



MEMORANDUM OF UNDERSTANDING

BETWEEN

**CLAREMONT ADMINISTRATIVE AND TECHNICAL
SUPPORT EMPLOYEES' ASSOCIATION**

AND

THE CITY OF CLAREMONT

JULY 1, 2024 – JUNE 30, 2027

**CLAREMONT ADMINISTRATIVE AND TECHNICAL SUPPORT EMPLOYEES'
ASSOCIATION**

**MEMORANDUM OF UNDERSTANDING
July 1, 2024 – June 30, 2027**

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**CITY OF CLAREMONT AND CLAREMONT ADMINISTRATIVE AND TECHNICAL
SUPPORT EMPLOYEES' ASSOCIATION**

MEMORANDUM OF UNDERSTANDING

ARTICLE I – PREAMBLE

It is the intent and purpose of this Memorandum of Understanding (MOU, "Agreement") to set forth the understanding of the parties regarding matters relating to wages, hours, and terms and conditions of employment in effect as of July 1, 2024 between employees represented by the Claremont Administrative & Technical Support Employees' Association (CATSEA/"Association") and the City of Claremont (City).

ARTICLE II – RECOGNITION

The following classifications, grouped as Exempt and Non-Exempt for purposes of the Fair Labor Standards Act, are included in the Claremont Administrative & Technical Support Employees' Association and are represented by the Association:

EXEMPT EMPLOYEES - Accounting Supervisor; Information Technology Administrator; Senior Management Analyst; Building Plans Examiner; Fleet Maintenance Supervisor; Maintenance Supervisor; Landscape Maintenance Supervisor; Solid Waste Supervisor; Senior Recreation and Human Services Supervisor; Recreation and Human Services Supervisor; Information Technology Technician; Accountant; Management Analyst; Executive Assistant to the City Manager; Deputy City Clerk; Senior Administrative Assistant; Urban Forest Supervisor; Human Resources Specialist; Business Systems Analyst; and Administrative Assistant.

NON-EXEMPT EMPLOYEES - Senior Building Inspector; Senior Public Works Inspector; Public Works Inspector; Building Inspector; Human Resources Coordinator; Planning Aide; Community Improvement Officer; Maintenance Crewleader; Solid Waste Crewleader; Recreation and Human Services Coordinator; Senior Accounting Assistant; Human Resources Assistant; Building Permit Technician; Accounting Assistant; Recreation and Human Services Specialist; Records Supervisor; Senior Records Clerk; Office Assistant; Records Clerk; and Property & Evidence Clerk.

The Association will also represent classifications that may be created and added to the bargaining unit in the future.

ARTICLE III – EMPLOYEE RIGHTS

Employees of the City shall have the right to form, join, and participate in the activities of employee organizations of their own choosing for the purpose of representation on all matters of employer-employee relations, including but not limited to wages, hours, and other terms and conditions of employment. Employees of the City shall also have the right to refuse to join or participate in the activities of employee organizations and shall have the right to represent themselves individually in their employment relations with the City to the extent provided by law. No employee shall be interfered with, intimidated, restrained, coerced, or discriminated against by the City, by another employee, or by any employee organization because of their exercise of these rights.

ARTICLE IV – ASSOCIATION RIGHTS

The City agrees to recognize up to five (5) employees from the classes noted in Article II for the purpose of assisting individuals covered by this Agreement in using the grievance procedure. On July 1 of each year, the Association shall notify the Human Resources Division who the selected employees are. Designated employees may use up to two (2) hours each month for Association business, except for time involved in investigation of safety related problems, the meet and confer process, or when representing an employee in a formal grievance. Whenever possible, Association-related business shall be conducted before or after work hours or during lunch or break periods.

ARTICLE V – CONDUCT OF ASSOCIATION BUSINESS

The City agrees to grant the official representative of the Association access to the City's premises: a) for the purpose of meeting and conferring, b) consulting and conferring with designated representatives of the City, and c) to observe the work conditions or operations related to a specific grievance.

The City agrees that the five (5) employees recognized to assist individuals covered by this Agreement in using the grievance procedure shall be permitted to consult and confer with City representatives during work hours without loss of pay on matters pertaining to a specific grievance.

Whenever a representative is engaged in Association business, which requires that they be away from their assignment or workstation, the representative shall provide at least twenty-four (24) hours notification to their Supervisor of the anticipated time of absence and expected time of return. At all times, Association representatives shall conduct business in accordance with the MOU. Except as agreed above, no employee shall engage in any union activity in any manner which shall interfere with City operations.

ARTICLE VI – MANAGEMENT RIGHTS

The rights of the City include, but are not limited to: the exclusive right to determine the mission of its constituent departments, commissions, and boards; set standards of service; determine the procedures and standards of selection for employment and promotion; direct its employees; take disciplinary action; relieve its employees from duty because of lack of work or for other legitimate reasons; maintain the efficiency of governmental operations; determine the methods, means, and personnel by which government operations are to be conducted; determine when work shall be contracted or transferred out of the unit; determine the content of job classifications; take all necessary actions to carry out its mission in emergencies; and exercise complete control and discretion over its organization and the technology of performing its work. The inclusion of such rights in a list of City rights, and the right of the City to act on such rights, shall not be subject to grievance.

ARTICLE VII – NON-DISCRIMINATION

The City and CATSEA agree not to discriminate and to provide equal employment opportunities, consistent with state and federal law. Accordingly, there shall be no discrimination or harassment of any kind based on any statutorily (federal, state, or local) protected class, including but not limited to: race, religious creed (including religious dress and grooming practices), color, national origin (includes language use and possession of a driver's license issued to persons unable to provide their presence in the United States is authorized under federal law), ancestry, disability (mental and physical including HIV/AIDS, cancer, and genetic characteristics) medical condition (including genetic characteristics, cancer or a record or history of cancer), genetic information, marital status, sex, gender identity, gender expression, age (over 40), sexual orientation, pregnancy (including childbirth, breastfeeding and/or related medical conditions), political affiliation, military and veteran status, request for family care leave, request for leave for an employee's own serious health condition, request for Pregnancy Disability Leave, union membership, or lawful union activities.

This equal opportunity and non-discrimination policy applies to all employees in connection with their employment, including but not limited to, promotion, transfer, demotion, layoff, and termination.

ARTICLE VIII – DUES DEDUCTION

The City will deduct dues and assessments bi-monthly in an amount certified to be current and correct by the CATSEA President, from the pay of those employees who individually provide written authorization for dues and other such deductions. The total of all such deductions shall be remitted by the City to CATSEA. This authorization shall remain in full force and effect until and so long as CATSEA remains a formally recognized employee organization in the City. It is the responsibility of CATSEA to advise the City of new employees who authorize dues deductions. Such deductions will be made on a prospective basis.

The City shall direct requests to cancel or change deductions to CATSEA. The City shall rely on information provided by CATSEA regarding whether deductions for CATSEA membership were properly cancelled or changed, and CATSEA shall indemnify the City for any claims made by the employee for deductions made in reliance on that information. Deductions may be revoked only pursuant to the terms of the employee's written authorization, CATSEA's Bylaws, and this MOU.

ARTICLE IX – SALARIES

The Association agrees to Negotiated Salary Increases (NSIs) in the amounts of 9% effective July 1, 2024, 3% effective July 1, 2025, and 3% effective July 1, 2026. A table containing all CATSEA classifications and their associated salary step ranges can be found in Exhibit A.

38-Hour Workweek - The workday is 9.5 hours and the workweek is Monday through Thursday, unless an alternate thirty-eight (38) hour workweek (e.g. Tuesday through Friday) is operationally necessary as determined by the applicable Department Head and approved by the City Manager or designee.

ARTICLE X – PERFORMANCE RECOGNITION

The City of Claremont recognizes that employees, at times, perform above and beyond the call of duty and/or consistently maintain a level of performance that distinguishes them from their co-workers. The Performance Recognition Program is designed to acknowledge full-time and part-time classified employees who have made special effort in a project, program, or service rendered, and/or have consistently maintained an above average or excellent level of performance. The City shall administer the program in accordance with City Administrative Policy No. 30-19 - Performance Recognition Program.

As provided for in the policy, an employee whose overall performance is rated “average” or “standard” shall receive a merit increase of no less than 2%; an employee whose overall performance is rated “above average” shall receive of a merit increase of no less than 5%; an employee whose overall performance is rated “outstanding” or “excellent” shall receive a merit increase of no less than 6%, not to exceed the top of the salary range for the employee’s classification.

Any increase greater than the merit increases described above shall be approved by the City Manager or Assistant City Manager prior to the performance evaluation interview with the employee. In no case shall an increase exceed twice the merit increase percentages described above.

ARTICLE XI – BILINGUAL PAY

The City of Claremont is committed to providing excellent customer service to its increasingly diverse Claremont residents, business owners, and visitors. In keeping with this commitment, the City shall provide bilingual pay to applicable employees in accordance with City Administrative Policy No. 30-35 - Bilingual Pay. Employees who successfully complete a proficiency exam shall receive seventy-five dollars (\$75) per month bilingual pay for Spanish or other languages as may be designated by the City.

ARTICLE XII – RETIREMENT

1. PERS Plan Formula -

- A. **Classic Member:** A classic member is defined as an employee who meets the definition of a “classic” member for purposes of retirement pension benefits in accordance with the Public Employees’ Pension Reform Act of 2013 (PEPRA). This includes employees who were hired before January 1, 2013 in the California Public Employees’ Retirement System (CalPERS) or a reciprocal retirement system with no break in service longer than six (6) months. CalPERS ultimately determines who is a classic member in compliance with the law.

Classic member employees hired prior to March 19, 2012, shall receive the 2.5% at 55 formula (First Tier). Classic member employees hired after March 19, 2012, shall receive 2% at 55 formula (Second Tier).

- B. **New Member:** A new member is defined as an employee who meets the definition of a “new” member for purposes of retirement pension benefits in

accordance with PEPPRA. This includes employees hired into a regular position on or after January 1, 2013, or former members who have more than a six (6) month break in service. CalPERS ultimately determines who is a new member in compliance with the law.

New member employees shall receive the 2% at 62 formula (Third Tier).

2. **PERS Highest Pension Calculation Compensation Period** - The City shall continue to provide the Single Highest One-Year Final Compensation Pension calculation benefit to current miscellaneous employees. Employees hired after March 19, 2012, shall receive the Three Year Final Compensation calculation benefit.
3. The City shall provide employees with the following benefits/provisions:
 - 1) Credit for unused sick leave (Government Code Section 20965).
 - 2) 1959 Survivor Benefit (Third Level Benefit).
 - 3) **Classic Member:** Employees hired prior to March 19, 2012, shall contribute on a tax-deferred basis 8% towards the PERS employee share. Employees hired after March 19, 2012 shall contribute on a tax-deferred basis 7% towards the PERS employee share.

New Member: Employees hired after January 1, 2013, shall contribute on a tax-deferred basis 6.5% or 50% of the total normal cost (whichever is greater) towards the PERS employee share.

Both City and employee contributions shall at the time of separation belong to the employee.

All other PERS contract options and policies in effect as of the ratification of this MOU shall continue

ARTICLE XIII – FLEXIBLE BENEFIT PLAN

The City's Flexible Benefit Plan shall include, for the employee and eligible dependents, City-sponsored health coverage, including medical, dental, and vision insurance. The Flexible Benefit Plan shall also include, for the employee only, optional supplemental benefits.

The City shall contribute \$1,500 per month toward the Flexible Benefit Plan. Should the total cost of premiums for benefits selected under the plan exceed the City's monthly contribution, the overage will be paid by the employee via pre-tax payroll deductions. If an employee has medical, dental, and/or vision through other means, and they are able to submit proof of this other coverage, the employee will receive the Flexible Benefit amount as taxable income ("cash-in-lieu-of-benefits"). Effective July 1, 2024, the cash-in-lieu-of-benefits amount was capped at \$1,014 for existing full-time benefitted employees. Employees hired in a full-time/benefit-eligible capacity on or after July 1, 2024 are not eligible to receive cash-in-lieu-of-benefits.

If an employee has medical, dental, and/or vision through other means and they are able to submit proof of other “group” coverage, eligible employees will receive the Flexible Benefit amount as taxable income (if eligible as outlined above based on full-time hire date). In order to be eligible for cash-in-lieu-of-benefits, the employee must be able to demonstrate to the City’s satisfaction that they are enrolled in a qualified health plan that provides “minimum essential coverage” (as defined by the Affordable Care Act) through another source and will not incur penalties under the ACA.

For the sake of clarification, the following are situational examples:

Scenario 1: Employee “A” was hired on 2/22/22. Employee “A” receives medical through their spouse but takes dental (example cost \$100) and vision (example cost \$30) through the City. Employee “A” currently cashes out the remaining value (\$1,014 - \$130 = \$884). Employee “A” would continue to cash out \$884 effective 7/1/24 as the “cash out cap” will remain at \$1,014 for existing employees. If Employee “A” decided to take additional benefits during open enrollment in 2024 or any future year, the “cash out cap” would remain at \$1,014 (i.e., if Employee A adds STD at an example cost of \$60, the new cash out value would be \$824).

Scenario 2: Employee “B” gets hired on 7/2/24. Employee “B” receives medical and supplemental benefits through the City in the amount of \$800. Employee “B” pays no out of pocket cost for their benefits, and receives no cash out from the City.

Scenario 3: Employee “C” was hired on 1/12/2000. Employee “C” receives medical and supplemental benefits through the City in the amount of \$1,200. Employee “C” pays no out of pocket cost for their benefits, and receives no cash out from the City.

Scenario 4: Employee “D” was hired on 1/5/2005. Employee “D” receives medical through their spouse and does not take any benefits from the City. Employee “D” receives a \$1,014 cash out. If Employee “D” experiences a qualifying life event and desires to obtain City medical and dental coverage, the selected benefits would be deducted from the \$1,500 monthly Flexible Benefit Plan Allocation. For example, if Employee “D” enrolled in medical and dental at a cost of \$1,400 per month, Employee “D” would pay no out-of-pocket expenses and would receive no cash out.

Scenario 5: Employee “E” was hired on 2/8/2023. Employee “E” takes family medical through the City. Employee “E” decides to receive medical through their spouse and forego any City benefits during open enrollment. Employee “E” would be eligible to cash out \$1,014 per month.

Section 125 – The City offers a flexible spending plan allowing the employee to pay for certain expenses (childcare, un-reimbursed medical expenses, and insurance premiums) with pre-tax dollars.

ARTICLE XIV – LIFE INSURANCE

The City shall provide and contribute premiums for a seventy-five thousand-dollar (\$75,000) life insurance policy for each employee and a ten-thousand-dollar (\$10,000) life insurance policy for dependents of the employee.

ARTICLE XV – DEFERRED COMPENSATION

Employees shall have the opportunity to participate in a 457 deferred compensation/supplemental retirement savings account. Through tax-deferred payroll deductions, employees are eligible to deposit funds into their account, up to the maximum allowed by law.

ARTICLE XVI – DEFERRED COMPENSATION/RETENTION INCENTIVE PROGRAM (EXEMPT EMPLOYEES)

For exempt employees only, beginning with the employee's third (3rd) year of service, the City will match up to one percent (1%) of the employee's base pay into their 457 deferred compensation account. This amount increases to two percent (2%) beginning with the employee's fifth (5th) year of service; three percent (3%) beginning with the employee's sixth (6th) year of service; four percent (4%) beginning with the employee's eighth (8th) year of service; and five percent (5%) beginning with the employee's tenth (10th) year of service. For employees hired before July 1, 2024, the employee's match may come from any amount leftover from the City's contribution toward the Flexible Benefit Plan up to \$1,014, or the employee's salary, and shall not be taxable.

ARTICLE XVII – RETIREE MEDICAL INSURANCE

The City shall continue to offer retirees the option to participate in group medical programs offered by the City. CATSEA employees who retired before August 1, 2011, shall continue to be eligible for retiree group medical coverage at the retiree's cost minus the City's current retiree-only \$32.20 monthly contribution. CATSEA employees who retire after August 1, 2011, may continue retiree group medical coverage at their own cost.

ARTICLE XVIII – HOLIDAYS

A. Holidays

Employees shall be entitled to the following holidays with pay each calendar year and such other days as may be designated by action of the City Council:

- New Year's Day (January 1st)
- Martin Luther King's Birthday (The third Monday in January)
- Presidents' Birthday (The third Monday in February)
- Memorial Day (The last Monday in May)
- Juneteenth (June 19th)
- Independence Day (July 4th)
- Labor Day (The first Monday in September)
- Veteran's Day (November 11th)
- Thanksgiving Day (Fluctuates - Thursday in November)
- Christmas Day (December 25th)

Each holiday shall be valued at 9.5 hours. The specific days that City employees will observe the holiday may be determined by the City Council and/or the City Manager. The City Manager is empowered to determine whether the City shall observe special days of declaration by the President or Governor as a day of public fast, thanksgiving,

mourning or holiday, as well as determine if Christmas Eve, and/or any other day shall be a holiday.

B. Floating Holiday

All Unit employees shall receive 37.5 floating holiday hours each calendar year.

In addition, employees shall receive additional floating holiday hours when any of the ten (10) holidays fall on the employee's scheduled day off work. For example, with the Monday through Thursday schedule, any holiday that falls on a Friday, Saturday, or Sunday shall be converted from 9.5 holiday hours to 9.5 floating holiday hours.

All floating holiday hours are credited to employees on January 1 of each calendar year. Employees hired mid-year will receive prorated floating holiday hours.

Floating holiday hours may be used in conjunction with vacation. Use of the floating holiday requires two (2) working days advance notice.

Police Department Employees require a minimum of fourteen (14) days advance approval. In the case of emergency or unforeseen circumstances, the fourteen (14) day notification requirement may be waived by the Chief of Police or their designee.

All floating holiday hours must be used by December 31 of the same calendar year or shall be forfeited.

Upon separation of employment, employees shall be compensated for any unused floating holiday hours.

C. City Hall and Administrative Offices Closure

City Hall and Administrative Offices will be closed on the following dates:

Tuesday, December 24, 2024, thru Wednesday, January 1, 2025;
Wednesday, December 24, 2025, thru Thursday, January 1, 2026; and
Thursday, December 24, 2026, thru Friday, January 1, 2027.

Employees shall be required to use their own accumulated vacation, floating holiday, compensatory time, and/or administrative leave during that period for days not specified as a holiday above. The need for an employee to work during this week is at the discretion of the Department Head, in consultation with the City Manager.

ARTICLE XIX – LEAVE

A. Vacation Accrual

During the first year of service, employees shall accrue 96 hours of vacation per year, monthly on a pro-rata basis (3.69 hours per pay period).

Beginning with the second year until completion of the thirteenth year of service, employees shall accrue 120 hours of vacation per year, monthly on a pro-rata basis (4.61 hours per pay period).

Beginning with the fourteenth year and every year of service thereafter, employees shall accrue 160 hours of vacation per year, monthly on a pro-rata basis (6.15 hours per pay period).

Employees may take accrued vacation after the first six (6) months of employment.

For purposes of this section, authorized leave of absences with pay shall count toward years of service.

Employees may carry on the books maximum vacation hours of twice their accrual rate. For example, employees with up to 14 years of service may carry 240 vacation hours on the books. Employees with 14 or more years of service may carry 320 vacation hours on the books.

Police Department Employees require a minimum of fourteen (14) days advance approval. In the case of emergency or unforeseen circumstances, the fourteen (14) day notification requirement may be waived by the Chief of Police or their designee.

Upon separation of employment, employees shall be compensated for any unused vacation hours.

B. Longevity Leave Bonus

In recognition of long-term service, beginning with an employee's 10th year of service and every 5 years thereafter (15th, 20th, 25th, 30th, etc.), they shall receive on their anniversary date a one-time longevity leave bonus of 80 hours. This is in addition to the vacation hours accrued and described above.

All longevity leave hours must be used within a twelve-month period from the date of receipt or shall be forfeited. Upon separation of employment, employees shall be compensated for any unused longevity leave bonus hours.

C. Community Services Department Emergency Vacation

Community Services Department employees shall continue to be permitted unscheduled/emergency vacation as outlined in their Department Policy. The following mandates shall apply to all employees utilizing the benefit:

- 1) Report fifteen (15) minutes before shift starts and keep calling until they contact their Crew Leader/Supervisor or their designee at (909) 399-5431.
- 2) Three (3) times, to a maximum of twenty-four (24) hours, are allowed per calendar year.
- 3) For emergencies only.

- 4) Failure to call in or abuse of this Policy may result in loss of pay and disciplinary action.
- 5) Unscheduled/emergency vacation shall not count as hours worked for purposes of computing overtime.

D. Family School Partnership Leave

In accordance with the Family School Partnership Act, Any employee who is a parent, guardian, stepparent, foster parent, grandparent, or person who stands in loco parentis to one or more children who are in kindergarten or grades 1 through 12, or who are in a licensed childcare facility, shall be allowed up to 40 hours each school year, not to exceed eight hours in any calendar month of the school year, to: participate in activities of their child's school or licensed child care facility; find, enroll, or reenroll a child in a school or with a licensed child care provider; or to pick up a child due to a child care provider or school emergency. The employee must provide reasonable advance notice to their supervisor of the planned absence. The leave is unpaid unless the employee uses vacation, personal leave, or compensatory time off. The employee must provide documentation from the school or licensed childcare facility as verification that the employee participated in school or childcare facility activities on a specific date and at a particular time. If both parents, guardians, or grandparents having custody work for the City at the same City work site, only the first parent requesting will be entitled to leave under this provision.

E. Child Suspension Leave

Any employee who is the parent or guardian of a child in grades 1 through 12 may take time off to go to the child's school in response to a request from the child's school if the employee gives advance notice to their supervisor. A school has the authority to request that the parent attend the child's school if the child has: committed any obscene act; habitually used profanity or vulgarity; disrupted school activities; or otherwise willfully defied the valid authority of school personnel.

F. School Related Leave

Any employee who is a parent, guardian, stepparent, foster parent, grandparent, or person who stands in loco parentis to one or more children who are in kindergarten or grades 1 through 12, or who are in a licensed child care facility, shall be allowed up to 40 hours each school year, not to exceed eight hours in any calendar month of the school year, to: participate in activities of their child's school or licensed child care facility; find, enroll, or reenroll a child in a school or with a licensed childcare provider; or to pick up a child due to a child care provider or school emergency. The employee must provide reasonable advance notice to their supervisor of the planned absence. The leave is unpaid unless the employee uses vacation, personal leave, or compensatory time off. The employee must provide documentation from the school or licensed childcare facility as verification that the employee participated in school or childcare facility activities on a specific date and at a particular time. If both parents, guardians, or grandparents having custody work for the City at the same City work site, only the first parent requesting will be entitled to leave under this provision.

G. Family Care and Medical Leave

In accordance with City Administrative Policy No. 30-36 - Family Care and Medical Leave, employees may use sick leave, vacation, compensatory time, and/or floating holiday hours for time off work as the result of a qualifying Family Medical Leave Act (FMLA)/California Family Rights Act (CFRA) event.

The City provides family and medical care leave for eligible employees as required by federal and state law. An employee is eligible for family care and medical leave if the employee satisfies the following conditions:

- a. The employee has been employed by the City for at least 12 months;
- b. The employee has been employed by the City for at least 1,250 hours during the 12-month period immediately preceding the commencement of the leave; and
- c. For FMLA leave eligibility, the City directly employs at least 50 full or part-time employees within a 75-mile radius for each working day during each of 20 or more calendar workweeks in the current or preceding calendar year. The workweeks do not have to be consecutive. The phrase “current or preceding calendar year” refers to the calendar year in which the employee requests the leave or the calendar year preceding this request.

Employees who misuse or abuse family and medical care leave may be disciplined, up to and including termination. Employees who fraudulently obtain or use California Family Rights Act (“CFRA”) leave are not protected by the CFRA’s job restoration or maintenance of health benefits provisions.

This policy is supplemented by the Federal Family and Medical Leave Act (“FMLA”), and the CFRA. Unless otherwise stated in this policy, “Leave” means leave pursuant to the FMLA and CFRA. Unless otherwise provided by law (e.g. Pregnancy Disability Leave), the City will run each employee’s FMLA and CFRA leaves concurrently.

H. Pregnancy Disability Leave

In accordance with City Administrative Policy No. 30-36 - Family Care and Medical Leave, requests for pregnancy disability leave must be submitted in writing with reasonable advance notice, if possible, of the medical need for the leave. All leaves must be confirmed in writing, have an agreed-upon specific date of return, and be submitted to the Human Resources division.

The request for pregnancy disability leave must be supported by a written certification from the attending physician stating that: (1) the employee is disabled from working by pregnancy, childbirth, or a related medical condition; (2) the date on which the employee became disabled by pregnancy, childbirth, or a related medical condition; and (3) the estimated duration or end date of the leave. Employees may use sick leave, vacation, compensatory time, and/or floating holiday hours for time off due to a pregnancy-related disability.

I. Leave for Reproductive Loss

The City provides employees who have been employed at least 30 calendar days with Reproductive Loss Leave, in the event of a “Reproductive Loss Event”. Reproductive Loss Event means the day or, for a multiple-day event, the final day of a Failed Adoption, Failed Surrogacy, Miscarriage, Stillbirth, or an Unsuccessful Assisted Reproduction, as those terms are defined below:

- “Failed Adoption” means the dissolution or breach of an adoption agreement with the birth mother or legal guardian, or an adoption that is not finalized because it is contested by another party. This event applies to a person who would have been a parent of the adoptee if the adoption had been completed.
- “Failed Surrogacy” means the dissolution or breach of a surrogacy agreement, or a failed embryo transfer to the surrogate. This event applies to a person who would have been a parent of a child born as a result of the surrogacy.
- “Miscarriage” means a miscarriage by a person, by the person’s current spouse or domestic partner, or by another individual if the person would have been a parent of a child born as a result of the pregnancy.
- “Stillbirth” means a stillbirth resulting from a person’s pregnancy, the pregnancy of a person’s current spouse or domestic partner, or another individual, if the person would have been a parent of a child born as a result of the pregnancy that ended in stillbirth.
- “Unsuccessful Assisted Reproduction” means an unsuccessful round of intrauterine insemination or of an assisted reproductive technology procedure. This event applies to a person, the person’s current spouse or domestic partner, or another individual, if the person would have been a parent of a child born as a result of the pregnancy.

Reproductive Loss Leave may be taken for up to five (5) days per Reproductive Loss Event. Reproductive Loss Leave is not required to be taken consecutively, but such leave must be taken within three (3) months of the Reproductive Loss Event, with the exception that, if an employee is on California Family Rights Act (“CFRA”) leave, Pregnancy Disability Leave (“PDL”), or another leave protected by state or federal law at the time of or immediately following the Reproductive Loss Event, the employee may use Reproductive Loss Leave within three (3) months of the end date of the other protected leave.

If an employee experiences more than one Reproductive Loss Event within a 12-month period, the City will provide Reproductive Loss Leave up to a maximum of 20 days within a 12-month period.

Reproductive Loss Leave is unpaid, but employees may elect to use accrued paid leaves, such as sick leave, personal leave, or vacation in order to provide for their compensation while on Reproductive Loss Leave.

The City will maintain the confidentiality of any employee who requests to use or uses Reproductive Loss Leave, and the City will not disclose such information other than to internal personnel on a need to know basis, or as required by law.

J. Crime Victims Leave

Any employee, who is a victim of domestic violence, sexual assault, stalking, or other crime may take leave from work to obtain or attempt to obtain any relief, including, but not limited to: a temporary restraining order, restraining order, or other injunctive relief to help ensure the health, safety, or welfare of the employee or their child, if the employee provides advance notice of the need for leave. If advance notice is not feasible, the employee must provide any of the following certifications within a reasonable time after the leave: a police report indicating that the employee was a victim; a court order protecting the employee from the perpetrator; evidence from the district attorney or court that the employee has appeared in court; or documentation from a health care provider or counselor that the employee was undergoing treatment for physical or mental injuries or abuse. The leave is unpaid unless the employee elects to use sick leave, accrued vacation or paid leave, or other compensatory time off including administrative leave.

Any employee, who is a victim of domestic violence, sexual assault, stalking, or other crime, may take leave from work to attend to any of the following: obtaining medical attention or psychological counseling; obtaining services from a shelter, program, or crisis center; or participating in safety planning or other actions to increase safety, if the employee provides advance notice of the employee's intention to take time off for these purposes. If advance notice is not feasible, the employee must provide any of the following to the City within a reasonable time after the leave: a police report indicating that the employee was a victim; a court order protecting the employee from the perpetrator; evidence from the district attorney or court that the employee has appeared in court; or documentation from a health care provider or counselor that the employee was undergoing treatment for physical or mental injuries or abuse. The leave is unpaid unless the employee elects to use sick leave, accrued vacation or personal leave, or other compensatory time off including administrative leave.

Any employee who is a victim of a crime may take leave from work to attend judicial proceedings related to that crime if the employee provides the City notice of the scheduled proceeding in advance. If advance notice is not feasible, the employee must provide the **City** within a reasonable time after the leave is taken, documentation from the District Attorney, victim's rights office, or court/governing agency that shows that the judicial proceeding occurred when the leave was used. An employee who is an immediate family member of such a crime victim, including: a registered domestic partner; the child of the registered domestic partner; spouse; child; stepchild; brother; stepbrother; sister; stepsister; mother; stepmother; father; or stepfather of the crime victim is also entitled to leave from work to attend judicial proceedings relating to that crime. The leave is unpaid unless the employee elects to use accrued vacation, sick, or other paid leave, or compensatory time off including administrative leave.

K. Military Leave

Military leave will be granted in accordance with federal and state law. An employee requesting leave for this purpose shall promptly provide their Supervisor or Department Director with a copy of the military orders specifying the dates, site, and purpose of the activity or mission. Within the limits of such orders, the Department Director may determine when the leave is to be taken and may modify the employee's work schedule to accommodate the request for leave.

Under California law, up to 10 days of unpaid leave is available to eligible employees who are spouses/domestic partners of deployed members of the military when the military spouse/domestic partner is on leave from deployment during a time of military conflict.

L. Voting Leave

If any employee does not have sufficient time outside of working hours to vote, they may request up to two (2) hours of paid leave either at the beginning or end of scheduled working hours to enable them to vote. The employee must request time off to vote from their supervisor at least two (2) days prior to Election Day.

M. Leave to Perform Emergency Duties or to Attend Related Training

Employees are allowed to take time off to perform emergency duty as a volunteer firefighter, a reserve peace officer, or emergency rescue personnel. The employee is not allowed to take this leave if, however, the employee's absence would hinder the availability of public safety or emergency medical services.

An employee who performs duty as a volunteer firefighter, a reserve peace officer, or as emergency rescue personnel, may also take time off of work for the purpose of engaging in fire, law enforcement, or emergency rescue training. An employee is eligible to take this leave no more than an aggregate of 14 days per calendar year.

For purposes of these leaves, the term "emergency rescue personnel" means any person who is an officer, employee, or member of a fire department or fire protection or firefighting agency of the federal government, the State of California, a city, county, city and county, district, or other public or municipal corporation or political subdivision of this state, or of a sheriff's department, police department, or a private fire department, whether that person is a volunteer or partly paid or fully paid, while they are actually engaged in providing emergency services.

N. Bereavement Leave

The California Fair Employment and Housing Act (FEHA) creates a statutory right for eligible employees to take up to five (5) days unpaid bereavement leave. These days need not be taken consecutively.

In accordance with City Administrative Policy No. 30-32, employees may use up to forty (40) hours of Sick Leave per occurrence toward bereavement leave. Bereavement leave can be used in the event of death of a relative, defined as a spouse, parent, grandparent, sibling,

child, grandchild, mother-in-law, father-in-law, sister-in-law, brother-in-law, aunt, uncle, step-relatives in the same relationships previously listed, domestic partner, member of household, or other individuals under special circumstances approved by the City Manager. Prior to the employee's use of Sick Leave for bereavement purposes, the Department Head may request documentation from the employee for the need of such leave, and the employee must provide documentation within 30 days of the request.

Separate from Sick Leave use for bereavement, eligible employees shall receive an additional benefit of three (3) days paid in-state bereavement leave or five (5) days paid out-of-state bereavement leave per occurrence. Both three and five-day bereavement leave will not be drawn from the Sick Leave bank. Prior to the employee's use of any bereavement leave, the department head may request documentation from the employee for the need of such leave, and the employee must provide documentation within 30 days of the request.

O. Family Sick Leave (Kincare Law)

In accordance with Labor Code Section 233, **Kin Care leave** is time provided to employees to take time off work to care for a family member. This allows employees to use up to half of their sick leave for specific **family members** as outlined above under Sick Leave, defined by California law.

P. Sick Leave

Sick leave is paid leave from work that an employee may use for the following purposes:

- i. Diagnosis, care, or treatment of an existing health condition of, or preventative care for the employee themselves or any of the following family members of the employee: a child of any age or dependency status; a parent; a parent-in-law; a spouse; a registered domestic partner; a grandparent; grandchildren; or sibling; or
- ii. Diagnosis, care, or treatment of an existing health condition of, or preventative care for a designated person"; or
- iii. For an employee who is a victim of domestic violence, sexual assault, stalking, or other crime in order for the employee to engage in any of the following activities: (1) obtain or attempt to obtain a temporary restraining order or other court assistance to help ensure the health safety or welfare of the employee or their child, or (2) obtain medical attention or psychological counseling, services from a shelter, program or crisis center, or (3) participate in safety planning or other actions to increase safety.

Accrual

Employees will accrue 96 hours of sick leave annually (3.69 hours of sick leave per pay period). Employees may bring with them up to two hundred (200) hours of accrued sick leave from their previous agency, if their previous employer did not otherwise compensate them, and the employee can provide documentation to that effect.

Administration

The Association and the City agree that sick leave is allowed only in the case of necessity or actual disability. The Association and the City both agree that abuse of sick leave is not only detrimental to the City but also to the Association and its members.

Therefore, the employee must make every good faith effort to notify their immediate Supervisor before the start of the employee's workday.

No employee shall misuse, feign, and/or misrepresent any illness or injury or deceive the City as to their real condition to remain away from scheduled work assignments. Should this misuse, feign or misrepresentation of illness or injury be proven, disciplinary action may be taken, up to and including termination.

Should the City have a concern with an employee's record of past absences, the City reserves the right to require a medical certificate from the employee on an ongoing basis provided that the City notifies the employee, in writing, that they must provide a medical certificate for all future absences. The duration of this requirement shall be one year from the date of notification and may be renewed from year-to-year by the City by notifying the employee in writing of such renewal prior to the expiration of the previous year. Further, the City reserves the right to require a medical certificate from an employee in any given instance where the employee has been absent for three (3) or more consecutive days.

Sick Leave Reinstatement

The Healthy Workplace Healthy Family Act of 2014 requires sick leave reinstatement. If the employee separates and is rehired within (1) year from separation, accrued and unused sick leave, to a maximum of 10 days or 80 hours, whichever is greater, will be reinstated. An employee who worked at least 90 days in the initial employment with the City may immediately use reinstated sick leave.

Police Department Employees

Employees scheduled to work on a holiday who are unable to do so due to illness shall be compensated eight (8) hours of holiday pay and the total number of hours they were scheduled to work deducted from their accrued sick leave.

In order to be paid for time while absent from duty on sick leave, the employee must notify their immediate Supervisor at least one (1) hour prior to the time set for the beginning of their regular duties. Notification is defined as actual contact with the Supervisor and/or the on-duty watch commander either in-person or over the phone. Calling in to other staff does not meet the notification requirement.

In the event an employee becomes ill during their vacation period, such time shall not be charged as vacation leave if the following conditions are met:

Notice is given immediately to the employee's Supervisor or the on-duty watch commander. Sick leave will only be granted for those days on which notice is given or which follow notice to the City and the employee submits a doctor's certificate for the period of sick leave.

Q. Leave of Absence

Failure on the part of an absent employee to immediately return to duty at the conclusion of their use of vacation, compensatory time, floating holiday, jury duty, sick leave, or other paid or unpaid time off shall result in the City initiating the due process procedure.

R. Compensatory Time

Non-exempt CATSEA members may accrue compensatory time- off (“CTO”) in lieu of cash payment for overtime worked if their appropriate Supervisor agrees to such accumulation prior to the overtime work being performed. CTO shall accrue at the rate of one and one-half (1.5) times for each overtime hour worked in accordance with the Fair Labor Standards Act. CTO may not accumulate in excess of eighty (80) hours at any given time. Use of compensatory time- off earned shall be granted so that it does not unduly disrupt the operations of the City.

Upon separation of employment, employees shall be compensated for accrued compensatory hours.

Employees may elect to cash out up to thirty-two (32) hours of compensatory hours per calendar year. Said cash out shall occur on the pay date closest to December 1st of each year. This cash out provision does not pertain to the classifications of Records Clerk, Senior Records Clerk, and/or Records Supervisor as CTO cash out provisions for those classifications are included in Article XXIV.

S. Leave Cash Out

CATSEA members will have the ability to cash out from TWO of the following banks per calendar year: sick, vacation, and/or administrative leave. The total cumulative amount of hours eligible for cash out amongst all leave banks is 24 hours.

Employees who have accumulated at least two hundred-forty (240) hours of sick leave may elect to cash out up to twenty-four (24) hours of accrual. Said cash out shall occur on the pay date closest to December 1 of each calendar year.

Employees who have accumulated at least one hundred-sixty (160) hours of vacation leave may elect to cash out up to twenty-four (24) hours of accrual. Said cash out shall occur on the pay date closest to December 1 of each calendar year.

Employees may elect to buy back up to twenty-four (24) hours of administrative leave per calendar year. Said buy back shall occur on the pay date closest to December 1 of each calendar year.

ARTICLE XX – JURY SERVICE AND LEAVE

If required to serve on a jury, employees shall be compensated at their regular rate of pay and benefits during the first ten (10) days of jury service. Payment after that will be on a case-by-case basis, as approved by the City Manager.

Employees going through the jury selection process will not be compensated for this time, unless that time falls within their regular work hours or workday. Employees selected for a jury will be compensated as outlined above. .

Employees assigned to shift work may have their schedule modified to ensure that they receive sufficient time off to attend to jury duty based on the demands placed on the employee to fulfill their jury duty responsibilities.

Only in circumstances when the employee's work schedule cannot be adjusted to accommodate jury duty, will time spent on jury duty by non-exempt employees be counted as hours worked when calculating overtime compensation.

Upon official court notification of jury duty service, employees shall provide at least twenty-four (24) hours' notice to their Supervisor of pending jury duty assignment.

Jury Duty Leave/ Subpoenaed or Court-Ordered Witness Leave

Any employee who is summoned to serve on a jury, or subpoenaed or ordered to be a witness, must notify their Supervisor or Department Director as soon as possible. Any employee who is released from jury service before the end of their scheduled work hours must report to work when feasible, unless otherwise authorized by their supervisor.

ARTICLE XXI – ADMINISTRATIVE LEAVE (EXEMPT EMPLOYEES)

It is recognized that exempt employees in the City of Claremont routinely work more than thirty-eight (38) hours per week. Their assignments are demanding and require additional hours beyond the normal workweek to complete their tasks. Additionally, many exempt persons are routinely required to attend evening commissions, City Council, and other City related meetings, which increases the number of hours that they are required to work.

Administrative leave of fifty-six (56) hours per calendar year is granted to exempt employees in recognition of the frequent requirement to work evenings, weekends, and holidays in excess of thirty-eight (38) hours per week. However, any of the fifty-six (56) leave hours not taken will be forfeited at the end of each calendar year.

Upon separation of employment, exempt employees shall be compensated for any unused administrative leave hours.

ARTICLE XXII – ALTERNATIVE WORK SCHEDULE

The Department Head shall have the authority to approve or disapprove employee requests to work an alternative work schedule, on an individual, work unit, division and/or department basis. The Department Head shall also have the authority to schedule/determine which employees shall have which days off and to amend, modify, or revoke that schedule as appropriate or necessary. All other provisions in the Alternative Work Week Administrative Policy shall also remain in effect and apply to CATSEA employees.

ARTICLE XXIII – LONG-TERM DISABILITY INSURANCE

The City will provide a long-term disability insurance plan which provides, after a sixty (60) day waiting period, 66.66% of base pay, up to a maximum of eight thousand dollars (\$8,000) per month, until an employee is medically able to return to work or reaches age sixty-five (65), whichever occurs first. This benefit is in case the employee sustains a non-work-related illness or injury that results in their inability to work for a long period of time.

ARTICLE XXIV –RECORDS CLERKS, SENIOR RECORDS CLERKS, AND RECORDS SUPERVISOR

Overtime

It is the policy of the City of Claremont to avoid overtime work whenever possible. In cases of emergency, however, or whenever public interest or necessity requires, any employee may be directed by proper authority, and is expected to perform overtime work. No overtime shall be recorded or reported for less than fifteen minutes of work. All overtime work, except for emergency conditions, must have the approval of the Department Head or designee prior to actual performance of the work. Failure to obtain such approval in advance will be justification for disapproval of any overtime compensation.

Records Clerks, Senior Records Clerks, and Records Supervisor shall receive overtime at the rate of one and one-half (1.5) times their regular rate of pay for time worked over 76 hours in a 14-day work period. The work period shall be determined by the City.

Hours worked shall include holiday, vacation, compensatory leave, jury duty, and workers' compensation for injuries which occur during the pay period in which the overtime was accrued. Sick time will be counted as time worked for overtime computation if the overtime is worked outside of 24 hours of the shift the sick time was used. All other leaves of absence, paid or unpaid, shall not be considered as hours worked.

All overtime worked within a 24-hour period before any sick time used, and all overtime worked within a 24-hour period after any sick time is used, shall be calculated at straight time. All other overtime shall be calculated at time-and-a-half.

Example: An employee calls in sick on 05/01/24 for 0700-1900 hours. That employee will only receive straight time for overtime worked from 0700 hours on 04/30/24 through 1900 hours on 05/02/24. If that employee works overtime on 04/30/24 for 0300-1100 hours, their overtime would be calculated as follows:

- 0300-0700 hours: Overtime at time-and-a-half (time beyond the 24 hours of sick time used)
- 0700-100 hours: Overtime at straight time (time within the 24 hours of sick time used)

Records Clerks, Senior Records Clerks, and Records Supervisor are on a 14-day work period with an overtime threshold of 76 hours. The first 14-day work period shall be Monday, April 29, 2024 at 0001 hours through Sunday, May 12, 2024 at 2400 hours, and continue every 14 days thereafter.

Compensatory Time

The accrual and/or use of compensatory time in lieu of overtime shall be subject to the following conditions:

Records Clerks, Senior Records Clerks, and Records Supervisor may request to accrue compensatory time off (CTO) in lieu of cash payment. The request to earn compensatory time

must be submitted on the overtime authorization form to the appropriate Supervisor or Department Head prior to the overtime work being performed.

The Supervisor or Department Head shall determine whether to approve compensatory time or payment for overtime based on the needs of the Department and the City, and on the employee's accumulated compensatory hours.

CTO shall accrue at the rate of one and one-half (1.5) times for each overtime hour worked in accordance with the Fair Labor Standards Act. CTO may not accumulate in excess eighty (80) hours at any given time. Records Clerks, Senior Records Clerks, and Records Supervisor who have accumulated eighty (80) hours of compensatory time shall have overtime paid in cash until their accumulated compensatory hours fall below the eighty (80) hour limit.

Use of accrued compensatory time shall be granted at the discretion of the Supervisor or Department Head based on the needs of the Department and the City. Records Clerks, Senior Records Clerks, and Records Supervisor shall request use of compensatory time a minimum of fourteen (14) days in advance. In the case of an emergency or unforeseen circumstances, the fourteen (14) day notification requirement may be waived by the Chief of Police or their designee.

Records Clerks, Senior Records Clerks, and Records Supervisor may cash out up to forty (40) hours of compensatory time at their base salary at the time the cash out occurs. Said cash out shall occur on the pay date closest to December 1.

Upon separation of employment, employees shall be compensated for any unused compensatory hours.

Records Clerks in the Claremont Police Department shall receive the following specialty pays:

1. **Training Pay:** Records Clerks assigned to training duties shall be compensated with an additional five percent (5%) of their base pay during the time they are actually conducting training of new employees. Senior Records Clerks and Records Supervisor are not eligible for five percent (5%) training pay.
2. **Call Back Pay:** Employees called to work on their day off shall be compensated for a minimum of three (3) hours. Compensation shall commence at the time the employee reaches the place where they are directed to report and shall continue until the work is complete.
3. **On-Call Pay:** Employees on-call will receive two (2) hours pay while on-call for court. Such two (2) hours pay shall not be considered as time worked for purposes of eligibility for overtime. If the employee, however, is called to appear in court, the employee shall instead receive compensation in accordance with the call-back provision of Section 2 above. Former employees who are called to court on any Claremont subpoena shall be compensated by the City for their appearance. Said compensation shall be at the rate of pay, at the time of the appearance, which the employee would have been earning had they still been employed by the City. Current City employees called to court on any subpoena related to a previous employer shall not be compensated by the City of Claremont. Cases where the employee is called to

court during their scheduled working hours, the employee must utilize leave time (vacation, compensatory time off, or floating holiday) for the time they are unable to work their regularly scheduled hours for the City.

5. **Uniform:** City-provided uniform and a maintenance allowance of \$30 a month (\$15 per pay period for twenty-four (24) pay periods.)
6. **Police Records Assignment Premium:** Compensation of \$100 per month to employees who are routinely and consistently assigned to the Police Records Division.
7. **Holiday Pay:** Police Records Clerks shall receive holiday pay equal to the number of hours they are scheduled to work on a holiday, or the number of hours actually worked on a holiday, whichever is greater. Holiday time in this instance will not be accrued or available for use at a later date. If a holiday falls on the affected Police Records Clerk's regular day off, the employee will receive eight (8) hours of holiday pay. As the Records Bureau is not operational on Sundays, the days of the week that holiday pay would be applicable are Monday through Saturday. Holiday time will not be accrued or available for use at a later date.

Application: Essentially, the MOU states that employees shall receive holiday pay equal to the number of hours they are scheduled to work on a holiday, or the number of hours actually worked on a holiday, whichever is greater. Those employees scheduled off on a holiday will receive holiday pay of eight (8) hours. A recognized holiday is from midnight the night prior of the holiday through midnight the day of the holiday. Or stated another way, from 2400 hours the day of the holiday through 2400 hours the day after the holiday. For example, the July 4th holiday is from July 3, at 2400 hours through July 4, at 2400 hours.

Example 1: An employee has a regularly scheduled day off on July 4, and does not work that day. That employee receives eight (8) hours of holiday pay.

Example 2: An employee works July 3, from 1900 hours through July 4, at 0700 hours, and is off work the rest of July 4. That employee worked seven (7) hours of the holiday (2400-0700 hours) but will receive eight (8) hours of holiday pay since eight (8) hours is the minimum.

Example 3: An employee works July 3, from 1900 hours through July 4, at 0700 hours, and works again July 4, from 1900 hours through July 5, at 0700 hours. That employee is considered working the holiday from July 3, at 2400 hours through July 4, at 0700 hours, and July 4, at 1900 hours through 2400 hours, for a total of twelve (12) hours. That employee would receive twelve (12) hours of holiday pay.

Example 4: An employee works July 3, from 1900 hours through July 4, at 0700 hours, and works again July 4, from 1500 hours through 2300 hours. That employee is considered working the holiday from July 3, at 2400 hours through July 4, at 0700 hours, and July 4, at 1500 hours through 2300 hours, for a total of fifteen (15) hours. That employee would receive fifteen (15) hours of holiday pay.

Example 5: An employee is scheduled to work July 3, from 1900 hours through July 4, at 0700 hours, but takes time off using vacation. The employee then works July 4,

from 1900 hours through July 5, at 0700 hours. The five (5) hours from July 3, at 1900 hours through 2400 hours are charged to vacation. The seven (7) hours from July 3, at 2400 hours through July 4, at 0700 hours are charged to holiday pay instead of vacation. The five (5) hours on July 4, at 1900 to 2400 hours are considered working on the holiday, so the employee will receive holiday pay for those hours. The employee will receive a total of twelve (12) hours of holiday pay (the seven (7) hours used to take the day off, and the five (5) hours earned while working)

Example 6: An employee scheduled to work ten (10) hours on July 4, but is taking the day off using ten (10) holiday hours. Those ten (10) hours are considered holiday pay, so no additional holiday pay is awarded.

Example 7: An employee scheduled to work ten (10) hours on July 4, but is taking the day off using ten (10) holiday hours. The employee works five (5) hours overtime. The employee receives no additional holiday pay, since ten (10) hours of holiday has already been paid, which is greater than the actual time worked - five (5) hours.

Example 8: An employee normally scheduled to work ten (10) hours on July 4, but is taking the day off using ten (10) holiday hours. The employee works eleven (11) hours of overtime that day between July 3, (2400) and July 4, (2400). The employee receives one (1) additional hour of holiday pay, since eleven (11) hours of overtime is one (1) more hour than ten (10) hours of holiday pay the employee already received.

ARTICLE XXV – UNIFORM MAINTENANCE

Employees in the below designated classifications shall continue to receive City provided uniforms and uniform maintenance in the amount of \$11.50 per pay period (\$25 per month).

Maintenance Crewleader; Solid Waste Crewleader; Landscape Maintenance Supervisor; Solid Waste Supervisor; Maintenance Supervisor; Urban Forest Supervisor; and Fleet Maintenance Supervisor.

ARTICLE XXVI – WORK BOOTS ALLOWANCE

The City will contribute \$400 per employee per year toward the purchase of a pair of work boots.

The contribution shall be used towards the purchase of a pair of work boots appropriate to each employee's assignment and responsibility (i.e., steel-toed boot vs. basic boot), as determined by the employee's Department Head. Said contribution will be in the form of a voucher to be used at one of three vendors selected by the Association. If the cost of a pair of work boots is less than the total amount of the boot voucher, the employee may use any remaining amount towards the purchase of boot dressing, shoelaces, socks, and related items.

Employees may instead elect to request two (2) vouchers per year each in the amount equal to one-half (1/2) of the annual contribution. Employees may then purchase two (2) less expensive pairs of boots each year. If an employee chooses this option, a minimum of five (5) months must pass before that employee is eligible for the second voucher. If the boot

purchase is less than the voucher amount, the employee may use the remaining amount as stated above.

It will be the employee's responsibility to keep the boots clean and in good repair. It is further the employee's responsibility to wear their work boots at all times in the performance of their duties. Vendor selection and voucher system arrangements will be the responsibility of the employee's Department Head. The voucher(s) will be issued on or before August 1 of each year. Employees who elect to purchase boots within sixty (60) days of their effective date of termination shall have the cost of the boots deducted from their final paycheck.

The work boot allowance shall apply to employees in the below-designated classifications: Maintenance Crewleader; Solid Waste Crewleader; Building Inspector; Senior Building Inspector; Public Works Inspector; Senior Public Works Inspector; Landscape Maintenance Supervisor; Solid Waste Supervisor; Maintenance Supervisor; Urban Forest Supervisor; Fleet Maintenance Supervisor; and Community Improvement Officer.

ARTICLE XXVII – ON-CALL ASSIGNMENTS

On-call employees shall receive \$40 per weekday and \$65 on weekends, holidays, and scheduled off-days for the term of the on-call assignment and overtime in accordance with Article IV-M of the Personnel Rules and Regulations. For an employee who is assigned to on-call and is called back to work, the employee shall be compensated a minimum of three (3) hours at straight time, plus actual hours worked.

Unit employees assigned to on-call duty, upon approval of their Supervisor, shall have the use of a City vehicle for travel to and from work while on on-call status. As the purpose of the on-call status is for quick response time, employees may only be assigned to on-call status if they live within thirty (30) miles of the Community Services City Yard.

On-call employees are responsible for taking reasonable steps to ensure their cell phone is in working condition (i.e. making sure batteries are charged). The City shall be responsible for service and maintenance when the employee notifies the City of any malfunction.

On-call employees are responsible for issued cell phones if lost or damaged due to the employee's negligence.

On-call employees are expected to arrive at the scene within forty-five (45) minutes of receiving the call.

On-call employees must refrain from any activities which may impair judgment or ability to perform duties.

Employees assigned to on-call may trade assignments and, except in emergency or unusual circumstances, are required to notify their Supervisor of the trade. In usual situations, trades will be confirmed in writing to the Supervisor and will include the signature of the assigned employee and the one with whom they are trading.

On-call employees who respond to the scene and determine the need for assistance may request another employee to respond.

Any employee who is not designated as the on-call employee but who is called back to work shall be compensated a minimum of three (3) hours at straight time, plus actual hours worked in accordance with Article IV-M of the Personnel Rules and Regulations.

On-call assignment pay shall continue to apply to employees in the below designated classifications:

Maintenance Crewleader and Solid Waste Crewleader.

ARTICLE XXIII – SAFETY AND COLD WEATHER JACKETS

Every other year, the City shall provide one City-branded cold weather jacket to each Unit member required to work outdoors in inclement weather. These classifications include: Recreation and Human Services Supervisor, Senior Recreation and Human Services Supervisor, Recreation and Human Services Coordinator, Information Technology Technician, Information Technology Administrator, Business Systems Analyst, Building Inspector, Senior

Building Inspector, Community Improvement Officer, Property & Evidence Clerk. Jackets may be replaced more frequently upon approval of the employee's Supervisor. Reasons for more frequent replacement include: a jacket that is damaged, fading, or has an overall poor appearance.

Every other year, the City shall provide one City-branded safety jacket to employees in the following classifications: Maintenance Crewleader; Solid Waste Crewleader; Landscape Maintenance Supervisor; Solid Waste Supervisor; Maintenance Supervisor; Public Works Inspector; Urban Forest Supervisor; and Fleet Maintenance Supervisor. Jackets may be replaced more frequently upon approval of the employee's Supervisor. Reasons for more frequent replacement include: a jacket that is damaged, fading, or has an overall poor appearance.

ARTICLE XXIX – CITY-ISSUED CELL PHONES

For work purposes, the City will provide City-issued cell phones to the following classifications: Recreation and Human Services Supervisor, Senior Recreation and Human Services Supervisor, Information Technology Technician, Information Technology Administrator, Business Systems Analyst, Community Improvement Officer, Building Inspector, Senior Building Inspector, Public Works Inspector, Maintenance Crewleader, Solid Waste Crewleader, Motor Fleet Supervisor, Solid Waste Supervisor, Maintenance Supervisor, and Landscape Supervisor.

ARTICLE XXX – DRUG AND ALCOHOL POLICY

The parties recognize that the abuse of alcohol and drugs presents a serious societal problem which must be addressed by employers, employee organizations, employees, and society as a whole. Both the Association and the City affirm our objective to see an end to all abuse of alcohol and drugs in the workplace.

Alcoholism and drug dependency are recognized by medical authorities as diseases, although the causes are not fully understood, and the cures are difficult. Nonetheless, the City and the Association believe that constructive measures are possible to deal with alcohol and drug

abuse, which can be a cause of family breakdowns, absenteeism and lost productivity, and which ultimately, can be related to serious personal breakdowns.

To help address these issues, the City has implemented City Administrative Policy No. 30 -37 - Drug-Free Workplace Policy. The end objective of this policy is to help employees who are afflicted with alcoholism or drug dependency who wish to recover. The keys to this effort will be the providing of education, and assistance to the employees and their families, encouraging the employees to receive treatment as needed, fostering and encouraging an environment that is free of alcohol and drug abuse, and deterrents to the abuse of alcohol and drugs.

This policy applies to all employees of the City and prohibits the use of alcohol and drugs including all substances, drugs or medications whether legal or illegal, which could impair an employee's ability to effectively and safely perform the functions of the job. This policy sets forth the rights and obligations of the City and its employees. The use of or being under the influence of drugs and/or alcohol in the workplace in violation of this policy, shall be grounds for disciplinary action, up to and including termination.

A. **Definitions**

1. **ALCOHOL:** The intoxicating agent in beverage alcohol, Ethyl Alcohol, or other low molecular weight alcohol, including Methyl In Isopropyl Alcohol.
2. **CITY:** The City of Claremont.
3. **CONTROLLED SUBSTANCE:** Heroin, Amphetamines (Uppers), Barbiturates (Downers), Benzodiazepines (Tranquilizers, Valium), Cannabinoids (Marijuana), Cocaine, Methaqualones (Quaaludes, Downers), Opiates (Codeine, Morphine), Phencyclidine, and PCP; including prescription medications and drugs, and any drugs with an impairing effect.
4. **EMPLOYEE:** An individual in the service of the City when the City has the right to control and direct that individual in the performance of their job and/or duties; any individual who works for the City.
5. **EMPLOYER:** The City of Claremont, and includes its agents, officers and representatives.
6. **IMPAIR:** To make worse or diminish an employee's ability to perform their job duties.
7. **INTOXICATE:** Mental and physical impairment caused by the consumption of alcohol and/or use of drugs.
8. **MEDICAL REVIEW OFFICE:** The agency responsible for receiving laboratory results generated by the City's Drug and Alcohol Testing Program which has knowledge of substance abuse disorders and has individuals with the appropriate medical training to interpret and evaluate an individual's confirmed positive test results together with their medical history and any other relevant biomedical information.
9. **PRESCRIPTION DRUGS:** Drugs which are administered by an individual who is licensed, certified, and/or registered, in accordance with applicable Federal, State,

local, or foreign laws and regulations to prescribe such controlled substances and other drugs.

10. **REASONABLE SUSPICION:** A belief based on objective facts sufficient to lead a reasonably prudent supervisor/or person, to suspect that an employee is under the influence of drugs or alcohol so that the employee's ability to perform the functions of the job is impaired or so that the employee's ability to perform their job safely, is reduced. The following factors taken alone or in combination may constitute reasonable suspicion – slurred speech; alcohol odor on breath; unsteady walking and movement; an on-duty accident; change in attendance patterns or personal demeanor; physical altercation; verbal altercation; unusual behavior; possession of alcohol or drugs; information obtained from a reliable person with personal knowledge.
11. **SUBJECT TO DUTY:** Includes any and all time, from the time an employee begins to work or is required to be ready for work until the time they are relieved from work and all responsibility for performing such work.
12. **UNDER THE INFLUENCE:** Any condition where alcohol or drugs has so far affected the nervous system, brain, or muscles of an individual as to impair, to an appreciable degree, their ability to operate and/or function in the manner that an ordinary, prudent and cautious person, in full possession of their faculties, using reasonable care, would operate or function under like conditions.

B. Employee Responsibilities

An employee must:

- Not possess or use alcohol or be under the influence of impairing drugs, including illegal drugs and prescription drugs without a prescription, during working hours or while subject to duty, on breaks, during meal periods or at any time while on City property;
- Not directly or through a third party sell or provide drugs or alcohol to any person, including any employee while either or both employees are on duty or subject to being called to duty;
- Submit immediately to an alcohol and drug test when requested by a City representative;
- Notify a Supervisor, before beginning work, when taking any medications or drugs, prescription or non-prescription, which may interfere with safe and effective performance of duties or operation of agency equipment; and
- Provide, within twenty-four (24) hours of request, bona fide verification of a current valid prescription for any potentially impairing drug or medication identified when a drug screen/test is positive. The prescription must be in the employee's name.

C. Management Responsibilities and Guidelines

- Managers and Supervisors are responsible for reasonable enforcement of this policy.
- Managers and Supervisors may request that an employee submit to a drug and/or alcohol test when a Manager or Supervisor has a reasonable suspicion that an employee is intoxicated or under the influence of drugs or alcohol while on the job or subject to being called.

D. Education and Training

1. Employees shall be advised in writing of the City's Alcohol and Drug Abuse Policy and Program. Information provided shall cover aspects of the policy including the reasons for the program, benefits for the employees and the City, Employee Assistance Programs, effects of alcohol and drugs on individuals and their families, use of inspections, alcohol tests and drug tests.
2. Managers, selected Association officials, and other selected employees shall attend at least one (1) hour of training on alcohol misuse and at least one (1) hour of training on controlled substances misuse, to include the following issues:
 - a. Employee Assistance Programs ("EAP")
 1. Alcohol and drug abuse recognition, symptoms, and effects.
 2. Methods of identifying and helping employees who might be suffering from personal problems that could signal possible alcohol or drug problems.
 3. Methods of referring employees who may be subject to the effects of alcohol and/or drugs to the EAP.
 - b. City policies and procedures related to handling employees who appear to be subject to the effects of alcohol and/or drugs.
 - c. Documentation of observations and impressions of persons who may be subject to the effects of alcohol and/or illegal drugs.
 - d. Alcohol and drug testing policy, rules, procedures, and safeguards.
 - e. Benefit programs and alternatives available.
 - f. Safety aspects of alcohol or drug problems in both work and social environments.
3. Training shall be at City expense.

E. Employee Assistance Program

1. It is the policy of the City to offer referral to appropriate education, prevention, counseling, treatment, and rehabilitation programs and services to employees and

their eligible dependents when alcohol or drug abuse; individual psychological problems; marital, family, or child difficulties; work stress; or financial or legal concerns arise which may impact the employee's work performance.

2. The City will provide an active EAP to assess and refer employees and their eligible dependents to appropriate education, prevention, counseling, treatment, or rehabilitation services.
3. It is the responsibility of each employee to seek assistance from the Employee Assistance Program before the employee's alcohol or drug problems lead to disciplinary action.
4. An employee's decision to seek voluntary help from the Employee Assistance Program shall not be used as a basis for disciplinary action against the employee.
5. In order for the employee's decision to enter the EAP to be considered voluntary, the employee must seek to enter the EAP prior to a referral for purposes of obtaining a breath alcohol test; or a drug test which subsequently tests positive; or mandatory referral by the employee's Supervisor.
6. The confidentiality of individuals utilizing the EAP will be protected within the limits of the law.

F. **Alcohol and Drug Testing**

The City's designated testing service describes the method in which the initial test will be conducted, how the sample will be processed after the drug and/or alcohol test is completed, and how a confirmatory test after an initial positive result will be performed.

1. **Testing Based on Reasonable Suspicion**

The City may require an employee to submit to a drug screen as a condition of continued employment based on reasonable suspicion as defined by this policy.

- a) When an employee shows signs of impairment constituting reasonable suspicion of being under the influence of drugs or alcohol, the employee will be sent for testing.
 1. A test for alcohol shall be conducted and/or a urine specimen for drug testing shall be required.
 2. Prior to requesting an employee to provide a urine specimen, the employee shall be advised of the right to have an Association representative present for the purpose of consultation about the test and the implications of refusal to take the test and/or positive test results.

2. **Post-Accident Testing**

The City may require an employee to submit to a drug and/or alcohol screen test following a work-related accident, incident, or mishap that resulted in death, injury requiring medical treatment away from the scene of the accident, or property damage, where drug and/or alcohol use by the employee cannot be ruled out as a contributing factor based upon the City's analysis of the reasonable suspicion factors provided under this policy.

Post-accident alcohol tests shall be administered within eight (8) hours following an accident. A post-accident drug test shall be administered within thirty-two (32) hours following an accident.

An accident is defined as an incident involving a vehicle where as a result of damage:

- a) a vehicle must be transported away from the site of the accident; or
- b) a vehicle cannot depart from the site in its usual manner without some repair and/or maintenance; or
- c) a vehicle can depart from the site in its usual manner but will later require some repair and/or maintenance for safe operation; and/or bodily injury occurs to the driver and/or other individual(s) which requires medical attention to said driver and/or individual; and/or which results in death.

G. **Random Testing**

The City will randomly test employees for any substances, as defined in the Policy, which could impair an employee's ability to effectively and safely perform the functions of their job.

1. Ten percent (10%) of safety sensitive employees shall be tested for alcohol and fifty percent (50%) of safety sensitive employees shall be tested for drugs each year.
2. The City's designated testing service shall administer random drug tests for such safety sensitive employees on a quarterly basis.
3. In making the random selection, the following process shall be used:
 - a. Each unit employee's unique four-digit City of Claremont ID number shall be provided to the City's designated testing service for use in the random drug screen selection process.
 - b. The City's designated testing service using a scientific valid method, shall randomly select a quantity of employee ID numbers that comply with Item 1, and forward to the City of Claremont Personnel Division.
 - c. The Claremont Personnel Division shall match the selected ID numbers with corresponding employees.

- d. All employees who have their employee ID number selected shall participate in the random drug screen.
- e. All unit employee ID numbers shall be utilized in the random selection process in the subsequent quarter.
- f. Based on the results of the first round of testing, the frequency of the tests may be either increased or decreased.

H. **Positive Test for Alcohol or Drugs**

An employee whose alcohol or drug test is positive will be considered in violation of City policy. A positive drug and/or alcohol test may result in disciplinary action, up to and including discharge. If the drug screen is positive, the employee must provide within twenty-four (24) hours of request bona fide verification of a valid current prescription for the drug identified in the drug screen. The prescription must be in the employee's name. If the employee does not provide acceptable verification of a valid prescription, or if the prescription is not in the employee's name, or if the employee has not previously notified their Supervisor, the employee will be subject to disciplinary action up to and including discharge.

If an employee tests positive for alcohol or drugs, the City shall investigate to gather all facts. The decision to discipline or discharge will be carried out in conformance with the Disciplinary and Appeals Procedures contained in the City's Personnel Rules and Regulations.

1. A positive alcohol test shall measure blood alcohol level of 0.02 or higher. An employee whose alcohol test indicates an alcohol concentration level of 0.02 or higher will be removed from their safety sensitive position. The City will retest the employee before the employee may return to their position. The employee's alcohol concentration must indicate a concentration level below 0.02 before the employee may be returned to their safety-sensitive position.
 - a. First Positive - The employee shall be placed on an immediate leave of absence, referred to an EAP, and given the option of participating in City directed counseling and assistance or a City approved alcohol or drug treatment program.
 - (1) An employee will not be paid during their leave of absence. However, an employee may use any of their accumulated leaves or vacation time. Current benefit coverage will continue.
 - (2) An employee will be given a Last Chance Agreement which explains the consequences of a second positive test after returning to work. The employee must sign this Agreement to return to work after the treatment recommended by the City, including but not limited to treatment by the City's medical office.

- b. Second Positive - If within one (1) year of the First Positive, an employee again tests positive for either alcohol or drugs, the employee will be discharged pursuant to the terms of the Last Chance Agreement.

I. **Refusal to Consent to Action Plan following Positive Test**

An employee's refusal to submit to testing will result in discipline, up to and including termination. The employee will be treated in the same manner as an employee who has tested 0.02 or greater on an alcohol test or positive on a controlled substance test. Upon refusal, the employee will be reminded of the City's Drug and Alcohol Policy and their responsibilities pursuant to the policy. If reasonably believed to be impaired, the employee will not be allowed to continue working.

A refusal to submit to an alcohol or controlled substances test required by this policy includes, but is not limited to:

1. A refusal to provide a urine sample for a drug test;
2. An inability to provide a urine sample without a valid medical explanation;
3. A refusal to complete and sign the breath alcohol testing form or otherwise cooperate with the testing process in a way that prevents the completion of the test;
4. An inability to provide breath or to provide an adequate amount of breath without a valid medical explanation;
5. Tampering with or attempting to adulterate the urine specimen or collection procedure;
6. Not reporting to the collection site in the time allotted by the supervisor or manager who directs the employee to be tested;
7. Leaving the scene of an accident without a valid reason as to why authorization from a supervisor or manager who shall make a determination whether to send the employee for a post-accident drug and/or alcohol test was not obtained.

J. **Procedure for Alcohol or Drug Testing**

1. *Consent* - No alcohol test may be administered, urine sample obtained, or any drug test conducted on such sample without the written consent of the person being tested. Employees have the right to have a representative of the Association present prior to testing if requested by the employee.
2. *Post-collection Interviews* - After a positive alcohol or drug test, individuals will be thoroughly interviewed by a medical review officer to determine if there may be any medications (prescription or non-prescription legal) or other substances that may have been inhaled, ingested, or injected in the past two weeks which could result in a positive test. In the event an Association member tests positive for drugs or alcohol, a post screening interview will be conducted by the City's doctor to

determine if the positive test could have been the result of an on-the-job exposure to drugs or from prescription and/or over-the-counter medications.

3. *Alcohol Testing* - The administration of an alcohol test shall be in accordance with the test equipment manufacturer's instructions and the procedures outlined in the Federal Register.
4. *Chain of Custody* - Collection and shipment of all urine samples will follow strict chain of custody procedures. (Federal Register)
5. *Drug Testing* - The obtaining of a urine sample for drug testing and the testing of such sample shall be conducted in accordance with the procedures and protocols contained in the Federal Register.
6. *Retention of Sample* - All urine samples confirmed positive for illegal drugs will be frozen by the testing laboratory and retained for a minimum of one (1) year. (Please refer to the Federal Register)
7. *Confidentiality* - The identities of employees who have tested positive shall be limited to those persons who have a need to know.
8. *Contractor/Vendor/Consultant Requirements* - In all future contracts with individuals or organizations that wish to conduct business with the City, a stipulation will be made in the contract that requires the contractor to inform all its employees who will be working on City property of the provisions of the City's Rules of Conduct with respect to Alcohol and Drug Abuse and that the employees of such contractors will be subject to the same Rules of Conduct, and Alcohol and Drug Testing procedures required of the City's employees.

ARTICLE XXXI – EMPLOYEE DISCOUNT FOR RECREATION CLASSES

CATSEA employees (and members of their household) can receive a 30% discount on their City recreation class fees, except jazzercise, Fire House Folk Dance, and private lessons. (Note: Supply fees will not be discounted)

ARTICLE XXXII – SUMMER DRESS CODE

On Thursdays, during the “summer casual dress”, employees other than those in uniform, shall be allowed to wear appropriate jeans.

ARTICLE XXXIII – STRIKES, SLOWDOWNS, STOPPAGES, OR OTHER WORK INTERRUPTIONS PROHIBITED

Continuous and uninterrupted service by the City and its employees to the citizens, and orderly relations between the City and its employees being essential considerations of this Agreement, the Association agrees on behalf of itself and its members, individually and collectively, that there shall not be any strikes, picketing, boycotting, work-stoppages, sit-downs, or slow-down strikes, or a concerted refusal to render services or to work, including overtime or any other curtailment or restriction of work at any time during the term of this Agreement. In the event of a violation of this article by the Association and/or the employees,

the City may, in addition to other remedies, discipline such employees up to and including discharge. Employees shall not be entitled to any benefits or wages whatsoever while they are engaged in a strike, work stoppage, or other interruption of work.

ARTICLE XXXIV – ZIPPER CLAUSE

The City and CATSEA agree that, for the term of this Agreement, each party waives the right and each agrees that the other party shall not be obligated to meet and confer with respect to any subject or matter pertaining to or covered by this Agreement, except as to the meeting and conferring over the renewal, or continuation of this Agreement or as otherwise provided herein. It is further agreed that nothing in this Agreement shall in any way diminish the rights of the employees, the City, or CATSEA as established by the Meyers-Milias Brown Act of the State of California and all amendments thereto, except as herein provided.

In the event that a practice that currently exists but is not mentioned in the CATSEA MOU comes into question, both the City and the Association agree to meet and discuss.


ARTICLE XXXV – TERM OF AGREEMENT

This Memorandum of Understanding shall be in effect July 1, 2024 through June 30, 2027.

[Signatures on next page]

FOR THE CLAREMONT
ADMINISTRATIVE AND TECHNICAL
SUPPORT EMPLOYEES' ASSOCIATION:

FOR THE CITY OF CLAREMONT:



Alex Cousins
CATSEA President

06/18/2024
Date



Jamie Earl
Assistant City Manager

6/26/24
Date



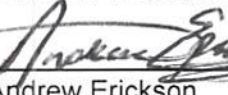
Robert Montanez
CATSEA Vice President

6/18/2024
Date



Brianna Spikes
CATSEA Treasurer

06-18-2024
Date



Andrew Erickson
CATSEA Secretary

6/18/24
Date



Skylar Segufa
CATSEA Member-at-Large

6/18/24
Date

EXHIBIT A - SALARY SCHEDULE
EFFECTIVE JULY 1, 2024

POSITION	STATUS	RATE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9	STEP 10	STEP 11	STEP 12	STEP 13	STEP 14	STEP 15	STEP 16	STEP 17	STEP 18	STEP 19	STEP 20
Accountant	Exempt	Hourly	36.29	36.65	37.01	37.38	37.76	38.14	38.52	38.90	39.29	39.68	40.08	40.48	40.89	41.30	41.71	42.13	42.55	42.97	43.40	43.84
		Monthly	5,975.75	6,035.03	6,094.31	6,155.24	6,217.81	6,280.39	6,342.96	6,405.53	6,469.75	6,533.97	6,599.84	6,665.71	6,732.22	6,800.73	6,868.25	6,937.41	7,006.57	7,075.73	7,146.53	7,218.99
Accounting Supervisor	Exempt	Hourly	46.56	47.03	47.50	47.97	48.45	48.94	49.43	49.92	50.42	50.92	51.43	51.95	52.47	52.99	53.52	54.06	54.60	55.14	55.69	56.25
		Monthly	7,666.88	7,744.27	7,821.67	7,899.06	7,978.10	8,058.79	8,139.47	8,220.16	8,302.49	8,384.83	8,468.81	8,554.43	8,640.06	8,725.69	8,812.96	8,901.88	8,990.80	9,079.72	9,170.29	9,262.50
Administrative Assistant	Exempt	Hourly	26.24	26.50	26.77	27.04	27.31	27.58	27.86	28.13	28.42	28.70	28.99	29.28	29.57	29.86	30.16	30.46	30.77	31.08	31.39	31.70
		Monthly	4,320.85	4,363.67	4,408.13	4,452.59	4,497.05	4,541.51	4,587.61	4,632.07	4,679.83	4,725.93	4,773.69	4,821.44	4,869.19	4,916.95	4,966.35	5,015.75	5,066.79	5,117.84	5,168.89	5,219.93
Building Plans Examiner	Exempt	Hourly	42.99	43.42	43.85	44.29	44.74	45.18	45.63	46.09	46.55	47.02	47.49	47.96	48.44	48.93	49.42	49.91	50.41	50.91	51.42	51.94
		Monthly	7,079.02	7,149.83	7,220.63	7,293.09	7,367.19	7,439.64	7,513.74	7,589.49	7,665.23	7,742.63	7,820.02	7,897.41	7,976.45	8,057.14	8,137.83	8,218.51	8,300.85	8,383.18	8,467.16	8,552.79
Business Systems Analyst	Exempt	Hourly	58.29	58.87	59.47	60.06	60.66	61.26	61.88	62.50	63.12	63.76	64.39	65.03	65.69	66.34	67.00	67.68	68.35	69.03	69.73	70.42
		Monthly	9,598.42	9,693.93	9,792.73	9,898.88	9,988.68	10,087.48	10,189.57	10,291.67	10,393.76	10,499.15	10,602.89	10,708.27	10,816.95	10,923.99	11,032.67	11,144.64	11,254.97	11,366.94	11,482.21	11,595.83
Deputy City Clerk	Exempt	Hourly	34.52	34.87	35.22	35.57	35.93	36.29	36.65	37.01	37.38	37.76	38.14	38.52	38.90	39.29	39.68	40.08	40.48	40.89	41.30	41.71
		Monthly	5,684.29	5,741.93	5,799.56	5,857.19	5,916.47	5,975.75	6,035.03	6,094.31	6,155.24	6,217.81	6,280.39	6,342.96	6,405.53	6,469.75	6,533.97	6,599.84	6,665.71	6,732.22	6,800.73	6,868.25
Executive Assistant to the City Manager	Exempt	Hourly	34.87	35.22	35.57	35.93	36.29	36.65	37.01	37.38	37.76	38.14	38.52	38.90	39.29	39.68	40.08	40.48	40.89	41.30	41.71	42.13
		Monthly	5,741.93	5,799.56	5,857.19	5,916.47	5,975.75	6,035.03	6,095.96	6,156.89	6,217.81	6,280.39	6,342.96	6,405.53	6,469.75	6,535.62	6,599.84	6,665.71	6,733.22	6,800.73	6,868.25	6,937.41
Fleet Maintenance Supervisor	Exempt	Hourly	41.93	42.35	42.77	43.20	43.63	44.07	44.51	44.95	45.40	45.86	46.31	46.78	47.24	47.72	48.19	48.68	49.16	49.65	50.15	50.65
		Monthly	6,904.47	6,973.63	7,042.79	7,113.60	7,184.41	7,256.86	7,329.31	7,401.77	7,475.87	7,551.61	7,625.71	7,703.11	7,778.85	7,857.89	7,935.29	8,015.97	8,095.01	8,175.70	8,258.03	8,340.37
Human Resources Specialist	Exempt	Hourly	33.50	33.84	34.18	34.52	34.86	35.21	35.57	35.92	36.28	36.64	37.01	37.38	37.75	38.13	38.51	38.90	39.29	39.68	40.08	40.48
		Monthly	5,516.33	5,572.32	5,628.31	5,684.29	5,740.28	5,797.91	5,857.19	5,914.83	5,974.11	6,033.39	6,094.31	6,155.24	6,216.17	6,278.74	6,341.31	6,405.53	6,469.75	6,533.97	6,599.84	6,665.71
Information Technology Administrator	Exempt	Hourly	44.30	44.74	45.19	45.64	46.09	46.56	47.02	47.49	47.97	48.45	48.93	49.42	49.91	50.41	50.92	51.43	51.94	52.46	52.98	53.51
		Monthly	7,294.73	7,367.19	7,441.29	7,515.39	7,589.49	7,666.88	7,742.63	7,820.02	7,899.06	7,978.10	8,057.14	8,137.83	8,218.51	8,300.85	8,384.83	8,468.81	8,552.79	8,638.41	8,724.04	8,811.31
Information Technology Technician	Exempt	Hourly	35.74	36.10	36.46	36.83	37.20	37.57	37.94	38.32	38.71	39.09	39.48	39.88	40.28	40.68	41.09	41.50	41.91	42.33	42.76	43.18
		Monthly	5,885.19	5,944.47	6,003.75	6,064.67	6,125.60	6,186.53	6,247.45	6,310.03	6,374.25	6,436.82	6,501.04	6,566.91	6,632.77	6,698.64	6,766.15	6,833.67	6,901.18	6,970.34	7,041.15	7,110.31
Landscape Maintenance Supervisor	Exempt	Hourly	41.93	42.35	42.77	43.20	43.63	44.07	44.51	44.95	45.40	45.86	46.31	46.78	47.24	47.72	48.19	48.68	49.16	49.65	50.15	50.65
		Monthly	6,904.47	6,973.63	7,042.79	7,113.60	7,184.41	7,256.86	7,329.31	7,401.77	7,475.87	7,551.61	7,625.71	7,703.11	7,778.85	7,857.89	7,935.29	8,015.97	8,095.01	8,175.70	8,258.03	8,340.37
Maintenance Supervisor	Exempt	Hourly	39.30	39.69	40.09	40.49	40.89	41.30	41.72	42.13	42.55	42.98	43.41	43.84	44.28	44.72	45.17	45.62	46.08	46.54	47.01	47.48
		Monthly	6,471.40	6,535.62	6,601.49	6,667.35	6,733.22	6,800.73	6,869.89	6,937.41	7,006.57	7,077.37	7,148.18	7,218.99	7,291.44	7,363.89	7,437.99	7,512.09	7,587.84	7,663.59	7,740.98	7,818.37
Management Analyst	Exempt	Hourly	38.13	38.51	38.90	39.29	39.68	40.08	40.48	40.88	41.30	41.71	42.12	42.54	42.97	43.40	43.83	44.27	44.71	45.16	45.62	46.07
		Monthly	6,278.74	6,341.31	6,405.53	6,469.75	6,533.97	6,599.84	6,665.71	6,731.57	6,800.73	6,868.25	6,935.76	7,004.92	7,075.73	7,146.53	7,217.34	7,289.79	7,362.25	7,436.35	7,512.09	7,586.19
Recreation and Human Services Supervisor	Exempt	Hourly	39.10	39.49	39.89	40.29	40.69	41.10	41.51	41.92	42.34	42.77	43.19	43.63	44.06	44.50	44.95	45.40	45.85	46.31	46.77	47.24
		Monthly	6,438.47	6,502.69	6,568.55	6,634.42	6,700.29	6,767.80	6,835.31	6,902.83	6,971.99	7,042.79	7,111.95	7,184.41	7,255.21	7,327.67	7,401.77	7,475.87	7,549.97	7,625.71	7,701.46	7,778.85
Senior Recreation and Human Services Supervisor	Exempt	Hourly	43.20	43.63	44.07	44.51	44.96	45.41	45.86	46.32	46.78	47.25	47.72	48.20	48.68	49.17	49.66	50.16	50.66	51.16	51.68	52.19
		Monthly	7,113.60	7,184.41	7,256.86	7,329.31	7,403.41	7,477.51	7,551.61	7,627.36	7,703.11	7,780.50	7,857.89	7,936.93	8,015.97	8,096.66	8,177.35	8,259.68	8,342.01	8,424.35	8,509.97	8,593.95
Senior Administrative Assistant	Exempt	Hourly	29.29	29.58	29.88	30.18	30.48	30.78	31.09	31.40	31.72	32.03	32.35	32.68	33.00	33.33	33.67	34.00	34.34	34.69	35.03	35.38
		Monthly	4,823.09	4,870.84	4,920.24	4,969.64	5,019.04	5,068.44	5,119.49	5,170.53	5,223.23	5,274.27	5,326.97	5,381.31	5,434.00	5,488.34	5,544.33	5,598.67	5,654.65	5,712.29	5,768.27	5,825.91
Senior Management Analyst	Exempt	Hourly	45.87	46.33	46.79	47.26	47.73	48.21	48.69	49.18	49.67	50.17	50.67	51.17	51.69	52.20	52.72	53.25	53.78	54.32	54.87	55.41
		Monthly	7,553.26	7,629.01	7,704.75	7,782.15	7,859.54	7,938.58	8,017.62	8,098.31	8,178.99	8,261.33	8,343.66	8,425.99	8,511.62	8,595.60	8,681.23	8,768.50	8,857.77	8,944.69	9,035.26	9,124.18
Solid Waste Supervisor	Exempt	Hourly	41.52	41.94	42.35	42.80	43.21	43.64	44.07	44.52	44.96	45.41	45.86	46.32	46.79	47.25	47.73	48.20	48.69	49.17	49.66	50.16
		Monthly	6,836.96	6,906.12	6,973.63	7,044.77	7,115.25	7,186.05	7,256.86	7,330.96	7,403.41	7,477.51	7,551.61	7,627.36	7,704.75	7,780.50	7,859.54	7,936.93	8,017.62	8,096.66	8,177.35	8,259.68
Urban Forest Supervisor	Exempt	Hourly	41.93	42.35	42.77	43.20	43.63	44.07	44.51	44.95	45.40	45.86	46.31	46.78	47.24	47.72	48.19	48.68	49.16	49.65	50.15	50.65
		Monthly	6,904.47	6,973.63	7,042.79	7,113.60	7,184.41	7,256.86	7,329.31	7,401.77	7,475.87	7,551.61	7,625.71	7,703.11	7,778.85	7,857.89	7,935.29	8,015.97	8,095.01	8,175.70	8,258.03	8,340.37
Accounting Assistant	Non-Exempt	Hourly	26.24	26.50	26.77	27.04	27.31	27.58	27.86	28.13	28.42	28.70	28.99	29.28	29.57	29.86	30.16	30.46	30.77	31.08	31.39	31.70
		Monthly	4,320.85	4,363.67	4,408.13	4,452.59	4,497.05	4,541.51	4,587.61	4,632.07	4,679.83	4,725.93	4,773.69	4,821.44	4,869.19	4,916.95	4,966.35	5,015.75	5,066.79	5,117.84	5,168.89	5,219.93
Building Inspector	Non-Exempt	Hourly	35.38	35.73	36.09	36.45	36.82	37.19	37.56	37.93	38.31	38.70	39.08	39.47	39.87	40.27	40.67	41.08	41.49	41.90	42.32	42.74
		Monthly	5,825.91	5,883.54	5,942.82	6,002.10	6,063.03	6,123.95	6,184.88	6,245.81	6,308.38	6,372.60	6,435.17	6,499.39								

Maintenance Crewleader	Non-Exempt	Hourly	30.47	30.78	31.09	31.40	31.71	32.03	32.35	32.67	33.00	33.33	33.66	34.00	34.34	34.68	35.03	35.38	35.73	36.09	36.45	36.82
		Monthly	5,017.39	5,068.44	5,119.49	5,170.53	5,221.58	5,274.27	5,326.97	5,379.66	5,434.00	5,488.34	5,542.68	5,598.67	5,654.65	5,710.64	5,768.27	5,825.91	5,883.54	5,942.82	6,002.10	6,063.03
Office Assistant	Non-Exempt	Hourly	24.35	24.60	24.84	25.09	25.34	25.59	25.85	26.11	26.37	26.63	26.90	27.17	27.44	27.72	27.99	28.27	28.55	28.84	29.13	29.42
		Monthly	4,009.63	4,050.80	4,090.32	4,131.49	4,172.65	4,213.82	4,256.63	4,299.45	4,342.26	4,385.07	4,429.53	4,473.99	4,518.45	4,564.56	4,609.02	4,655.13	4,701.23	4,748.99	4,796.74	4,844.49
Planning Aide	Non-Exempt	Hourly	29.29	29.58	29.88	30.18	30.48	30.78	31.09	31.40	31.72	32.03	32.35	32.68	33.00	33.33	33.67	34.00	34.34	34.69	35.03	35.38
		Monthly	4,823.09	4,870.84	4,920.24	4,969.64	5,019.04	5,068.44	5,119.49	5,170.53	5,223.23	5,274.27	5,326.97	5,381.31	5,434.00	5,488.34	5,544.33	5,598.67	5,654.65	5,712.29	5,768.27	5,825.91
Recreation and Human Services Specialist	Non-Exempt	Hourly	22.49	22.71	22.94	23.17	23.40	23.63	23.87	24.11	24.35	24.59	24.84	25.09	25.34	25.59	25.85	26.11	26.37	26.63	26.90	27.17
		Monthly	3,703.35	3,739.58	3,777.45	3,815.33	3,853.20	3,891.07	3,930.59	3,970.11	4,009.63	4,049.15	4,090.32	4,131.49	4,172.65	4,213.82	4,256.63	4,299.45	4,342.26	4,385.07	4,429.53	4,473.99
Property & Evidence Clerk	Non-Exempt	Hourly	25.59	25.85	26.11	26.37	26.63	26.90	27.17	27.44	27.71	27.99	28.27	28.55	28.84	29.13	29.42	29.71	30.01	30.31	30.61	30.92
		Monthly	4,213.82	4,256.63	4,299.45	4,342.26	4,385.07	4,429.53	4,473.99	4,518.45	4,562.91	4,609.02	4,655.13	4,701.23	4,748.99	4,796.74	4,844.49	4,892.25	4,941.65	4,991.05	5,040.45	5,091.49
Public Works Inspector	Non-Exempt	Hourly	34.35	34.69	35.04	35.39	35.74	36.10	36.46	36.83	37.19	37.57	37.94	38.32	38.70	39.09	39.48	39.88	40.28	40.68	41.09	41.50
		Monthly	5,656.30	5,712.29	5,769.92	5,827.55	5,885.19	5,944.47	6,003.75	6,064.67	6,123.95	6,186.53	6,247.45	6,310.03	6,372.60	6,436.82	6,501.04	6,566.91	6,632.77	6,698.64	6,766.15	6,833.67
Records Clerk	Non-Exempt	Hourly	22.49	22.71	22.94	23.17	23.40	23.63	23.87	24.11	24.35	24.59	24.84	25.09	25.34	25.59	25.85	26.11	26.37	26.63	26.90	27.17
		Monthly	3,703.35	3,739.58	3,777.45	3,815.33	3,853.20	3,891.07	3,930.59	3,970.11	4,009.63	4,049.15	4,090.32	4,131.49	4,172.65	4,213.82	4,256.63	4,299.45	4,342.26	4,385.07	4,429.53	4,473.99
Records Supervisor	Non-Exempt	Hourly	37.57	37.95	38.33	38.71	39.10	39.49	39.88	40.28	40.69	41.09	41.50	41.92	42.34	42.76	43.19	43.62	44.06	44.50	44.94	45.39
		Monthly	6,186.53	6,249.10	6,311.67	6,374.25	6,438.47	6,502.69	6,566.91	6,632.77	6,700.29	6,766.15	6,833.67	6,902.83	6,971.99	7,041.15	7,111.95	7,182.76	7,255.21	7,327.67	7,400.12	7,474.22
Recreation and Human Services Coordinator	Non-Exempt	Hourly	29.58	29.88	30.18	30.48	30.78	31.09	31.40	31.71	32.03	32.35	32.68	33.00	33.33	33.67	34.00	34.34	34.69	35.03	35.38	35.74
		Monthly	4,870.84	4,920.24	4,969.64	5,019.04	5,068.44	5,119.49	5,170.53	5,221.58	5,274.27	5,326.97	5,381.31	5,434.00	5,488.34	5,544.33	5,598.67	5,654.65	5,712.29	5,768.27	5,825.91	5,885.19
Senior Accounting Assistant	Non-Exempt	Hourly	30.33	30.63	30.94	31.25	31.56	31.87	32.19	32.52	32.84	33.17	33.50	33.84	34.17	34.52	34.86	35.21	35.56	35.92	36.28	36.64
		Monthly	4,994.34	5,043.74	5,094.79	5,145.83	5,196.88	5,247.93	5,300.62	5,354.96	5,407.65	5,461.99	5,516.33	5,572.32	5,626.66	5,684.29	5,740.28	5,797.91	5,855.55	5,914.83	5,974.11	6,033.39
Senior Building Inspector	Non-Exempt	Hourly	38.91	39.30	39.70	40.09	40.50	40.90	41.31	41.72	42.14	42.56	42.99	43.42	43.85	44.29	44.73	45.18	45.63	46.09	46.55	47.01
		Monthly	6,407.18	6,471.40	6,537.27	6,601.49	6,669.00	6,734.87	6,802.38	6,869.89	6,939.05	7,008.21	7,079.02	7,149.83	7,220.63	7,293.09	7,365.54	7,439.64	7,513.74	7,589.49	7,665.23	7,740.98
Senior Public Works Inspector	Non-Exempt	Hourly	39.30	39.69	40.09	40.49	40.89	41.30	41.72	42.13	42.55	42.98	43.41	43.84	44.28	44.72	45.17	45.62	46.08	46.54	47.01	47.48
		Monthly	6,471.40	6,535.62	6,601.49	6,667.35	6,733.22	6,800.73	6,869.89	6,937.41	7,006.57	7,077.37	7,148.18	7,218.99	7,291.44	7,363.89	7,437.99	7,512.09	7,587.84	7,663.59	7,740.98	7,818.37
Senior Records Clerk	Non-Exempt	Hourly	28.43	28.71	29.00	29.29	29.58	29.88	30.18	30.48	30.78	31.09	31.40	31.72	32.03	32.35	32.68	33.00	33.33	33.67	34.00	34.34
		Monthly	4,681.47	4,727.58	4,775.33	4,823.09	4,870.84	4,920.24	4,969.64	5,019.04	5,068.44	5,119.49	5,170.53	5,223.23	5,274.27	5,326.97	5,381.31	5,434.00	5,488.34	5,544.33	5,598.67	5,654.65
Solid Waste Crewleader	Non-Exempt	Hourly	30.78	31.09	31.40	31.72	32.03	32.35	32.68	33.00	33.33	33.67	34.00	34.34	34.69	35.03	35.38	35.74	36.10	36.46	36.82	37.19
		Monthly	5,068.44	5,119.49	5,170.53	5,223.23	5,274.27	5,326.97	5,381.31	5,434.00	5,488.34	5,544.33	5,598.67	5,654.65	5,712.29	5,768.27	5,825.91	5,885.19	5,944.47	6,003.75	6,063.03	6,123.95

EXHIBIT A - SALARY SCHEDULE
EFFECTIVE JULY 1, 2025

POSITION	STATUS	RATE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9	STEP 10	STEP 11	STEP 12	STEP 13	STEP 14	STEP 15	STEP 16	STEP 17	STEP 18	STEP 19	STEP 20
Accountant	Exempt	Hourly	37.38	37.76	38.14	38.52	38.90	39.29	39.68	40.08	40.48	40.89	41.30	41.71	42.13	42.55	42.97	43.40	43.84	44.27	44.72	45.16
		Monthly	6,155.24	6,217.81	6,280.39	6,342.96	6,405.53	6,469.75	6,533.97	6,599.84	6,665.71	6,732.22	6,800.73	6,868.25	6,937.41	7,006.57	7,075.73	7,146.53	7,218.99	7,289.79	7,363.89	7,436.35
Accounting Supervisor	Exempt	Hourly	47.98	48.46	48.94	49.43	49.93	50.42	50.93	51.44	51.95	52.47	53.00	53.53	54.06	54.60	55.15	55.70	56.25	56.82	57.39	57.96
		Monthly	7,900.71	7,979.75	8,058.79	8,139.47	8,221.81	8,302.49	8,386.47	8,470.45	8,554.43	8,640.06	8,727.33	8,814.61	8,901.88	8,990.80	9,081.37	9,171.93	9,262.50	9,356.36	9,450.22	9,544.08
Administrative Assistant	Exempt	Hourly	27.04	27.31	27.59	27.86	28.14	28.42	28.71	28.99	29.28	29.58	29.87	30.17	30.47	30.78	31.08	31.40	31.71	32.03	32.35	32.67
		Monthly	4,452.59	4,497.05	4,543.15	4,587.61	4,633.72	4,679.83	4,727.58	4,773.69	4,821.44	4,870.84	4,918.59	4,967.99	5,017.39	5,068.44	5,117.84	5,170.53	5,221.58	5,274.27	5,326.97	5,379.66
Building Plans Examiner	Exempt	Hourly	44.30	44.74	45.19	45.64	46.09	46.56	47.02	47.49	47.97	48.45	48.93	49.42	49.91	50.41	50.92	51.43	51.94	52.46	52.98	53.51
		Monthly	7,294.73	7,367.19	7,441.29	7,515.39	7,589.49	7,666.88	7,742.63	7,820.02	7,899.06	7,978.10	8,057.14	8,137.83	8,218.51	8,300.85	8,384.83	8,468.81	8,552.79	8,638.41	8,724.04	8,811.31
Business Systems Analyst	Exempt	Hourly	60.06	60.66	61.26	61.88	62.50	63.12	63.76	64.39	65.03	65.69	66.35	67.01	67.68	68.36	69.04	69.73	70.43	71.13	71.85	72.56
		Monthly	9,889.88	9,988.68	10,087.48	10,189.57	10,291.67	10,393.76	10,499.15	10,602.89	10,708.27	10,816.95	10,925.63	11,034.31	11,144.64	11,256.61	11,368.59	11,482.21	11,597.47	11,712.74	11,831.30	11,948.21
Deputy City Clerk	Exempt	Hourly	35.56	35.91	36.27	36.63	37.00	37.37	37.74	38.12	38.50	38.89	39.28	39.67	40.07	40.47	40.87	41.28	41.69	42.11	42.53	42.96
		Monthly	5,855.55	5,913.18	5,972.46	6,031.74	6,092.67	6,153.59	6,214.52	6,277.09	6,339.67	6,403.89	6,468.11	6,532.33	6,598.19	6,664.06	6,729.93	6,797.44	6,864.95	6,934.11	7,003.27	7,074.08
Executive Assistant to the City Manager	Exempt	Hourly	35.93	36.29	36.65	37.02	37.39	37.76	38.14	38.52	38.90	39.29	39.69	40.08	40.48	40.89	41.30	41.71	42.13	42.55	42.97	43.40
		Monthly	5,916.47	5,975.75	6,035.03	6,095.96	6,156.89	6,217.81	6,280.39	6,342.96	6,405.53	6,469.75	6,535.62	6,599.84	6,665.71	6,733.22	6,800.73	6,868.25	6,937.41	7,006.57	7,075.73	7,146.53
Fleet Maintenance Supervisor	Exempt	Hourly	43.20	43.63	44.07	44.51	44.96	45.41	45.86	46.32	46.78	47.25	47.72	48.20	48.68	49.17	49.66	50.16	50.66	51.16	51.68	52.19
		Monthly	7,113.60	7,184.41	7,256.86	7,329.31	7,403.41	7,477.51	7,551.61	7,627.36	7,703.11	7,780.50	7,857.89	7,936.93	8,015.97	8,096.66	8,177.35	8,259.68	8,342.01	8,424.35	8,509.97	8,593.95
Human Resources Specialist	Exempt	Hourly	34.52	34.87	35.22	35.57	35.93	36.29	36.65	37.01	37.38	37.76	38.14	38.52	38.90	39.29	39.68	40.08	40.48	40.89	41.30	41.71
		Monthly	5,684.29	5,741.93	5,799.56	5,857.19	5,916.47	5,975.75	6,035.03	6,094.31	6,155.24	6,217.81	6,280.39	6,342.96	6,405.53	6,469.75	6,533.97	6,599.84	6,665.71	6,733.22	6,800.73	6,868.25
Information Technology Administrator	Exempt	Hourly	45.64	46.09	46.55	47.02	47.49	47.96	48.44	48.93	49.42	49.91	50.41	50.91	51.43	51.94	52.46	52.99	53.51	54.05	54.59	55.14
		Monthly	7,515.39	7,589.49	7,665.23	7,742.63	7,820.02	7,897.41	7,976.45	8,057.14	8,137.83	8,218.51	8,300.85	8,383.18	8,468.81	8,552.79	8,638.41	8,725.69	8,811.31	8,900.23	8,989.15	9,079.72
Information Technology Technician	Exempt	Hourly	36.83	37.20	37.57	37.95	38.33	38.71	39.10	39.49	39.88	40.28	40.69	41.09	41.50	41.92	42.34	42.76	43.19	43.62	44.06	44.50
		Monthly	6,064.67	6,125.60	6,186.53	6,249.10	6,311.67	6,374.25	6,438.47	6,502.69	6,566.91	6,632.77	6,700.29	6,766.15	6,833.67	6,902.83	6,971.99	7,041.15	7,111.95	7,182.76	7,255.21	7,327.67
Landscape Maintenance Supervisor	Exempt	Hourly	43.20	43.63	44.07	44.51	44.96	45.41	45.86	46.32	46.78	47.25	47.72	48.20	48.68	49.17	49.66	50.16	50.66	51.16	51.68	52.19
		Monthly	7,113.60	7,184.41	7,256.86	7,329.31	7,403.41	7,477.51	7,551.61	7,627.36	7,703.11	7,780.50	7,857.89	7,936.93	8,015.97	8,096.66	8,177.35	8,259.68	8,342.01	8,424.35	8,509.97	8,593.95
Maintenance Supervisor	Exempt	Hourly	40.49	40.90	41.31	41.72	42.14	42.56	42.99	43.41	43.85	44.29	44.73	45.18	45.63	46.09	46.55	47.01	47.48	47.96	48.44	48.92
		Monthly	6,667.35	6,734.87	6,802.38	6,869.89	6,939.05	7,008.21	7,079.02	7,148.18	7,220.63	7,293.09	7,365.54	7,439.64	7,513.74	7,589.49	7,665.23	7,740.98	7,818.37	7,897.41	7,976.45	8,055.49
Management Analyst	Exempt	Hourly	39.30	39.69	40.09	40.49	40.89	41.30	41.72	42.13	42.55	42.98	43.41	43.84	44.28	44.72	45.17	45.62	46.08	46.54	47.01	47.48
		Monthly	6,471.40	6,535.62	6,601.49	6,667.35	6,733.22	6,800.73	6,869.89	6,937.41	7,006.57	7,077.37	7,148.18	7,218.99	7,291.44	7,363.89	7,437.99	7,512.09	7,587.84	7,663.59	7,740.98	7,818.37
Recreation and Human Services Supervisor	Exempt	Hourly	40.29	40.70	41.10	41.51	41.93	42.35	42.77	43.20	43.63	44.07	44.51	44.95	45.40	45.86	46.32	46.78	47.25	47.72	48.20	48.68
		Monthly	6,634.42	6,701.93	6,767.80	6,835.31	6,904.47	6,973.63	7,042.79	7,113.60	7,184.41	7,256.86	7,329.31	7,401.77	7,475.87	7,551.61	7,627.36	7,703.11	7,780.50	7,857.89	7,936.93	8,015.97
Senior Recreation and Human Services Supervisor	Exempt	Hourly	44.51	44.96	45.41	45.86	46.32	46.78	47.25	47.73	48.20	48.68	49.17	49.66	50.16	50.66	51.17	51.68	52.20	52.72	53.25	53.78
		Monthly	7,329.31	7,403.41	7,477.51	7,551.61	7,627.36	7,703.11	7,780.50	7,859.54	7,936.93	8,015.97	8,096.66	8,177.35	8,259.68	8,342.01	8,425.99	8,509.97	8,595.60	8,681.23	8,768.50	8,855.77
Senior Administrative Assistant	Exempt	Hourly	30.18	30.48	30.78	31.09	31.40	31.72	32.03	32.35	32.68	33.00	33.33	33.67	34.00	34.34	34.69	35.03	35.38	35.74	36.10	36.46
		Monthly	4,969.64	5,019.04	5,068.44	5,119.49	5,170.53	5,223.23	5,274.27	5,326.97	5,381.31	5,434.00	5,488.34	5,544.33	5,598.67	5,654.65	5,712.29	5,768.27	5,825.91	5,885.19	5,944.47	6,003.75
Senior Management Analyst	Exempt	Hourly	47.27	47.74	48.22	48.70	49.18	49.68	50.17	50.67	51.18	51.69	52.21	52.73	53.26	53.79	54.33	54.87	55.42	55.98	56.54	57.10
		Monthly	7,783.79	7,861.19	7,940.23	8,019.27	8,098.31	8,180.64	8,263.33	8,346.66	8,427.64	8,511.62	8,597.25	8,682.87	8,770.15	8,857.42	8,946.34	9,035.26	9,125.83	9,218.04	9,310.25	9,402.47
Solid Waste Supervisor	Exempt	Hourly	42.78	43.20	43.64	44.07	44.51	44.96	45.41	45.86	46.32	46.79	47.25	47.73	48.20	48.69	49.17	49.66	50.16	50.66	51.17	51.68
		Monthly	7,044.44	7,113.60	7,186.05	7,256.86	7,329.31	7,403.41	7,477.51	7,551.61	7,627.36	7,704.75	7,780.50	7,859.54	7,936.93	8,017.62	8,096.66	8,177.35	8,259.68	8,342.01	8,425.99	8,509.97
Urban Forest Supervisor	Exempt	Hourly	43.20	43.63	44.07	44.51	44.96	45.41	45.86	46.32	46.78	47.25	47.72	48.20	48.68	49.17	49.66	50.16	50.66	51.16	51.68	52.19
		Monthly	7,113.60	7,184.41	7,256.86	7,329.31	7,403.41	7,477.51	7,551.61	7,627.36	7,703.11	7,780.50	7,857.89	7,936.93	8,015.97	8,096.66	8,177.35	8,259.68	8,342.01	8,424.35	8,509.97	8,593.95
Accounting Assistant	Non-Exempt	Hourly	27.04	27.31	27.59	27.86	28.14	28.42	28.71	28.99	29.28	29.58	29.87	30.17	30.47	30.78	31.08	31.40	31.71	32.03	32.35	32.67
		Monthly	4,452.59	4,497.05	4,543.15	4,587.61	4,633.72	4,679.83	4,727.58	4,773.69	4,821.44	4,870.84	4,918.59	4,967.99	5,017.39	5,068.44	5,117.84	5,170.53	5,221.58	5,274.27	5,326.97	5,379.66
Building Inspector	Non-Exempt	Hourly	36.47	36.83	37.20	37.57	37.95	38.33	38.71	39.10	39.49	39.88	40.28	40.69	41.09	41.50	41.92	42.34	42.76	43.19	43.62	44.06
		Monthly	6,005.39	6,064.67	6,125.60	6,186.53	6,249.10	6,311.67	6,374.25	6,438.47	6,502.69	6,566.91	6,632.77	6,700.29								

Maintenance Crewleader	Non-Exempt	Hourly	31.40	31.71	32.03	32.35	32.67	33.00	33.33	33.66	34.00	34.34	34.68	35.03	35.38	35.73	36.09	36.45	36.82	37.18	37.56	37.93
		Monthly	5,170.53	5,221.58	5,274.27	5,326.97	5,379.66	5,434.00	5,488.34	5,542.68	5,598.67	5,654.65	5,710.64	5,768.27	5,825.91	5,883.54	5,942.82	6,002.10	6,063.03	6,122.31	6,184.88	6,245.81
Office Assistant	Non-Exempt	Hourly	25.09	25.34	25.60	25.85	26.11	26.37	26.64	26.90	27.17	27.44	27.72	28.00	28.28	28.56	28.84	29.13	29.42	29.72	30.02	30.32
		Monthly	4,131.49	4,172.65	4,215.47	4,256.63	4,299.45	4,342.26	4,386.72	4,429.53	4,473.99	4,518.45	4,564.56	4,610.67	4,656.77	4,702.88	4,748.99	4,796.74	4,844.49	4,893.89	4,943.29	4,992.69
Planning Aide	Non-Exempt	Hourly	30.18	30.48	30.78	31.09	31.40	31.72	32.03	32.35	32.68	33.00	33.33	33.67	34.00	34.34	34.69	35.03	35.38	35.74	36.10	36.46
		Monthly	4,969.64	5,019.04	5,068.44	5,119.49	5,170.53	5,223.23	5,274.27	5,326.97	5,381.31	5,434.00	5,488.34	5,544.33	5,598.67	5,654.65	5,712.29	5,768.27	5,825.91	5,885.19	5,944.47	6,003.75
Recreation and Human Services Specialist	Non-Exempt	Hourly	23.17	23.40	23.64	23.87	24.11	24.35	24.59	24.84	25.08	25.34	25.59	25.85	26.11	26.37	26.63	26.89	27.17	27.44	27.71	27.99
		Monthly	3,815.33	3,853.20	3,892.72	3,930.59	3,970.11	4,009.63	4,049.15	4,090.32	4,129.84	4,172.65	4,213.82	4,256.63	4,299.45	4,342.26	4,385.07	4,427.89	4,473.99	4,518.45	4,562.91	4,609.02
Property & Evidence Clerk	Non-Exempt	Hourly	26.37	26.64	26.90	27.17	27.45	27.72	28.00	28.28	28.56	28.85	29.13	29.43	29.72	30.02	30.32	30.62	30.93	31.24	31.55	31.86
		Monthly	4,342.26	4,386.72	4,429.53	4,473.99	4,520.10	4,564.56	4,610.67	4,656.77	4,702.88	4,750.63	4,796.74	4,846.14	4,893.89	4,943.29	4,992.69	5,042.09	5,093.14	5,144.19	5,195.23	5,246.28
Public Works Inspector	Non-Exempt	Hourly	35.38	35.73	36.09	36.45	36.82	37.19	37.56	37.93	38.31	38.70	39.08	39.47	39.87	40.27	40.67	41.08	41.49	41.90	42.32	42.74
		Monthly	5,825.91	5,883.54	5,942.82	6,002.10	6,063.03	6,123.95	6,184.88	6,245.81	6,308.38	6,372.60	6,435.17	6,499.39	6,565.26	6,631.13	6,696.99	6,764.51	6,832.02	6,899.53	6,968.69	7,037.85
Records Clerk	Non-Exempt	Hourly	23.17	23.40	23.64	23.87	24.11	24.35	24.59	24.84	25.08	25.34	25.59	25.85	26.11	26.37	26.63	26.89	27.17	27.44	27.71	27.99
		Monthly	3,815.33	3,853.20	3,892.72	3,930.59	3,970.11	4,009.63	4,049.15	4,090.32	4,129.84	4,172.65	4,213.82	4,256.63	4,299.45	4,342.26	4,385.07	4,427.89	4,473.99	4,518.45	4,562.91	4,609.02
Records Supervisor	Non-Exempt	Hourly	38.72	39.11	39.50	39.89	40.29	40.69	41.10	41.51	41.93	42.35	42.77	43.20	43.63	44.07	44.51	44.95	45.40	45.86	46.32	46.78
		Monthly	6,375.89	6,440.11	6,504.33	6,568.55	6,634.42	6,700.29	6,767.80	6,835.31	6,904.47	6,973.63	7,042.79	7,113.60	7,184.41	7,256.86	7,329.31	7,401.77	7,475.87	7,551.61	7,627.36	7,703.11
Recreation and Human Services Coordinator	Non-Exempt	Hourly	30.47	30.78	31.09	31.40	31.71	32.03	32.35	32.67	33.00	33.33	33.66	34.00	34.34	34.68	35.03	35.38	35.73	36.09	36.45	36.82
		Monthly	5,017.39	5,068.44	5,119.49	5,170.53	5,221.58	5,274.27	5,326.97	5,379.66	5,434.00	5,488.34	5,542.68	5,598.67	5,654.65	5,710.64	5,768.27	5,825.91	5,883.54	5,942.82	6,002.10	6,063.03
Senior Accounting Assistant	Non-Exempt	Hourly	31.24	31.56	31.87	32.19	32.51	32.84	33.17	33.50	33.83	34.17	34.51	34.86	35.21	35.56	35.92	36.27	36.64	37.00	37.37	37.75
		Monthly	5,144.19	5,196.88	5,247.93	5,300.62	5,353.31	5,407.65	5,461.99	5,516.33	5,570.67	5,626.66	5,682.65	5,740.28	5,797.91	5,855.55	5,914.83	5,972.46	6,033.39	6,092.67	6,153.59	6,216.17
Senior Building Inspector	Non-Exempt	Hourly	40.09	40.49	40.90	41.31	41.72	42.14	42.56	42.98	43.41	43.85	44.29	44.73	45.18	45.63	46.09	46.55	47.01	47.48	47.96	48.44
		Monthly	6,601.49	6,667.35	6,734.87	6,802.38	6,869.89	6,939.05	7,008.21	7,077.37	7,148.18	7,220.63	7,293.09	7,365.54	7,439.64	7,513.74	7,589.49	7,665.23	7,740.98	7,818.37	7,897.41	7,976.45
Senior Public Works Inspector	Non-Exempt	Hourly	40.49	40.90	41.31	41.72	42.14	42.56	42.99	43.41	43.85	44.29	44.73	45.18	45.63	46.09	46.55	47.01	47.48	47.96	48.44	48.92
		Monthly	6,667.35	6,734.87	6,802.38	6,869.89	6,939.05	7,008.21	7,079.02	7,148.18	7,220.63	7,293.09	7,365.54	7,439.64	7,513.74	7,589.49	7,665.23	7,740.98	7,818.37	7,897.41	7,976.45	8,055.49
Senior Records Clerk	Non-Exempt	Hourly	29.29	29.58	29.88	30.18	30.48	30.78	31.09	31.40	31.72	32.03	32.35	32.68	33.00	33.33	33.67	34.00	34.34	34.69	35.03	35.38
		Monthly	4,823.09	4,870.84	4,920.24	4,969.64	5,019.04	5,068.44	5,119.49	5,170.53	5,223.23	5,274.27	5,326.97	5,381.31	5,434.00	5,488.34	5,544.33	5,598.67	5,654.65	5,712.29	5,768.27	5,825.91
Solid Waste Crewleader	Non-Exempt	Hourly	31.71	32.03	32.35	32.67	33.00	33.33	33.66	34.00	34.34	34.68	35.03	35.38	35.73	36.09	36.45	36.82	37.19	37.56	37.93	38.31
		Monthly	5,221.58	5,274.27	5,326.97	5,379.66	5,434.00	5,488.34	5,542.68	5,598.67	5,654.65	5,710.64	5,768.27	5,825.91	5,883.54	5,942.82	6,002.10	6,063.03	6,123.95	6,184.88	6,245.81	6,308.38

EXHIBIT A - SALARY SCHEDULE
EFFECTIVE JULY 1, 2026

POSITION	STATUS	RATE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9	STEP 10	STEP 11	STEP 12	STEP 13	STEP 14	STEP 15	STEP 16	STEP 17	STEP 18	STEP 19	STEP 20
Accountant	Exempt	Hourly	38.52	38.90	39.30	39.69	40.09	40.49	40.89	41.30	41.71	42.13	42.55	42.98	43.41	43.84	44.28	44.72	45.17	45.62	46.07	46.54
		Monthly	6,342.96	6,405.53	6,471.40	6,535.62	6,601.49	6,667.35	6,733.22	6,800.73	6,868.25	6,937.41	7,006.57	7,077.37	7,148.18	7,218.99	7,291.44	7,363.89	7,437.99	7,512.09	7,586.19	7,663.59
Accounting Supervisor	Exempt	Hourly	49.44	49.93	50.43	50.94	51.45	51.96	52.48	53.01	53.54	54.07	54.61	55.16	55.71	56.27	56.83	57.40	57.97	58.55	59.14	59.73
		Monthly	8,141.12	8,221.81	8,304.14	8,388.12	8,472.10	8,556.08	8,641.71	8,728.98	8,816.25	8,903.53	8,992.45	9,083.01	9,173.58	9,265.79	9,358.01	9,451.87	9,545.73	9,641.23	9,738.39	9,835.54
Administrative Assistant	Exempt	Hourly	27.86	28.14	28.42	28.71	28.99	29.28	29.58	29.87	30.17	30.47	30.78	31.09	31.40	31.71	32.03	32.35	32.67	33.00	33.33	33.66
		Monthly	4,587.61	4,633.72	4,679.83	4,727.58	4,773.69	4,821.44	4,870.84	4,918.59	4,967.99	5,017.39	5,068.44	5,119.49	5,170.53	5,221.58	5,274.27	5,326.97	5,379.66	5,434.00	5,488.34	5,542.68
Building Plans Examiner	Exempt	Hourly	45.64	46.09	46.55	47.02	47.49	47.96	48.44	48.93	49.42	49.91	50.41	50.91	51.43	51.94	52.46	52.99	53.51	54.05	54.59	55.14
		Monthly	7,515.39	7,589.49	7,665.23	7,742.63	7,820.02	7,897.41	7,976.45	8,057.14	8,137.83	8,218.51	8,300.85	8,383.18	8,468.81	8,552.79	8,638.41	8,725.69	8,811.31	8,900.23	8,989.15	9,079.72
Business Systems Analyst	Exempt	Hourly	61.88	62.50	63.13	63.76	64.40	65.04	65.69	66.35	67.01	67.68	68.36	69.04	69.73	70.43	71.13	71.85	72.56	73.29	74.02	74.76
		Monthly	10,189.57	10,291.67	10,395.41	10,499.15	10,604.53	10,709.92	10,816.95	10,925.63	11,034.31	11,144.64	11,256.61	11,368.59	11,482.21	11,597.47	11,712.74	11,831.30	11,948.21	12,068.42	12,188.63	12,310.48
Deputy City Clerk	Exempt	Hourly	36.64	37.01	37.38	37.75	38.13	38.51	38.90	39.29	39.68	40.08	40.48	40.88	41.29	41.70	42.12	42.54	42.97	43.40	43.83	44.27
		Monthly	6,033.39	6,094.31	6,155.24	6,216.17	6,278.74	6,341.31	6,405.53	6,469.75	6,533.97	6,599.84	6,665.71	6,731.57	6,799.09	6,866.60	6,935.76	7,004.92	7,075.73	7,146.53	7,217.34	7,289.79
Executive Assistant to the City Manager	Exempt	Hourly	37.01	37.38	37.76	38.14	38.52	38.90	39.29	39.68	40.08	40.48	40.89	41.30	41.71	42.13	42.55	42.97	43.40	43.84	44.27	44.72
		Monthly	6,094.31	6,155.24	6,217.81	6,280.39	6,342.96	6,405.53	6,469.75	6,533.97	6,599.84	6,665.71	6,733.22	6,800.73	6,868.25	6,937.41	7,006.57	7,075.73	7,146.53	7,218.99	7,289.79	7,363.89
Fleet Maintenance Supervisor	Exempt	Hourly	44.51	44.96	45.41	45.86	46.32	46.78	47.25	47.73	48.20	48.68	49.17	49.66	50.16	50.66	51.17	51.68	52.20	52.72	53.25	53.78
		Monthly	7,329.31	7,403.41	7,477.51	7,551.61	7,627.36	7,703.11	7,780.50	7,859.54	7,939.63	8,019.97	8,096.66	8,177.35	8,259.68	8,342.01	8,425.99	8,509.97	8,595.60	8,681.23	8,768.50	8,855.77
Human Resources Specialist	Exempt	Hourly	35.56	35.91	36.27	36.63	37.00	37.37	37.74	38.12	38.50	38.89	39.28	39.67	40.07	40.47	40.87	41.28	41.69	42.11	42.53	42.96
		Monthly	5,855.55	5,913.18	5,972.46	6,031.74	6,092.67	6,153.59	6,214.52	6,277.09	6,339.67	6,403.89	6,468.11	6,532.33	6,598.19	6,664.06	6,729.93	6,797.44	6,864.95	6,934.11	7,003.27	7,074.08
Information Technology Administrator	Exempt	Hourly	47.03	47.50	47.97	48.45	48.94	49.43	49.92	50.42	50.92	51.43	51.95	52.47	52.99	53.52	54.06	54.60	55.14	55.70	56.25	56.82
		Monthly	7,744.27	7,821.67	7,899.06	7,978.10	8,058.79	8,139.47	8,220.16	8,302.49	8,384.83	8,468.81	8,554.43	8,640.06	8,725.69	8,812.96	8,901.88	8,990.80	9,079.72	9,171.93	9,262.50	9,356.36
Information Technology Technician	Exempt	Hourly	37.94	38.32	38.71	39.09	39.48	39.88	40.28	40.68	41.09	41.50	41.91	42.33	42.76	43.18	43.61	44.05	44.49	44.94	45.39	45.84
		Monthly	6,247.45	6,310.03	6,374.25	6,438.82	6,504.04	6,569.91	6,637.77	6,698.64	6,766.15	6,833.67	6,901.18	6,970.34	7,041.15	7,110.31	7,181.11	7,253.57	7,326.02	7,400.12	7,474.22	7,548.32
Landscape Maintenance Supervisor	Exempt	Hourly	44.51	44.96	45.41	45.86	46.32	46.78	47.25	47.73	48.20	48.68	49.17	49.66	50.16	50.66	51.17	51.68	52.20	52.72	53.25	53.78
		Monthly	7,329.31	7,403.41	7,477.51	7,551.61	7,627.36	7,703.11	7,780.50	7,859.54	7,939.63	8,019.97	8,096.66	8,177.35	8,259.68	8,342.01	8,425.99	8,509.97	8,595.60	8,681.23	8,768.50	8,855.77
Maintenance Supervisor	Exempt	Hourly	41.73	42.14	42.57	42.99	43.42	43.86	44.29	44.74	45.18	45.64	46.09	46.55	47.02	47.49	47.96	48.44	48.93	49.42	49.91	50.41
		Monthly	6,871.54	6,939.05	7,009.86	7,079.02	7,149.83	7,222.28	7,293.09	7,367.19	7,439.64	7,515.39	7,589.49	7,665.23	7,742.63	7,820.02	7,897.41	7,976.45	8,057.14	8,137.83	8,218.51	8,300.85
Management Analyst	Exempt	Hourly	40.49	40.90	41.31	41.72	42.14	42.56	42.99	43.41	43.85	44.29	44.73	45.18	45.63	46.09	46.55	47.01	47.48	47.96	48.44	48.92
		Monthly	6,667.35	6,734.87	6,802.38	6,869.89	6,939.05	7,008.21	7,079.02	7,148.18	7,220.63	7,293.09	7,365.54	7,439.64	7,513.74	7,589.49	7,665.23	7,740.98	7,818.37	7,897.41	7,976.45	8,055.49
Recreation and Human Services Supervisor	Exempt	Hourly	41.52	41.94	42.35	42.8	43.21	43.64	44.07	44.52	44.96	45.41	45.86	46.32	46.79	47.25	47.73	48.20	48.69	49.17	49.66	50.16
		Monthly	6,836.96	6,906.12	6,973.63	7,047.77	7,115.25	7,186.05	7,256.86	7,330.96	7,403.41	7,477.51	7,551.61	7,627.36	7,704.75	7,780.50	7,859.54	7,939.63	8,016.62	8,096.66	8,177.35	8,259.68
Senior Recreation and Human Services Supervisor	Exempt	Hourly	45.87	46.33	46.79	47.26	47.73	48.21	48.69	49.18	49.67	50.17	50.67	51.17	51.69	52.20	52.72	53.25	53.78	54.32	54.87	55.41
		Monthly	7,553.26	7,629.01	7,704.75	7,782.15	7,859.54	7,938.58	8,017.62	8,098.31	8,178.99	8,261.33	8,343.66	8,425.99	8,511.62	8,595.60	8,681.23	8,768.50	8,855.77	8,944.69	9,035.26	9,124.18
Senior Administrative Assistant	Exempt	Hourly	31.09	31.40	31.71	32.03	32.35	32.67	33.00	33.33	33.66	34.00	34.34	34.68	35.03	35.38	35.73	36.09	36.45	36.82	37.18	37.56
		Monthly	5,119.49	5,170.53	5,221.58	5,274.27	5,326.97	5,379.66	5,434.00	5,488.34	5,542.68	5,598.67	5,654.65	5,710.64	5,768.27	5,825.91	5,883.54	5,942.82	6,002.10	6,063.03	6,122.31	6,184.88
Senior Management Analyst	Exempt	Hourly	48.70	49.19	49.68	50.18	50.68	51.19	51.70	52.22	52.74	53.27	53.80	54.34	54.88	55.43	55.98	56.54	57.11	57.68	58.26	58.84
		Monthly	8,019.27	8,099.95	8,180.64	8,262.97	8,345.31	8,429.29	8,513.27	8,598.89	8,684.52	8,771.79	8,859.07	8,947.99	9,036.91	9,127.47	9,218.04	9,310.25	9,404.11	9,497.97	9,593.48	9,688.99
Solid Waste Supervisor	Exempt	Hourly	44.08	44.52	44.96	45.41	45.87	46.33	46.79	47.26	47.73	48.21	48.69	49.18	49.67	50.16	50.67	51.17	51.68	52.20	52.72	53.25
		Monthly	7,258.51	7,330.96	7,403.41	7,477.51	7,553.26	7,629.01	7,704.75	7,782.15	7,859.54	7,938.58	8,017.62	8,098.31	8,178.99	8,259.68	8,343.66	8,425.99	8,509.97	8,595.60	8,681.23	8,768.50
Urban Forest Supervisor	Exempt	Hourly	44.51	44.96	45.41	45.86	46.32	46.78	47.25	47.73	48.20	48.68	49.17	49.66	50.16	50.66	51.17	51.68	52.20	52.72	53.25	53.78
		Monthly	7,329.31	7,403.41	7,477.51	7,551.61	7,627.36	7,703.11	7,780.50	7,859.54	7,939.63	8,019.97	8,096.66	8,177.35	8,259.68	8,342.01	8,425.99	8,509.97	8,595.60	8,681.23	8,768.50	8,855.77
Accounting Assistant	Non-Exempt	Hourly	27.86	28.14	28.42	28.71	28.99	29.28	29.58	29.87	30.17	30.47	30.78	31.09	31.40	31.71	32.03	32.35	32.67	33.00	33.33	33.66
		Monthly	4,587.61	4,633.72	4,679.83	4,727.58	4,773.69	4,821.44	4,870.84	4,918.59	4,967.99	5,017.39	5,068.44	5,119.49	5,170.53	5,221.58	5,274.27	5,326.97	5,379.66	5,434.00	5,488.34	5,542.68
Building Inspector	Non-Exempt	Hourly	37.57	37.95	38.33	38.71	39.10	39.49	39.88	40.28	40.69	41.09	41.50	41.92	42.34	42.76	43.19	43.62	44.06	44.50	44.94	45.39
		Monthly	6,186.53	6,249.10	6,311.67	6,374.25	6,438.47	6,502.69	6,566.91	6,632.77	6,700.29	6,766.15	6,833.67	6,902.83								

Maintenance Crewleader	Non-Exempt	Hourly	32.35	32.67	33.00	33.33	33.66	34.00	34.34	34.68	35.03	35.38	35.73	36.09	36.45	36.82	37.19	37.56	37.93	38.31	38.70	39.08
		Monthly	5,326.97	5,379.66	5,434.00	5,488.34	5,542.68	5,598.67	5,654.65	5,710.64	5,768.27	5,825.91	5,883.54	5,942.82	6,002.10	6,063.03	6,123.95	6,184.88	6,245.81	6,308.38	6,372.60	6,435.17
Office Assistant	Non-Exempt	Hourly	25.85	26.11	26.37	26.64	26.90	27.17	27.44	27.72	27.99	28.27	28.56	28.84	29.13	29.42	29.72	30.01	30.31	30.62	30.92	31.23
		Monthly	4,256.63	4,299.45	4,342.26	4,386.72	4,429.53	4,473.99	4,518.45	4,564.56	4,609.02	4,655.13	4,702.88	4,748.99	4,796.74	4,844.49	4,893.89	4,941.65	4,991.05	5,042.09	5,091.49	5,142.54
Planning Aide	Non-Exempt	Hourly	31.09	31.40	31.71	32.03	32.35	32.67	33.00	33.33	33.66	34.00	34.34	34.68	35.03	35.38	35.73	36.09	36.45	36.82	37.18	37.56
		Monthly	5,119.49	5,170.53	5,221.58	5,274.27	5,326.97	5,379.66	5,434.00	5,488.34	5,542.68	5,598.67	5,654.65	5,710.64	5,768.27	5,825.91	5,883.54	5,942.82	6,002.10	6,063.03	6,122.31	6,184.88
Recreation and Human Services Specialist	Non-Exempt	Hourly	23.88	24.12	24.36	24.60	24.85	25.10	25.35	25.60	25.86	26.12	26.38	26.64	26.91	27.18	27.45	27.72	28.00	28.28	28.56	28.85
		Monthly	3,932.24	3,971.76	4,011.28	4,050.80	4,091.97	4,133.13	4,174.30	4,215.47	4,258.28	4,301.09	4,343.91	4,386.72	4,431.18	4,475.64	4,520.10	4,564.56	4,610.67	4,656.77	4,702.88	4,750.63
Property & Evidence Clerk	Non-Exempt	Hourly	27.17	27.44	27.72	27.99	28.27	28.56	28.84	29.13	29.42	29.72	30.01	30.31	30.62	30.92	31.23	31.54	31.86	32.18	32.50	32.82
		Monthly	4,473.99	4,518.45	4,564.56	4,609.02	4,655.13	4,702.88	4,748.99	4,796.74	4,844.49	4,893.89	4,941.65	4,991.05	5,042.09	5,091.49	5,142.54	5,193.59	5,246.28	5,298.97	5,351.67	5,404.36
Public Works Inspector	Non-Exempt	Hourly	36.47	36.83	37.20	37.57	37.95	38.33	38.71	39.10	39.49	39.88	40.28	40.69	41.09	41.50	41.92	42.34	42.76	43.19	43.62	44.06
		Monthly	6,005.39	6,064.67	6,125.60	6,186.53	6,249.10	6,311.67	6,374.25	6,438.47	6,502.69	6,566.91	6,632.77	6,700.29	6,766.15	6,833.67	6,902.83	6,971.99	7,041.15	7,111.95	7,182.76	7,255.21
Records Clerk	Non-Exempt	Hourly	23.88	24.12	24.36	24.60	24.85	25.10	25.35	25.60	25.86	26.12	26.38	26.64	26.91	27.18	27.45	27.72	28.00	28.28	28.56	28.85
		Monthly	3,932.24	3,971.76	4,011.28	4,050.80	4,091.97	4,133.13	4,174.30	4,215.47	4,258.28	4,301.09	4,343.91	4,386.72	4,431.18	4,475.64	4,520.10	4,564.56	4,610.67	4,656.77	4,702.88	4,750.63
Records Supervisor	Non-Exempt	Hourly	39.89	40.29	40.69	41.10	41.51	41.93	42.35	42.77	43.20	43.63	44.07	44.51	44.95	45.40	45.86	46.31	46.78	47.25	47.72	48.19
		Monthly	6,568.55	6,634.42	6,700.29	6,767.80	6,835.31	6,904.47	6,973.63	7,042.79	7,113.60	7,184.41	7,256.86	7,329.31	7,401.77	7,475.87	7,551.61	7,625.71	7,703.11	7,780.50	7,857.89	7,935.29
Recreation and Human Services Coordinator	Non-Exempt	Hourly	31.40	31.71	32.03	32.35	32.67	33.00	33.33	33.66	34.00	34.34	34.68	35.03	35.38	35.73	36.09	36.45	36.82	37.18	37.56	37.93
		Monthly	5,170.53	5,221.58	5,274.27	5,326.97	5,379.66	5,434.00	5,488.34	5,542.68	5,598.67	5,654.65	5,710.64	5,768.27	5,825.91	5,883.54	5,942.82	6,002.10	6,063.03	6,122.31	6,184.88	6,245.81
Senior Accounting Assistant	Non-Exempt	Hourly	32.19	32.51	32.84	33.17	33.50	33.83	34.17	34.51	34.86	35.21	35.56	35.92	36.28	36.64	37.00	37.37	37.75	38.13	38.51	38.89
		Monthly	5,300.62	5,353.31	5,407.65	5,461.99	5,516.33	5,570.67	5,626.66	5,682.65	5,740.28	5,797.91	5,855.55	5,914.83	5,974.11	6,033.39	6,092.67	6,153.59	6,216.17	6,278.74	6,341.31	6,403.89
Senior Building Inspector	Non-Exempt	Hourly	41.31	41.72	42.14	42.56	42.98	43.41	43.85	44.29	44.73	45.18	45.63	46.09	46.55	47.01	47.48	47.96	48.44	48.92	49.41	49.90
		Monthly	6,802.38	6,869.89	6,939.05	7,008.21	7,077.37	7,148.18	7,220.63	7,293.09	7,365.54	7,439.64	7,513.74	7,589.49	7,665.23	7,740.98	7,818.37	7,897.41	7,976.45	8,055.49	8,136.18	8,216.87
Senior Public Works Inspector	Non-Exempt	Hourly	41.73	42.14	42.57	42.99	43.42	43.86	44.29	44.74	45.18	45.64	46.09	46.55	47.02	47.49	47.96	48.44	48.93	49.42	49.91	50.41
		Monthly	6,871.54	6,939.05	7,009.86	7,079.02	7,149.83	7,222.28	7,293.09	7,367.19	7,439.64	7,515.39	7,589.49	7,665.23	7,742.63	7,820.02	7,897.41	7,976.45	8,057.14	8,137.83	8,218.51	8,300.85
Senior Records Clerk	Non-Exempt	Hourly	30.18	30.48	30.78	31.09	31.40	31.72	32.03	32.35	32.68	33.00	33.33	33.67	34.00	34.34	34.69	35.03	35.38	35.74	36.10	36.46
		Monthly	4,969.64	5,019.04	5,068.44	5,119.49	5,170.53	5,223.23	5,274.27	5,326.97	5,381.31	5,434.00	5,488.34	5,544.33	5,598.67	5,654.65	5,712.29	5,768.27	5,825.91	5,885.19	5,944.47	6,003.75
Solid Waste Crewleader	Non-Exempt	Hourly	32.67	33.00	33.33	33.66	34.00	34.34	34.68	35.03	35.38	35.73	36.09	36.45	36.82	37.18	37.56	37.93	38.31	38.69	39.08	39.47
		Monthly	5,379.66	5,434.00	5,488.34	5,542.68	5,598.67	5,654.65	5,710.64	5,768.27	5,825.91	5,883.54	5,942.82	6,002.10	6,063.03	6,122.31	6,184.88	6,245.81	6,308.38	6,370.95	6,435.17	6,499.39