



MEMORANDUM OF UNDERSTANDING

BETWEEN

**THE CLAREMONT PROFESSIONAL EMPLOYEES'
ASSOCIATION**

AND

THE CITY OF CLAREMONT

JULY 1, 2024 – JUNE 30, 2027

CLAREMONT PROFESSIONAL EMPLOYEES' ASSOCIATION

MEMORANDUM OF UNDERSTANDING

July 1, 2024 - June 30, 2027

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**CITY OF CLAREMONT AND CLAREMONT PROFESSIONAL EMPLOYEES’
ASSOCIATION**

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

ARTICLE I – PREAMBLE

It is the intent and purpose of this Memorandum of Understanding Agreement (“Agreement”) to set forth the understanding between representatives of the City of Claremont (“City”) and employees represented by the Claremont Professional Employees Association (“CPEA”, Association) reached as a result of meeting and conferring in good faith regarding matters relating to wages, hours, and terms and conditions of employment between employees represented by the Claremont Professional Employees’ Association (CPEA, herein referred to as “Association”) and representatives of the City of Claremont (City, herein referred to as “City”).

ARTICLE II – RECOGNITION

The following positions shall be represented by CPEA: Arborist; Assistant Engineer; Assistant Planner; Associate Engineer; Associate Planner; Community Improvement Coordinator; Senior Civil Engineer; Senior Planner; and Principal Planner.

CPEA will also represent other employees in professional classifications, requiring similar skills and having similar working conditions, job duties, and education requirements, which may be added to the listing of professional employees’ hereafter by the City.

ARTICLE III – ASSOCIATION RIGHTS

Employees of the City shall have the right to form, join, and participate in the activities of the 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. No employee shall be interfered with, intimidated, restrained, coerced, or discriminated against by the City, another employee, or any employee organization because of their exercise of these rights.

The City agrees to recognize up to three (3) employees from the classes noted in Article II above for the purpose of assisting individuals covered by this Agreement in using the grievance procedure. On July 1 of each year, CPEA shall notify the Human Resources Division of these three (3) employees.

ARTICLE IV – CONDUCT OF ASSOCIATION BUSINESS

Designated CPEA members may use up to two (2) hours each month on CPEA business, with the exception of time involved in investigation of safety related problems, the meet and confer process, or when representing an employee in a formal grievance. CPEA representatives shall have reasonable access to City facilities and equipment. Whenever possible, CPEA related business shall be conducted before or after work hours or during lunch or break periods. CPEA may not use non-member personnel to work on CPEA business.

The City agrees that the three (3) CPEA members 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 CPEA business, which requires that they be away from their assignment or workstation, the representative shall provide at least twenty-four (24) hour notification to their Supervisor of the anticipated time of absence and expected time of return. At all times, CPEA representatives shall conduct business in accordance with the provision of this Agreement. Except as agreed above, no employee shall engage in any association related activity in any manner that interferes with City operations.

ARTICLE V – MANAGEMENT RIGHTS

The rights of the City include, but are not limited to: the exclusive right to determine the mission of its constituent departments; commission 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 units; determine the appropriate 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 VI – CONTINUED DISCUSSION

Although nothing in this agreement shall preclude the parties from mutually agreeing to meet and confer on any subject within the scope of representation during the term of this agreement, it is understood and agreed that neither party may require the other party to meet and confer on any subject matter covered herein or with respect to any other matter within the scope of representation during the term of this agreement.

The parties agree to meet and confer on the item listed below during the term of this agreement. There is no guarantee that this item will be implemented during the life of this agreement:

- Telecommuting

ARTICLE VII – NON-DISCRIMINATION

Consistent with state and federal law, 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, membership

status in bargaining unit or legitimate bargaining unit activities, against any employee or applicant for employment by any member of the CPEA Unit, the City or by anyone employed by the City.

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 – SALARIES

The Association agrees to Negotiated Salary Increase (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 CPEA 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 (i.e. Tuesday through Friday) is operationally necessary as determined by the applicable Department Head and approved by the City Manager.

ARTICLE IX – 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 Policy.

As provided for in the policy, an employee whose overall performance is rated “average” or “standard” shall receive a merit increase of 2%; an employee whose overall performance is rated “above average” shall receive a merit increase of 5%; an employee whose overall performance is rated “outstanding” or “excellent” shall receive a merit increase of 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 X – 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. CPEA members who successfully complete a proficiency exam shall receive fifty dollars (\$50) per month bilingual pay for Spanish or other languages as may be designated by the City.

ARTICLE XI – 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 the 2% at 55 formula (Second Tier).

New Member: A new member is defined as an employee who meets the definition of a “new” member for purposes of retirement pension benefits to the Public Employees’ Pension Reform Act of 2013. This includes employees that were 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:

- a) Credit for unused sick leave (Government Code Section 20965).
- b) 1959 Survivor Benefit (Third Level benefits)
- c) **Classic Member:** Employees hired prior to March 19, 2012, shall contribute on a tax-deferred basis 8% toward the PERS employee share. Employees hired after March 19, 2012 shall contribute on a tax deferred basis 7% toward the PERS employee share.

New Member: Employees hired after January 1, 2013, shall contribute 6.5% or 50% of the total normal cost (whichever is greater) toward 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 XII – FLEXIBLE BENEFIT PLAN

The City's Flexible Benefit Plan shall include, for the employee and eligible dependents, City sponsored health insurance including medical, dental, and vision insurance. The Flexible Benefit Plan shall also include, for the employee only, available supplemental benefit options.

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.

Employees who do not use the full amount of the Flexible Benefit shall receive the remaining 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.

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 Short Term Disability Insurance 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.

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 (other than coverage in the individual market, whether or not obtained through Covered California) and will not incur penalties under the ACA.

ARTICLE XIII – RETIREE MEDICAL INSURANCE

The City shall continue to offer retirees the option to participate in group medical programs offered by the City. CPEA employees that retired prior to August 1, 2011, shall continue to be eligible for retiree group medical coverage at the retiree’s expense minus the City’s current retiree-only thirty-two dollars and twenty cents (\$32.20) monthly contribution. CPEA employees that retired after August 1, 2011 may continue retiree group medical coverage at their own expense.

ARTICLE XIV – DEFERRED COMPENSATION/RETENTION INCENTIVE PROGRAM

CPEA members 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.

Beginning with an employee’s third year of service, the City will match up to 1% of their base pay into their 457 deferred compensation account. This amount increases to 2% beginning with the employee’s fifth year of service; 3% beginning with the employee’s sixth year of service; 4% beginning with the employee’s eighth year of service; and 5% beginning with the employee’s tenth 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 XV – LIFE INSURANCE

The City shall provide and contribute the 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 employee.

ARTICLE XVI – 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.

ARTICLE XVII – SICK LEAVE

Sick Leave

Sick leave shall be administered in accordance with City Administrative Policy No. 30-32.

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

- a) 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

- b) Diagnosis, care, or treatment of an existing health condition of, or preventative care for a designated person"; or
- c) 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 shall be allowed only in the case of necessity or actual disability. Further, the Association and the City agree that abuse of this benefit 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 prior to the start of the employee's workday. The Department Head may request, for cause, a certification issued by a licensed physician or other satisfactory proof of illness before sick leave is granted. The Department Head may also choose a licensed physician to conduct a physical examination at the City's expense.

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.

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.

No employee shall misuse, feign, and/or misrepresent any illness or injury or deceive the City as to their real condition for the purpose of remaining 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.

If the City suspects that the employee has abused sick leave (i.e., used sick leave when the employee does not qualify for sick leave) it may be mentioned on performance evaluations and the employee may be disciplined.

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. An employee who had not worked 90 days in the initial employment with

the City must work the remaining amount of the 90-day qualifying period to be able to use accrued sick leave.

Sick Leave Donation

Employees may donate and/or receive donated sick leave. The sick leave donation program intends to provide employees in need with hours sufficient to provide income continuation until they are eligible for the Long-Term Disability Program.

1. Sick leave may be donated to other employees who suffer a long-term illness or injury that may or may not require surgery/hospitalization, bereavement, or other emergency approved by the Department Head and City Manager or designee.
2. Sick leave may not be donated for elective surgery or maternity/paternity purposes, except in the case of complications of the elective surgery, pregnancy, childbirth, or illness immediately following the affected mother, child, or both.
3. The receiving employee shall have been employed by the City for a minimum of six (6) months.
4. The receiving employee shall use all of their leave, which includes sick leave, vacation, longevity leave, compensatory time, and floating holiday before receiving donated sick leave.
5. An employee receiving donated hours may receive no more than three hundred-twenty (320) hours, minus the employee's accrued leave (i.e. the employee shall receive no more donated sick leave than they need until eligible for Long-Term Disability benefits). Employees are eligible to receive sick leave on a bi-annual basis.
6. Employees wishing to donate sick leave must have a minimum of three hundred-twenty (320) hours of accrued sick leave after donating leave to the affected employee.
7. Employees may donate a maximum of forty (40) hours of sick leave to any given employee.
8. Only sick leave (not vacation, compensatory time, floating holiday) may be donated.
9. Requests for donated sick leave shall be made to the receiving employee's immediate Supervisor, reviewed by the Department Head, and forwarded to the City Manager or designee for approval.

ARTICLE XVIII – OTHER LEAVE

A. 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.

B. 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, the City will run each employee's FMLA and CFRA leaves concurrently.

C. 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 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.

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. 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.

F. 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.

G. 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 Healthy Workplace Healthy Family Act of 2014 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 Healthy Workplace Healthy Family Act of 2014 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.

H. 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 unless otherwise authorized by their supervisor.

I. 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.

J. 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.

K. 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.

L. 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.

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.

ARTICLE XIX – VACATION

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 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.

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

B. Longevity Leave Bonus

In accordance with City Administrative Policy No. 30-31 - Vacation Accrual and Use; Longevity Leave Use, beginning with an employee's anniversary date on their 10th year of service and every five years thereafter (15th, 20th, 25th, 30th, 35th, etc.), they shall receive a longevity leave bonus of eighty (80) hours. The eighty (80) hours of longevity leave shall be used within 12 months of its receipt.

Upon separation of employment, employees shall be compensated for any unused longevity leave bonus hours.

C. Vacation Pay upon Separation

Any employee separating from City service who has accrued vacation leave shall be entitled to pay in lieu of such vacation.

CPEA members who have made application to receive their CalPERS retirement pension shall convert one hundred percent (100%) of unused and accrued vacation hours to cash and place that cash at the time of retirement into the retirement health savings/medical savings account.

ARTICLE XX – ADMINISTRATIVE LEAVE

In recognition of the frequent requirement for employees covered by this Agreement to attend night meetings and to work in excess of thirty-eight (38) hours per week, employees shall be granted seventy-two (72) hours of administrative leave per year. If employees covered by this Agreement regularly work an excessive amount of hours, the City Manager may approve accrual of administrative leave in excess of seventy-two (72) hours. Time not taken during the calendar year will be lost at the end of each calendar year.

Employees can cash out up to twenty-four (24) hours of administrative leave on the payroll date closest to December 1 of each year.

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

ARTICLE XXI – HOLIDAYS

A. Holidays

All employees are entitled to the following holiday with pay each calendar year and such holidays as may be designated by action of the City Manager and/or the City Council:

- New Year's Day (January 1st)
- Martin Luther King's Birthday (The third Monday in January)
- President's 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 (December 25th)

Each holiday shall be valued at 9.5 hours. The specific days that 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 Holidays

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

In addition, employees shall have holiday hours converted to floating holiday hours when any of the ten (10) holidays fall on the employee's schedule 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 would receive prorated floating holiday hours.

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

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

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, 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 XXII – ALTERNATIVE WORK SCHEDULES

Employees who work a minimum of seventy-six (76) hours per pay period may be permitted to work an alternative work schedule subject to approval their Department Head. The Department Head shall consider the following:

- A. The employee's performance including, but not limited to, the employee's punctuality and attendance, and the quality and quantity of work performed by the employee.
- B. The Department's/Division's office/counter/phone coverage requirements, workload, project deadlines, council/commission meeting dates, and other factors that contribute to the organization's goal of providing the highest level of customer service.

Employees who participate in an alternative work schedule shall continue to receive the same number of holiday hours per year, and shall accrue the same amount of sick, vacation, and administrative leave hours as they would working a traditional schedule (thirty-eight (38) hours per week, 9.5 hours per day, four (4) days a week.)

The City shall have the right to amend, modify or revoke alternative work schedules on an individual, work unit, division, department, and/or citywide basis.

ARTICLE XXIII – OTHER BENEFITS

Other benefits currently received by CPEA employees and other employees as set forth in the City's Administrative Policies and this Agreement shall continue to be received by CPEA employees.

ARTICLE XXIV – GRIEVANCE PROCEDURE

CPEA members shall be bound by the same grievance procedures as other employees as described in the City's Personnel Rules and Regulations.

ARTICLE XXV – FULL UNDERSTANDING/EFFECT OF AGREEMENT

It is understood and agreed that the specific provisions contained in this Agreement shall prevail over employer practices and procedures, prior written agreements, and over state laws to the extent permitted by State law, and that in the absence of specific provisions in this Agreement, such practices, and procedures are discretionary.

During the term of this Agreement, the parties expressly waive and relinquish the right to meet and confer and agree the parties shall not be obligated to meet and negotiate with respect to any subject matter, whether referred to or covered in this Agreement or not, even though each subject or matter may not have been within the knowledge or contemplation of either or both the City or the Association at the time they met and negotiated on and executed this Agreement, and even though such subjects or matters were proposed and later withdrawn.

This Agreement constitutes the total and entire agreement between the parties and no verbal statements shall supersede any of its provisions.

ARTICLE XXVI – SUMMER DRESS CODE

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

ARTICLE XXVII – OTHER TERMS

The terms of this Agreement, together with those matters within the scope of representation in effect on the effective date of this Agreement, shall continue for the term of this Agreement.

The City and CPEA agree that, for the term of this Agreement, each party waives the right and 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 meet and confer 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 the CPEA as established by the Meyers-Milias Brown Act of the State of California and all amendments thereto, except as otherwise provided herein.

This Agreement constitutes the total and entire agreement between the parties and no verbal statements shall supersede any of its provisions.

ARTICLE XXVIII – SAVING CLAUSE


If any section, subsection, sentence, clause or phrase of the Agreement is for any reason held to be illegal or unconstitutional, such decision shall not affect the validity of the remaining portions of this Agreement.

ARTICLE XXIX – STRIKES, SLOWDOWN, 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, CPEA 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 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 CPEA 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.


[Signatures on the following page]

FOR THE CLAREMONT PROFESSIONAL
EMPLOYEES' ASSOCIATION:



Vincent Ramos
CPEA President

6/18/24
Date




Enrique Villalobos
CPEA Vice President

6/18/24
Date



Delisa Bryant
CPEA Secretary

6/18/24
Date



Chris Veirs
CPEA Treasurer

6/18/24
Date

FOR THE CITY OF CLAREMONT:



Jamie Earl
Assistant City Manager

6/20/24
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
Arborist	Exempt	Hourly	37.76	38.14	38.52	38.91	39.29	39.69	40.08	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
		Monthly	6,217.81	6,280.39	6,342.96	6,407.18	6,469.75	6,535.62	6,599.84	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
Assistant Engineer	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
Assistant Planner	Exempt	Hourly	35.03	35.38	35.74	36.10	36.46	36.82	37.19	37.56	37.94	38.32	38.70	39.09	39.48	39.87	40.27	40.67	41.08	41.49	41.91	42.33
		Monthly	5,768.27	5,825.91	5,885.19	5,944.47	6,003.75	6,063.03	6,123.95	6,184.88	6,247.45	6,310.03	6,372.60	6,436.82	6,501.04	6,565.26	6,631.13	6,696.99	6,764.51	6,832.02	6,901.18	6,970.34
Associate Engineer	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	8,261.33	8,343.66	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
Associate Planner	Exempt	Hourly	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	47.24	47.72	48.19	48.68	49.16
		Monthly	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	7,778.85	7,857.89	7,935.29	8,015.97	8,095.01
Community Improvement Coordinator	Exempt	Hourly	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	47.24	47.72	48.19	48.68	49.16
		Monthly	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	7,778.85	7,857.89	7,935.29	8,015.97	8,095.01
Principal Planner	Exempt	Hourly	56.01	56.57	57.13	57.71	58.28	58.86	59.45	60.05	60.65	61.25	61.87	62.49	63.10	63.75	64.38	65.02	65.68	66.33	66.99	67.66
		Monthly	9,222.98	9,315.19	9,407.41	9,502.91	9,596.77	9,692.28	9,789.43	9,888.23	9,987.03	10,085.83	10,187.93	10,290.02	10,390.47	10,497.50	10,601.24	10,706.63	10,815.31	10,922.34	11,031.02	11,141.35
Senior Civil Engineer	Exempt	Hourly	57.13	57.71	58.29	58.87	59.46	60.05	60.65	61.26	61.87	62.49	63.11	63.75	64.38	65.03	65.68	66.34	67.00	67.67	68.35	69.03
		Monthly	9,407.41	9,502.91	9,598.42	9,693.93	9,791.08	9,888.23	9,987.03	10,087.48	10,187.93	10,290.02	10,392.11	10,497.50	10,601.24	10,708.27	10,815.31	10,923.99	11,032.67	11,142.99	11,254.97	11,366.94
Senior Planner	Exempt	Hourly	46.79	47.26	47.73	48.21	48.69	49.18	49.67	50.17	50.67	51.18	51.69	52.20	52.72	53.25	53.79	54.32	54.87	55.41	55.97	56.53
		Monthly	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	8,427.64	8,511.62	8,595.60	8,681.23	8,768.50	8,857.42	8,944.69	9,035.26	9,124.18	9,216.39	9,308.61

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
Arborist	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
Assistant Engineer	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
Assistant Planner	Exempt	Hourly	36.10	36.46	36.83	37.20	37.57	37.94	38.32	38.71	39.09	39.49	39.88	40.28	40.68	41.09	41.50	41.91	42.33	42.76	43.18	43.62
		Monthly	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	6,502.69	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	7,182.76
Associate Engineer	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
Associate Planner	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
Community Improvement Coordinator	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
Principal Planner	Exempt	Hourly	57.71	58.29	58.87	59.46	60.06	60.65	61.25	61.88	62.49	63.11	63.75	64.39	65.02	65.69	66.34	67.00	67.68	68.35	69.03	69.73
		Monthly	9,502.91	9,598.42	9,693.93	9,791.08	9,889.88	9,987.03	10,085.83	10,189.57	10,290.02	10,392.11	10,497.50	10,602.89	10,706.63	10,816.95	10,923.99	11,032.67	11,144.64	11,254.97	11,366.94	11,482.21
Senior Civil Engineer	Exempt	Hourly	58.87	59.46	60.07	60.66	61.26	61.88	62.50	63.12	63.76	64.40	65.03	65.69	66.35	67.00	67.68	68.36	69.03	69.73	70.43	71.12
		Monthly	9,693.93	9,791.08	9,891.53	9,988.68	10,087.48	10,189.57	10,291.67	10,393.76	10,499.15	10,604.53	10,708.27	10,816.95	10,925.63	11,032.67	11,144.64	11,256.61	11,366.94	11,482.21	11,597.47	11,711.09
Senior Planner	Exempt	Hourly	48.22	48.70	49.19	49.68	50.18	50.68	51.19	51.70	52.21	52.74	53.26	53.80	54.33	54.88	55.43	55.98	56.54	57.11	57.68	58.25
		Monthly	7,940.23	8,019.27	8,099.95	8,180.64	8,262.97	8,345.31	8,429.29	8,513.27	8,597.25	8,684.52	8,770.15	8,859.07	8,946.34	9,036.91	9,127.47	9,218.04	9,310.25	9,404.11	9,497.97	9,591.83

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
Arborist	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
Assistant Engineer	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
Assistant Planner	Exempt	Hourly	37.20	37.57	37.95	38.33	38.71	39.10	39.49	39.89	40.28	40.69	41.09	41.51	41.92	42.34	42.76	43.19	43.62	44.06	44.50	44.94
		Monthly	6,125.60	6,186.53	6,249.10	6,311.67	6,374.25	6,438.47	6,502.69	6,568.55	6,632.77	6,700.29	6,766.15	6,835.31	6,902.83	6,971.99	7,041.15	7,111.95	7,182.76	7,255.21	7,327.67	7,400.12
Associate Engineer	Exempt	Hourly	50.19	50.69	51.19	51.71	52.22	52.75	53.27	53.81	54.34	54.89	55.44	55.99	56.55	57.12	57.69	58.26	58.85	59.44	60.03	60.63
		Monthly	8,264.62	8,346.95	8,429.29	8,514.91	8,598.89	8,686.17	8,771.79	8,860.71	8,947.99	9,038.55	9,129.12	9,219.69	9,311.90	9,405.76	9,499.62	9,593.48	9,690.63	9,787.79	9,884.94	9,983.74
Associate Planner	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
Community Improvement Coordinator	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
Principal Planner	Exempt	Hourly	59.47	60.06	60.66	61.27	61.88	62.50	63.12	63.76	64.39	65.04	65.69	66.34	67.01	67.68	68.35	69.04	69.73	70.43	71.13	71.84
		Monthly	9,792.73	9,889.88	9,988.68	10,089.13	10,189.57	10,291.67	10,393.76	10,499.15	10,602.89	10,709.92	10,816.95	10,923.99	11,034.31	11,144.64	11,254.97	11,368.59	11,482.21	11,597.47	11,712.74	11,829.65
Senior Civil Engineer	Exempt	Hourly	60.66	61.26	61.88	62.50	63.12	63.76	64.40	65.03	65.69	66.35	67.01	67.69	68.36	69.04	69.74	70.43	71.13	71.85	72.57	73.28
		Monthly	9,988.68	10,087.48	10,189.57	10,291.67	10,393.76	10,499.15	10,604.53	10,708.27	10,816.95	10,925.63	11,034.31	11,146.29	11,256.61	11,368.59	11,483.85	11,597.47	11,712.74	11,831.30	11,949.86	12,066.77
Senior Planner	Exempt	Hourly	49.69	50.19	50.69	51.19	51.71	52.22	52.75	53.27	53.81	54.34	54.89	55.44	55.99	56.55	57.12	57.69	58.26	58.85	59.43	60.03
		Monthly	8,182.29	8,264.62	8,346.95	8,429.29	8,514.91	8,598.89	8,686.17	8,771.79	8,860.71	8,947.99	9,038.55	9,129.12	9,219.69	9,311.90	9,405.76	9,499.62	9,593.48	9,690.63	9,786.14	9,884.94