

MEMORANDUM OF UNDERSTANDING

CITY OF LODI

AND

A.F.S.C.M.E. COUNCIL 57  
LOCAL 146-AFL-CIO

GENERAL SERVICES UNIT

July 1, 2008 – December 31, 2010

12/10/08

2008-2010

**TABLE OF CONTENTS**

		<u>Page #</u>
<b><u>CHAPTER 1 – SALARIES AND OTHER COMPENSATION</u></b>		
Article I	Salary	4
Article II	Compensatory Time	4
Article III	Court Appearances	5
Article IV	Deferred Compensation	5
Article V	Education Incentives	6
Article VI	Flexible Spending	6
Article VII	Mileage Compensation	6
Article VIII	Overtime	6
Article IX	Temporary Upgrade	8
Article X	Tools and Uniform Allowance	8
Article XI	Tuition Reimbursement	9
Article XII	Workers' Compensation	9
<b><u>CHAPTER 2 – LEAVES</u></b>		
Article XIII	Administrative Leave	10
Article XIV	Catastrophic Leave	10
Article XV	Bereavement Leave	11
Article XVI	Holidays	11
Article XVII	Leave of Absence	12
Article XVIII	Sick Leave	13
Article XIX	Vacation Leave	13
<b><u>CHAPTER 3 – INSURANCE AND RETIREMENT</u></b>		
Article XX	Chiropractic	15
Article XXI	Dental Insurance	15
Article XXII	Life Insurance	15
Article XXIII	Long Term Disability	15
Article XXIV	Medical Insurance	16
Article XXV	PERS	16
Article XXVI	Sick Leave Conversion	17
Article XXVII	Vision Insurance	18
<b><u>CHAPTER 4 – SAFETY</u></b>		
Article XXVIII	Safety/Safety Boot Provisions	19
<b><u>CHAPTER 5 – WORK HOURS, SCHEDULES, MEALS</u></b>		
Article XXIX	Hours	20
Article XXX	Meals	20

12/10/08

2008-2010

**CHAPTER 6 – UNION / CITY ISSUES**

Article XXXI	Union Leave	22
Article XXXII	Changes in Memorandum	22
Article XXXIII	City Rights	22
Article XXXIV	Employee Representation	23
Article XXXV	Grievance Procedure	26
Article XXXVI	Mutual Consent Contingency	29
Article XXXVII	No Strikes	29
Article XXXVIII	Probationary Period	29
Article XXXIX	Promotion	30
Article XL	Seniority	30
Article XLI	Shop Stewards	30
Article XLII	Status	31
Article XLIII	Layoff	32
Article XLIV	Term	32

Attachment A – Salary Schedule effective 12/8/09

Attachment B – Classification Review

12/10/08

2008-2010

City of Lodi  
And  
AFSCME - General Services Unit  
2008-2010

**Chapter 1 - Salaries and Other Compensation**

**ARTICLE I – SALARY**

- 1.1 Effective December 8, 2008, employees shall receive an adjustment of 3% wage increase.
- 1.2 Effective the first pay period, in which July 1, 2009 falls, employees will receive a cost of living adjustment based upon the consumer price index (CPI-W), San Francisco-Oakland-San Jose. The increase will be no greater than 3%. If the City of Lodi General Fund Revenues for the period 07/01/08 to 06/30/09, as reflected in the Comprehensive Annual Financial Report, do not show revenue increases of at least 1% from the previous fiscal year (using fiscal year audited financial statements) then AFSCME and the City of Lodi will reopen negotiations with regard to cost of living adjustments.
- 1.3 The City and AFSCME agree to meet and confer on benchmarks and what benefits and compensation to be used in the next survey conducted in 2010.
- 1.4 The City and AFSCME shall conduct a comprehensive salary, benefits and compensation survey of the fifteen cities listed in section 1.5. Salaries will be based upon the salary in effect as July 1, 2010. The City also agrees that the survey will be completed by September 1, 2010.

1.5 The fifteen cities to be surveyed are as follows:

Chico	Clovis	Davis	Fairfield	Merced	Manteca
Modesto	Redding	Roseville	Stockton	Tracy	Turlock
Vacaville	Visalia	Woodland			

**ARTICLE II – COMPENSATORY TIME**

- 2.1 Employees may accrue compensatory time in lieu of overtime pay. The accrual rate for compensatory time shall be at the appropriate rate for overtime worked.
- 2.2 The decision to elect compensatory time or overtime pay may be made each time overtime is worked.

12/10/08

2008-2010

- 2.3 No more than one hundred forty-four (144) hours of compensatory time may be carried on the books at any time.
- 2.4 An employee's decision to elect compensatory time instead of overtime pay is irrevocable.
- 2.5 Upon separation, the employee will be paid at the employee's current hourly rate of pay or the average of the last three years, whichever is higher, for the remaining compensatory balance.

### **ARTICLE III – COURT APPEARANCES**

- 3.1 Employees summoned by a court for jury duty shall be granted jury duty leave with pay and may keep any jury duty compensation received. Voluntary grand jury service such as that service in San Joaquin County is not covered by jury duty leave.
- 3.2 If jury duty attendance is less than one-half of a normal working day, the employee is expected to return to work.
- 3.3 Employees assigned to shift work shall not be scheduled for regular work during the 12 hours preceding the scheduled time for jury duty.
- 3.4 If an employee has had jury duty of six hours or more during a 16 hour period immediately preceding the beginning of or following the end of his/her regular work hours on a work day, he/she will be given a rest period of six consecutive hours.
- 3.5 If an employee covered by this agreement is required by subpoena issued by an authority granted subpoena powers, to appear before it or to give a deposition as a result of an action taken within the scope of employment with the City that employee will receive his/her full pay while so doing with no loss of time if he/she is on regular duty. If the employee is not on duty the City agrees to compensate that employee at one and one half time his/her regular pay for the time spent in any appearance as required by this Article. As a prerequisite for payment to off-duty employees, the Department Head designee must be notified in writing of the off duty appearance within seventy-two hours after the employee is subpoenaed or otherwise notified of the required court appearance.

### **ARTICLE IV – DEFERRED COMPENSATION**

- 4.1 The City shall match contributions by General Services employees to a deferred compensation program up to a maximum of 3.0% of the employee's salary.

12/10/08

2008-2010

**ARTICLE V – EDUCATION INCENTIVES**

- 5.1 Employees in sub professional engineering positions having the following certificates will receive an additional \$23.08 per pay period:

Engineer in Training  
Land Surveyor in Training  
Land Surveyor

- 5.2 Employees designated by the Department Head and approved by the City Manager who have passed a bilingual proficiency examination administered by the City shall receive a monthly bilingual supplement of \$150.00. The City Manager has the discretion in determining the languages that will be recognized.

**ARTICLE VI – FLEXIBLE SPENDING ACCOUNT**

- 6.1 The City will maintain a “flexible spending account” to conform to IRS regulations to be used for premium contributions, dependent care and/or unreimbursable medical payments for unit members.

**ARTICLE VII – MILEAGE COMPENSATION**

- 7.1 Employees using their personal automobile for City business, with their department head’s approval, shall receive mileage compensation equal to that allowed by the Internal Revenue Service. City business does not include transportation to and from work or call backs due to emergencies.

Allowance increases shall be effective the first day of the month following the determination of an increase by the IRS.

**ARTICLE VIII – OVERTIME**

- 8.1 Overtime work paid at the time and one half rate, is work performed by an employee outside his or her regular work hours, and includes time worked:

1. In excess of forty (40) hours in a work week.
2. In excess of eight (8) hours in a work day.
3. Time worked outside of regular hours of work on a work day unless notification has been made in accordance with Section 29.1 and 29.2.
4. Time worked on a non-work day.

Time worked on a holiday will be paid at time and one-half rate.

12/10/08

2008-2010

Overtime work paid at the double time rate is work performed in excess of twelve (12) hours, between 12 midnight and 12 midnight on any given day, or for any hours between the hours of 12 midnight and 6:00 a.m.

Hours worked on a holiday, as part of an employee's regular work schedule shall be compensated as above, plus regular straight time pay.

8.2 Employees who are required to report for prearranged work on their non-work days or on holidays shall be compensated at the overtime rate for actual hours worked, but in no event shall they be paid for less than three (3) hours.

8.3 REST PERIOD

If an employee has worked for six (6) hours or more at the overtime rate during the sixteen (16) hour period immediately preceding the beginning of his or her regular work hours, on a work day, he or she shall be given a rest period of six (6) consecutive hours at the completion of the overtime work. Compensation for the six (6) hour rest period shall be allowed at the straight time rate for those hours within the rest period which overlap the normal working hours.

8.4 Compensation paid to employees called out in emergency situations, outside their regular work hours, shall be a minimum of three (3) hours pay at the overtime rate. Additional call outs, during that day, shall be compensated at the overtime rate for actual hours worked with a one hour minimum. Only one call out between the hours of 12:00 o'clock midnight and 12:00 o'clock midnight shall be compensated at the minimum three hour period.

8.5 When, at the request of the Supervisor in charge, an employee reports for prearranged overtime:

1. On work days outside of regular work hours, shall be paid overtime compensation for actual worked time in connection therewith, provided however, that if any such employee continues to work into regular work hours, shall be paid overtime compensation only for actual work time up to regular work hours.
2. On non-work days or on holidays shall be paid overtime compensation for actual work time in connection therewith.

For the purpose of this Section, prearranged overtime work is deemed to be work for which advance notice has been given by the end of preceding work period on a work day.

8.6 Those employees (Animal Services Supervisor) serving on an on-call basis shall be compensated \$25.00 per week.

12/10/08

2008-2010

**ARTICLE IX – TEMPORARY UPGRADE**

- 9.1 Any General Services employee who is assigned to a higher classification than their regular classification shall receive a 10% wage increase while in this status. However, in no event shall the upgrade pay per hour exceed the “E” step of the classification to which the employee is temporarily upgraded. This provision shall only apply when such time worked is 8 hours or more in the assigned higher classification and shall be retroactive to the beginning of the 8 hour period.

**ARTICLE X – TOOLS AND UNIFORM ALLOWANCE**

- 10.1 The City agrees to provide all necessary uniforms and safety equipment for the following classifications in the General Services Unit:
- Administrative Clerk – Community Improvement
  - Animal Services Supervisor
  - Animal Services Officer
  - Community Improvement Officer I/II
  - Field Services Representative
  - Meter Reader
  - Parking Enforcement Assistant
  - Police Records Clerk I/II
  - Police Records Clerk Supervisor
  - Senior Storekeeper
  - Storekeeper
  - Supervising Code/Community Improvement Officer
- 10.2 Quarterly uniform allowances of \$150 shall be provided to the following General Services classifications:
- Administrative Clerk – Community Improvement
  - Animal Services Officer
  - Animal Services Supervisor
  - Community Improvement Officer I/II
  - Field Services Representative
  - Meter Reader
  - Parking Enforcement Assistant
  - Police Records Clerk I/II
  - Police Records Clerk Supervisor
  - Supervising Code/Community Improvement Officer

The uniform allowance shall be paid quarterly as part of the last bi-weekly payroll in the months of March, June, September, and December.

- 10.3 The City and the AFSCME mutually agree that the City shall purchase appropriate foul-weather coats and boots as deemed necessary for field personnel.

12/10/08

2008-2010

**ARTICLE XI – TUITION REIMBURSEMENT**

- 11.1 Tuition Reimbursement will be provided as stated in the City's Tuition Reimbursement Policy Dated July 1, 2003. If the Fire and Mid-Management units both accept a lower amount than the current amount, AFSCME will accept the new amount effective upon ratification by the City.
- 11.2 In the event that future changes in classification specifications require that certificates or other educational standards be implemented, the AFSCME reserve the right to negotiate wage adjustments for affected classification.

**ARTICLE XII – WORKERS' COMPENSATION**

- 12.1 The City and AFSCME mutually agree that when an employee is compelled to be absent from work due to injuries or illness arising out of and in the course of his or her employment, the City shall pay full compensation to any represented employee who becomes eligible for benefits under Workers' Compensation laws for the period of the time between the injury and the first day of eligibility for benefits. With the determination that the injury or illness is compensable in accordance with Workers' Compensation benefit criteria, the employees upon receiving said benefits such paid by Workers' Compensation shall also receive compensation from the City in an amount that when added to the Workers' Compensation payment shall equal the employees regular salary. The amount paid by the city shall, after the period from the date of injury and date of eligibility, be charged to the employee's sick leave account. The employee's regular deductions shall be made from the amount paid by the City.

12/10/08

2008-2010

## Chapter 2 - Leaves

### ARTICLE XIII – ADMINISTRATIVE LEAVE

13.1 It is understood and mutually agreed that employees in the following classification will receive forty (40) hours of Administrative Leave and are exempt from overtime:

Junior Planner	Junior Engineer	Librarian I/II
Assistant Planner	Assistant Engineer	
Associate Planner	Associate Civil Engineer	

13.2 The City and AFSCME will meet and confer over the FLSA exempt/non-exempt status of the above classifications prior to the expiration of this MOU.

### ARTICLE XIV – CATASTROPHIC LEAVE

14.1 Catastrophic Leave will be available for all unit members who by reason of verifiable long term illness or injury exhaust all employee benefits. Catastrophic Leave will be funded by voluntary transfers of the dollar value of accumulated compensatory time, vacation and/or other time accumulated by the member.

14.2 Employees receiving Long Term Disability are not eligible for Catastrophic Leave benefits.

14.3 Donations shall be converted into dollar value and shall be drawn at the requesting employees pay step. All donations must be a minimum of four (4) hours and are irrevocable.

**EXAMPLE:**

Jane Doe, Recreation Supervisor donated 8 hours of leave to Joe Smith, Laborer:

Jane Doe makes \$18.99/hour             $\$18.99 \times 8 \text{ hrs} = 151.92$

Joe Smith makes \$10.41/hour             $\$151.92 \div \$10.41 = 14.59 \text{ hours}$

Joe Smith will be able to utilize 14.59 hours from Jane Doe's request.

14.4 Catastrophic Leave will be administered in accordance with the Catastrophic Leave Policy and Procedure. (See Catastrophic Leave Policy and Procedure Dated February 5, 2003). In addition to employees, spouses and dependent children, Catastrophic Leave may also be used for parents.

14.5 To be eligible to receive this benefit the employee must have first exhausted all accrued time. This benefit can not be used for more than six (6) consecutive months.

12/10/08

2008-2010

- 14.6 An employee denied Catastrophic Leave by Human Resources may appeal to the City Manager.

### **ARTICLE XV – BEREAVEMENT LEAVE**

- 15.1 Regular employees shall be granted 24 hours of bereavement leave per calendar year to attend the funeral of a member of their immediate family, including the time the deceased may lie in state, the day of the funeral, and the time necessary to travel to and from the location of the funeral. The immediate family shall be limited to an employee's:

spouse	parent	grandparent	grandparent-in-law
parent-in-law	child	grandchild	son-in-law
sister	stepchild	brother	daughter-in-law
half-brother	half-sister	foster parents	

or a more distant relative who was a member of the employee's immediate household at the time of death.

- 15.2 A regular employee may use sick leave, vacation leave, or compensatory time off to attend the funeral of a person the employee may be reasonably deemed to owe respect. Use of sick leave may not exceed three (3) days for classifications in the General Services Unit.

### **ARTICLE XVI – HOLIDAYS**

- 16.1 Members of this Unit shall observe the following holidays:

New Year's Day	January 1
Martin Luther King, Jr. Day	3 <sup>rd</sup> Monday in January
President's Day	3 <sup>rd</sup> Monday in February
Memorial Day	Last Monday in May
Independence Day	July 4
Labor Day	1 <sup>st</sup> Monday in September
Thanksgiving Day	4 <sup>th</sup> Thursday in November
Day after Thanksgiving Day	Friday following Thanksgiving Day
Christmas Eve (4 hours)	December 24
Christmas Day	December 25

In addition, each employee shall be granted an additional thirty-two (32) hours of holiday leave (floating holiday) to be taken off at a time mutually agreed upon between the employee and the department head. Holiday leave cannot be carried over into the following calendar year.

- 16.2 Holidays which fall on the first regularly scheduled day off shall be observed on the preceding work day. Holidays which fall on any other regularly scheduled

12/10/08

2008-2010

- day off shall be observed on the next regularly scheduled work day, with the exception that if the next regularly scheduled work day is also a holiday, the first holiday shall be observed on the preceding work day.
- 16.3 Bargaining unit members will be granted a day off on the Saturday and Sunday preceding any holiday observed by the City and the Library on a Monday. Bargaining unit members will also be granted a day off on the Saturday and Sunday following the observance of a Saturday holiday on the preceding Friday by the City and the Library. Bargaining unit members will also be granted a day off on Easter Sunday.
- 16.4 Holiday time may be taken in quarter hour increments.

### **ARTICLE XVII – LEAVE OF ABSENCE**

- 17.1 The City and the AFSCME mutually agree that the inability to return to work after an employee's sick leave has been exhausted shall be considered an urgent and substantial reason for the granting of a leave of absence in accordance with the Administrative Policy and Procedure Manual, Leave of Absence Policy.
- 17.2 The City interprets this Section as providing that the conditions under which an employee shall be restored to employment on the termination of leave of absence shall be stated as clearly as possible at the time by the City in conjunction with the granting of the leave of absence. The City reaffirms its policy that an employee's status as a regular employee is not impaired by such leave of absence.
- 17.3 City employees who are working are entitled to use sick leave, vacation leave, administrative leave, or long-term disability leave for disabilities caused or contributed to by pregnancy, miscarriage, childbirth, and recovery there from on the same terms and conditions governing leaves of absence for other illnesses or medical disabilities. Long-term disability leave shall not be used for child care, child rearing, or preparation for childbearing, but shall be limited to those disabilities as set forth above. The length of such disability leave, including the date on which the leave shall commence and the date on which the duties are to be resumed, shall be determined by the employee and the employee's physician; however, the City may require a verification of the extent of disability through a physical examination of the employee by a physician appointed by the City at City expense.
- 17.4 An employee on leave for pregnancy disability under this policy shall be entitled to return to the same position or to a position comparable to that held at the time the leave commenced. A physician's release must be provided to the appropriate supervisor prior to an employee's return to work.
- 17.5 An employee seeking pregnancy/disability/family care leave shall be required to provide a request in writing (not less than four weeks) to the Supervisor of the

12/10/08

2008-2010

anticipated date upon which leave shall commence and end, although the commencement date may vary according to the employee’s actual disability.

- 17.6 Employees who are placed in a Leave Without Pay status following the expiration of sick leave, vacation, compensatory time off, administrative leave, or long-term disability leave such that the employee is no longer in a pay status shall not receive employer paid employment benefits.

Employees placed in a Leave Without Pay status due to disability will continue to receive a three-month (3) extension of:

- (1) Medical coverage following the month in which the employee is placed in such status. Other benefits include:
- (2) Dental, Vision, or Medical coverage past the three-month extension period, may be continued at the employee’s expense.

**ARTICLE XVIII – SICK LEAVE**

- 18.1 Effective December 8, 2003, full time employees shall accumulate sick leave at the rate of 3.70 hours per pay period. (12 days per year).
- 18.2 Sick leave may be accumulated up to an unlimited amount.
- 18.3 Employees will be able to use family sick leave for parents or children not residing with the employee consistent with City policy of use of family sick leave for a family members illnesses.

**ARTICLE XIX – VACATION LEAVE**

- 19.1 Employees shall receive the following vacation benefits:

Beginning with:

Date of Hire:	3.08 hours per pay period	(10 days per year)
6 <sup>th</sup> year	4.62 hours per pay period	(15 days per year)
12 <sup>th</sup> year	5.24 hours per pay period	(17 days per year)
15 <sup>th</sup> year	6.16 hours per pay period	(20 days per year)
21 <sup>st</sup> year	6.47 hours per pay period	(21 days per year)
22 <sup>nd</sup> year	6.78 hours per pay period	(22 days per year)
23 <sup>rd</sup> year	7.09 hours per pay period	(23 days per year)
24 <sup>th</sup> year	7.40 hours per pay period	(24 days per year)
25 <sup>th</sup> year & over	7.71 hours per pay period	(25 days per year)

- 19.2 If a conflict arises in the scheduling of vacations for employees in the same classification, the conflict shall be resolved in favor of the employee with the

---

**12/10/08**

2008-2010

- greatest seniority. The senior employee shall receive first choice in any scheduling period.
- 19.3 For all persons hired after September 1, 1995 the maximum vacation accrual will be 6.16 hours per pay period.
- 19.4 The maximum amount of unused vacation hours that an employee may accrue, at any given time is twice the employee's annual vacation entitlement. Whenever an employee's unused, accrued vacation has reached this maximum accrual amount, the employee shall stop accruing any additional vacation. Accrual will automatically resume once the employee uses some vacation and the accrual balance falls below the maximum accrual amount.

12/10/08

2008-2010

## **Chapter 3 – Insurance and Retirement**

### **ARTICLE XX – CHIROPRACTIC**

- 20.1 The City agrees to pay all costs of premiums for employees and dependents for a chiropractic plan equivalent to the Landmark chiropractic plan.

### **ARTICLE XXI – DENTAL INSURANCE**

- 21.1 Employees are provided fully paid family dental insurance.
- 21.2 Maximum benefits are \$1,000 for each family member enrolled in the dental plan, per calendar year. There is a \$25 deductible plus co-insurance features.

### **ARTICLE XXII – LIFE INSURANCE**

- 22.1 A life insurance program providing \$10,000 term life insurance which includes a \$10,000 Accidental Death and Dismemberment coverage for the employee. Said amount of insurance to reduce to \$6,500 at age 70, and to decrease to \$5,000 at age 75. In addition, a spouse, unmarried dependent children between the ages of 6 months and 21 years, unmarried student dependent children to 23<sup>rd</sup> birthday, and dependent handicapped children shall be covered for \$1,500 insurance. Children under 6 months shall be provided with \$150 life insurance.

The City will provide an additional \$25,000 of Accidental Death and Dismemberment insurance for each member in the General Services Unit.

- 22.2 The City shall assume the 1.1% salary cost previously paid by the employee for long-term disability and life insurance.

### **ARTICLE XXIII – LONG TERM DISABILITY**

- 23.1 A long term disability program which, coordinated with other disability benefits, shall provide a benefit of 66-2/3% to a maximum of \$10,000 per month of the employee's basic monthly earnings in the event of disability. This program commences 60 days from the date of disability. Long-term disability benefits are coordinated with other benefits during disability, such as Workers' Compensation temporary disability payments or PERS unmodified retirement allowances.

12/10/08

2008-2010

**ARTICLE XXIV – MEDICAL INSURANCE**

- 24.1 The City agrees to provide medical insurance through the CalPERS Health Program. City shall pay 100% premium for employee only up to the highest HMO available in our geographical area. Effective January 19, 2004, employees shall contribute \$80.00 per month for Employee plus One and \$104.00 per month for full family coverage.
- 24.2 Employees shall be eligible for medical insurance the first day of the month following the date the employee becomes a full-time regular employee of the City of Lodi.
- 24.3 Effective December 8, 2008, if an employee elects not to be covered by medical insurance through the City of Lodi, an additional \$692.81 per month for family or \$532.92 for employee + 1 dependent will be added to the employee's deferred compensation account to equal one-half of the medical insurance premium that would have been paid by the City of Lodi. A single employee who can show proof of group insurance will be eligible for this provision at one half (1/2) of the current amount. The dollar amount shall not increase during the term of the MOU. In order to qualify for this provision, proof of group insurance must be provided to the City.
- 24.4 If an employee has no dependents the City will contribute \$25.00 per pay period to the employees deferred compensation account. This will remain effective through June 30, 2009.
- 24.5 The City shall pay 100% of the premiums for health and dental benefits for the unmarried surviving spouse and any minor children of any member of this unit who is killed or dies during the performance of official duties. This benefit terminates if the surviving spouse remarries, the children reach the age of 18, or other medical insurance becomes available.

**ARTICLE XXV – PERS**

- 25.1 The City agrees to provide the following PERS retirement program and to pay the employer's cost:
- (a) PERS "2% at 55" full formula retirement benefits plus the following additional options:
  - (b) The increased ordinary disability benefits which provide under PERS a 30% benefit after five years of service increasing to a maximum 50% benefit (Section 21298).
  - (c) Third level of 1959 Survivor Benefit which provides for survivors of a member who dies prior to retirement. This benefit is in addition to the Basic Death Benefit before retirement. (Section 21382.4).

12/10/08

2008-2010

- (d) Post-retirement Survivor Allowance which provides a surviving spouse with an allowance upon the event of death after retirement. (Section 21263 and Section 21263.1 and Section 21263.3).
  - (e) Credit for unused sick leave which provides additional service credit for unused accumulated sick leave at time of retirement. (Section 20862.8).
  - (f) Military Service Credit as Public Service (Section 21024).
  - (g) Final retirement compensation based on the average monthly pay during the highest 36 consecutive months of service.
  - (h) 50% survivor continuation in the event of death after retirement.
- 25.2 On January 3, 1983, in lieu of any other salary adjustments which otherwise may have been agreed upon in this Unit, the City agreed to pay into each employee's PERS account 7% of the employees base salary.

### **ARTICLE XXVI – SICK LEAVE CONVERSION**

- 26.1 For all unused sick leave, a represented employee with ten years of employment with the City shall receive medical insurance coverage upon retirement (but not upon resignation or termination) using one of the following options:

#### **Option #1 – Conversion**

After ten years of employment with the City, 50% of the represented employee's unused sick leave shall be converted to months of medical insurance as adjusted herein. For each year that an employee has been employed by the City in excess of ten years, the employee shall be entitled to add 2.5% to the 50% before converting the unused sick leave to months of insurance.

#### **EXAMPLE**

Robert Smith retires with 20 years of service and 1800 hours of unused sick leave.

$$1800 \div 8 \times 75\% \div 12 = 14.06 \text{ years of coverage}$$

The amount of the premium paid shall be the same as the premium paid by the City at the time of retirement. Any differences created by an increase in premiums must be paid for by the employee.

In the event the retiree dies the surviving dependent(s) may purchase medical insurance for the same period as if the employee had not died.

#### **Option #2 –Bank**

50% of the dollar value of sick leave will be placed into a bank to be used for medical insurance premiums for the employee and dependent(s). For each year that an employee has been employed in excess of 10 years, 2.5% will be added to the 50% before valuing the size of the bank. Each hour of sick leave is valued at \$20.00.

12/10/08

2008-2010

**EXAMPLE**

Robert Smith retires with 20 years of service and 1800 hours of unused sick leave (multiplication factor - \$20.00).

$$1800 \times .75 \times 20.00 = \$27,000.00$$

This amount will be reduced each month by the current premium for the employee and dependent(s) until the balance is gone.

In the event the retiree dies the remaining bank will be reduced by 50% and the surviving dependent(s) may use the bank until the balance is gone.

**Option #3 – Cash Out**

A retired employee may choose to receive a cash settlement for unused sick leave at the rate of \$.30 on the dollar. Under this provision, employee's sick leave balance at the time of retirement shall be converted to dollars at the employee's current rate of pay.

- 26.2 In the event an active employee dies before retirement and that employee is vested in the sick leave conversion program, the surviving spouse will have an interest in one-half the value of the Bank option as calculated in section 26.1.
- 26.3 Employees selecting option #1 or #2, who retire on a service retirement shall have the option of purchasing at the employee's cost additional medical insurance sufficient to reach age 65.
- 26.4 Out of area retirees may receive reimbursement for medical insurance premiums up to the City's liability as specified in Section 26.1 of this Article.
- 26.5 The City agrees to modify its contract with PERS to add credit for unused sick leave per Government Code Section 20862.8. This benefit is available to all employees regardless of the date hired; however, it is the only sick leave conversion benefit available to employees hired after July 1, 1995. It is agreed that eight hours equals one day for purposes of determining days creditable. If an eligible employee opts to utilize the provisions of any section of article 26 other than 26.5, the City will report to PERS they have zero hours of unused sick leave.

**ARTICLE XXVII – VISION INSURANCE**

- 27.1 The City agrees to provide a vision care plan equivalent to the VSP Plan B with a \$25.00 deductible for the employee and dependents. The entire premium shall be paid by the City.

12/10/08

2008-2010

## **Chapter 4 – Safety**

### **ARTICLE XXVIII – SAFETY/SAFETY BOOT PROVISIONS**

- 28.1 The City reaffirms its desire and aim to provide a safe place of employment for its employees and shall continue to take all reasonable steps to ensure this.
- 28.2 The City agrees to provide safety boot reimbursements with a receipt up to \$150.00 per fiscal year for the following classifications:
- Associate Civil Engineer (2) (who do inspection/survey work)
  - Associate Traffic Engineer
  - Building Inspector I/II
  - Engineering Technician I/II
  - Jr./Asst. Engineer
  - Public Works Inspector I/II
  - Purchasing Technician
  - Sr. Building Inspector
  - Sr. Engineering Technician (1) (who do inspection/survey work)
  - Sr. Storekeeper
  - Storekeeper
- 28.3 Safety boots are defined as leather work boots with a minimum of 4” ankle support. Employees have the option of purchasing these boots with or without steel toes.
- 28.4 Safety boots must be appropriate to the job classification and the specific work hazards for the work performed.
- 28.5 The City reserves the right to determine if a boot is appropriate to the job class and work conditions.
- 28.6 Employees performing duties/tasks without appropriate footwear may be sent home and additionally may be subject to disciplinary action.

12/10/08

2008-2010

## **Chapter 5 – Work Hours, Schedules, Meals**

### **ARTICLE XXIX – HOURS**

- 29.1 Except as provided in subsequent sections, the normal hours of work for all represented personnel shall be eight hours per day and 40 hours per week. The lunch period shall normally commence between the third and fifth work hour at the discretion of the Supervisor.
- (a) Employees of the Library may work a schedule which includes split days off. The hours of work shall vary according to a pre-posted work schedule.
  - (b) Parking Enforcement Assistants and Animal Control personnel shall work a schedule which may provide at least one person to work each Saturday.
  - (c) Alternate work schedules may be developed by mutual agreement between the employee and the appropriate supervisor.
- 29.2 Work schedules presently in effect shall remain in effect. Any change in work hours or work days shall be a meet and confer item.

### **ARTICLE XXX – MEALS**

- 30.1 If the City requires an employee to perform work for one and one-half (1-1/2) hours immediately following quitting time, or if any employee is called in more than two (2) hours immediately before regular starting time, the City shall provide such employee with a meal. The cost of the meal not to exceed \$20.00 with a receipt. If an employee works beyond the regular quitting time, the City shall continue to provide meals at four (4) hour intervals until the employee is dismissed from work. The cost of such meals and the time taken to consume them shall be at the City's expense.
- 30.2 When the City requires employees to work on non-work days without notice, the City shall provide meals at intervals of four (4) hours. The first meal shall be four (4) hours after employees report to work, providing time is allowed for an employee to eat before reporting. If such time is not allowed, the first meal break shall be two (2) hours after reporting for work and at four (4) hour intervals thereafter.
- 30.3 When an employee is required to perform prearranged work on non-work days during regular work hours, he or she shall observe the lunch arrangement which prevails on his or her work days. If such work continues after regular work hours, the City shall provide the employee with meals in accordance with the provisions of Section 30.1 hereof.

---

**12/10/08**

2008-2010

- 30.4 If the City requires an employee to perform prearranged work starting two (2) hours or more before regular work hours on work days or non-work days, and such employee continues to work into regular work hours, the employee shall provide for one meal on the job and the City shall provide other meals as required by the duration of the work period. The meals provided for in this Section shall be eaten at approximately the usual times and the usual practice relating to lunch periods on work days shall prevail. The usual times therefore shall be 7:00 a.m. – 12:00 noon-6:30 p.m.

12/10/08

2008-2010

## **Chapter 6 – Union / City Issues**

### **ARTICLE XXXI – UNION LEAVE**

- 31.1 Whenever any employee is absent from work as a result of a formal request by the AFSCME to send an employee to school to be involved in Union business, the City shall pay for all regular time lost and shall be reimbursed therefore by the AFSCME at the rate of one hundred and fifty percent (150%) of the employee's regular wage rate.
- 31.2 The City agrees to provide storage space to the AFSCME for union materials.

### **ARTICLE XXXII – CHANGES IN MEMORANDUM**

- 32.1 The parties agree to reopen this MOU and to renew meeting and conferring on the subjects set forth herein during the term of this MOU only in the event that any provision of this MOU is modified by statute, applicable regulation or by order of Court in such a way as to affect either the employees or the City. In such event, all remaining provisions of the MOU would continue in full force and effect unless and until they are also modified by statute, applicable regulation or order of Court, or agreement of the parties.

### **ARTICLE XXXIII – CITY RIGHTS**

- 33.1 It is understood and agreed between the parties that nothing contained in this Memorandum shall be construed to waive or reduce any rights of the City, which include, but are not limited to the exclusive rights to:
- Determine the mission of its constituent departments, commissions and boards.
  - Set standards of service.
  - Determine the procedures and standards of selection for employment.
  - Direct its employees.
  - Maintain the efficiency of governmental operations; to determine the methods, means and personnel by which government operations are to be conducted.
  - Take all necessary actions to carry out its mission in emergencies.
  - Exercise complete control and discretion in the technology of performing its work.

City rights also include the right to determine the procedures and standards of selection for promotion, to relieve employees from duty because of lack of work or other legitimate reasons, to take disciplinary action, and to determine the

12/10/08

2008-2010

content of job classifications; provided, however, that the exercise by the City of the rights in this section does not preclude employees or their recognized employees organizations from filing grievances regarding the practical consequences that decisions on such matters may have on wages, hours or other terms and conditions of employment.

#### **ARTICLE XXXIV – EMPLOYEE REPRESENTATION**

34.1 This Memorandum of Understanding (hereinafter referred to as MOU) is entered into between representatives of the City of Lodi (hereinafter referred to as City) and representatives of the Lodi Chapter of the American Federation of State, County and Municipal Employees (AFSCME) for the General Services Unit.

The parties to this MOU acknowledge and agree that this MOU constitutes the result of meeting and conferring in good faith as contemplated by Sections 3500 et seq. of the Government Code of the State of California, and further acknowledge and agree that all matters upon which the parties reached agreement are set forth in this Memorandum. Except as specifically modified by this MOU, all existing benefits currently being furnished to employees and all existing terms and conditions of employment are to continue in effect unless and until the parties meet and confer regarding a change in such existing benefits, terms or conditions of employment.

The terms and conditions of this MOU are applicable to all regular and probationary employees represented by the AFSCME. Those classifications are as follows:

Accounting Clerk I/II	Administrative Clerk
Administrative Clerk, Sr.	Administrative Secretary
Animal Services Supervisor	Animal Services Officer
Aquatics Coordinator	Building Inspector I/II
Building Inspector, Sr.	Buyer
Civil Engineer, Jr./Asst./Assoc.	Community Improvement Off. I/II
Customer Service Rep. I/II	Customer Services Rep., Sr.
Energy Specialist	Engineering Technician I/II
Engineering Technician, Sr.	Field Services Representative
Field Services Supervisor	Finance Technician
Information Systems Specialist	Librarian I/II
Library Assistant	Library Assistant, Sr.
Meter Reader	Network Technician
Parking Enforcement Assistant	Parks Project Coordinator
Permit Technician	Planner, Jr./Asst./Assoc.
Police Records Clerk I/II	Police Records Clerk Supervisor
Police Administrative Clerk, Sr.	Public Works Inspector I/II
Purchasing Technician	Storekeeper
Storekeeper, Sr.	Utility Billing & Collections Supervisor

12/10/08

2008-2010

Supervising Code/Community Improvement Officer

- 34.2 The City shall grant dues deduction to City employees who are members of the AFSCME in accordance with the terms and conditions set forth in Section 4, Rule 2 of City of Lodi Resolution No. 3344 entitled, “Adopting Rules and Regulations to Implement Provisions of the Employee-Employer Relations Resolution.”

The AFSCME shall indemnify, defend, and hold the City of Lodi harmless against any claims made and against any suit instituted against the City of Lodi on account of check-off of said employee organization’s dues. In addition, the AFSCME shall refund to the City of Lodi any amounts paid to it in error upon presentation of supporting evidence.

34.3 UNION SECURITY, MEMBERSHIP AND DUES CHECK OFF

- a. Union Membership – All employees covered by this Agreement shall, as a condition of employment, become and remain members of the UNION within 30 days of employment in a covered job classification. The CITY will inform all new hires and employees promoting into the bargaining unit of the existence of this Collective Bargaining Agreement and the requirement to become and maintain membership in the UNION. A UNION Officer, or designee, will be notified within 10 business days and afforded time to meet with any employee entering the bargaining unit in order to conduct a UNION Orientation Meeting.
- b. In the event an employee covered by this Agreement fails to apply for, or maintain their membership in the UNION, or reinstate themselves into membership in good standing, the UNION may give the CITY written notice of the fact and request that the employee be suspended or terminated from employment. In such event, the CITY shall suspend or terminate the employment of said employee, as requested, within 15 business days of receipt of the notice.
- c. Fair Share Donation – Any employee who is a member of a bona fide religion, body, or sect who has historically held conscientious objections to joining or financially supporting public employee organizations shall not be required to join or financially support the UNION. Such employee shall, in lieu of Agency Shop Fees, pay sums equal to said amount to a non-religious, non-labor United Way charitable organization exempt from taxation under Section 501 c (3) of the Internal Revenue Code, which has been selected by the UNION from the local United Way. Payments shall be made by payroll deduction as a condition of continued exceptions from the requirements of financial support to the UNION and as a condition of continued employment. Disputes regarding the application for this provision, by employees, shall be subject to arbitration.

12/10/08

2008-2010

- d. Membership status shall remain in effect for the duration of this Agreement except that an employee may change his or her status from UNION member not more than **90** days or less than **60** days prior to the expiration of this Agreement. An employee changing his or her membership status shall submit the appropriate form to the UNION. Thereafter, the UNION will notify the CITY of the change and the appropriate notation shall be made to the employee's record and/or payroll deduction.
- e. The CITY shall provide the UNION, on a monthly basis, the name, home address and department, division or work unit of employees entering or leaving a job classification covered by this Agreement. Employees leaving or reentering employment from Military Leave will be noted.
- f. Dues Check Off – On a bi-weekly basis the CITY agrees to deduct from the pay of each member of the UNION covered by this Agreement, who authorized such deductions in writing, all dues or fees levied by the UNION. The CITY shall provide the UNION 5 business days prior to the end of the pay period an alphabetical list of employees belonging to the UNION. The list shall contain the amount of payroll deduction for each employee listed. The CITY agrees to remit to the UNION on a bi-weekly basis the aggregate amount of deductions shown on the list furnished by the UNION. A copy of the Check Off Authorization Form signed by each employee shall be submitted by the UNION to the CITY.
- g. Payroll deductions shall be limited to the following choices:
- Union Membership Dues
  - Agency Shop Fees
  - AFSCME Voluntary Political Action Check Off (PEOPLE)
  - Fair Share donations to the United Way Campaign
  - Fair Share donations are limited to employees with religious objections.
- h. The Union will comply with its legal obligation regarding the administration of this section.

Hold Harmless – The UNION agrees to hold harmless and to indemnify the CITY for any and all costs or legal action, which may be caused, or result from the CITY'S compliance with this Article.

- 34.4 The City shall allow AFSCME access to city meeting facilities at no cost to AFSCME subject to the operating needs of the City. Requests for such use shall be made in advance to the appropriate department head or designee and shall include the date, location, time and general purpose of such meeting. The City may establish reasonable regulations governing the use of such facilities.

12/10/08

2008-2010

- 34.5 No City employee or applicant for employment shall be discriminated against any aspect of employment because of race, national origin, ancestry, color, religious or political opinions or affiliations, union affiliation, age, sex or disability.
- 34.6 The City and AFSCME agree and understand that if any section of the MOU in any way conflicts with the terms and conditions of employment stated in other authorities, such as the personnel rules, administrative policy and procedure manual, city resolutions, or city ordinances, any ambiguity will be resolved in favor of the MOU language. If the MOU is silent on any issue, the applicable document is controlling.

### **ARTICLE XXXV – GRIEVANCE PROCEDURE**

- 35.1 This grievance procedure shall be used to process and resolve disputes regarding the interpretation or application of any of the terms and conditions of this MOU, letters of understanding, formal interpretations and clarifications executed by the AFSCME and the City.

The intent of this procedure is to resolve grievances informally at the lowest possible level and to provide an orderly procedure for reviewing and resolving grievances promptly.

A grievance is a good faith complaint of one or a group of employees or a dispute between the City and the AFSCME involving the interpretation, application or enforcement of the express terms of the MOU and other terms and conditions of employment and matter of discipline which includes demotion, suspension or discharge.

As used in procedure, the term “PARTY” means an employee, the AFSCME, the City or the authorized representative of any party. The employee is entitled to representation through all steps in the procedure.

- 35.2 Disputes involving the following subjects shall be determined by the Grievance Procedures established herein:
- (a) Interpretation or application of any of the terms of this MOU, including Exhibits thereto, Letters of Agreement, and/or formal interpretations and clarifications executed by the AFSCME and the City.
  - (b) Discharge, demotion, suspension, or discipline of an individual employee.
  - (c) Disputes as to whether a matter is proper subject for the Grievance Procedure.
  - (d) Disputes which may be of a “class action” nature filed on behalf of the AFSCME or the City. Class action grievances shall be in writing from the AFSCME to the City Manager or vice versa.

12/10/08

2008-2010

- 35.3 STEP ONE: Discussion between the employee and/or the employee's representative, and the division head or designated supervisor directly involved, who shall answer within fifteen (15) work days. This step shall be taken within thirty (30) work days of the date of the action complained of, or the date the Grievant became aware of the incident which is the basis of the Grievance.
- 35.4 STEP TWO: If a grievance is not resolved in the initial step, a written statement signed by the Grievant shall be presented to the department head which shall include the action being grieved and the desired remedy. A discussion shall then take place between the employee, his or her representative, and the department head, who shall answer in writing within fifteen (15) work days. This Step shall be taken within fifteen (15) work days of the date the department head receives the written statement.
- 35.5 STEP THREE: If a Grievance is not resolved in STEP TWO, STEP THREE shall be the presentation of the Grievance, in writing, by the employee or his or her representative to the City Manager, who shall answer in writing within fifteen (15) work days of receipt of the Grievance. This Step shall be initiated within fifteen (15) work days of the date of the answer in STEP TWO.
- 35.6 STEP FOUR: If the Grievance is not resolved by the City Manager, arbitration shall be the final level of appeal for grievances and discipline. It is agreed by both parties that the decision of the arbitrator is binding and final on both parties and that if this procedure is utilized all other avenues of appeal are waived. If arbitration is chosen the City must be notified within fifteen (15) work days of the City Manager's decision.

Within ten (10) working days after the request for arbitration is received by the City or at a date mutually agreed to by the parties, the parties shall meet to select an impartial arbitrator. If no agreement is reached at this meeting, the parties shall immediately and jointly request the State Conciliation and Mediation Service to submit to them a panel of five arbitrators from which the City and the AFSCME shall alternately strike names until one name remains; this person shall be the arbitrator. If the State Conciliation and Mediation Service cannot provide a list of five arbitrators, the same request shall be made of the American Arbitration Association.

To insure that the arbitration process is as brief and economical as possible, the following guidelines shall be adhered to:

- a. An arbitrator may, upon mutual consent of the parties, issue a decision, opinion or award orally upon submission of the arbitration.
- b. Both parties and the arbitrator may tape record the hearing.

12/10/08

2008-2010

- c. There shall be no official transcript required; however, either party may utilize a court reporter at its own sole expense. The cost of a court reporter required by an arbitrator shall be shared equally by the parties.
- d. The parties may agree to prepare a joint letter submitting the issue in dispute. The letter shall present the matter on which arbitration is sought and shall outline the MOU provisions governing the arbitration. It may contain mutually agreed on stipulations of fact and it may be accompanied by any documents that the parties mutually agree shall be submitted to the arbitrator in advance of the hearing which may not necessarily be stipulations of fact. Further, if the parties mutually agree, the entire matter may be submitted to arbitration for review without a hearing. Absent agreement to prepare a joint letter, the parties may submit separate letters.
- e. The strict rules of evidence are not applicable and the hearing shall be informal.
- f. The parties have the right to present and cross examine witnesses, issue opening and closing statements, and file written closing briefs. Testimony shall be under oath or affirmation.
- g. The arbitrator may exclude testimony or evidence which he/she determines irrelevant or unduly repetitious.
- h. Attendance at a hearing shall be limited to those determined by the arbitrator to have a direct connection with the appeal. Witnesses normally would be present at the hearing only while testifying and should be permitted to testify only in the presence of the employee or his/her representative and the employer's representative.
- i. The arbitration hearing will be held on the employer's premises.
- j. The cost of arbitration shall be borne equally by the parties. However, the cost, if any, of cancellation or postponement shall be the financial responsibility of the party requesting such delay unless mutually agreed by the parties.

The decision, opinion, or award shall be based on the record developed by the parties before and during the hearing. The decision will be in writing and shall contain the crucial reasons supporting the decision and award.

The arbitrator has no power to add to, subtract from, or modify the terms of the MOU or the written ordinances, resolutions, rules, regulations and procedures of the City, nor shall he/she impose any limitations or obligations not specifically provided for under the terms of the MOU. The arbitrator shall be without power or authority to make any decision that requires the City or management to do an act prohibited by law.

12/10/08

2008-2010

The arbitrator has no power to add to a disciplinary action.

- 35.7 Failure by either party to meet any of the aforementioned time limits as set forth in Sections 35.3, 35.4, 35.5, or 35.6 shall result in forfeiture by the failing party. Except, however, that the aforementioned time limits may be extended by mutual agreement. Grievances settled by forfeiture shall not bind either party to an interpretation of this MOU, nor shall such settlements be cited by either party as evidence in the settlement of subsequent grievances.
- 35.8 An employee may represent himself or herself at any step of the Grievance Procedure up to Step 3.
- 35.9 Only AFSCME may appeal a grievance to arbitration.

#### **ARTICLE XXXVI – MUTUAL CONSENT CONTINGENCY**

- 36.1 This MOU may be amended any time during its life upon the mutual consent of the City and the AFSCME. Such amendment must be in writing and attached to all executed copies of this MOU.

#### **ARTICLE XXXVII – NO STRIKES**

- 37.1 The represented employees agree that they shall not strike, withhold services, engage in “slow downs” or “sick-ins” or participate in any other concerted activity which adversely affects job performance or City services during the term of this MOU.

#### **ARTICLE XXXVIII – PROBATIONARY PERIOD**

- 38.1 All appointments to positions in the classified service shall be subject to a probationary period of twelve (12) continuous months of service. The probationary period shall be regarded as an integral part of the examination process and shall be used to closely observe the employee’s work for securing the most effective adjustment of an employee to his or her new duties, assignments and responsibilities in his or her new position and for rejecting any probationary employee whose performance does not meet required work standards. If the service of the employee is deemed to be unsatisfactory, the employee shall be notified that he or she has not satisfactorily completed probation.
- 38.2 During the probationary period, all new hires shall have the rights and privileges afforded to other employees, except:
- 1) Vacation Leave – See Article XIX for vacation schedule.

12/10/08

2008-2010

- 2) The use of the Grievance Procedure to grieve termination.
- 3) The City and the employee may mutually agree to extend the probationary period for not more than 6 months. The AFSCME shall be notified of all extensions.
- 4) Probation shall be extended for the same time as any leaves of absence.

38.3 In the event an employee is promoted and is rejected by the appropriate department head, he or she shall be reinstated to the position from which he or she was promoted unless he or she is discharged. The seniority and status of a rejected candidate shall continue as before.

### **ARTICLE XXXIX – PROMOTION**

39.1 The City and AFSCME mutually agree it is good personnel practice to make every effort to promote from within consistent with the best interests of the City.

### **ARTICLE XL - SENIORITY**

40.1 Seniority is defined as the total length of continuous service with the City. Continuity of service shall not be broken and seniority shall accrue when an employee is:

- (a) Inducted, enlists, or is called to active duty in the Armed Forces of the United States or service in the Merchant Marine under any Act of Congress which provides that the employee is entitled to re-employment rights.
- (b) On duty with the National Guard.
- (c) Is absent due to industrial disability.
- (d) On leave of absence.
- (e) Absent due to layoff for a period of less than twelve (12) consecutive months.

### **ARTICLE XLI – SHOP STEWARDS**

41.1 The AFSCME agrees to notify the City in writing as to the appointment of all shop stewards. Shop stewards shall be required to work full time in their respective classifications and shall not interrupt the work of other employees. A steward may, with reasonable notice and approval of his or her supervisor, leave the job during working hours for reasonable periods to investigate pending grievances and to take part in the Grievance Procedure. However, no steward shall leave the job while his presence is necessary in the judgment of his or her supervisor for the safe conduct and efficiency of the operations in which he or she is engaged.

12/10/08

2008-2010

**ARTICLE XLII – STATUS**

- 42.1 Employees shall be designated as regular, probationary, or temporary, depending upon the purpose for which they are hired and their length of continuous service with the City.
- (a) A regular employee is defined as an employee who has twelve (12) months or more service with the City in full-time employment, except as provided for in the Rules for Personnel Administration, Article XI (Probationary Period).
  - (b) A probationary employee is defined as an employee hired for a full-time position that has been regularly established as an authorized position and is of indeterminate duration. A probationary employee shall receive not less than the minimum rate for the job and shall be eligible for sick leave pay, vacation pay, holiday pay, retirement plan participation, insurance coverage and items of a similar nature, as he or she becomes eligible, but shall not be given preferential consideration for promotion or transfer or be eligible for a leave of absence. Upon completion of twelve months of continuous full-time service with the City, a probationary employee shall be given the status of a regular employee.
  - (c) A temporary employee is an employee hired on a full-time basis to fill a full-time position (at least 32 hours per week). Temporary employees shall attain regular status after being employed for twelve (12) continuous months.
  - (d) A contract employee is an employee hired on a part-time or full-time basis to perform a specific task or function for a limited duration. Such employees do not have rights to further employment with the City.

12/10/08

2008-2010

**ARTICLE XLIII – LAYOFF**

- 43.1 Bargaining unit has the ability to appeal a layoff decision made by Human Resources to the City Manager.

**ARTICLE XLIV – TERM**

- 44.1 The terms and conditions of this MOU shall continue in effect until such time as they are superseded by a signed agreement/MOU between the City of Lodi and AFSCME. The parties agree as follows:

TERM: Covering the period from July 1, 2008 through December 31, 2010.

12/10/08

2008-2010

**ATTACHMENT A**

## Salary Schedule Effective 12/8/08

Occupation Title	OCC	Step A	Step B	Step C	Step D	Step E
Accounting Clerk I	5	2501.75	2626.84	2758.18	2896.09	3040.90
Accounting Clerk II	3	2751.92	2889.52	3033.99	3185.69	3344.98
Administrative Clerk	372	2492.03	2616.63	2747.46	2884.84	3029.08
Administrative Secretary	376	3314.83	3480.57	3654.60	3837.33	4029.20
Animal Services Officer	39	2812.29	2952.91	3100.55	3255.58	3418.36
Animal Services Supervisor	25	3234.05	3395.75	3565.54	3743.82	3931.01
Aquatics Coordinator	440	3282.63	3446.76	3619.10	3800.06	3990.06
Assistant Engineer	51	5130.82	5387.36	5656.73	5939.57	6236.55
Assistant Planner	56	4187.19	4396.55	4616.38	4847.20	5089.56
Associate Civil Engineer	66	5643.90	5926.10	6222.40	6533.52	6860.20
Associate Planner	68	4605.91	4836.21	5078.02	5331.92	5598.52
Building Inspector I	74	3827.54	4009.51	4209.98	4420.48	4641.51
Building Inspector II	75	4200.44	4410.46	4630.98	4862.53	5105.66
Buyer	76	3825.20	4016.46	4217.29	4428.15	4649.56
Community Improvement Ofc. I	116	3636.74	3818.58	4009.51	4209.99	4420.48
Community Improvement Ofc. II	118	4000.42	4200.44	4410.46	4630.98	4862.53
Customer Service Rep. I	354	2501.75	2626.84	2758.18	2896.09	3040.90
Customer Service Rep. II	353	2751.92	2889.52	3033.99	3185.69	3344.98
Energy Specialist	150	2861.22	3004.27	3154.49	3312.21	3477.83
Engineering Technician I	157	3854.87	4047.61	4249.99	4462.49	4685.62
Engineering Technician II	159	4240.35	4452.37	4674.99	4908.74	5154.18
Field Services Representative	36	3402.10	3572.21	3750.82	3938.36	4135.28
Field Services Supervisor	35	3916.23	4112.04	4317.65	4533.53	4760.21
Finance Technician	355	3329.83	3496.32	3671.14	3854.69	4047.43
Information Systems Specialist	127	3781.93	3971.04	4169.85	4378.06	4596.96
Junior Engineer	207	4664.39	4897.61	5142.49	5399.61	5669.59
Junior Planner	210	3806.54	3996.87	4196.71	4406.55	4626.87
Librarian I	220	3987.80	4187.19	4396.55	4616.37	4847.19
Librarian II	222	4386.58	4605.91	4836.21	5078.02	5331.92
Library Assistant	228	2616.64	2747.47	2884.84	3029.08	3180.54
Meter Reader	267	3095.83	3250.62	3413.16	3583.81	3763.00
Network Technician	426	4535.45	4762.22	5000.33	5250.35	5512.87
Parking Enforcement Assistant	288	2833.95	2975.65	3124.43	3280.66	3444.69
Parks Project Coordinator	271	4664.39	4897.61	5142.49	5399.61	5669.59
Permit Technician	69	3148.21	3305.65	3470.93	3644.48	3826.71
Police Record Clerk I	313	2473.50	2597.18	2727.04	2863.39	3006.56
Police Records Clerk II	314	2720.86	2856.90	2999.75	3149.74	3307.22
Police Records Clerk Supervisor	316	3128.51	3284.94	3449.19	3621.64	3802.73
Program Coordinator	286	2911.96	3057.55	3210.43	3370.95	3539.50
Public Works Inspector I	320	3818.58	4009.51	4209.98	4420.48	4641.51
Public Works Inspector II	321	4200.44	4410.46	4630.98	4862.53	5105.66
Purchasing Technician	324	3186.89	3346.23	3513.54	3689.22	3873.68
Senior Administrative Clerk	375	2741.23	2878.29	3022.21	3173.32	3331.99
Senior Building Inspector	72	4620.48	4851.51	5094.08	5348.79	5616.22
Senior Customer Service Representative	351	3028.06	3179.46	3338.43	3505.35	3680.62
Senior Library Assistant	231	2878.29	3022.21	3173.32	3331.99	3498.59
Senior Police Administrative Clerk	315	2901.72	3046.82	3199.16	3359.11	3527.07
Senior Storekeeper	77	3326.27	3492.58	3667.21	3850.57	4043.10
Storekeeper	322	3023.88	3175.07	3333.82	3500.51	3675.54
Sup.Code/Comm.Improvement Ofc.	110	4600.47	4830.49	5072.01	5325.61	5591.89
Water Services Technician I	427	4528.53	4754.96	4992.71	5242.34	5504.46
Water Services Technician II	428	4981.38	5230.45	5491.97	5766.57	6054.90
Utility Billing & Collections Supervisor	356	3997.96	4197.85	4407.75	4628.13	4859.54

---

12/10/08

2008-2010

**Attachment B**

AFSCME and the City of Lodi agree to conduct a new classification review of the IS Specialist, Network Technician job descriptions. A comprehensive classification study will be done. If as a result of the study, a new classification is created, a new salary will be created. This shall be done as-soon-as-possible. The results shall be effective retroactive to December 8, 2008.

12/10/08

2008-2010

**A.F.S.C.M.E. COUNCIL 57**  
**LOCAL 146-AFL-CIO**

**CITY OF LODI**  
**A MUNICIPAL CORPORATION**

\_\_\_\_\_  
Felix Huerta  
Chief Negotiator  
Date: \_\_\_\_\_

\_\_\_\_\_  
Blair King  
City Manager  
Date: \_\_\_\_\_

\_\_\_\_\_  
Mark Ruggiero  
President  
Date: \_\_\_\_\_

\_\_\_\_\_  
Dean Gualco  
Human Resources Manager  
Date: \_\_\_\_\_

\_\_\_\_\_  
Linda Tremble  
Administrative Secretary  
Date: \_\_\_\_\_

\_\_\_\_\_  
Sherry Moroz  
Purchasing Technician  
Date: \_\_\_\_\_

\_\_\_\_\_  
Dale Taylor  
IS Specialist  
Date: \_\_\_\_\_

\_\_\_\_\_  
Melinda Wilson  
Sr. Customer Service Rep.  
Date: \_\_\_\_\_