

Table of Contents

PREAMBLE	2
ARTICLE 1 GENERAL PROVISIONS	2
1.1: Recognition	2
ARTICLE 2 NON-DISCRIMINATION	3
2.1 Discrimination Prohibited	3
2.2 Reasonable Accommodation	3
ARTICLE 3 UNION RIGHTS	4
3.1 Bulletin Board Space	4
3.2 Meeting Space	4
3.3 Inter-Office Mail Service	4
3.4 Union Access to Work Locations	4
3.5 Union Stewards	4
3.5.1 Number of Stewards	4
3.5.2 Scope of Stewards	5
3.5.3 Steward Time Off	5
3.6 Union Security	5
3.6.1 Dues Deduction	5
3.6.2 Agency Fee	6
3.6.2.1 Condition of Employment	6
3.6.2.2 Agency Fee Exemption	6
3.6.2.3 Union's Obligation	6
3.6.2.4 Indemnification	7
3.7 Distribution of Information	7
3.7.1 State of California Worker's Compensation Information	7
3.7.2 On-the-job Injury Fact Sheet	7
3.7.3 Union Information	7
ARTICLE 4 CITY RIGHTS	8
ARTICLE 5 COMPENSATION	9
5.1 Salary Schedules	9
5.3 Salary Deductions	9
5.3.1 Adjustments for Overpayments	9
5.3.2 Court Ordered Salary Deductions	9
5.4 Salary Steps	10
5.4.1 Initial Salary	10
5.4.2 Minimum Salary Increase When Promoted	10
5.4.3 Salary Steps	10
5.5 Premium Pay	10
5.5.1 Overtime	10
5.5.1.1 Compensatory Leave	11
5.5.2 Minimum Overtime Guarantee	11

5.5.3	Shift Differential	11
5.5.4	Acting Pay.....	11
5.5.5	Premium Pay During Paid Leave.....	12
5.5.6	No Pyramiding	12
5.6	Allowances.....	12
5.6.1	Meal Allowance.....	12
5.6.2	Safety Shoe Allowance.....	13
ARTICLE 6 INDIRECT PAY AND ALLOWANCES		14
6.1	Retirement Contributions	14
6.1.1	Military Service Credited as Public Service.....	14
6.1.2	One Year Final Compensation.....	14
6.1.3	Automatic One-Half Continuance	14
6.1.4	Post-Retirement Survivor Allowance	14
6.1.6	2.7% At 55.....	14
6.2	Insurance Programs.....	15
6.2.1	Medical Insurance.....	15
6.2.1.1	Medical Insurance Under PEMHCA.....	15
6.2.1.2	City Contribution to PERS.....	15
6.2.1.3	Change in PERS Regulations.....	15
6.2.1.4	Employee & Retiree Health Ins. Committee.....	15
6.2.2	Other Benefits for Active Unit Members.....	16
6.2.2.1	Dental Plan	16
6.2.2.2	Vision Care	16
6.2.2.3	Life Insurance	16
6.2.2.4	Deferred Compensation.....	16
6.2.2.5	State Disability Insurance	16
6.2.2.6	Dependent Care Assistance Program.....	16
6.2.3	Medical and Dependent Care Reimbursement Plan.....	17
6.2.4	Maximum Reimbursement Amounts.....	17
6.2.5	Administrative Fees	17
6.2.6	Full Medical Ins. Comparable to Rate Charged Under PEMHCA Kaiser North Plan.....	18
6.2.7	Retiree Benefit.....	18
ARTICLE 7 LEAVES OF ABSENCE.....		19
7.1	Sick Leave.....	19
7.1.1.	Accrued Leave Status.....	19
7.1.1.1	Annual Earned Sick Leave.....	19
7.1.1.2	Accumulated Earned Sick Leave	19
7.1.1.3	Use of Sick Leave.....	19
7.1.1.3.1	Minimum Usage.....	19
7.1.1.3.2	Family Illness	19
7.1.1.3.3	Performance Evaluations.....	20
7.1.1.3.4	Annual Sick Leave Sell-Back/Conversion	20
7.1.1.3.5	Sick Leave Buy-Back-Leaving City	21
7.2	Family Death Leave	21

7.2.1	Definition of Immediate Family.....	21
7.2.2	Entitlement.....	21
7.3	Industrial Injury Leave	21
7.3.1	City Paid Leave Entitlement.....	21
7.3.2	Workers' Compensation Claim	22
7.3.3	Physical Examination.....	22
7.3.4	Workers' Compensation Benefits.....	22
7.3.5	Limited/Modified Duty	22
7.4	Military Leave	23
7.5	Jury Leave.....	23
7.6	Leave of Absence Without Pay	23
7.7	State Disability Insurance Coverage And Paid Leaves	23
ARTICLE 8	VACATION LEAVE.....	24
8.1	Entitlement	24
8.2	Right to Take Accrued Leave	24
8.3	Limitation on Unused Vacation Leave Balances	25
8.4	Vacation Sell-Back.....	25
8.5	Minimum Usage	25
8.6	Personal Business Leave.....	25
8.7	Interruption of Leave	25
8.8	Paychecks During Vacation	26
ARTICLE 9	PAID HOLIDAYS	27
9.1	Designated Holidays	27
9.2	Christmas or New Year's Eve	27
9.3	Holiday Pay	27
9.4	Holiday on Regular Day Of.....	28
ARTICLE 10	WORKING CONDITIONS	29
10.1	Hours of Work	29
10.1.1	Rest Period.....	29
10.1.2	Lunch Period.....	29
10.1.3	Public Relations.....	29
10.2	Shifts and Schedules	30
ARTICLE 11	PERSONNEL PROVISIONS.....	31
11.1	Personnel File	31
11.2	Examinations.....	31
11.2.1	Entry-Level.....	31
11.2.1.1	Residency	31
11.2.1.2	Certification of Eligible's to Fill Vacancies.....	31
11.2.2	Promotional Examinations	31
11.3	Probationary Period	31
11.3.1	Entry Probationary Period.....	31
11.3.2	Promotional Probationary Period.....	32

11.4	Job Reassignment	32
11.5	Contracting Out	32
11.6	Residency Committee	32
11.7	Sexual Harassment and Violence in the Workplace.....	32
11.8	Tuition Reimbursement	32
11.9	Professional Development Reimbursement	33
ARTICLE 12 GRIEVANCE PROCEDURE		34
12.1	Definition	34
12.2	Procedure.....	34
12.2.1	Step 1	34
12.2.1.1	Informal Discussion.....	34
12.2.1.2	Formal Submission	34
12.2.2	Step 2: Appeal to Department Head	34
12.2.3	Step 3: Employee Relations Officer –Union Staff Rep.....	35
12.2.4	Step 4: Civil Service Board – Arbitration	35
12.3	Time Limits.....	35
12.4	Witnesses.....	36
12.5	Immediate Arbitration	36
12.6	Consolidation	36
ARTICLE 13 GENERAL PROVISION		37
13.1	Resolution	37
13.2	Savings Clause	37
13.3	Duration	37
13.4	Completion of Negotiations	37
13.5	Temporary and Part-Time Employees	37
13.6	Golden Handshake Committee	38
13.7	Budget Committee for Fiscal Year 2009-2010	38
APPENDIX A: Civil Service Appeal		39
APPENDIX B: Shift Assignments		41
APPENDIX C: Part-Time Personnel		43
APPENDIX D: DECEMBER CLOSURE DAYS.....		47
APPENDIX E: EQUITY AMONG BARGAINING UNITS.....		49
APPENDIX F: MLWUOP CLOSURE DAYS		50
SIGNATURE PAGE		51
SALARIES FOR TERM OF MOU.....		52

