer
Park Ranger
Senior Park Ranger
Utility Field Service Representative
Sprinkler System Repairer
Utility Installer Assistant
Utility Installer/Repairer
Utility Installer/Repairer - Lead

- (c) Employees required to wear uniforms shall be provided suitable change rooms and lockers where presently provided.
- (d) Employee clothing seriously damaged or destroyed in conjunction with an industrial injury will be reasonably replaced by the City. Any other claims alleging City liability may be filed with the City Attorney.
- (e) The City will make available, as an alternative to the orange shirts currently provided under Section 1(a), six (6) orange cotton polo shirts. Employees will be

responsible for laundering the shirts. Damaged or otherwise unwearable shirts will be replaced by the City.

- (f) Employees are responsible for laundering Park Ranger and Senior Park Ranger uniforms.
- (g) The City will meet and confer with the Union regarding any mandated changes to uniforms.

Section 2. Tool Allowance

- (a) Mechanics in Equipment Maintenance, Park Maintenance Lead, Golf Course Equipment Mechanic, Motorized Equipment Mechanic and Mobile Service Technician shall be paid a tool allowance of \$610 annually effective July 1, 2005.
- (b) All tool allowances shall be paid bi-weekly.
- (c) Parties will meet and confer to determine if additional classifications require tool allowance.

Section 3. Shoe Allowance

- (a) Safety Shoes. The City shall reimburse employees 75 % of the cost of job-related safety shoes upon verification of such purchase by the employee.
- (b) Walking Shoes. The City will reimburse employees 75% of the cost of job-related walking shoes for any positions necessary or required as determined by management including Meter Reader and Meter Reader-Lead, in an amount not to exceed \$300.00 per year. A walking shoe is a durable work shoe/boot (non-steel toed), is ankle supporting; oil, gas and slip resistant; waterproof or water resistant; lightweight and durable; and also provides hard surface cushioning.

Section 4. Certifications

The City has proposed to add certain certifications to the list currently covered by this Memorandum of Agreement. The City and Union agree that their discussion of this proposal will likely require additional time and analysis beyond what will be otherwise needed for the parties to reach agreement.

Accordingly, the parties agree that the City and Union will continue to meet and confer on this City proposal following ratification and adoption of the MOA. The parties agree to retain the current list of required certifications below and to attempt to address and resolve the issues raised by the City's proposal and endeavor to reach an agreement to the extent possible, within 60 days of the adoption of this contract.

Employees who are required to maintain commercial driver's licenses shall have costs for medical examinations paid by:

- (a) Completing an examination through their PEMHCA provider. After benefits have been paid by the PEMHCA provider, upon presentation of proper documentation, the City will reimburse any remaining costs, or
- (b) Completing an examination at the Workforce Medical clinic or other City designated clinic.

Employees may use paid leave for attendance at scheduled medical examinations.

Employees shall be permitted to use up to two hours of regular City-paid time for attendance at biannual medical examinations. The scheduling of such time shall be preauthorized by the employee's supervisor.

- (c) The City will pay special registration and/or certification fees which are required by Management. During the term of this agreement, the City and the Union may, by mutual agreement, review, add or delete classifications and/or required certifications listed below:

<u>Classification</u>	<u>Requirement</u>
Bldg Inspec Spec	ICBO Certificate
Cathodic Technician	Corrosion Technician by the National Assoc. of Corrosion Engineers or equivalent
Engineer	Professional Engineer Cert. (for E Step)
Equip Maint Serv Pers	Forklift Operator Cert. (OSHA-approved)
Golf Course Maint Pers	Qualified Applicators' License
Indust Waste Inspector	Backflow Prevention Device Tester
Inspector Field Services, Utilities	D1 (DOH)
Installer/Repairer Series,	D1 (DOH)
Mech Unit Repairer	Welding Certificate
Motor Equip Mechanic and Lead	EMS, ASE
Public Safety Dispatcher	POST Basic Dispatcher POST Fire Academy EMD
Public Safety Dispatcher, Lead	POST Basic Dispatcher POST Fire Academy POST Supervision EMD
Sr Operator, WQC	Grade III Wastewater Treatment Plant Oper Cert.
Surveyor, PW	Licensed Land Surveyor
Tree Trimmer/Line Clearer	Certified Tree Worker and/or

	Qualified Line Clearance/Tree Trimmer Cert. (OSHA-approved)
Tree Trimmer/Line Clearer-Lead	Certified Arborist
Util Install/Rep series	Polyethylene Fusing Cert. Gas Operator Cert. (DOT)
Veterinarian Tech	Animal Health Tech. Cert.
Water System Operator I	Grade DI – Water Distribution Operator
Water System Operator II	Grade DII – Water Distribution Operator & Grade TII – Water Treatment Operator
Senior, Water System Operator	Grade DIII – Water Distribution Operator & Grade TIII Water Treatment Operator
WQC Plant Oper I	Grade I Water Treatment Operator Cert.
WQC Plant Oper II	Grade II Water Treatment Operator Cert.
WQC Plant Oper Trainee	Grade I Water Treatment Operator Cert.
Water Meter Cross-Connection Tech	Backflow Prevention Tester Cert.

Through these negotiations the City and the Union have agreed to add the following required certificates;

1. Inspector Field Services, Utilities D1 (DOH)
2. Installer/Repairer Series, D1 (DOH)
3. Public Safety Dispatcher, EMD
4. Lead Public Safety Dispatcher, EMD

(d) The City will pay for the Department of Motor Vehicles (DMV) licensing fees for all employees required to maintain a Commercial Driver's License in accordance with the California Vehicle Code and applicable laws prescribed by the Department of Transportation.

(e) Pipeline Welding Assignment

The City will provide a 4% increase in base compensation to Utility Installer-Repairer, Installer-Repairer Lead positions that meet DOT certification requirements and are assigned these duties. Utility Installer-Repairer and Utility Installer-Repairer Lead positions that fail to maintain current certifications will not receive the 4% increase. Positions assigned these duties and designated by Management to receive this premium will not exceed five (5) Utility Installer/Repairer and Installer/Repairer Lead.

If the certification is required in the job description, certification must be maintained. In accordance with their job description Maintenance Mechanics that are assigned to Water Gas Wastewater must maintain all required certifications and shall receive 4% increase to their base pay for pipeline welding.

(f) Building Inspector

Upon successful completion of probationary requirements, the City will pay Building Inspectors a one (1) percent of base salary one-time payment for a certification above what is required. Employees may request one payment per year to a maximum of two payments in career. Payments will not exceed a maximum of one percent per year or two payments in a career. The Building Inspector Job Description specifies current requirements and the Union and City will agree on a list of appropriate certifications eligible for the premium. Premiums will not be paid if certification is not maintained.

(g) Water and Wastewater System Operator Certification

Employees classified in the following positions: Water Quality Control Plant Operators I and II, Senior Operator Water Quality Control, Water System Operators I and II, Senior Water Systems Operator, Inspector, Field Services assigned to Utilities and Installer Repairer Job Series may be eligible to receive a 1% base pay premium for certifications required by the Department of Health and/or the State Water Resources Control Board. Employees within these job classifications that have successfully completed probationary requirements may request an annual payment of one (1) percent for one (1) certification that is above those listed in their job description. An employee who qualifies for this payment shall be paid 1% of the employee's annual base salary once per year. The employee shall be responsible for providing the City with written documentation that the employee has obtained and is maintaining the qualifying certification on an annual basis. Premiums will not be paid if certification is not maintained. Eligible employees should verify certification will qualify for the premium before attempting certification. The Union and the City will update the job descriptions to reflect newly required certifications with no further adjustments to base salary. Payments will not exceed a maximum of one percent per year, and will take effect in the pay period following the verification of certification. All costs for obtaining certifications above what the job description requires will be the responsibility of the employee and may be paid for by using the City's tuition reimbursement program

(h).In accordance with Cal-OSHA regulations any employee who operates a forklift must have Forklift Operator Certification. Training to be provided by the City.

Section 5. Weather Protection

The City will provide rainy weather foot protection and one summer hat for the classification of Parking Enforcement Officer.

ARTICLE X - HOLIDAYS

Section 1. Fixed Holidays.

Except as otherwise provided, employees within the representation unit shall have the following fixed holidays with pay:

January 1
Third Monday in January (Martin Luther King Day)
Third Monday in February
Last Monday in May
July 4
First Monday in September
Second Monday in October
Veterans' Day, November 11
Thanksgiving Day
Day after Thanksgiving
December 25
Either December 24 or December 31 (see below)

Employees shall be excused with pay for the full work shift on either December 24 or December 31, provided, however, that City facilities remain open with reduced staffing levels, that Management retains the right to determine work schedules, and that neither day be considered a holiday for purposes of premium pay. If employees are not excused pursuant to this provision, one shift of vacation credit will be added to their vacation accrual.

In the event that any of the aforementioned days, except for December 24 or December 31, falls on a Sunday, the following Monday shall be considered a holiday. In the event that any of the aforementioned days falls on a Saturday, the preceding Friday shall be considered a holiday. If December 24 and 31 falls on Sunday, then the preceding Friday will be designated for purposes of the holiday. Exceptions to this provision are listed in Appendix E.

Section 2. Pay for Fixed Holidays

- (a) All employees shall be paid a full day's pay at their regular straight time base hourly rate for all fixed holidays as defined herein.
- (b) An employee must be in a pay status on the workday preceding the holiday to be eligible to be compensated for a holiday. This subsection does not apply to an employee who is on an unpaid medical leave of absence of less than five (5) days.

Section 3. Work on Fixed Holidays

Any employee required to work on a fixed holiday shall be paid time and one-half for such work in addition to his or her regular holiday pay. Work on a fixed holiday beyond the number of hours in a regular shift shall be compensated at double time and one-half. Employees who work a schedule where a regular day off falls on a holiday will accrue the holiday hours they would have normally worked on that day.

Section 4. Variations in Work Week

- (a) An employee whose work schedule requires that his or her regular days off be other than Saturday and/or Sunday shall have an additional day off scheduled by the department in the event a fixed holiday falls during his or her regularly scheduled day off. Every attempt will be made to schedule the day on a mutually agreeable basis. If the day cannot be so scheduled, the employee shall be paid for the day at the straight time base rate.
- (b) Fixed holidays which fall during a vacation period or when an employee is absent because of illness shall not be charged against the employee's vacation or sick leave balance.

Section 5. Floating Days Off

Floating days off with pay will be scheduled by Management as follows so as to produce three-day weekends:

June 2006	One floating day off
August 2006	One floating day off
September 2006	One floating day off
March 2007	One floating day off
April 2007	One floating day off
June 2007	One floating day off
August 2007	One floating day off
September 2007	One floating day off
March 2008	One floating day off
April 2008	One floating day off
June 2008	One floating day off
August 2008	One floating day off
September 2008	One floating day off
March 2009	One floating day off
April 2009	One floating day off
June 2009	One floating day off

The following conditions will hold:

- (a) Management will designate the scheduling of the paid day off under this section at least thirty days in advance.
- (b) If in conformance with this section, Management is unable to schedule a day off in the month indicated, for reasons of shift operations, work scheduling or any other reason, the floating holiday will then be added to the employee's vacation accrual on the first pay period of the following month.
- (c) If an employee fails to take a day off as scheduled by Management under this section, the day off so scheduled will be forfeited.

ARTICLE XI - VACATIONS

Section 1. Vacation Accruals

Each employee shall be entitled to an annual paid vacation, accrued as follows:

- (a) Less than four (4) years' continuous service: 80 hours vacation per year.
- (b) First day of the fifth year of continuous service through eight (8) years' continuous service: 120 hours vacation per year.
- (c) First day of the ninth year of continuous service through thirteen (13) years' continuous service: 160 hours vacation per year.
- (d) First day of the fourteenth year of continuous service through eighteen (18) years' continuous service: 180 hours vacation leave per year.
- (e) Nineteen or more years: 200 hours vacation leave per year.

Employees may accrue up to three times their annual vacation leave without loss of vacation days. In the event the City is unable to schedule vacation and, as a result thereof, the employee is subject to loss of accrued vacation, the City shall extend the vacation accrual limit up to one year, in which time the excess vacation must be scheduled and taken. As long as there is no interference with departmental operations, there shall be no unreasonable restriction of increments of use. Employees shall complete six (6) months' continuous service before using accrued vacation leave.

Section 2. Holiday Falling During Vacation

In the event a fixed holiday as defined in Article X falls within an employee's vacation period, which would have excused the employee from work (and for which no other compensation is made), an additional workday for such holiday shall be added to the vacation leave.

Section 3. Illness During Vacation

When an employee becomes ill while on vacation and such illness can be supported by a statement from an accredited physician or the employee is hospitalized for any period, the employee shall have the period of illness charged against sick leave and not against vacation leave.

Section 4. Accrued Vacation Pay for Deceased Employees

An employee who is eligible for vacation leave and who dies while in the municipal service shall have the amount of any accrued vacation paid to his/her estate within thirty days. This proration will be computed at his/her last basic rate of pay.

Section 5. Effect of Extended Military Leave

An employee who interrupts service because of extended military leave shall be compensated for accrued vacation at the time the leave becomes effective.

Section 6. Vacation at Termination

Employees leaving the municipal service with accrued vacation leave shall be paid the amounts of accrued vacation to the date of termination.

Section 7. Vacation Cash Out

Once each calendar year an employee may cash out eight or more hours of vacation accrual in excess of 80 hours, to a maximum of 120 hours, provided that the employee has taken 80 hours of vacation in the previous 12 months.

ARTICLE XII - LEAVE PROVISIONS

Section 1. Sick Leave

(a) The City shall provide each employee with paid sick leave, earned on a daily basis and computed at the rate of 96 hours per year, with no limits on amounts that may be accumulated, except that for employees hired after July 1, 1983, sick leave accrual accumulation shall be limited to 1,000 hours and subsections (a)(1) and (a)(2), shall not apply. Payment for accumulated sick leave at termination shall be made only in the following circumstances:

(1) Eligible employees who leave the municipal service or who die while employed and who have fifteen or more years of continuous service shall receive compensation for unused sick leave hours in a sum equal to two and one-half percent of their unused sick leave hours multiplied by their years of continuous service and their base hourly rate of pay at termination.

(2) Full sick leave accrual will be paid in the event of termination due to disability.

(b) **Use of Sick Leave.** Sick leave shall be allowed and used in cases of actual personal sickness or disability, medical or dental treatment, or as authorized for personal business. Up to nine days sick leave per year may be used for illness in the immediate family, including registered domestic partner. A new employee may, if necessary, use up to forty-eight (48) hours of sick leave at any time during the first six months of employment. Any negative balances generated by such utilization will be charged against future accrual or deducted from final paycheck in the event of termination.

- (c) An employee who has been disabled for 60 consecutive days and who is otherwise eligible both for payment under the long-term disability group insurance coverage and accrued sick leave benefits may, at his/her option, choose either to receive the long-term disability benefits or to utilize the remainder of his/her accrued sick leave prior to applying for long-term disability benefits.
- (d) Sick leave will not be granted for illness occurring during any leave of absence unless the employee can demonstrate that it was necessary to come under the care of a doctor while on such other leave of absence.
- (e) **Return to Work With Limited Duty.** Upon approval of department management and the City Risk Manager, an employee may return to work for doctor-approved limited duty. Approval for return to work shall be based upon department ability to provide work consistent with medical limitations, the location of the work assignment, and the length of time of the limitations. The City doctor may be consulted in determining work limitations.

Section 2. Bereavement Leave

Leave of absence with pay of three days shall be granted an employee by the head of his or her department in the event of death in the employee's immediate family, which is defined for the purposes of this section as wife, husband, son, step-son, son-in-law, daughter, step-daughter, daughter-in-law, mother, step-mother, mother-in-law, father, step-father, father-in-law, brother, brother-in-law, step-brother, sister, step-sister, sister-in-law, grandmother, grandmother-in-law, grandfather, grandfather-in-law, grandchildren, aunt, uncle, niece, nephew, registered domestic partner, or a close relative residing in the household of the employee. Such leave shall be at full pay and shall not be charged against the employee's accrued vacation or sick leave. Request for leave with pay in excess of three (3) days shall be subject to the written approval of the City Manager. Approval of additional leave will be based on the circumstances of each request with consideration given to the employee's need for additional time.

Section 3. Military Leave

The provisions of the Military and Veterans' Code of the State of California shall govern the granting of military leaves of absence and the rights of employees returning from such leaves.

Consistent with the Military and Veterans Code, the City of Palo Alto shall pay employees in SEIU bargaining unit their regular salary, salary differential, and all available benefits for the first thirty days.

Section 4. Leave Without Pay

- (a) **Disability.** Leaves of absence without pay may be granted in cases of disability not covered by sick leave. Pregnancy will be considered as any other disability. Leaves of absence for disability are subject to physicians' verification including diagnosis and medical work restriction.

- (b) **Family Leave.** Family leave will be granted in accordance with applicable state and federal law.
- (c) **Other Leaves.** Leaves of absence without pay may be granted in cases of personal emergency, Union business or when such absences would not be contrary to the best interest of the City. Non-disability prenatal leave is available under this provision, but such leave shall not begin more than six months prenatal nor extend more than six months postpartum.

During unpaid leaves of absence for disability or other reasons, the employee may elect to use accrued vacation credits. Requests for leaves without pay shall not be unreasonably denied. In order to avoid misunderstandings, all leaves without pay must be in writing to be effective.

Section 5. Jury Duty and Subpoenas

Employees required to report for jury duty or to answer subpoenas as a witness in behalf of the State of California or any of its agencies shall be granted a leave of absence with pay from their assigned duties until released by the court, provided the employee remits to the City all fees received from such duties other than mileage or subsistence allowances within thirty (30) days from the termination of jury service.

When an employee returns to complete a regular shift following time served on jury duty or as a witness, such time falling within the work shift shall be considered as time worked for purposes of shift completion and overtime computation. In determining whether or not an employee shall return to his or her regular shift following performance of the duties, reasonable consideration shall be given to such factors as travel time and a period of rest.

When a combination of City work time and jury duty equals 14 or more hours in the 24-hour period immediately prior to the employee's shift starting time, the employee will be allowed a rest period of nine hours. Any portion of the rest period falling within the employee's work shift will be considered as hours worked and compensated at the straight time rate. This provision does not apply to conditions of bona fide emergency. Bona fide emergency conditions are conditions involving real or potential loss of service or property or personal danger.

Section 6. Time Off to Vote

Time off with pay to vote in any general or direct primary election shall be granted as provided in the State of California Elections Code, and notice that an employee desires such time off shall be given in accordance with the provisions of said Code.

Section 7. Disapproval of Leave of Absence

In case of disapproval of extension, revocation or cancellation of an existing leave of absence, notice shall be sent by certified mail, return receipt requested, to the employee

stating the date of such action, the reason and a specific date to return to work, which is not less than five working days from date indicated on return receipt.

Section 8. Personal Business Leave Chargeable to Sick Leave

All employees shall be granted up to twenty (20) hours personal business leave per calendar year, chargeable to sick leave. The employee need not disclose the reason for the personal business. The scheduling of such leave is subject to the approval of the appropriate level of Management, and such approval shall not unreasonably be denied.

Section 9. Return to Assignment

The department shall make every effort to ensure that employees resuming work following a leave pursuant to Sections 1- 8 shall be returned to the assignment, shift, and/or work location held immediately prior to the leave. If the employee cannot be so assigned, he or she shall, upon request, be granted a meeting with department management to discuss the reasons for the change. Upon request, the employee shall be afforded Union representation at such a meeting.

ARTICLE XIII - WORKERS' COMPENSATION INSURANCE

Section 1. Industrial Temporary Disability

- (a) While temporarily disabled, employees shall be entitled to use accrued sick leave for the first three (3) days following the date of injury and thereafter shall be paid full base salary for a period of not to exceed fifty-seven (57) calendar days, unless hospitalized, in which case employees shall be paid full base salary for a period not to exceed sixty (60) days from date of injury.
- (b) For any temporary disability continuing beyond the time limits set forth in (a) above, employees shall be paid two-thirds (66 2/3%) of their full base salary at the time of injury for the duration of such temporary disability in conformance with the State law.
- (c) During the period of temporary disability, an employee's eligibility for health, dental, life, LTD, or other insured program will continue with City contributions at the same rate as for active employees. In case of Subsection (a) above, the employee will continue to accrue vacation and sick leave benefits. In the case of Subsection (b), sick leave and vacation benefits shall not be accrued.

Section 2. Vocational Rehabilitation Benefits for Permanently Disabled Employees

Vocational Rehabilitation will be made available to employees who have suffered permanent disability as a result of an injury or illness sustained in the course and scope of employment before 1/1/04. For injuries on or after 1/1/04 qualified employees are entitled to supplemental job displacement vouchers in accordance with the California

Labor Code, Division 1, Department of Industrial Relations and Division 4, Workers' Compensation and Insurance, the Americans with Disabilities Act (ADA), and the City of Palo Alto's Workers' Compensation Program.

ARTICLE XIV - BENEFIT PROGRAMS

Section 1. Health Plan

(a) Active Employees

1. Effective 1/1/07 the City will pay up to the monthly medical premium for the 2nd most expensive plan among the existing array of plans. If PERS changes the plans it offers, the City and the Union will meet and confer over the City continuing to provide an equivalent benefit at an equivalent cost.
2. For the term of this Agreement the City will reimburse employees on PERS Care, who switch to PERS Choice during the 2006 open enrollment period and remain in PERS Choice for maximum calendar year co-payments for unreimbursed costs incurred due to the difference between the PERS Care maximum calendar year copayment responsibility and the PERS Choice maximum calendar year copayment responsibility. The total payments per employee will not exceed \$1000.00 annually unless employee has a one dependent/family coverage in which case annual payment will not exceed \$2000.00. The City has agreed to provide an annual amount of \$50,000.00 to address these costs. If total claims for reimbursement exceed available funds, the City will use any unused tuition reimbursement funds budgeted for SEIU for these purposes. Any money left from each year will carry over to subsequent years of this contract.
3. The City agrees to offer a program to active SEIU employees enrolled in PERSCare as of 9/1/06 who elect the PERSChoice health plan in which the City will reimburse the employee and/or dependents for any covered medical expense which exceeds the \$2 million Lifetime Maximum Benefit.

(b) Health Plan Coverage for Future Retirees Hired Before January 1, 2005

Monthly City-paid premium contributions for a retiree-selected health plan through the CalPERS Health Benefits Program will be made as provided under the Public Employees' Medical and Hospital Care Act. Effective 1/1/07 the City's monthly employer contribution for each retiree shall be the amount necessary to pay for the cost of his or her enrollment, in a health benefits plan up to the monthly premium for the 2nd most expensive plan offered to the SEIU employee (among the existing array of plans).

For 2006, the contribution for dependents is 65% (70% in 2007) of difference between the applicable "Employee and One Dependent" or "Family" maximum

employer contribution for Active SEIU employees and the maximum monthly employer contribution for “Employee Only” coverage. This contribution for dependants will increase annually by 5% of the difference between the single party premium and the two or family member premium, until such time as the amounts are equal.

(c) **PERS – Health Benefit Vesting For Future Retirees Effective January 1, 2005**

The CalPERS vesting schedule set forth in Government Code section 22893 will apply to all SEIU employees hired on or after January 1, 2005. Under this law, an employee is eligible for 50% of the specified employer health premium contribution after ten years of service credit, provided at least five of those years were performed at the City of Palo Alto. After ten years of service credit, each additional year of service credit will increase the employer contribution percentage by 5% until, at 20 years’ service credit, the employee will be eligible upon retirement for 100% of the specified employer contribution. However, the maximum contribution for family members will be 90% of the specified employer contribution. The City of Palo Alto's health premium contribution will be the minimum contribution set by CalPERS under section 22893 based on a weighted average of available health plan premiums.

(d) **Coverage for Domestic Partners**

Domestic Partnership Registered with the California Secretary of State – Employees may add their domestic partner as a dependent to their elected health plan coverage if the domestic partnership is registered with the Secretary of State.

Domestic Partnership Not Registered with the California Secretary of State - Domestic partners who meet the requirements of the City of Palo Alto Declaration of Domestic Partnership, and are registered with the Human Resources Department, will be eligible for reimbursement of the actual monthly premium cost of an individual health plan, not to exceed the maximum monthly City employer contribution for one-party coverage under the CalPERS Health Benefits Program for SEIU members. Evidence of premium payment will be required with request for reimbursement.

(e) At City option during the life of this agreement and if otherwise available, the City may offer an incentive payment in lieu of City-paid dependent or family medical coverage for those employees who voluntarily decline dependent coverage.

(f) **Alternative Medical Benefit Program.**

If a regular employee and/or the employee’s dependent(s) are eligible for medical insurance through any other employer-sponsored or association-sponsored group medical plan, the employee may elect that alternative medical insurance coverage through the other employer-sponsored or association plan and waives his/her right to the City of Palo Alto’s medical plan insurance coverage for same individuals. Employees electing alternative coverage and waiving City coverage will receive cash payments equal to approximately half of the “average monthly

premiums” for their medical insurance coverage. “Averaged monthly premiums” are the average of the Kaiser HMO, Blue Shield HMO and PERS Choice PPO premiums of the employee’s City medical coverage available through the CalPERS Health Benefits Program.

The rates for 2006 are as follows:

One Party: \$205.00
Two Party: \$410.00
Family: \$530.00

The rates for 2007 are as follows:

One Party: \$230.00
Two Party: \$460.00
Family: \$595.00

Section 2. Dental Plan

- a) The City shall continue to provide a self-funded dental program for the benefit of City employees and their eligible dependents.. The City shall pay 100% of the required premiums for the program, except that benefits for regular part-time employees will be prorated as follows:

Employees hired after January 1, 2005, who will work less than full time, will receive prorated premium costs for dental benefits in accordance with his/her percentage of a full-time work schedule. Part-time employees currently receiving full benefits will not be impacted.

- b) The City’s Dental Plan provides the following:

- Maximum Benefits per Calendar Year \$2,000 per person

- (c) Effective July 1, 2001, dental implants in conjunction with one or more missing natural teeth, and removal of implants will be covered as a Major Dental Service at 50% usual, customary and reasonable (UCR).

- (d) Effective 1/1/07 the City will add composite (tooth colored) fillings in dental plan posterior teeth.

- (e) Effective 1/1/07 the City will pay up to \$2000.00 for Orthodontia coverage.

Section 3. Vision Care

The City shall continue to provide a self-funded vision care program for the benefit of City employees and their dependents. The City shall pay 100% of the required

premiums for the program. The benefits of the vision care program shall continue to be equivalent to \$20 Deductible Plan A under the Vision Service Plan.

Section 4. Life Insurance

The City agrees to continue the Basic and Supplemental life insurance plan as currently in effect for the term of this Memorandum of Agreement.

Section 5. Long Term Disability Insurance

The City shall continue the long term disability insurance plan currently in effect for the term of this Memorandum of Agreement.

For Plan A, the benefit is 66 and 2/3% of pre-disability earnings to the maximum benefit level of \$4000.00 per month. Employee coverage is subject to a voluntary payroll deduction of the insurance premium applicable to the first \$6,000 of monthly salary, less a credit of \$11.17 per month to be paid by the City.

For Plan B, the benefit is 60% of pre-disability earnings up to the maximum benefit level of \$1800 per month. Employee coverage is subject to a voluntary payroll deduction of the insurance premium applicable to the first \$2000 of monthly salary for Plan B. The City will pay premiums in excess thereof.

The City will pay up to \$17.50 per month toward long term disability insurance premiums for those employees without eligible dependents covered under the health insurance provisions.

Section 6. Effective Date of Coverage for New Employees

For newly-hired regular employees, elected coverage will begin on the first day of the month following date of hire

Section 7. Dual Coverage

When a City employee is married to another City employee each shall be considered as an employee for purposes of health and dental coverage, provided however that neither shall be covered as a dependent of the other, and dependent children, if any, shall be covered by only one spouse.

Section 8. Deferred Compensation

The City shall continue to make available a Section 457 Deferred Compensation Plan to SEIU employees and will insure reasonable access to Deferred Compensation representatives for all interested employees.

Section 9. Dependent Care Assistance Program

The City shall continue to provide a Dependent Care Assistance Program (DCAP) for employees that complies with Section 125 and 129 of the Internal Revenue Code.

Section 10. Tuition Reimbursement and Training Programs

- (a) City will reimburse expenses for tuition, books and curriculum fees incurred by non-probationary employees within the representation unit, to a maximum of \$1,000 per fiscal year, for classes given by accredited institutions of learning or approved specialized training groups. The City will also reimburse professional association memberships and conference registration fees, professional books and periodicals.

For purposes of this subsection, tuition does not include costs for equipment or tools (except for computer hardware and software), if the employee may keep such items at the end of the course.

- (b) Purchase of job-related computer software, hardware, high-speed internet access, telecommunication equipment and home office equipment/furniture may be reimbursed under the Section (a) \$1,000 tuition reimbursement benefit. Consumables (i.e. printer ink, paper, batteries, etc.) do not qualify for reimbursement.

The non-probationary requirement will be waived for probationary employees when submitting reimbursement for job-required certifications.

All programs eligible under this section must either contribute to the employee's job performance or prepare the employee for other City positions, and must be approved in advance. City employees wishing to engage in educational programs involving working time may be granted rescheduled time if departmental operations permit.

- (c) Employees assigned by the City to attend meetings, workshops, or conventions of their professional or technical associations shall have their dues and reasonable expenses paid by departmental funds and shall be allowed to attend such workshops, meetings, and conventions on paid City time.
- (d) Requests for tuition reimbursement will be determined to be taxable income unless sufficient documentation is provided to support how the course or seminar is related to improving performance in the employee's current position. Reimbursement requests may be submitted at any time, but will be batch processed on a quarterly basis.
- (e) Health club/gym membership reimbursement of these expenses is taxable to the employee.

- (f) City will reimburse for travel, meals and lodging while away from home attending an educational conference that the supervisor authorizes as being job related or which will improve an employee's skills. Per City Policy and Procedure 1-02, the Pre-Travel Authorization Form should indicate expenses that will be paid.

ARTICLE XV - RETIREMENT

Section 1. PERS Continuation

The City will continue the present benefits under the Public Employees' Retirement System 2.7% at 55.

Section 2. Employee Share

Effective May 1, 1984, the City agreed to pay the 7% employee's retirement contribution to the Public Employees' Retirement System (PERS). Effective the pay period inclusive of 1/6/07 the employee share of the PERS contribution will increase to 8% from 7%, and the City will pay 7% and all employees will pay 1% of the 8% employee share.

Effective the pay period inclusive of 7/1/07 all employees will pay an additional one (1) percent toward 2.7% @ 55 for a total of 2% of the PERS employee-share contribution. The City contribution of the PERS employee share will change to 6%.

Section 3. Conversion for Final Twelve Months Prior to Retirement

Notwithstanding Section 2 above and pursuant to Government Code Section 20615.5, upon filing a notice of retirement, the 7% City-paid PERS employee contribution will be converted to a salary adjustment of equal amount on a one-time irrevocable basis for the final twelve months immediately prior to retirement. For this final twelve-month period the employee shall pay PERS employee contributions.

Effective the pay period inclusive of 1/06/07, pursuant to Government Code Section 20615.5, upon receiving an employee's notice of retirement the City-paid PERS employee contribution that will be converted to a salary adjustment of equal amount on a one-time irrevocable basis for the final twelve months immediately prior to retirement will be 7%. For this final twelve-month period the employee shall pay the full 8% PERS employee contributions.

Effective the pay period inclusive of 7/01/07, pursuant to Government Code Section 20615.5, upon receiving an employee's notice of retirement the City-paid PERS employee contribution that will be converted to a salary adjustment of equal amount on a one-time irrevocable basis for the final twelve months immediately prior to retirement will be 6%. For this final twelve-month period the employee shall pay the full 8% PERS employee contributions.

Section 4. Utility Rates Discount

Employees who retire and were employed by the City on or before April 1, 1977, and spouses of deceased employees who were employed by the City on or before April 1, 1977, shall continue reductions in utility rates. All retired employees and spouses of deceased employees shall also have residential privileges at City libraries, refuse disposal area, golf course and swimming pools.

ARTICLE XVI - COMMUTE INCENTIVES AND PARKING

Section 1. Commute Incentive

Eligible employees may voluntarily elect one of the following commute incentives:

Civic Center Parking. Employees assigned to Civic Center and adjacent work locations. The City will provide a Civic Center Garage parking permit. New employees hired after April 30, 1994 may initially receive a parking permit for another downtown lot, subject to the availability of space at the Civic Center Garage.

Public Transit. The City will provide monthly Commuter Checks worth the value of:

- \$40 for employees traveling two or more zones on Caltrain;
- \$40 for employees using the Dumbarton Express, BART, the ACE train, or a commuter highway vehicle;
- \$35 for employees traveling within one zone on Caltrain;
- \$35 for employees using VTA, and other buses.

These checks are pretaxed and may be used toward the purchase of transit pass.

Carpool. The City will provide \$30 per month (taxable income) to each eligible employee in a carpool with two or more people.

Vanpool Program. The City will provide Commuter Checks worth the value up to \$60 to each employee voluntarily participating in the Vanpool Program. These checks are pretaxed and may be used toward payment of the monthly cost. Employees must fulfill the basic requirements of the Employee Commute Alternatives Program to qualify.

Bicycle. The City will provide \$20 per month (taxable income) to eligible employees who ride a bicycle to work.

Walk. The City will provide \$20 per month (taxable income) to eligible employees who walk to work.

Section 2. Parking Lot Security - Municipal Service Center

The City will provide fenced and locked parking facilities for Municipal Service Center employees. Procedures will be established for entering and leaving the parking facilities.

Section 3. Bicycle Lockers and Motorcycle Parking

The City will provide bicycle lockers and motorcycle parking areas for City employees at mutually agreeable work locations.

ARTICLE XVII - PHYSICAL EXAMINATIONS

If any non-probationary employee who is required to have a City-provided physical examination not related to workers' compensation programs disagrees with the findings of the City-sponsored physician, he/she may consult with his/her own physician and, if his/her private physician's report conflicts with that of the City physician in terms of ability to work at his/her regular job, then he/she may request an evaluation of his/her problem through a third physician mutually agreed upon by the employee and the City. Cost for such examination will be equally shared and the decision of this physician concerning the continuing ability of the employee to perform his/her work in his/her regular job without exposing himself/herself to further injury as a result of his/her condition shall be the basis for returning the employee to his/her regular work.

ARTICLE XVIII - SAFETY

Section 1. Health and Safety Provisions

The City shall furnish and use safety devices and safeguards and shall adopt use practices, means, methods, operations and processes which are reasonably adequate to render such employment and place of employment safe, in conformance with applicable safety regulations under the State Labor and Administrative Code sections.

The City shall not require or permit any employee to go to or be in any employment or place of employment which is not safe.

Section 2. Union Cooperation

Union will cooperate with the City by encouraging all employees to perform their work in a safe manner.

Section 3. Safety Committees and Disputes

Safety committees composed of Management and Union stewards in the below listed organizations will meet no less than ten times annually to discuss safety practices, methods of reducing hazards, and to conduct safety training. This shall in no way remove the basic responsibility of safety from Management nor shall it in any way alter the responsibility of the employee to report unsafe conditions directly and immediately to his or her supervisor.

Community Services
Public Works
Water-Gas-Wastewater Field Operations
Electric Field Operations
Water Quality Control

- (a) A committee composed of one facilities Management representative, one building inspection representative, two Union representatives, and the City Risk Manager will meet as needed concerning safety matters of the Civic Center.
- (b) A ten-member Citywide Union/Management safety committee with equal Union and Management membership will meet upon call to review safety and occupational health standards and practices, discuss overall City safety and health problems, and to act as an advisory group to the departmental safety committees. The committee shall review all departmental safety programs and recommend change where necessary.
- (c) In cases of dispute over safe working conditions the employee will first report such unsafe conditions to his or her supervisor and every attempt will be made to rectify the problem at this level. The employee may contact his or her steward to assist in the resolution of the dispute. If the problem cannot be resolved the Risk Manager will be contacted and the problem will be addressed through the interpretation of the basic safety rules and regulations. Should the problem not be resolved at this step, the grievance procedure will be utilized. Safety grievances shall be submitted at Step III.
- (d) In response to recommendations from the Ergonomics Safety Committee, management will develop training workshops which include information on safe ergonomic work practices. Such workshops will be given at least two times per year. Upon release of Cal/OSHA regulations covering safe workplace ergonomic standards, management will immediately adopt such standards as party of its Injury Prevention Program.

ARTICLE XIX - GRIEVANCE and APPEAL PROCEDURE

Section 1. General Provisions

The City and the Union recognize that early settlement of grievance or appeal of disciplinary actions is essential to sound employee-employer relations. The parties seek to establish a mutually satisfactory method for the settlement of employee grievances, or appeal of disciplinary action, or Union grievances as provided for below. In presenting a grievance or appeal of disciplinary action, the aggrieved and/or his or her representative is assured freedom from restraint, interference, coercion, discrimination or reprisal. Release time for investigation and processing a grievance or appeal of disciplinary action is designated in Article IV of this Memorandum of Agreement (MOA).

Section 2. Definitions

- (a) Grievance means an unresolved complaint or dispute regarding the application or interpretation of rules, regulations, policies, procedures, Memorandum of Agreement or City ordinances of resolution, relating to terms or conditions of employment, wages or fringe benefits, excluding however those provisions of this MOA which specifically provide that the decision of any City official shall be final, the interpretation or application of those provisions not being subject to the grievance or appeal of disciplinary action procedure.
- (b) Appeal of a disciplinary action means an appeal of any kind of disciplinary action against an employee covered by this Memorandum of Agreement. Discipline is defined as suspensions without pay, reductions in pay, demotion or discharge. Reprimands, transfers, reassignments, layoffs, and negative comments in performance evaluations are not considered discipline.

Section 3. Conduct of Grievance Procedure or Appeal of Disciplinary Action Procedure

- (a) An aggrieved employee may be represented by the Union or may represent himself/herself in preparing and presenting a grievance or appeal of disciplinary action at any level of review. Grievances or appeal of disciplinary action may also be presented by a group of employees. No grievance or appeal of disciplinary action settlement may be made in violation of an existing merit rule or memorandum of agreement. The Union will be notified prior to the implementation of any settlement made which affects the rights or conditions of other employees represented by the Union. The Union and the Steward will be copied on all written representation unit grievance or appeal of disciplinary action decisions.
- (b) An employee and the representative steward, if any, may use a reasonable amount of work time so long as there is no disruption of work, in conferring about and presenting a grievance or appeal of disciplinary action. Requests for release time to prepare grievance or appeal of disciplinary action shall be made in accordance with the provisions of Article IV, Section 3.
- (c) Beginning with the third step of the grievance or appeal of disciplinary action procedure, the Chief Steward or Alternate Chief Steward may assist in presenting a grievance or appeal of disciplinary action and may be present at all Step III, and IV grievance or appeal of disciplinary action hearings.
- (c) The time limits specified in this Article may be extended by mutual agreement in writing of the aggrieved employee or the Union and the reviewer concerned.
- (d) Should a decision not be rendered within a stipulated time limit, the grievant may immediately appeal to the next step.
- (e) The grievance or appeal of disciplinary action may be considered settled if the decision of any step is not appealed within the specified time limit.

- (f) If appropriate, the aggrieved employee(s) or the Union and the department head may mutually agree, in writing, to waive Step I and/or Step II of the grievance or appeal of disciplinary action procedure.
- (g) Grievances or appeal of disciplinary action shall be made in writing and submitted on forms provided by the City or on forms which are mutually agreeable to the City and the Union. The written grievance or appeal of disciplinary action shall contain clear, factual and concise language, including: (1) the name of the grievant; (2) a statement of the facts upon which the grievance or appeal of disciplinary action is based, including relevant dates, times and places; (3) specific provisions of this Agreement or specific City rules, policies, or procedures which the grievance or appeal of disciplinary action alleges has been violated; (4) a summary of any steps taken toward resolution; and (5) the action the grievant believes will resolve the grievance or appeal of disciplinary action.
- (h) Any retroactivity on monetary grievances or appeal of disciplinary action shall be limited to the date of occurrence, except in no case will retroactivity be granted prior to three months before the grievance or appeal of disciplinary action was filed in writing.
- (i) If the grievance is filed by more than one employee in the bargaining unit, the Union may, at its option, convert it to a Union grievance after Step II of the grievance procedure. The Union may also file a grievance in those instances when, under this Memorandum of Agreement, a Union right not directly related to an individual employee becomes the subject of dispute. Union grievances shall comply with all of the foregoing provisions and procedures.
- (j) For purposes of time limits, "working days" are considered to be Monday through Friday, exclusive of City holidays.
- (k) If a mutually agreed solution is reached during any step of this grievance or appeal of disciplinary action procedure, the agreement shall be placed in writing and signed by the City and the grievant or union.
- (l) Upon request of either party, meetings to discuss the grievance or appeal of disciplinary action shall be held at any step in the grievance or appeal of disciplinary action procedure.

Section 4. Grievance and Appeal Procedure

Step I. Informal Discussion. Within fifteen (15) working days after the incident or discovery of the incident on which the grievance or appeal of disciplinary action is based the aggrieved employee shall present the grievance action to his or her immediate supervisor and attempt to resolve the grievance through informal discussions. Every attempt will be made to settle the issue at this level.

Step II. If the grievance is not resolved through the informal discussion in Step 1 or the employee wishes to appeal disciplinary action taken against him/her in the case of a

grievance, the employee will reduce the grievance or appeal of disciplinary action to writing and submit copies to the Department head or his or her designee within fifteen (15) working days of the discussion with the immediate supervisor or within fifteen (15) working days from the receipt of a final disciplinary action..

The Department Head or designee shall have fifteen (15) working days from the receipt of a written grievance or appeal of disciplinary action to review the matter and prepare a written statement.

Step III. If the grievance or appeal of disciplinary action is not resolved and/or the aggrieved employee is not satisfied with the Step II decision, the grievant or disciplined employee may appeal to the Human Resource Director or his or her designee in writing within fifteen (15) working days of the receipt of the Department Head's response. The written appeal to the Human Resources level shall include a copy of the original grievance or appeal of disciplinary action, the Department Head's decision at Step II, and a clear statement of the reasons for appeal.

Within fifteen (15) working days, after receiving the written appeal, the Human Resource Director shall review the matter and prepare a written statement. If a mutually agreed solution is reached during this process the agreement shall be placed in writing and signed.

Step IV. If the grievance or appeal of disciplinary action is not resolved at Step III, the aggrieved employee may choose between final and binding resolution of the grievance or appeal of disciplinary action through appeal to the City Manager or through appeal to final and binding arbitration. For the term of this Memorandum of Agreement, appeals to final and binding arbitration may be processed only with Union approval. All Step IV appeals must be filed in writing at the Human Resources Department Office within fifteen (15) working days of receipt of the Human Resource Director's decision at Step 3.

If the grievant or appellant elects final and binding resolution by the City Manager, the City Manager will choose the methods he or she considers appropriate to review and settle the grievance or appeal of disciplinary action. The City Manager shall render a written decision to all parties directly involved within fifteen (15) working days after receiving the grievant/appellant's appeal.

If the grievant/appellant elects final and binding arbitration in accordance with this provision, the parties shall mutually select an arbitrator within 90 days from the date of receipt of the written request for appeal. In the event the parties cannot agree on an arbitrator, they shall mutually request a panel of five arbitrators from the California State Conciliation Service or from the American Arbitration Association if either party objects to the State Conciliation Service, and select an arbitrator by the alternate strike method.

The arbitrator shall have jurisdiction and authority only to interpret, apply, or determine compliance with the provisions of this Memorandum of Agreement and such Merit System Rules, regulations, policies, procedures, City ordinances, resolutions relating to terms or conditions of employment, wages or fringe benefits, as may hereafter be in

effect in the City insofar as may be necessary to the determination of grievances or appeal of disciplinary action appealed to the arbitrator. The arbitrator shall be without power to make any decision contrary to, or inconsistent with or modifying in any way, the terms of this Memorandum Of Agreement.

The arbitrator shall be without authority to require the City to delegate or relinquish any powers which by State law or City Charter the City cannot delegate or relinquish. Where either party seeks arbitration and the other party claims the matter is not subject to the arbitration provisions of this Memorandum of Agreement, the issue of arbitrability shall first be decided by the arbitrator using the standards and criteria set forth in Article XX and without regard to the merits of the grievance or appeal of disciplinary action. If the issue is held to be arbitrable, the arbitration proceedings will be recessed for up to five working days during which the parties shall attempt to resolve the grievance. If no resolution is reached, the arbitrator will resume the hearing and hear and resolve the issue on the merits.

Copies of the arbitrator's decision shall be submitted to the City, the aggrieved employee and the Union. All direct costs emanating from the arbitration procedure shall be shared equally by the City and the aggrieved employee or the Union.

ARTICLE XX - UNSATISFACTORY WORK OR CONDUCT AND DISCIPLINARY ACTION

The City has the right to discipline, demote, or discharge employees for cause.

Non-probationary employees whose work or conduct is unsatisfactory but not sufficiently deficient to warrant discipline, demotion, or discharge will be given a written notification of unsatisfactory work or conduct and an opportunity to improve. Failure to correct deficiencies and improve to meet standards may result in discipline, demotion, or discharge. Discipline is defined as suspensions without pay, reduction in pay, demotion, or discharge. Reprimands, transfers, reassignments, layoffs, and negative comments in performance evaluations are not discipline and shall not be subject to the requirements of this Article.

Section 1. Preliminary Notice of Discipline

Prior to imposing disciplinary action, a supervisor shall provide an employee with preliminary written notice of the proposed disciplinary action. The notice of proposed disciplinary action must be in writing and served on the employee in person or by registered mail or Fed-Ex . The notice of disciplinary action shall include:

- (a) Statement of the violations upon which the disciplinary action is based;
- (b) Intended effective date of the action;
- (c) Statement of the cause thereof;

- (d) Statement in ordinary and concise language of the act or the omissions upon which the causes are based;
- (e) Copies of any documents or other written materials upon which the disciplinary action was fully or in part based.
- (f) Statement advising the employee of his/her right to appeal from such action, and the right to Union representation.
- (g) The date and/or the procedure for responding to the notice.

Section 2. Skelly Meeting

The employee shall have the right to respond informally to the charges either verbally or in writing before the discipline is imposed. The employee shall have fifteen (15) working days from receipt of the notice to request this pre-disciplinary administrative review. The employee may request a reasonable extension of the time to respond for justifiable reasons. The Skelly meeting to listen to the verbal responses shall be scheduled with a City representative who is not the manager recommending the discipline (the "Skelly Officer"). The Skelly Officer shall render a final written decision (the "post-Skelly decision") within fifteen (15) working days of receiving the employee's response, if any, and shall deliver the post-Skelly decision to the employee by personal delivery or registered mail. The Skelly Officer may sustain, modify, or overturn the recommended disciplinary action. If the Skelly Officer sustains or modifies the disciplinary action, the action may be imposed after the post-Skelly decision is delivered to the employee.

Section 3. Appeals

Appeals of disciplinary action should be processed through the procedures outlined in Steps 2-4 of the grievance appeal of disciplinary action procedure (Article XIX, Section 4.)

ARTICLE XXI - NO ABROGATION OF RIGHTS

The parties acknowledge that Management rights as indicated in Section 1207D of the Merit System Rules and Regulations and all applicable State laws are neither abrogated nor made subject to negotiation by adoption of this Memorandum of Agreement.

ARTICLE XXII - OUTSIDE EMPLOYMENT

The provisions of Article 4.7 of the Government Code of the State of California will govern the determination of incompatible outside employment.

ARTICLE XXIII - WORK STOPPAGE AND LOCKOUTS

The City agrees that it will not lock out employees, and the Union agrees that it will not engage in any concerted work stoppage or slowdown during the term of this Memorandum of Agreement. An employee shall not have the right to recognize the picket line of a labor organization when performing duties of an emergency nature.

ARTICLE XXIV - PROVISIONS OF THE LAW

Section 1. Conformity and Separability of Provisions

This Memorandum of Agreement is subject to all current and future applicable Federal and State laws and Federal and State regulations and the Charter of the City of Palo Alto and the Constitution of the State of California.

Should any of the provisions herein contained be rendered or declared invalid by reason of any existing State or Federal legislation, such invalidation of such part or portion of this Memorandum of Agreement shall not invalidate the remaining portions hereof, and they shall remain in full force and effect, insofar as such remaining portions are severable.

Section 2. Merit Rules and Regulations

This Memorandum of Agreement shall become a part of the City of Palo Alto Merit Rules and Regulations applying to employees assigned to classifications in the SEIU unit. As applied to employees assigned to the SEIU unit, this Memorandum of Agreement shall prevail over any conflicting Merit Rules and Regulations.

Section 3. Resolution

The City and the Union agree by signing this Memorandum of Agreement that the wages, hours, rights and working conditions contained herein shall be continued in full force during the term of this Memorandum of Agreement except as otherwise provided for in the Memorandum of Agreement and shall be binding on both the City and the Union upon ratification by the Council of the City of Palo Alto and upon ratification by Union membership.

ARTICLE XXV - COST REDUCTION PROGRAMS

During the term of this agreement, the Union will aggressively assist Management in developing cost reduction programs. Such programs may include voluntary reduced hours/pay after this concept is studied by Management, and with such application as may be approved by Management.


ARTICLE XXVI - TERM

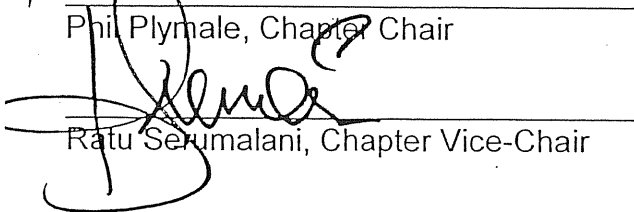
The Term of this Memorandum of Agreement shall commence on May 1, 2006, and shall expire on June 30, 2009. Either party may serve written notice upon the other party during the period between ninety (90) and sixty (60) days prior to June 30, 2009, of its desire to amend this Memorandum of Agreement. If, at the time this Memorandum of Agreement would otherwise terminate, the parties are negotiating a new Memorandum of Agreement, upon mutual agreement the terms and conditions of this Memorandum shall continue in effect.

EXECUTED:

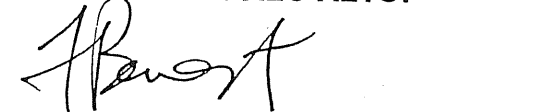
FOR LOCAL 715, SEIU, CLC:



Sasha Eisner, Worksite Organizer

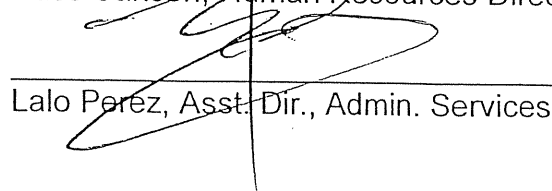

Phil Plymale, Chapter Chair



Ratu Serumalani, Chapter Vice-Chair


FOR CITY OF PALO ALTO:

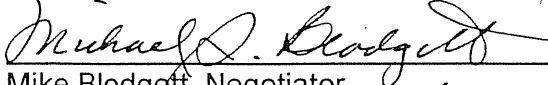

Frank Benest, City Manager

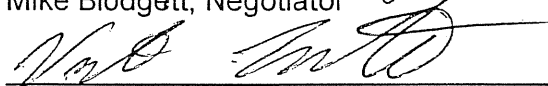

Russ Carlsen, Human Resources Director

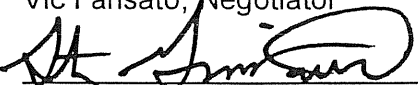

Lalo Perez, Asst. Dir., Admin. Services

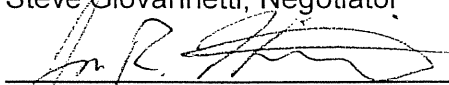

Janice Hall, Co-Chief Steward



Eric Talley, Co-Chief Steward

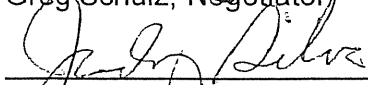

Mike Blodgett, Negotiator

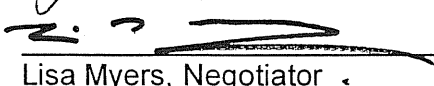

Vic Farisato, Negotiator

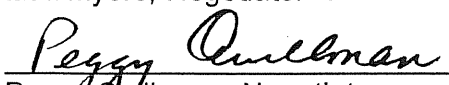

Steve Giovannetti, Negotiator



Jon Hospitalier, Negotiator


Greg Schulz, Negotiator

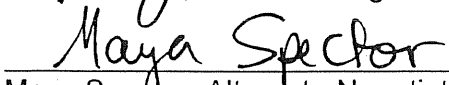

Judy Silva, Negotiator

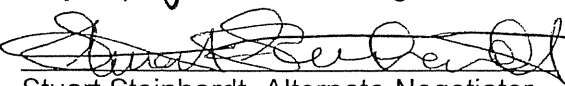

Lisa Myers, Negotiator

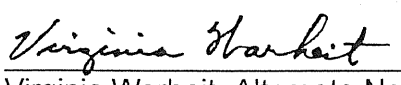

Peggy Gullman, Negotiator

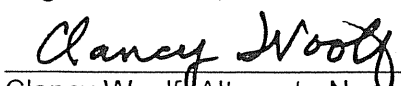

Lynn Krug, Alternate Negotiator



Mary Sekator, Alternate Negotiator



Maya Spector, Alternate Negotiator



Stuart Steinhardt, Alternate Negotiator

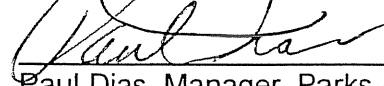

Virginia Warheit, Alternate Negotiator

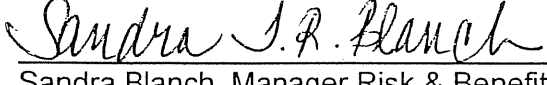

Clancy Woolf, Alternate Negotiator

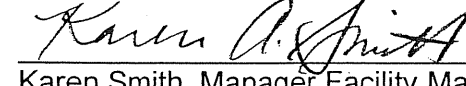

Paul Dornell, Asst. Director of Utilities


Sheryl Contois, Coord, Police Technical Svcs


Helen Del Grosso, Mgr, Employee Relations


Paul Dias, Manager, Parks & Golf Course


Sandra Blanch, Manager Risk & Benefits


Karen Smith, Manager Facility Maint & Projects

APPENDIX A. Salary Schedule

CITY OF PALO ALTO 2006 SEIU Salary Schedule Update 7/1/06

Effective Date	Class	Title	Step 1	Step 2	Step 3	Step 4	Step 5	Approx. Annual	Approx. Month
01/01/06	206	Acct Assistant	18.55	19.52	20.55	21.63	22.77	47,366	3,947
01/01/06	204	Acct Spec	21.04	22.15	23.31	24.54	25.83	53,728	4,477
01/01/06	207	Acct Spec-Lead	22.51	23.70	24.94	26.26	27.64	57,489	4,791
01/01/06	277	Animal Attendant	19.01	20.01	21.07	22.18	23.34	48,556	4,046
01/01/06	276	Animal Control Off	20.36	21.43	22.56	23.75	25.00	51,997	4,333
01/01/06	263	Animal Services Spec	20.07	21.13	22.24	23.41	24.64	51,261	4,272
01/01/06	275	Animal Services Spec II	22.14	23.31	24.53	25.82	27.18	56,541	4,712
01/01/06	244	Assoc Buyer	24.78	26.09	27.46	28.91	30.43	63,292	5,274
01/01/06	333	Assoc Engineer	31.56	33.22	34.97	36.81	38.75	80,602	6,717
01/01/06	353	Assoc Planner	29.90	31.48	33.13	34.88	36.71	76,361	6,363
01/01/06	247	Assoc Power Engr	33.61	35.38	37.25	39.21	41.27	85,839	7,153
01/01/06	269	Assoc Res Planner	34.14	35.94	37.83	39.82	41.91	87,180	7,265
01/01/06	330	Asst Engineer	28.59	30.09	31.68	33.34	35.10	73,007	6,084
01/01/06	256	Asst Power Engr	30.35	31.95	33.63	35.40	37.26	77,508	6,459
01/01/06	268	Asst Res Planner	30.82	32.44	34.15	35.94	37.84	78,698	6,558
01/01/06	249	Asst Storekeeper	19.02	20.02	21.08	22.19	23.35	48,578	4,048
01/01/06	299	Bldg Inspector	29.55	31.11	32.75	34.47	36.29	75,474	6,290
01/01/06	300	Bldg Inspector Spec	31.55	33.21	34.95	36.79	38.73	80,559	6,713
01/01/06	370	Bldg Serviceperson	17.97	18.92	19.91	20.96	22.06	45,895	3,825
01/01/06	371	Bldg Serviceperson-Lead	19.23	20.24	21.31	22.43	23.61	49,107	4,092
01/01/06	355	Bldg/Plg Technician	23.89	25.14	26.47	27.86	29.33	60,998	5,083
01/01/06	212	Buyer	26.50	27.90	29.37	30.91	32.54	67,684	5,640
01/01/06	536	Cathodic Tech			33.76	35.54	37.41	77,811	6,484
01/01/06	208	CDBG Coord	31.96	33.64	35.41	37.28	39.24	81,619	6,802
01/01/06	408	Cement Finisher			27.96	29.43	30.98	64,439	5,370
01/01/06	409	Cement Finisher-Lead			29.92	31.49	33.15	68,949	5,746
01/01/06	502	Chemist	29.87	31.44	33.10	34.84	36.67	76,275	6,356
01/01/06	305	Chf Comm Tech	31.56	33.22	34.97	36.81	38.75	80,602	6,717
01/01/06	297	Chf Elec Undg Inspec	32.70	34.42	36.23	38.14	40.15	83,502	6,958
01/01/06	239	Chf Inspec WGW	31.62	33.29	35.04	36.88	38.82	80,754	6,729
01/01/06	301	Code Enforcement Off	28.39	29.88	31.45	33.11	34.85	72,488	6,041
01/01/06	306	Comm Tech	30.92	32.54	34.26	36.06	37.96	78,951	6,579
01/01/06	702	Community Serv Offcer	20.71	21.80	22.95	24.15	25.42	52,884	4,407

Effective Date	Class	Title	Step 1	Step 2	Step 3	Step 4	Step 5	Approx. Annual	Approx. Month
01/01/06	255	Coord Library Prog	28.26	29.75	31.31	32.96	34.69	72,164	6,014
01/01/06	317	Coord Rec Prog	23.86	25.12	26.44	27.83	29.29	60,933	5,078
01/01/06	242	Coord Recycling	28.50	30.00	31.57	33.24	34.99	72,769	6,064
01/01/06	205	Court Liason Officer	26.95	28.36	29.86	31.43	33.08	68,810	5,734
01/01/06	214	Crime Analyst	26.95	28.36	29.86	31.43	33.08	68,810	5,734
01/01/06	218	Cust Svc Represent	22.36	23.54	24.78	26.08	27.45	57,103	4,759
01/01/06	217	Cust Svc Spec	24.58	25.87	27.24	28.67	30.18	62,773	5,231
01/01/06	415	Cust Svc Spec-Lead	26.30	27.69	29.14	30.68	32.29	67,167	5,597
01/01/06	225	Data Entry Operator	18.45	19.43	20.45	21.52	22.66	47,128	3,927
01/01/06	260	Desktop Technician	26.10	27.47	28.92	30.44	32.04	66,646	5,554
01/01/06	533	Elec Asst I	22.77	23.97	25.23	26.56	27.95	58,142	4,845
01/01/06	267	Elec Undgd Inspec	28.01	29.49	31.04	32.67	34.39	71,536	5,961
01/01/06	529	Electrician-Appren	28.83	30.35	31.95	33.63	35.40	73,635	6,136
01/01/06	530	Electrician			33.76	35.54	37.41	77,811	6,484
01/01/06	535	Electrician-Lead			36.13	38.03	40.03	83,258	6,938
01/01/06	332	Engineer	35.55	37.43	39.40	41.47	43.65	90,794	7,566
01/01/06	311	Engr Tech I	20.89	21.99	23.14	24.36	25.64	53,338	4,445
01/01/06	323	Engr Tech II	22.61	23.80	25.05	26.37	27.76	57,731	4,811
01/01/06	319	Engr Tech III	25.24	26.57	27.97	29.44	30.99	64,460	5,372
01/01/06	257	Environmental Spec	31.56	33.22	34.97	36.81	38.75	80,602	6,717
01/01/06	211	Equip Maint Serv Per	19.24	20.26	21.32	22.45	23.63	49,144	4,095
01/01/06	396	Equip Operator			23.91	25.17	26.50	55,113	4,593
01/01/06	397	Equip Operator-Lead			25.59	26.93	28.35	58,970	4,914
01/01/06	250	Equip Parts Tech	20.80	21.90	23.05	24.26	25.54	53,122	4,427
01/01/06	220	Executive Secretary	23.38	24.61	25.90	27.27	28.70	59,700	4,975
01/01/06	203	Facilities Asst	19.35	20.37	21.44	22.57	23.76	49,422	4,118
01/01/06	374	Facilities Carpenter	25.23	26.56	27.96	29.43	30.98	64,439	5,370
01/01/06	375	Facilities Elect	25.23	26.56	27.96	29.43	30.98	64,439	5,370
01/01/06	376	Facilities Mech	25.23	26.56	27.96	29.43	30.98	64,439	5,370
01/01/06	377	Facilities Painter	25.23	26.56	27.96	29.43	30.98	64,439	5,370
01/01/06	373	Facilities Maint-Lead	32.60	34.32	36.13	38.03	40.03	83,258	6,938
01/01/06	462	Field Svcpers WGW	21.25	22.37	23.55	24.79	26.09	54,269	4,522
01/01/06	383	Fleet Svcs Coord	24.79	26.10	27.47	28.92	30.44	63,313	5,276
01/01/06	489	Gas System Tech			25.65	27.00	28.42	59,116	4,926
01/01/06	456	Golf Cor Equip Mech	23.21	24.43	25.72	27.07	28.49	59,267	4,939
01/01/06	459	Golf Cor Mt Person	21.42	22.55	23.73	24.98	26.30	54,701	4,558
01/01/06	283	Graphic Designer	26.10	27.47	28.92	30.44	32.04	66,646	5,554
01/01/06	390	Heavy Equip Oper			27.08	28.50	30.00	62,405	5,200

Effective Date	Class	Title	Step 1	Step 2	Step 3	Step 4	Step 5	Approx. Annual	Approx. Month
01/01/06	391	Heavy Equip Oper-Lead			28.97	30.50	32.10	66,773	5,564
01/01/06	508	Ind Waste Inspec	26.52	27.92	29.39	30.93	32.56	67,728	5,644
01/01/06	258	Ind Waste Invtgtr	28.36	29.85	31.42	33.08	34.82	72,423	6,035
01/01/06	227	Inspector, Field Svc	28.54	30.04	31.62	33.29	35.04	72,878	6,073
01/01/06	308	Instrum Elec	28.71	30.22	31.81	33.48	35.25	73,310	6,109
01/01/06	503	Laboratory Tech WQC	26.72	28.12	29.60	31.16	32.80	68,225	5,685
01/01/06	413	Landfill Technician	27.53	28.98	30.51	32.11	33.80	70,304	5,859
01/01/06	222	Library Asst	18.31	19.27	20.29	21.36	22.48	46,760	3,897
01/01/06	253	Library Specialist	19.95	21.00	22.11	23.27	24.50	50,958	4,247
01/01/06	252	Library Associate	21.12	22.23	23.40	24.63	25.92	53,922	4,494
01/01/06	254	Librarian	22.82	24.02	25.28	26.61	28.02	58,272	4,856
01/01/06	528	Lnper/Cbl Spl-Appren	28.83	30.35	31.95	33.63	35.40	73,635	6,136
01/01/06	531	Lineper/Cable Spl-T			33.77	35.55	37.42	77,833	6,486
01/01/06	532	Lineper/Cable Spl-TL			36.14	38.04	40.04	83,281	6,940
01/01/06	541	Lineper/Cable Spl			34.77	36.60	38.52	80,126	6,677
01/01/06	542	Lineper/Cable Spl-Lead			37.20	39.16	41.22	85,735	7,145
01/01/06	213	Mailing Svcs Spec	16.46	17.33	18.24	19.20	20.21	42,043	3,504
01/01/06	505	Maint Mech	27.02	28.44	29.94	31.52	33.18	69,004	5,750
01/01/06	216	Marketing Eng	35.55	37.43	39.40	41.47	43.65	90,794	7,566
01/01/06	241	Meter Reader	20.90	21.99	23.15	24.37	25.65	53,360	4,447
01/01/06	240	Meter Reader-Lead	22.36	23.53	24.77	26.08	27.45	57,095	4,758
01/01/06	384	Mobil Service Tech	26.03	27.40	28.84	30.36	31.96	66,473	5,539
01/01/06	380	Motor Equip Mech	24.79	26.10	27.47	28.92	30.44	63,313	5,276
01/01/06	381	Motor Equip Mech-Lead	26.53	27.92	29.39	30.94	32.57	67,745	5,645
01/01/06	201	Office Assistant	18.45	19.43	20.45	21.52	22.66	47,128	3,927
01/01/06	200	Office Specialist	20.07	21.13	22.24	23.41	24.64	51,261	4,272
01/01/06	230	Offset Equip Op	18.34	19.30	20.32	21.39	22.51	46,825	3,902
01/01/06	235	Offset Equip Op-Lead	19.62	20.65	21.74	22.88	24.09	50,103	4,175
01/01/06	451	Park Maint Person	21.42	22.55	23.73	24.98	26.30	54,701	4,558
01/01/06	452	Park Maint-Lead	24.83	26.14	27.52	28.96	30.49	63,416	5,285
01/01/06	281	Park Ranger	23.34	24.57	25.86	27.22	28.66	59,607	4,967
01/01/06	243	Parking Enf Off	20.43	21.51	22.64	23.83	25.09	52,184	4,349
01/01/06	282	Parking Enf Off-Lead	21.86	23.02	24.23	25.50	26.84	55,837	4,653
01/01/06	460	Parks/Golf Crew-Lead	23.29	24.52	25.81	27.17	28.60	59,480	4,957
01/01/06	245	Parks/Open Spc Asst	8.29	8.72	9.18	9.67	10.17	21,162	1,764
01/01/06	352	Planner	31.96	33.64	35.41	37.28	39.24	81,619	6,802
01/01/06	304	Plans Check Engr	34.53	36.35	38.26	40.27	42.39	88,176	7,348
01/01/06	210	Police Records Spec	20.07	21.13	22.24	23.41	24.64	51,261	4,272

Effective Date	Class	Title	Step 1	Step 2	Step 3	Step 4	Step 5	Approx. Annual	Approx. Month
01/01/06	246	Power Eng	37.95	39.95	42.05	44.27	46.60	96,918	8,076
01/01/06	270	Prod Arts/Sci Prog	27.64	29.09	30.63	32.24	33.93	70,584	5,882
01/01/06	232	Prog Analyst	30.11	31.70	33.37	35.12	36.97	76,902	6,409
01/01/06	265	Program Assistant	22.14	23.31	24.53	25.82	27.18	56,541	4,712
01/01/06	209	Property Evidence Tech	20.72	21.81	22.96	24.16	25.44	52,905	4,409
01/01/06	238	Pub Safety Disp-Flex	24.44	25.72	27.08	28.50	30.00	62,405	5,200
01/01/06	236	Public Safety Disp	26.29	27.68	29.13	30.67	32.28	67,143	5,595
01/01/06	237	Public Safety Disp-Chief	29.53	31.08	32.72	34.44	36.25	75,409	6,284
01/01/06	357	Real Property Agent	28.36	29.85	31.42	33.08	34.82	72,423	6,035
01/01/06	356	Real Property Analyst	22.80	24.00	25.27	26.59	27.99	58,229	4,852
01/01/06	414	Refuse Disposal Attend	19.19	20.20	21.27	22.38	23.56	49,011	4,084
01/01/06	262	Resource Planner	40.50	42.63	44.88	47.24	49.73	103,431	8,619
01/01/06	461	Sprinkler Sys Repr	21.77	22.91	24.12	25.39	26.73	55,589	4,632
01/01/06	224	Sr Chemist	33.20	34.95	36.78	38.72	40.76	84,779	7,065
01/01/06	511	Sr Ind Waste Inspect	28.34	29.83	31.41	33.06	34.80	72,380	6,032
01/01/06	512	Sr Instrum Elect	31.38	33.03	34.77	36.60	38.52	80,126	6,677
01/01/06	251	Sr Librarian	25.92	27.28	28.72	30.23	31.82	66,191	5,516
01/01/06	504	Sr Mech	30.78	32.40	34.11	35.90	37.79	78,612	6,551
01/01/06	506	Sr Operator WQC	31.14	32.78	34.50	36.32	38.23	79,521	6,627
01/01/06	318	Sr Planner	36.39	38.30	40.32	42.44	44.67	92,919	7,743
01/01/06	231	Sr Prog Analyst	32.20	33.89	35.68	37.55	39.53	82,225	6,852
01/01/06	280	Sr Ranger	25.84	27.20	28.63	30.13	31.72	65,976	5,498
01/01/06	261	Sr Util Field Svc Rep	27.78	29.25	30.79	32.41	34.11	70,952	5,913
01/01/06	266	Sr Util Syst Tech	30.06	31.65	33.31	35.06	36.91	76,772	6,398
01/01/06	501	Sr Water Syst Oper	31.14	32.78	34.50	36.32	38.23	79,521	6,627
01/01/06	405	St Maint Asst	19.16	20.17	21.23	22.35	23.53	48,939	4,078
01/01/06	392	St Sweeper Op	21.55	22.68	23.88	25.13	26.45	55,026	4,586
01/01/06	393	St Sweeper Op-Lead			25.55	26.89	28.31	58,878	4,906
01/01/06	221	Staff Secretary	21.81	22.96	24.17	25.44	26.78	55,697	4,641
01/01/06	248	Storekeeper	21.78	22.92	24.13	25.40	26.73	55,607	4,634
01/01/06	288	Storekeeper-Lead	23.30	24.53	25.82	27.18	28.61	59,499	4,958
01/01/06	326	Surveying Asst	26.55	27.94	29.41	30.96	32.59	67,793	5,649
01/01/06	325	Surveyor, Public Wks	28.89	30.41	32.02	33.70	35.47	73,786	6,149
01/01/06	309	System Op/Sched	33.01	34.75	36.58	38.50	40.53	84,303	7,025
01/01/06	229	Theater Specialist	29.57	31.13	32.77	34.49	36.31	75,517	6,293
01/01/06	412	Traf Cont Maint II			23.02	24.23	25.51	53,052	4,421
01/01/06	406	Traf Cont Maint I			24.87	26.18	27.56	57,323	4,777
01/01/06	407	Traf Cont Maint-Lead			26.61	28.01	29.49	61,336	5,111

Effective Date	Class	Title	Step 1	Step 2	Step 3	Step 4	Step 5	Approx. Annual	Approx. Month
01/01/06	435	Tree Maint Asst	19.52	20.55	21.63	22.77	23.97	49,855	4,155
01/01/06	434	Tree Maint Person			25.23	26.56	27.95	58,136	4,844
01/01/06	432	Tree Trim/Ln Clr Asst			23.41	24.64	25.93	53,944	4,495
01/01/06	430	Tree Trim/Ln Clr			24.84	26.15	27.53	57,255	4,771
01/01/06	431	Tree Trim/Ln Clr-Lead			26.58	27.98	29.45	61,263	5,105
01/01/06	400	Truck Driver	19.65	20.68	21.77	22.92	24.12	50,179	4,182
01/01/06	215	Util Acct Rep	28.55	30.05	31.63	33.30	35.05	72,900	6,075
01/01/06	223	Util Acctg Tech	22.73	23.92	25.18	26.51	27.90	58,034	4,836
01/01/06	272	Util Comp Tech	31.03	32.66	34.38	36.19	38.10	79,239	6,603
01/01/06	273	Util Comp Tech-Lead	33.20	34.95	36.79	38.72	40.76	84,786	7,065
01/01/06	219	Util Credit/Col Spec	27.08	28.51	30.01	31.59	33.25	69,156	5,763
01/01/06	310	Util Engr Estimator	33.42	35.18	37.03	38.98	41.03	85,341	7,112
07/01/06	284	Util Engr Estimator -Lead	35.76	37.64	39.62	41.71	43.90	91,316	7,610
01/01/06	486	Util Fld Svcs Rep	25.97	27.34	28.78	30.29	31.89	66,321	5,527
01/01/06	481	Util Install/Rep Ast	21.49	22.62	23.81	25.06	26.38	54,875	4,573
01/01/06	480	Util Install/Rep			28.07	29.55	31.10	64,698	5,392
01/01/06	479	Util Install/Rep-Lead			30.04	31.62	33.28	69,227	5,769
01/01/06	271	Util Locator	23.91	25.17	26.49	27.89	29.36	61,063	5,089
01/01/06	233	Util Rate Analyst	31.56	33.22	34.97	36.81	38.75	80,602	6,717
01/01/06	307	Util Syst Oper	30.72	32.34	34.04	35.84	37.72	78,460	6,538
01/01/06	259	Util Syst Tech	28.11	29.59	31.14	32.78	34.51	71,774	5,981
01/01/06	278	Veterinarian Tech	20.79	21.89	23.04	24.25	25.53	53,100	4,425
01/01/06	274	Volunteer Coord	25.09	26.41	27.80	29.26	30.80	64,071	5,339
01/01/06	482	Water Meter Rep Asst	20.35	21.42	22.55	23.74	24.99	51,975	4,331
01/01/06	484	Water Meter Repair			24.97	26.29	27.67	57,558	4,796
01/01/06	499	Water Sys Oper I	24.04	25.30	26.64	28.04	29.51	61,388	5,116
01/01/06	507	Water Sys Oper II	27.45	28.90	30.42	32.02	33.71	70,108	5,842
01/01/06	510	WQC Plt Oper Trn	21.16	22.27	23.44	24.68	25.98	54,031	4,503
01/01/06	500	WQC Plt Oper I	24.04	25.30	26.64	28.04	29.51	61,388	5,116
01/01/06	509	WQC Plt Oper II	27.45	28.90	30.42	32.02	33.71	70,108	5,842
01/01/06	226	Wtr Mtr Crs Cn Tec	23.12	24.34	25.62	26.97	28.39	59,051	4,921

City of Palo Alto SEIU Salary Schedule
Effective January 6, 2007

Class	Title	Step 1	Step 2	Step 3	Step 4	Step 5	Approx. Annual	Approx. Month	FLSA
204	Acct Spec	21.25	22.37	23.55	24.79	26.09	54267	4522	Non-Exempt
207	Acct Spec-Lead	22.73	23.93	25.19	26.52	27.92	58074	4839	Non-Exempt
276	Animal Control Off	20.57	21.65	22.79	23.99	25.25	52520	4377	Non-Exempt
263	Animal Services Spec	20.28	21.35	22.47	23.65	24.89	51771	4314	Non-Exempt
275	Animal Services Spec II	22.36	23.54	24.78	26.08	27.45	57096	4758	Non-Exempt
333	Assoc Engineer	31.87	33.55	35.32	37.18	39.14	81411	6784	Non-Exempt
353	Assoc Planner	30.21	31.80	33.47	35.23	37.08	77126	6427	Non-Exempt
247	Assoc Power Engr	33.95	35.74	37.62	39.60	41.68	86694	7225	Non-Exempt
330	Asst Engineer	28.88	30.40	32.00	33.68	35.45	73736	6145	Non-Exempt
299	Bldg Inspector	29.86	31.43	33.08	34.82	36.65	76232	6353	Non-Exempt
300	Bldg Inspector Spec	31.86	33.54	35.30	37.16	39.12	81370	6781	Non-Exempt
370	Bldg Serviceperson	18.15	19.10	20.11	21.17	22.28	46342	3862	Non-Exempt
371	Bldg Serviceperson-L	19.43	20.45	21.53	22.66	23.85	49608	4134	Non-Exempt
355	Bldg/Plg Technician	24.49	25.78	27.14	28.57	30.07	62546	5212	Non-Exempt
212	Buyer	29.66	31.22	32.86	34.59	36.41	75733	6311	Non-Exempt
536	Cathodic Tech			34.10	35.89	37.78	78582	6549	Non-Exempt
408	Cement Finisher			28.24	29.73	31.29	65083	5424	Non-Exempt
409	Cement Finisher Lead			30.22	31.81	33.48	69638	5803	Non-Exempt
502	Chemist	30.17	31.76	33.43	35.19	37.04	77043	6420	Non-Exempt
305	Chief Comm Tech	31.87	33.55	35.32	37.18	39.14	81411	6784	Non-Exempt
301	Code Enforcement Off	28.67	30.18	31.77	33.44	35.20	73216	6101	Non-Exempt
306	Comm Tech	31.23	32.87	34.60	36.42	38.34	79747	6646	Non-Exempt
702	Community Serv Offcr	20.95	22.05	23.21	24.43	25.72	53498	4458	Non-Exempt
255	Coord Library Prog	28.55	30.05	31.63	33.29	35.04	72883	6074	Non-Exempt
317	Coord Rec Prog	24.10	25.37	26.70	28.10	29.58	61526	5127	Non-Exempt
205	Court Liaison Officer	27.27	28.71	30.22	31.81	33.48	69638	5803	Non-Exempt
214	Crime Analyst	27.27	28.71	30.22	31.81	33.48	69638	5803	Non-Exempt
218	Cust Svc Represent	22.57	23.76	25.01	26.33	27.72	57658	4805	Non-Exempt
217	Cust Svc Spec	24.82	26.13	27.51	28.96	30.48	63398	5283	Non-Exempt
415	Cust Svc Spec-L	26.56	27.96	29.43	30.98	32.61	67829	5652	Non-Exempt
260	Desktop Technician	27.08	28.50	30.00	31.58	33.24	69139	5762	Non-Exempt
533	Elec Asst I	23.00	24.21	25.48	26.82	28.23	58718	4893	Non-Exempt
267	Elec Undgd Inspec	28.28	29.77	31.34	32.99	34.73	72238	6020	Non-Exempt
530	Electrician			34.10	35.89	37.78	78582	6549	Non-Exempt
529	Electrician-Appren	29.12	30.65	32.26	33.96	35.75	74360	6197	Non-Exempt
535	Electrician-Lead			36.49	38.41	40.43	84094	7008	Non-Exempt
332	Engineer	35.92	37.81	39.80	41.89	44.09	91707	7642	Non-Exempt
311	Engr Tech I	21.14	22.25	23.42	24.65	25.95	53976	4498	Non-Exempt
323	Engr Tech II	22.90	24.10	25.37	26.70	28.10	58448	4871	Non-Exempt
319	Engr Tech III	25.55	26.89	28.30	29.79	31.36	65229	5436	Non-Exempt
257	Environmental Spec	31.87	33.55	35.32	37.18	39.14	81411	6784	Non-Exempt
211	Equip Maint Serv Per	19.45	20.47	21.55	22.68	23.87	49650	4137	Non-Exempt
396	Equip Operator			24.71	26.01	27.38	56950	4746	Non-Exempt
397	Equip Operator - Lead			26.44	27.83	29.29	60923	5077	Non-Exempt
220	Executive Secretary	23.61	24.85	26.16	27.54	28.99	60299	5025	Non-Exempt
203	Facilities Asst	19.55	20.58	21.66	22.80	24.00	49920	4160	Non-Exempt

Class	Title	Step 1	Step 2	Step 3	Step 4	Step 5	Approx. Annual	Approx. Month	FLSA
374	Facilities Carpenter	25.49	26.83	28.24	29.73	31.29	65083	5424	Non-Exempt
373	Facilities Maint-L	32.94	34.67	36.49	38.41	40.43	84094	7008	Non-Exempt
376	Facilities Mech	25.49	26.83	28.24	29.73	31.29	65083	5424	Non-Exempt
377	Facilities Painter	25.49	26.83	28.24	29.73	31.29	65083	5424	Non-Exempt
383	Fleet Svcs Coord	25.18	26.51	27.91	29.38	30.93	64334	5361	Non-Exempt
489	Gas System Tech	23.38	24.61	25.91	27.27	28.70	59696	4975	Non-Exempt
456	Golf Cor Equip Mech	23.43	24.66	25.96	27.33	28.77	59842	4987	Non-Exempt
459	Golf Cor Maint Person	21.63	22.77	23.97	25.23	26.56	55245	4604	Non-Exempt
283	Graphic Designer	27.08	28.50	30.00	31.58	33.24	69139	5762	Non-Exempt
390	Heavy Equip Oper			27.98	29.45	31.00	64480	5373	Non-Exempt
391	Heavy Equip Oper-L			29.93	31.51	33.17	68994	5749	Non-Exempt
508	Ind Waste Inspec	26.80	28.21	29.69	31.25	32.89	68411	5701	Non-Exempt
258	Ind Waste Invtgr	28.64	30.15	31.74	33.41	35.17	73154	6096	Non-Exempt
227	Inspector, Field Svc	28.82	30.34	31.94	33.62	35.39	73611	6134	Non-Exempt
308	Instrum Elec	28.99	30.52	32.13	33.82	35.60	74048	6171	Non-Exempt
503	Laboratory Tech WQC	26.99	28.41	29.90	31.47	33.13	68910	5743	Non-Exempt
413	Landfill Technician	27.87	29.34	30.88	32.50	34.21	71157	5930	Non-Exempt
254	Librarian	23.06	24.27	25.55	26.89	28.30	58864	4905	Non-Exempt
252	Library Associate	21.33	22.45	23.63	24.87	26.18	54454	4538	Non-Exempt
222	Library Asst	18.50	19.47	20.49	21.57	22.70	47216	3935	Non-Exempt
253	Library Specialist	20.15	21.21	22.33	23.51	24.75	51480	4290	Non-Exempt
541	Lineper/Cable Spl			35.99	37.88	39.87	82930	6911	Non-Exempt
542	Lineper/Cable Spl-L			38.52	40.55	42.68	88774	7398	Non-Exempt
531	Lineperson/Cable Spl-T			34.29	36.09	37.99	79019	6585	Non-Exempt
532	Lineperson/Cable Spl-TL			36.68	38.61	40.64	84531	7044	Non-Exempt
528	Lnper/Cbl Spl-Appren	29.27	30.81	32.43	34.14	35.94	74755	6230	Non-Exempt
213	Mailing Svcs Spec	16.63	17.50	18.42	19.39	20.41	42453	3538	Non-Exempt
505	Maint Mech	27.29	28.73	30.24	31.83	33.51	69701	5808	Non-Exempt
291	Maint Mech - Welding	28.40	29.89	31.46	33.12	34.86	72509	6042	Non-Exempt
216	Marketing Eng	35.92	37.81	39.80	41.89	44.09	91707	7642	Non-Exempt
241	Meter Reader	21.10	22.21	23.38	24.61	25.91	53893	4491	Non-Exempt
240	Meter Reader-Lead	22.57	23.76	25.01	26.33	27.72	57658	4805	Non-Exempt
384	Mobile Service Tech	26.30	27.68	29.14	30.67	32.28	67142	5595	Non-Exempt
380	Motor Equip Mech	25.03	26.35	27.74	29.20	30.74	63939	5328	Non-Exempt
381	Motor Equip Mech-L	26.81	28.22	29.70	31.26	32.90	68432	5703	Non-Exempt
200	Office Specialist	20.28	21.35	22.47	23.65	24.89	51771	4314	Non-Exempt
230	Offset Equip Op	18.52	19.49	20.52	21.60	22.74	47299	3942	Non-Exempt
235	Offset Equip Op-Lead	19.81	20.85	21.95	23.11	24.33	50606	4217	Non-Exempt
452	Park Maint - Lead	25.08	26.40	27.79	29.25	30.79	64043	5337	Non-Exempt
451	Park Maint Person	21.63	22.77	23.97	25.23	26.56	55245	4604	Non-Exempt
281	Park Ranger	23.82	25.07	26.39	27.78	29.24	60819	5068	Non-Exempt
243	Parking Enf Off	20.64	21.73	22.87	24.07	25.34	52707	4392	Non-Exempt
282	Parking Enf Off-L	22.08	23.24	24.46	25.75	27.11	56389	4699	Non-Exempt
460	Parks/Golf Crew-Lead	23.54	24.78	26.08	27.45	28.89	60091	5008	Non-Exempt
245	Parks/Open Spc Asst	8.37	8.81	9.27	9.76	10.27	21362	1780	Non-Exempt
352	Planner	32.28	33.98	35.77	37.65	39.63	82430	6869	Non-Exempt
304	Plans Check Engr	34.87	36.71	38.64	40.67	42.81	89045	7420	Non-Exempt
210	Police Records Spec	20.28	21.35	22.47	23.65	24.89	51771	4314	Non-Exempt

Class	Title	Step 1	Step 2	Step 3	Step 4	Step 5	Approx. Annual	Approx. Month	FLSA
246	Power Engr	38.34	40.36	42.48	44.72	47.07	97906	8159	Non-Exempt
270	Prod Arts/Sci Prog	27.91	29.38	30.93	32.56	34.27	71282	5940	Non-Exempt
232	Prog-Analyst	30.42	32.02	33.70	35.47	37.34	77667	6472	Non-Exempt
265	Program Assistant	22.36	23.54	24.78	26.08	27.45	57096	4758	Non-Exempt
209	Property Evid Tech	20.97	22.07	23.23	24.45	25.74	53539	4462	Non-Exempt
237	Pub Safety Disp-Lead	31.31	32.96	34.69	36.52	38.44	79955	6663	Non-Exempt
236	Public Safety Disp	27.88	29.35	30.89	32.52	34.23	71198	5933	Non-Exempt
242	Recycling Coord	28.79	30.30	31.89	33.57	35.34	73507	6126	Non-Exempt
414	Refuse Disp Atten	19.39	20.41	21.48	22.61	23.80	49504	4125	Non-Exempt
262	Resource Planner	41.04	43.20	45.47	47.86	50.38	104790	8733	Non-Exempt
461	Sprinkler Sys Repr	21.99	23.15	24.37	25.65	27.00	56160	4680	Non-Exempt
224	Sr Chemist	33.53	35.29	37.15	39.11	41.17	85634	7136	Non-Exempt
251	Sr Librarian	26.17	27.55	29.00	30.53	32.14	66851	5571	Non-Exempt
504	Sr Mech WQC	31.09	32.73	34.45	36.26	38.17	79394	6616	Non-Exempt
506	Sr Operator WQC	31.45	33.11	34.85	36.68	38.61	80309	6692	Non-Exempt
318	Sr Planner	37.30	39.26	41.33	43.50	45.79	95243	7937	Non-Exempt
280	Sr Ranger	26.35	27.74	29.20	30.74	32.36	67309	5609	Non-Exempt
261	Sr Util Field Svc Rep	28.06	29.54	31.09	32.73	34.45	71656	5971	Non-Exempt
501	Sr Water Sys Oper	31.45	33.11	34.85	36.68	38.61	80309	6692	Non-Exempt
221	Staff Secretary	22.04	23.20	24.42	25.70	27.05	56264	4689	Non-Exempt
248	Storekeeper	22.12	23.28	24.51	25.80	27.16	56493	4708	Non-Exempt
288	Storekeeper-L	23.68	24.93	26.24	27.62	29.07	60466	5039	Non-Exempt
405	Street Maint Asst	19.36	20.38	21.45	22.58	23.77	49442	4120	Non-Exempt
392	Street Sweeper Op	22.26	23.43	24.66	25.96	27.33	56846	4737	Non-Exempt
393	Street Sweeper Op-Lead			26.40	27.79	29.25	60840	5070	Non-Exempt
326	Surveying Asst	26.81	28.22	29.71	31.27	32.92	68474	5706	Non-Exempt
325	Surveyor, Public Wks	29.17	30.71	32.33	34.03	35.82	74506	6209	Non-Exempt
229	Theater Specialist	29.88	31.45	33.10	34.84	36.67	76274	6356	Non-Exempt
406	Traf Cont Maint I			25.13	26.45	27.84	57907	4826	Non-Exempt
412	Traf Cont Maint II			23.26	24.48	25.77	53602	4467	Non-Exempt
407	Traf Cont Maint-L			26.88	28.29	29.78	61942	5162	Non-Exempt
434	Tree Maint Person			25.75	27.11	28.54	59363	4947	Non-Exempt
430	Tree Trim/Ln Clr			25.37	26.70	28.11	58469	4872	Non-Exempt
431	Tree Trim/Ln Clr-L			27.14	28.57	30.07	62546	5212	Non-Exempt
400	Truck Driver	20.30	21.37	22.49	23.67	24.92	51834	4319	Non-Exempt
215	Util Acct Rep	28.83	30.35	31.95	33.63	35.40	73632	6136	Non-Exempt
223	Util Acctg Tech	22.95	24.16	25.43	26.77	28.18	58614	4885	Non-Exempt
272	Util Comp Tech	31.34	32.99	34.73	36.56	38.48	80038	6670	Non-Exempt
273	Util Comp Tech-L	33.53	35.29	37.15	39.11	41.17	85634	7136	Non-Exempt
219	Util Credit/Col Spec	27.35	28.79	30.31	31.90	33.58	69846	5821	Non-Exempt
310	Util Engr Estimator	33.75	35.53	37.40	39.37	41.44	86195	7183	Non-Exempt
284	Util Engr Estimator-L	36.11	38.01	40.01	42.12	44.34	92227	7686	Non-Exempt
486	Util Fld Svcs Rep	26.24	27.62	29.07	30.60	32.21	66997	5583	Non-Exempt
290	Util Install Repair-L-Welding	28.47	29.97	31.55	33.21	34.96	72717	6060	Non-Exempt
289	Util Install Repair-Welding	26.61	28.01	29.48	31.03	32.66	67933	5661	Non-Exempt
480	Util Install/Rep			28.35	29.84	31.41	65333	5444	Non-Exempt
481	Util Install/Rep Ast	21.70	22.84	24.04	25.31	26.64	55411	4618	Non-Exempt
479	Util Install/Rep-L			30.33	31.93	33.61	69909	5826	Non-Exempt

Class	Title	Step 1	Step 2	Step 3	Step 4	Step 5	Approx. Annual	Approx. Month	FLSA
271	Util Locator	24.15	25.42	26.76	28.17	29.65	61672	5139	Non-Exempt
233	Util Rate Analyst	31.99	33.67	35.44	37.30	39.26	81661	6805	Non-Exempt
307	Util Syst Oper	31.04	32.67	34.39	36.20	38.10	79248	6604	Non-Exempt
278	Veterinarian Tech	21.01	22.12	23.28	24.50	25.79	53643	4470	Non-Exempt
274	Volunteer Coord	25.34	26.67	28.07	29.55	31.11	64709	5392	Non-Exempt
499	Water Sys Oper I	24.28	25.56	26.90	28.32	29.81	62005	5167	Non-Exempt
507	Water Sys Oper II	27.73	29.19	30.73	32.35	34.05	70824	5902	Non-Exempt
500	WQC Plt Oper I	24.28	25.56	26.90	28.32	29.81	62005	5167	Non-Exempt
509	WQC Plt Oper II	27.73	29.19	30.73	32.35	34.05	70824	5902	Non-Exempt
510	WQC Plt Oper Trn	21.38	22.50	23.68	24.93	26.24	54579	4548	Non-Exempt
226	Wtr Mtr Cross Conn Tech	23.36	24.59	25.88	27.24	28.67	59634	4969	Non-Exempt

City of Palo Alto SEIU Salary Schedule
Effective July 1, 2007

Class	Title	Step 1	Step 2	Step 3	Step 4	Step 5	Approx. Annual	Approx. Month	FLSA
204	Acct Spec	21.99	23.15	24.37	25.65	27.00	56160	4680	Non-Exempt
207	Acct Spec-Lead	23.55	24.79	26.09	27.46	28.90	60112	5009	Non-Exempt
276	Animal Control Off	21.28	22.40	23.58	24.82	26.13	54350	4529	Non-Exempt
263	Animal Services Spec	20.99	22.09	23.25	24.47	25.76	53581	4465	Non-Exempt
275	Animal Services Spec II	23.14	24.36	25.64	26.99	28.41	59093	4924	Non-Exempt
333	Assoc Engineer	32.99	34.73	36.56	38.48	40.51	84261	7022	Non-Exempt
353	Assoc Planner	31.26	32.91	34.64	36.46	38.38	79830	6653	Non-Exempt
247	Assoc Power Engr	35.13	36.98	38.93	40.98	43.14	89731	7478	Non-Exempt
330	Asst Engineer	29.89	31.46	33.12	34.86	36.69	76315	6360	Non-Exempt
299	Bldg Inspector	30.89	32.52	34.23	36.03	37.93	78894	6575	Non-Exempt
300	Bldg Inspector Spec	32.98	34.72	36.55	38.47	40.49	84219	7018	Non-Exempt
370	Bldg Serviceperson	18.78	19.77	20.81	21.91	23.06	47965	3997	Non-Exempt
371	Bldg Serviceperson-L	20.11	21.17	22.28	23.45	24.68	51334	4278	Non-Exempt
355	Bldg/Plg Technician	25.35	26.68	28.08	29.56	31.12	64730	5394	Non-Exempt
212	Buyer	30.69	32.31	34.01	35.80	37.68	78374	6531	Non-Exempt
536	Cathodic Tech			35.29	37.15	39.10	81328	6777	Non-Exempt
408	Cement Finisher			29.23	30.77	32.39	67371	5614	Non-Exempt
409	Cement Finisher Lead			31.27	32.92	34.65	72072	6006	Non-Exempt
502	Chemist	31.23	32.87	34.60	36.42	38.34	79747	6646	Non-Exempt
305	Chief Comm Tech	32.99	34.73	36.56	38.48	40.51	84261	7022	Non-Exempt
301	Code Enforcement Off	29.68	31.24	32.88	34.61	36.43	75774	6315	Non-Exempt
306	Comm Tech	32.33	34.03	35.82	37.70	39.68	82534	6878	Non-Exempt
702	Community Serv Offcr	21.69	22.83	24.03	25.29	26.62	55370	4614	Non-Exempt
255	Coord Library Prog	29.55	31.10	32.74	34.46	36.27	75442	6287	Non-Exempt
317	Coord Rec Prog	24.95	26.26	27.64	29.09	30.62	63690	5307	Non-Exempt
205	Court Liaison Officer	28.22	29.71	31.27	32.92	34.65	72072	6006	Non-Exempt
214	Crime Analyst	28.22	29.71	31.27	32.92	34.65	72072	6006	Non-Exempt
218	Cust Svc Represent	23.38	24.61	25.90	27.26	28.69	59675	4973	Non-Exempt
217	Cust Svc Spec	25.70	27.05	28.47	29.97	31.55	65624	5469	Non-Exempt
415	Cust Svc Spec-L	27.49	28.94	30.46	32.06	33.75	70200	5850	Non-Exempt
260	Desktop Technician	28.03	29.50	31.05	32.68	34.40	71552	5963	Non-Exempt
533	Elec Asst I	23.80	25.05	26.37	27.76	29.22	60778	5065	Non-Exempt
267	Elec Undgd Inspec	29.28	30.82	32.44	34.15	35.95	74776	6231	Non-Exempt
530	Electrician			35.29	37.15	39.10	81328	6777	Non-Exempt
529	Electrician-Appren	30.13	31.72	33.39	35.15	37.00	76960	6413	Non-Exempt
535	Electrician-Lead			37.77	39.76	41.85	87048	7254	Non-Exempt
332	Engineer	37.16	39.12	41.18	43.35	45.63	94910	7909	Non-Exempt
311	Engr Tech I	21.88	23.03	24.24	25.52	26.86	55869	4656	Non-Exempt
323	Engr Tech II	23.69	24.94	26.25	27.63	29.08	60486	5041	Non-Exempt
319	Engr Tech III	26.45	27.84	29.30	30.84	32.46	67517	5626	Non-Exempt
257	Environmental Spec	32.99	34.73	36.56	38.48	40.51	84261	7022	Non-Exempt
211	Equip Maint Serv Per	20.13	21.19	22.30	23.47	24.71	51397	4283	Non-Exempt
396	Equip Operator			25.57	26.92	28.34	58947	4912	Non-Exempt
397	Equip Operator - Lead			27.36	28.80	30.32	63066	5255	Non-Exempt
220	Executive Secretary	24.44	25.73	27.08	28.50	30.00	62400	5200	Non-Exempt
203	Facilities Asst	20.24	21.30	22.42	23.60	24.84	51667	4306	Non-Exempt

Class	Title	Step 1	Step 2	Step 3	Step 4	Step 5	Approx. Annual	Approx. Month	FLSA
374	Facilities Carpenter	26.38	27.77	29.23	30.77	32.39	67371	5614	Non-Exempt
373	Facilities Maint-L	34.09	35.88	37.77	39.76	41.85	87048	7254	Non-Exempt
376	Facilities Mech	26.38	27.77	29.23	30.77	32.39	67371	5614	Non-Exempt
377	Facilities Painter	26.38	27.77	29.23	30.77	32.39	67371	5614	Non-Exempt
383	Fleet Svcs Coord	26.08	27.45	28.89	30.41	32.01	66581	5548	Non-Exempt
489	Gas System Tech	24.20	25.47	26.81	28.22	29.70	61776	5148	Non-Exempt
456	Golf Cor Equip Mech	24.26	25.54	26.88	28.29	29.78	61942	5162	Non-Exempt
459	Golf Cor Maint Person	22.39	23.57	24.81	26.12	27.49	57179	4765	Non-Exempt
283	Graphic Designer	28.03	29.50	31.05	32.68	34.40	71552	5963	Non-Exempt
390	Heavy Equip Oper			28.97	30.49	32.09	66747	5562	Non-Exempt
391	Heavy Equip Oper-L			30.98	32.61	34.33	71406	5951	Non-Exempt
508	Ind Waste Inspec	27.72	29.18	30.72	32.34	34.04	70803	5900	Non-Exempt
258	Ind Waste Invtgr	29.65	31.21	32.85	34.58	36.40	75712	6309	Non-Exempt
227	Inspector, Field Svc	29.84	31.41	33.06	34.80	36.63	76190	6349	Non-Exempt
308	Instrum Elec	30.02	31.60	33.26	35.01	36.85	76648	6387	Non-Exempt
503	Laboratory Tech WQC	27.93	29.40	30.95	32.58	34.29	71323	5944	Non-Exempt
413	Landfill Technician	28.84	30.36	31.96	33.64	35.41	73653	6138	Non-Exempt
254	Librarian	23.86	25.12	26.44	27.83	29.29	60923	5077	Non-Exempt
252	Library Associate	22.08	23.24	24.46	25.75	27.10	56368	4697	Non-Exempt
222	Library Asst	19.13	20.14	21.20	22.32	23.49	48859	4072	Non-Exempt
253	Library Specialist	20.86	21.96	23.12	24.34	25.62	53290	4441	Non-Exempt
541	Lineper/Cable Spl			37.25	39.21	41.27	85842	7153	Non-Exempt
542	Lineper/Cable Spl-L			39.86	41.96	44.17	91874	7656	Non-Exempt
531	Lineperson/Cable Spl-T			35.48	37.35	39.32	81786	6815	Non-Exempt
532	Lineperson/Cable Spl-TL			37.96	39.96	42.06	87485	7290	Non-Exempt
528	Lnper/Cbl Spl-Appren	30.30	31.89	33.57	35.34	37.20	77376	6448	Non-Exempt
213	Mailing Svcs Spec	17.20	18.11	19.06	20.06	21.12	43930	3661	Non-Exempt
505	Maint Mech	28.25	29.74	31.30	32.95	34.68	72134	6011	Non-Exempt
291	Maint Mech - Welding	29.39	30.94	32.57	34.28	36.08	75046	6254	Non-Exempt
216	Marketing Eng	37.16	39.12	41.18	43.35	45.63	94910	7909	Non-Exempt
241	Meter Reader	21.85	23.00	24.21	25.48	26.82	55786	4649	Non-Exempt
240	Meter Reader-Lead	23.38	24.61	25.90	27.26	28.69	59675	4973	Non-Exempt
384	Mobile Service Tech	27.21	28.64	30.15	31.74	33.41	69493	5791	Non-Exempt
380	Motor Equip Mech	25.92	27.28	28.72	30.23	31.82	66186	5515	Non-Exempt
381	Motor Equip Mech-L	27.73	29.19	30.73	32.35	34.05	70824	5902	Non-Exempt
200	Office Specialist	20.99	22.09	23.25	24.47	25.76	53581	4465	Non-Exempt
230	Offset Equip Op	19.17	20.18	21.24	22.36	23.54	48963	4080	Non-Exempt
235	Offset Equip Op-Lead	20.50	21.58	22.72	23.92	25.18	52374	4365	Non-Exempt
452	Park Maint - Lead	25.96	27.33	28.77	30.28	31.87	66290	5524	Non-Exempt
451	Park Maint Person	22.39	23.57	24.81	26.12	27.49	57179	4765	Non-Exempt
281	Park Ranger	24.64	25.94	27.31	28.75	30.26	62941	5245	Non-Exempt
243	Parking Enf Off	21.37	22.49	23.67	24.92	26.23	54558	4547	Non-Exempt
282	Parking Enf Off-L	22.86	24.06	25.33	26.66	28.06	58365	4864	Non-Exempt
460	Parks/Golf Crew-Lead	24.36	25.64	26.99	28.41	29.90	62192	5183	Non-Exempt
245	Parks/Open Spc Asst	8.66	9.12	9.60	10.10	10.63	22110	1843	Non-Exempt
352	Planner	33.41	35.17	37.02	38.97	41.02	85322	7110	Non-Exempt
304	Plans Check Engr	36.09	37.99	39.99	42.09	44.31	92165	7680	Non-Exempt
210	Police Records Spec	20.99	22.09	23.25	24.47	25.76	53581	4465	Non-Exempt

Class	Title	Step 1	Step 2	Step 3	Step 4	Step 5	Approx. Annual	Approx. Month	FLSA
246	Power Engr	39.68	41.77	43.97	46.28	48.72	101338	8445	Non-Exempt
270	Prod Arts/Sci Prog	28.90	30.42	32.02	33.70	35.47	73778	6148	Non-Exempt
232	Prog-Analyst	31.48	33.14	34.88	36.72	38.65	80392	6699	Non-Exempt
265	Program Assistant	23.14	24.36	25.64	26.99	28.41	59093	4924	Non-Exempt
209	Property Evid Tech	21.70	22.84	24.04	25.31	26.64	55411	4618	Non-Exempt
237	Pub Safety Disp-Lead	33.21	34.96	36.80	38.74	40.78	84822	7069	Non-Exempt
236	Public Safety Disp	29.58	31.14	32.78	34.50	36.32	75546	6295	Non-Exempt
242	Recycling Coord	29.79	31.36	33.01	34.75	36.58	76086	6341	Non-Exempt
414	Refuse Disp Atten	20.06	21.12	22.23	23.40	24.63	51230	4269	Non-Exempt
262	Resource Planner	42.47	44.70	47.05	49.53	52.14	108451	9038	Non-Exempt
461	Sprinkler Sys Repr	22.76	23.96	25.22	26.55	27.95	58136	4845	Non-Exempt
224	Sr Chemist	34.71	36.54	38.46	40.48	42.61	88629	7386	Non-Exempt
251	Sr Librarian	27.09	28.52	30.02	31.60	33.26	69181	5765	Non-Exempt
504	Sr Mechanic WQC	32.18	33.87	35.65	37.53	39.51	82181	6848	Non-Exempt
506	Sr Operator WQC	32.55	34.26	36.06	37.96	39.96	83117	6926	Non-Exempt
318	Sr Planner	38.60	40.63	42.77	45.02	47.39	98571	8214	Non-Exempt
280	Sr Ranger	27.28	28.72	30.23	31.82	33.49	69659	5805	Non-Exempt
261	Sr Util Field Svc Rep	29.05	30.58	32.19	33.88	35.66	74173	6181	Non-Exempt
501	Sr Water Sys Oper	32.55	34.26	36.06	37.96	39.96	83117	6926	Non-Exempt
221	Staff Secretary	22.81	24.01	25.27	26.60	28.00	58240	4853	Non-Exempt
248	Storekeeper	22.90	24.10	25.37	26.70	28.11	58469	4872	Non-Exempt
288	Storekeeper-L	24.51	25.80	27.16	28.59	30.09	62587	5216	Non-Exempt
405	Street Maint Asst	20.04	21.09	22.20	23.37	24.60	51168	4264	Non-Exempt
392	Street Sweeper Op	23.05	24.26	25.54	26.88	28.29	58843	4904	Non-Exempt
393	Street Sweeper Op-Lead			27.32	28.76	30.27	62962	5247	Non-Exempt
326	Surveying Asst	27.75	29.21	30.75	32.37	34.07	70866	5905	Non-Exempt
325	Surveyor, Public Wks	30.20	31.79	33.46	35.22	37.07	77106	6425	Non-Exempt
229	Theater Specialist	30.91	32.54	34.25	36.05	37.95	78936	6578	Non-Exempt
406	Traf Cont Maint I			26.00	27.37	28.81	59925	4994	Non-Exempt
412	Traf Cont Maint II			24.07	25.34	26.67	55474	4623	Non-Exempt
407	Traf Cont Maint-L			27.82	29.28	30.82	64106	5342	Non-Exempt
434	Tree Maint Person			26.66	28.06	29.54	61443	5120	Non-Exempt
430	Tree Trim/Ln Clr			26.26	27.64	29.09	60507	5042	Non-Exempt
431	Tree Trim/Ln Clr-L			28.08	29.56	31.12	64730	5394	Non-Exempt
400	Truck Driver	21.01	22.12	23.28	24.50	25.79	53643	4470	Non-Exempt
215	Util Acct Rep	29.85	31.42	33.07	34.81	36.64	76211	6351	Non-Exempt
223	Util Acctg Tech	23.75	25.00	26.32	27.71	29.17	60674	5056	Non-Exempt
272	Util Comp Tech	32.44	34.15	35.95	37.84	39.83	82846	6904	Non-Exempt
273	Util Comp Tech-L	34.71	36.54	38.46	40.48	42.61	88629	7386	Non-Exempt
219	Util Credit/Col Spec	28.31	29.80	31.37	33.02	34.76	72301	6025	Non-Exempt
310	Util Engr Estimator	34.93	36.77	38.71	40.75	42.89	89211	7434	Non-Exempt
284	Util Engr Estimator-L	37.38	39.35	41.42	43.60	45.89	95451	7954	Non-Exempt
486	Util Fld Svcs Rep	27.16	28.59	30.09	31.67	33.34	69347	5779	Non-Exempt
290	Util Install Repair L-Welding	29.47	31.02	32.65	34.37	36.18	75254	6271	Non-Exempt
289	Util Install Repair-Welding	27.53	28.98	30.50	32.11	33.80	70304	5859	Non-Exempt
480	Util Install/Rep			29.34	30.88	32.51	67621	5635	Non-Exempt
481	Util Install/Rep Ast	22.46	23.64	24.88	26.19	27.57	57346	4779	Non-Exempt
479	Util Install/Rep-L			31.40	33.05	34.79	72363	6030	Non-Exempt

Class	Title	Step 1	Step 2	Step 3	Step 4	Step 5	Approx. Annual	Approx. Month	FLSA
271	Util Locator	25.00	26.32	27.70	29.16	30.69	63835	5320	Non-Exempt
233	Util Rate Analyst	33.10	34.84	36.67	38.60	40.63	84510	7043	Non-Exempt
307	Util Syst Oper	32.12	33.81	35.59	37.46	39.43	82014	6835	Non-Exempt
278	Veterinarian Tech	21.75	22.89	24.09	25.36	26.69	55515	4626	Non-Exempt
274	Volunteer Coord	26.23	27.61	29.06	30.59	32.20	66976	5581	Non-Exempt
499	Water Sys Oper I	25.13	26.45	27.84	29.31	30.85	64168	5347	Non-Exempt
507	Water Sys Oper II	28.71	30.22	31.81	33.48	35.24	73299	6108	Non-Exempt
500	WQC Plt Oper I	25.13	26.45	27.84	29.31	30.85	64168	5347	Non-Exempt
509	WQC Plt Oper II	28.71	30.22	31.81	33.48	35.24	73299	6108	Non-Exempt
510	WQC Plt Oper Trn	22.12	23.28	24.51	25.80	27.16	56493	4708	Non-Exempt
226	Wtr Mtr Cross Conn Tech	24.17	25.44	26.78	28.19	29.67	61714	5143	Non-Exempt

City of Palo Alto SEIU Salary Schedule
Effective July 1, 2008

Class	Title	Step 1	Step 2	Step 3	Step 4	Step 5	Approx. Annual	Approx. Month	FLSA
204	Acct Spec	22.66	23.85	25.10	26.42	27.81	57845	4820	Non-Exempt
207	Acct Spec - Lead	24.25	25.53	26.87	28.28	29.77	61922	5160	Non-Exempt
276	Animal Control Off	21.92	23.07	24.28	25.56	26.91	55973	4664	Non-Exempt
263	Animal Services Spec	21.60	22.74	23.94	25.20	26.53	55182	4599	Non-Exempt
275	Animal Services Spec II	23.84	25.09	26.41	27.80	29.26	60861	5072	Non-Exempt
333	Assoc Engineer	33.99	35.78	37.66	39.64	41.73	86798	7233	Non-Exempt
353	Assoc Planner	32.20	33.89	35.67	37.55	39.53	82222	6852	Non-Exempt
247	Assoc Power Engr	36.20	38.10	40.10	42.21	44.43	92414	7701	Non-Exempt
330	Asst Engineer	30.78	32.40	34.11	35.90	37.79	78603	6550	Non-Exempt
299	Bldg Inspector	31.83	33.50	35.26	37.12	39.07	81266	6772	Non-Exempt
300	Bldg Inspector Spec	33.97	35.76	37.64	39.62	41.70	86736	7228	Non-Exempt
370	Bldg Serviceperson	19.34	20.36	21.43	22.56	23.75	49400	4117	Non-Exempt
371	Bldg Serviceperson - Lead	20.70	21.79	22.94	24.15	25.42	52874	4406	Non-Exempt
355	Bldg/Plg Technician	26.11	27.48	28.93	30.45	32.05	66664	5555	Non-Exempt
212	Buyer	31.62	33.28	35.03	36.87	38.81	80725	6727	Non-Exempt
536	Cathodic Tech			36.35	38.26	40.27	83762	6980	Non-Exempt
408	Cement Finisher			30.11	31.69	33.36	69389	5782	Non-Exempt
409	Cement Finisher - Lead			32.21	33.91	35.69	74235	6186	Non-Exempt
502	Chemist	32.17	33.86	35.64	37.52	39.49	82139	6845	Non-Exempt
305	Chief Comm Tech	33.99	35.78	37.66	39.64	41.73	86798	7233	Non-Exempt
301	Code Enforcement Off	30.56	32.17	33.86	35.64	37.52	78042	6503	Non-Exempt
306	Comm Tech	33.30	35.05	36.89	38.83	40.87	85010	7084	Non-Exempt
702	Community Serv Offcr	22.33	23.51	24.75	26.05	27.42	57034	4753	Non-Exempt
255	Coord Library Prog	30.43	32.03	33.72	35.49	37.36	77709	6476	Non-Exempt
317	Coord Rec Prog	25.69	27.04	28.46	29.96	31.54	65603	5467	Non-Exempt
205	Court Liaison Officer	29.07	30.60	32.21	33.91	35.69	74235	6186	Non-Exempt
214	Crime Analyst	29.07	30.60	32.21	33.91	35.69	74235	6186	Non-Exempt
218	Cust Svc Represent	24.07	25.34	26.67	28.07	29.55	61464	5122	Non-Exempt
217	Cust Svc Spec	26.48	27.87	29.34	30.88	32.50	67600	5633	Non-Exempt
415	Cust Svc Spec - Lead	28.31	29.80	31.37	33.02	34.76	72301	6025	Non-Exempt
260	Desktop Technician	28.86	30.38	31.98	33.66	35.43	73694	6141	Non-Exempt
533	Elec Asst I	24.52	25.81	27.17	28.60	30.10	62608	5217	Non-Exempt
267	Elec Undgd Inspec	30.16	31.75	33.42	35.18	37.03	77022	6419	Non-Exempt
530	Electrician			36.35	38.26	40.27	83762	6980	Non-Exempt
535	Electrician - Lead			38.90	40.95	43.11	89669	7472	Non-Exempt
529	Electrician-Appren	31.04	32.67	34.39	36.20	38.11	79269	6606	Non-Exempt
332	Engineer	38.29	40.30	42.42	44.65	47.00	97760	8147	Non-Exempt
311	Engr Tech I	22.54	23.73	24.98	26.29	27.67	57554	4796	Non-Exempt
323	Engr Tech II	24.40	25.68	27.03	28.45	29.95	62296	5191	Non-Exempt
319	Engr Tech III	27.23	28.66	30.17	31.76	33.43	69534	5795	Non-Exempt
257	Environmental Spec	33.99	35.78	37.66	39.64	41.73	86798	7233	Non-Exempt
211	Equip Maint Serv Per	20.73	21.82	22.97	24.18	25.45	52936	4411	Non-Exempt
396	Equip Operator			26.34	27.73	29.19	60715	5060	Non-Exempt
397	Equip Operator - Lead			28.19	29.67	31.23	64958	5413	Non-Exempt
220	Executive Secretary	25.18	26.50	27.89	29.36	30.90	64272	5356	Non-Exempt
203	Facilities Asst	20.84	21.94	23.09	24.31	25.59	53227	4436	Non-Exempt

Class	Title	Step 1	Step 2	Step 3	Step 4	Step 5	Approx. Annual	Approx. Month	FLSA
374	Facilities Carpenter	27.17	28.60	30.11	31.69	33.36	69389	5782	Non-Exempt
373	Facilities Maint - Lead	35.11	36.96	38.90	40.95	43.11	89669	7472	Non-Exempt
376	Facilities Mech	27.17	28.60	30.11	31.69	33.36	69389	5782	Non-Exempt
377	Facilities Painter	27.17	28.60	30.11	31.69	33.36	69389	5782	Non-Exempt
383	Fleet Svcs Coord	26.85	28.26	29.75	31.32	32.97	68578	5715	Non-Exempt
489	Gas System Tech	24.92	26.23	27.61	29.06	30.59	63627	5302	Non-Exempt
456	Golf Cor Equip Mech	24.99	26.30	27.68	29.14	30.67	63794	5316	Non-Exempt
459	Golf Cor Maint Person	23.06	24.27	25.55	26.89	28.31	58885	4907	Non-Exempt
283	Graphic Designer	28.86	30.38	31.98	33.66	35.43	73694	6141	Non-Exempt
390	Heavy Equip Oper			29.83	31.40	33.05	68744	5729	Non-Exempt
391	Heavy Equip Oper - Lead			31.91	33.59	35.36	73549	6129	Non-Exempt
508	Ind Waste Inspec	28.56	30.06	31.64	33.31	35.06	72925	6077	Non-Exempt
258	Ind Waste Invtgr	30.54	32.15	33.84	35.62	37.49	77979	6498	Non-Exempt
227	Inspector, Field Svc	30.73	32.35	34.05	35.84	37.73	78478	6540	Non-Exempt
308	Instrum Elec	30.92	32.55	34.26	36.06	37.96	78957	6580	Non-Exempt
503	Laboratory Tech WQC	28.77	30.28	31.87	33.55	35.32	73466	6122	Non-Exempt
413	Landfill Technician	29.71	31.27	32.92	34.65	36.47	75858	6321	Non-Exempt
254	Librarian	24.58	25.87	27.23	28.66	30.17	62754	5229	Non-Exempt
252	Library Associate	22.72	23.92	25.18	26.51	27.91	58053	4838	Non-Exempt
222	Library Asst	19.70	20.74	21.83	22.98	24.19	50315	4193	Non-Exempt
253	Library Specialist	21.50	22.63	23.82	25.07	26.39	54891	4574	Non-Exempt
541	Lineper/Cable Spl			38.36	40.38	42.51	88421	7368	Non-Exempt
542	Lineper/Cable Spl - Lead			41.07	43.23	45.50	94640	7887	Non-Exempt
531	Lineperson/Cable Spl-T			36.56	38.48	40.50	84240	7020	Non-Exempt
532	Lineperson/Cable Spl-TL			39.09	41.15	43.32	90106	7509	Non-Exempt
528	Lnper/Cbl Spl-Appren	31.21	32.85	34.58	36.40	38.32	79706	6642	Non-Exempt
213	Mailing Svcs Spec	17.72	18.65	19.63	20.66	21.75	45240	3770	Non-Exempt
505	Maint Mech	29.09	30.62	32.23	33.93	35.72	74298	6191	Non-Exempt
291	Maint Mech - Welding	30.27	31.86	33.54	35.30	37.16	77293	6441	Non-Exempt
216	Marketing Eng	38.29	40.30	42.42	44.65	47.00	97760	8147	Non-Exempt
241	Meter Reader	22.50	23.68	24.93	26.24	27.62	57450	4787	Non-Exempt
240	Meter Reader - Lead	24.07	25.34	26.67	28.07	29.55	61464	5122	Non-Exempt
384	Mobile Service Tech	28.03	29.51	31.06	32.69	34.41	71573	5964	Non-Exempt
380	Motor Equip Mech	26.69	28.09	29.57	31.13	32.77	68162	5680	Non-Exempt
381	Motor Equip Mech - Lead	28.57	30.07	31.65	33.32	35.07	72946	6079	Non-Exempt
200	Office Specialist	21.60	22.74	23.94	25.20	26.53	55182	4599	Non-Exempt
230	Offset Equip Op	19.76	20.80	21.89	23.04	24.25	50440	4203	Non-Exempt
235	Offset Equip Op - Lead	21.13	22.24	23.41	24.64	25.94	53955	4496	Non-Exempt
452	Park Maint - Lead	26.74	28.15	29.63	31.19	32.83	68286	5691	Non-Exempt
451	Park Maint Person	23.06	24.27	25.55	26.89	28.31	58885	4907	Non-Exempt
281	Park Ranger	25.38	26.72	28.13	29.61	31.17	64834	5403	Non-Exempt
243	Parking Enf Off	22.01	23.17	24.39	25.67	27.02	56202	4683	Non-Exempt
282	Parking Enf Off-L	23.55	24.79	26.09	27.46	28.90	60112	5009	Non-Exempt
460	Parks/Golf Crew-Lead	25.09	26.41	27.80	29.26	30.80	64064	5339	Non-Exempt
245	Parks/Open Spc Asst	8.92	9.39	9.88	10.40	10.95	22776	1898	Non-Exempt
352	Planner	34.41	36.22	38.13	40.14	42.25	87880	7323	Non-Exempt
304	Plans Check Engr	37.17	39.13	41.19	43.36	45.64	94931	7911	Non-Exempt
210	Police Records Spec	21.60	22.74	23.94	25.20	26.53	55182	4599	Non-Exempt

Class	Title	Step 1	Step 2	Step 3	Step 4	Step 5	Approx. Annual	Approx. Month	FLSA
246	Power Engr	40.88	43.03	45.29	47.67	50.18	104374	8698	Non-Exempt
270	Prod Arts/Sci Prog	29.75	31.32	32.97	34.70	36.53	75982	6332	Non-Exempt
232	Prog-Analyst	32.42	34.13	35.93	37.82	39.81	82805	6900	Non-Exempt
265	Program Assistant	23.84	25.09	26.41	27.80	29.26	60861	5072	Non-Exempt
209	Property Evid Tech	22.35	23.53	24.77	26.07	27.44	57075	4756	Non-Exempt
237	Pub Safety Disp-Lead	34.21	36.01	37.91	39.90	42.00	87360	7280	Non-Exempt
236	Public Safety Disp	30.47	32.07	33.76	35.54	37.41	77813	6484	Non-Exempt
242	Recycling Coord	30.69	32.31	34.01	35.80	37.68	78374	6531	Non-Exempt
414	Refuse Disp Atten	20.67	21.76	22.90	24.10	25.37	52770	4397	Non-Exempt
262	Resource Planner	43.75	46.05	48.47	51.02	53.70	111696	9308	Non-Exempt
461	Sprinkler Sys Repr	23.45	24.68	25.98	27.35	28.79	59883	4990	Non-Exempt
224	Sr Chemist	35.76	37.64	39.62	41.70	43.89	91291	7608	Non-Exempt
251	Sr Librarian	27.90	29.37	30.92	32.55	34.26	71261	5938	Non-Exempt
504	Sr Mechanic WQC	33.16	34.90	36.74	38.67	40.70	84656	7055	Non-Exempt
506	Sr Operator WQC	33.53	35.29	37.15	39.10	41.16	85613	7134	Non-Exempt
318	Sr Planner	39.76	41.85	44.05	46.37	48.81	101525	8460	Non-Exempt
280	Sr Ranger	28.09	29.57	31.13	32.77	34.49	71739	5978	Non-Exempt
261	Sr Util Field Svc Rep	29.92	31.49	33.15	34.89	36.73	76398	6367	Non-Exempt
501	Sr Water Sys Oper	33.53	35.29	37.15	39.10	41.16	85613	7134	Non-Exempt
221	Staff Secretary	23.49	24.73	26.03	27.40	28.84	59987	4999	Non-Exempt
248	Storekeeper	23.58	24.82	26.13	27.50	28.95	60216	5018	Non-Exempt
288	Storekeeper-L	25.24	26.57	27.97	29.44	30.99	64459	5372	Non-Exempt
405	Street Maint Asst	20.64	21.73	22.87	24.07	25.34	52707	4392	Non-Exempt
392	Street Sweeper Op	23.74	24.99	26.30	27.68	29.14	60611	5051	Non-Exempt
393	Street Sweeper Op-Lead			28.14	29.62	31.18	64854	5405	Non-Exempt
326	Surveying Asst	28.59	30.09	31.67	33.34	35.09	72987	6082	Non-Exempt
325	Surveyor, Public Wks	31.10	32.74	34.46	36.27	38.18	79414	6618	Non-Exempt
229	Theater Specialist	31.84	33.52	35.28	37.14	39.09	81307	6776	Non-Exempt
406	Traf Cont Maint I			26.78	28.19	29.67	61714	5143	Non-Exempt
412	Traf Cont Maint II			24.80	26.10	27.47	57138	4761	Non-Exempt
407	Traf Cont Maint-L			28.64	30.15	31.74	66019	5502	Non-Exempt
434	Tree Maint Person			27.46	28.91	30.43	63294	5275	Non-Exempt
430	Tree Trim/Ln Clr			27.04	28.46	29.96	62317	5193	Non-Exempt
431	Tree Trim/Ln Clr-L			28.93	30.45	32.05	66664	5555	Non-Exempt
400	Truck Driver	21.63	22.77	23.97	25.23	26.56	55245	4604	Non-Exempt
215	Util Acct Rep	30.74	32.36	34.06	35.85	37.74	78499	6542	Non-Exempt
223	Util Acctg Tech	24.47	25.76	27.12	28.55	30.05	62504	5209	Non-Exempt
272	Util Comp Tech	33.41	35.17	37.02	38.97	41.02	85322	7110	Non-Exempt
273	Util Comp Tech-L	35.76	37.64	39.62	41.70	43.89	91291	7608	Non-Exempt
219	Util Credit/Col Spec	29.16	30.69	32.31	34.01	35.80	74464	6205	Non-Exempt
310	Util Engr Estimator	35.99	37.88	39.87	41.97	44.18	91894	7658	Non-Exempt
284	Util Engr Estimator-L	38.50	40.53	42.66	44.91	47.27	98322	8193	Non-Exempt
486	Util Fld Svcs Rep	27.97	29.44	30.99	32.62	34.34	71427	5952	Non-Exempt
290	Util Install Repair L-Welding	30.36	31.96	33.64	35.41	37.27	77522	6460	Non-Exempt
289	Util Install Repair-Welding	28.36	29.85	31.42	33.07	34.81	72405	6034	Non-Exempt
480	Util Install/Rep			30.23	31.82	33.49	69659	5805	Non-Exempt
481	Util Install/Rep Ast	23.13	24.35	25.63	26.98	28.40	59072	4923	Non-Exempt
479	Util Install/Rep-L			32.34	34.04	35.83	74526	6211	Non-Exempt

Class	Title	Step 1	Step 2	Step 3	Step 4	Step 5	Approx. Annual	Approx. Month	FLSA
271	Util Locator	25.75	27.10	28.53	30.03	31.61	65749	5479	Non-Exempt
233	Util Rate Analyst	34.09	35.88	37.77	39.76	41.85	87048	7254	Non-Exempt
307	Util Syst Oper	33.08	34.82	36.65	38.58	40.61	84469	7039	Non-Exempt
278	Veterinarian Tech	22.39	23.57	24.81	26.12	27.49	57179	4765	Non-Exempt
274	Volunteer Coord	27.01	28.43	29.93	31.51	33.17	68994	5749	Non-Exempt
499	Water Sys Oper I	25.89	27.25	28.68	30.19	31.78	66102	5509	Non-Exempt
507	Water Sys Oper II	29.57	31.13	32.77	34.49	36.30	75504	6292	Non-Exempt
500	WQC Plt Oper I	25.89	27.25	28.68	30.19	31.78	66102	5509	Non-Exempt
509	WQC Plt Oper II	29.57	31.13	32.77	34.49	36.30	75504	6292	Non-Exempt
510	WQC Plt Oper Trn	22.78	23.98	25.24	26.57	27.97	58178	4848	Non-Exempt
226	Wtr Mtr Cross Conn Tech	24.89	26.20	27.58	29.03	30.56	63565	5297	Non-Exempt

APPENDIX B. APPRENTICESHIPS

WATER QUALITY CONTROL OPERATOR TRAINEE may lead to positions within Water Quality Control.

ELECTRICIAN/LINEPERSON - LINEPERSON/CABLE SPLICER APPRENTICE: May lead to Electrician or Lineperson/Cable Splicer positions.

The Utilities Department is proposing to formalize the Apprenticeship programs in the Electric Section to develop journey level electricians and lineperson/cable splicers. The following are basic concepts/principles to be incorporated:

1. Positions/classifications to be identified through the normal budget process - three initially.
2. The journey level position will not be a promotional opportunity for anyone other than the apprentice underfilling the position, so long as that apprentice is successfully progressing through the program.
3. Employees in Electric Operations who qualify will be given first consideration for the apprentice position prior to other City classifications or recruiting from outside the City.
4. A letter of agreement will be entered into by the apprentice and the City identifying the terms and conditions of the program.
5. The program will normally require 36 months to complete.
6. Normal progress through the program will be in periodic increments with formal evaluations.
7. Salary steps will be established to bridge the Electrical Assistant classification into the journey level classification.
8. A process for initial selection and placement in the program will be established. The City and the Union agree to review or develop job descriptions to better reflect the qualification necessary to attract and retain successful candidates for this program. It is further agreed that the job descriptions will not warrant additional compensation.
9. A procedure for removing an unsuccessful apprentice from the program will be developed.
10. A task force including journey level persons will be assigned to determine the content and approach to specific elements of training.

11. Training will consist of on-the-job (OJT) and after hours elements (study and formal classes). Off-the-job training costs will be funded by tuition reimbursement and departmental funds. Personal time spent in off-the-job training will not be compensated.
12. The apprentice will be under the continuing guidance of an appropriately qualified journey level person during OJT. Such journey level persons will be assigned by Management from among volunteers and will receive no additional compensation.
13. Qualifications/progress will be verified by appropriately kept records.
14. Unless specifically stated otherwise, regular City personnel policies and MOA provisions will apply to the apprenticeship program.
15. This program may become a conceptual model for apprenticeships in other divisions or departments.

APPENDIX C. ALTERNATIVE 4/11 WORK SCHEDULE

The City and Union have agreed to the following alternative work schedule for Public Safety Dispatchers:

1. The City agrees to maintain a minimum of 18 permanent dispatchers on paid status for this alternative 4/11 work schedule. If the Communications Unit falls below the minimum staffing levels for Communications for more than 120-days (4 months), the City and the Union will meet and confer over whether to continue the 4/11 schedule or revert to another schedule (such as 4/10) until such time as there are 18 permanent dispatchers on paid status.
2. The City agrees that in accordance with FLSA requirements the dispatchers will receive overtime for all hours worked outside of the regularly scheduled work hours of the 4/11 schedule.

APPENDIX D

Section 1. Exceptions to Standard Workday or Work Week for SEIU Representation Unit

DEPT/DIVISION	CLASSIFICATION	WORKDAY OR WORK WEEK VARIATION
COMMUNITY SERVICES Arts & Culture Division	Volunteer Coordinator	Each week (30 hours): 15 hours of unscheduled time; 15 hours of scheduled time
Library Department	Coordinator, Library Programs Librarian Senior Librarian Library Specialist Library Assistant Library Associate	In a given workweek, staff may work three eight-hour days, one seven-hour day, and one nine-hour day. On a voluntary basis, staff may work five non-consecutive days within seven.

Section 2. Rules Governing Flexible Work Hours

These rules and procedures are established pursuant to Article VI, Section 8, and are an application of Article VIII, Sections 1, 2, and 3 of the Memorandum of Agreement to the classifications of Coordinator, Recreation Programs; Producer, Arts & Sciences Programs; Program Assistant; Theater Specialist, in the Recreation and Arts & Culture Divisions of the Community Services Department, and the classifications of Associate Planner, Building Planning Technician, CDBG Coordinator, Engineer, Executive Secretary, Office Specialist, Planner, Senior Planner and Staff Secretary in the Planning and Community Environment Department.

(a) **Flexible Work Schedule**

1. Employees in the covered classification shall be permitted to arrange flexible work schedules with division approval, providing that such schedules shall include forty (40) hours per week.
2. Standard daily office hours shall be Monday through Friday, between the hours of 8:00 a.m. and 6:00 p.m. Flexible hours may occur for supervision of, and/or attendance at, evening programs, meetings, weekend events, or other programs.

(b) **Overtime**

1. Emergency call-out work shall be defined as overtime work and compensated per standard City practices.

2. If the need arises for overtime work due to an unusual circumstance calling for extra hours or due to a special event, compensation shall be allowed with prior approval of the Director of Recreation, Director of Arts and Culture, or the Director of Planning and Community Environment, and shall be compensated for, as spelled out in the Memorandum of Agreement.

Section 3. 2080 Plan

(a) Either the Union or the City may withdraw from the Plan by giving the other party 30 calendar days written notice. In the event of termination of the plan, the covered classifications will return to an 8-hour or other authorized workday as provided under Article VIII, Section 1, of this Memorandum of Agreement.

(b) Provisions of the 2080 Plan are as follows. To the extent that these provisions are in conflict with other provisions of the Memorandum of Agreement, these provisions will prevail.

(c) The 2080 Plan or "12 hours per Shift Schedule" is an authorized work schedule for the Electric System Operators and Water Quality Control Plant Operators.

2080 Plan

Under this 2080 Plan, each employee's hours of work per year may not exceed 2,240. For scheduling purposes, and subject to the Merit System Rules and Regulations, the employee will be guaranteed not less than 2080 hours per year, or no less than 52 weeks at the normal number of hours worked per week. Any employee covered by the Plan who works up to 2,080 hours per year is compensated for all hours worked at the agreed upon rate. The City must pay overtime for all hours worked in excess of 12 in any workday, 56 hours in any work week, or 2080 hours in 52 weeks as the case may be. The rate of overtime will be at time and one-half the employee's regular rate of pay (or current contract overtime rate, if different).

Shift Schedule

The shift schedules combined must provide full 24-hour, seven (7) days per week coverage for the Utility Control Center and Water Quality Control Plan.

The shift schedule shall be a rotating schedule. The Electric System Operators' shift schedule will reach the equivalent of 40 hours per week in five weeks. The 12-hour shifts begin at 7:00 a.m. and 7:00 p.m. The Relief shift shall begin at 7:00 a.m. and end at 3:00 p.m. with lunch taken while working.

The shift schedule shall be rotating schedule. The Water Quality Control Plant Operators' shift schedule will reach the equivalent of 40 hours per week in two weeks. There will be four 12-hour shifts that begin at 6:00 a.m. and 6:00 p.m.

The fifth shift will be a 4/10 shift that begins at 6 a.m. on three days, and at noon on the fourth day.

Pay Period

Pay periods and workweek for the System Operations will begin Sunday at 7:01 a.m. Pay periods and workweek for the Water Quality Control Plan Operators will begin Saturday at 6:01 a.m.

Wages

Wages will be based on the City of Palo Alto Compensation Plan, which may vary from time to time as mutually agreed upon.

Overtime

Under the 2080 Plan, the City will pay overtime for all hours worked in excess of 12 in any workday, 56 in any work week, or 2080 in 52 weeks, as the case may be.

Overtime will also be paid for hours worked when an employee is called in to work other than their regularly-scheduled shift. The overtime rate of pay will be one and one-half times (or current contract overtime rate, if different) of the employee's regular rate of pay. All overtime worked will be paid to the employee. No compensatory time off for overtime will be allowed with the exception of Water Quality Control Operations.

Relief Employees

This provision only applies to the Electric System Operators. The five Operators share the relief week evenly as they rotate through the five week cycle.

Relief employee(s) will be utilized within the 12-hours shift schedule only when relieving for the System Operators on shift. When not relieving, they will work four eight-hour shifts.

When a vacation relief week results in a 36-hour or 48-hour week, the next following relief work week will be scheduled for three eight-hour and one four-hour shift, or two eight-hour shifts, depending on whether 18 or 16 hours were needed to bring the hours back to the 40-hour average. Any hours worked in excess of the hours required to return to the 40-hour average will be paid at the appropriate overtime rate.

Relief Duties

This provision only applies to the Electric System Operators. An employee who is scheduled to perform relief duties shall be available for duty in revolving shifts on any day of the week and may be assigned for relief in any shift without advance notice. Relief employees will be paid standby pay during their relief week.

Standby

This provision only applies to the Electric System Operators. An employee who is on relief duties is covering standby, and will be compensated according to Article VIII, Section 7 (a) of the Memorandum of Agreement. If the relief employee is on vacation or otherwise unavailable for relief duties, the employee(s) on their three- or four-day off period will be first on standby.

Management reserves the right to utilize Management personnel as Operators on a short-term, as needed basis, if no Operator is available.

Filling Vacant Positions

If the City elects to fill a vacancy other than by reassignment of the shift or the utilization of prior or succeeding shift personnel, the following procedure shall be utilized:

Employees will be called according to their position on the Pre-arranged Overtime List (POL), with the person with the lowest balance being the first one called. The purpose of the POL is to fairly distribute the available opportunities. If an employee turns down the overtime, that amount will be added to the employee's POL balance. If an employee cannot be contacted for such assignment, the employee will not have any overtime added to their POL account balance.

Shift Changes

Shift changes caused by scheduled time off or sick leave will not be considered an official change in shift.

Maximum Hours Worked

No employee shall work more than 18 consecutive hours.

Rest Period

In a 12-hour workday, employees are entitled to a rest period of 8 consecutive hours after working 6 hours overtime during the 12 hours immediately prior to the regularly scheduled hours of work on a workday or non-workday.

Holidays

Employees who begin their day or night shift on an observed holiday will receive overtime premium in accordance with Article X, Section 3 of the Memorandum of Agreement. Employees who work a schedule where a regular day off falls on a holiday will be paid for the hours they would have normally worked on that day.

Employees working for Water Quality Control Operations may accrue holiday time convertible to vacation.

Sick Leave

Sick leave will be earned as indicated in Article XII, Section 1(a) of this Memorandum of Agreement, and shall be charged in increments of one hour.

Floating Days Off

Floating days off will be converted to hours at eight hours per day and credited to the employees' vacation bank for use as scheduled vacation.

Vacation

An employee's total entitlement will be converted to hours (eight hours = one day). A workday will consist of 12 hours, and employees taking vacation will be charged 12 hours of use. Two week notification is required for any scheduled time off. Only one person at a time may be scheduled off.

It is the intention of the City that vacation be taken in units of one work week; however, with approval of his/her supervisor, an employee may use his/her accrued vacation in units of less than one work week.

Meals

Shift employees shall be permitted to eat their meals during work hours and shall not be allowed additional time, therefore at City expense.

Shift Premium

Shift premium will be handled in accordance with the current Memorandum of Agreement between the City and the Union, Article VIII, Section 8.

Jury Duty

Time off for jury duty which occurs on a regularly scheduled workday will result in the employee being credited with up to 12 hours worked, for pay purposes.

Employees called for jury duty who are working the evening portion of the 12-hour schedule will be placed, for payroll and scheduling purposes, on the day shift for each scheduled day such employee is required to report for jury duty, and will not be required to work the evening 12-hour shift before or after being required to report for jury duty. However, such employee shall return to work on the day shift upon being released from such duty if there are at least four hours remaining prior to the end of the day shift.

All other provisions of Article XII, Section 5, of the current Memorandum of Agreement shall apply.

APPENDIX E. IN-LIEU PREMIUMS

1. For employees in the following operations assigned to work schedules other than Monday through Friday, the calendar day will be considered the holiday for premium pay of in-lieu scheduling purposes:
 - Communications
 - Water Quality Control
 - Animal Control
 - Golf Course
 - Utilities Services
 - Landfill
 - Open Space
 - Electric System Operator

2. If December 24 and 31 fall on Sunday, then the preceding Friday will be designated for purposes of excused time off, except in the case of Community Services staff who may be scheduled to work on Saturday, in which case Saturday will be designated for purposes of excused time off. For Open Space and Library personnel, designation of excused time off will be based on Park and Library schedules and employee preference.

APPENDIX F. COMMUNICATIONS DIVISION PROMOTIONS

1. Promotional opportunities within the Communications Division will be carried out in compliance with procedures set forth in Article VI, Section 5, of the Memorandum of Agreement between the City and SEIU Local 715, except that:
 - a. In sub-paragraph (e) of Article VI, Section 5, the term "seniority" shall be defined as division seniority.
 - b. Division seniority will be calculated from an employee's first day of employment in the division, minus any unpaid leave.

APPENDIX G: SIDE LETTER OF AGREEMENT

SIDE LETTER OF AGREEMENT ON CPA-SEIU CLERICAL STUDY

1. The parties will meet and confer over newly proposed clerical job descriptions.
2. Upon completion of the above meet and confer process, the City will issue any new or revised re-allocation letters to affected clerical employees within 15 working days.
3. The Union and/or affected employees will have 15 working days to appeal any reallocation to the Human Resources Director.
4. Allocation appeals will be heard by the Human Resources Director or designees within a reasonable timeframe agreed to by the parties.
5. Decisions from such appeals will be issued by the City within 15 working days of each appeal.
6. The Union and/or affected employees will have 15 working days from receipt of the allocation appeal decision to further appeal the matter to Binding Arbitration, pursuant to the provisions of Article XIX, Section 4, Step IV (Grievance Procedure) of the MOA.
7. The City and the Union agreed to conduct a clerical study in May 2004. The study was completed in May 2006. It is expected that classification and compensation changes will be made as a result of this study. The City and the Union are to meet and confer over the results of the study. Any changes to classification or compensation as a result of this process will become effective 5/1/06.

APPENDIX H: Agreement Regarding Merit Rules and Regulations

The City has commenced work to modify the Merit Rules and Regulations. In this process, it is the intent of the City to include language related to proposed bargaining unit designation and new regular classifications. The proposed language would provide for written notification to the Union and would also provide for a 15 day response time for the Union to notify the City in writing of any objections.