Meeting Date: **7/30/2013**

Report Type: Consent

Report ID: 2013-00596

9

City of SACRAMENTO

City Council Report
915 I Street, 1st Floor
www.CityofSacramento.org

Title: Personnel Resolution Covering Unrepresented Officers and Employees

Location: Citywide

Issue: The Personnel Resolution Covering Unrepresented Officers and Employees needs to be updated annually.

Recommendation: Pass a Resolution 1) approving the Personnel Resolution Covering Unrepresented Officers and Employees; 2) approving the Unrepresented Salary Schedule; 3) amending the Employer-Employee Relations Policy; 4) approving the City Manager's Office FTE change; and 5) authorizing the City Manager to make minor changes or adjustments to exhibits in order to correct omissions and errors.

Contact: Geri Hamby, Director, (916) 808-7173; Denise Deprato, Support Services Manager, (916) 808-8249, Department of Human Resources

Presenter: None

Department: Human Resources

Division: HR Administration

Dept ID: 08001011

Attachments:

1-Description/Analysis
2-Exhibit 1 (Final-Personnel Resolution Covering Unrepresented Officers and Employees)
3-Exhibit 2 (Final-Salary Schedule)
4-Exhibit 3 (Final-Employee Employer Relations Policy)
5-Resolution
6-Attachment 1 (Redline Personnel Resolution Covering Unrepresented Officers and Employees)
7-Attachment 2 (Redline Salary Schedule)
8-Attachment 3 (Redline Employee Employer Relations Policy)

City Attorney Review

Approved as to Form
Sandra Talbott
7/23/2013 3:29:38 PM

City Treasurer Review

Reviewed for Impact on Cash and Debt
John Colville
7/17/2013 3:32:56 PM

Approvals/Acknowledgements

Department Director or Designee: Geri Hamby - 7/22/2013 4:11:55 PM

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Description/Analysis

Issue: Each year the Department of Human Resources recommends revisions to the Personnel Resolution Covering Unrepresented Officers and Employees, (herein Personnel Resolution) and the adoption of salary schedules for unrepresented classifications. The provisions of the Personnel Resolution apply to Executive Management, the Mayor/Council Support staff, and the Executive Management Support staff.

This report contains the proposed revisions to the Personnel Resolution and the proposed FY2013/14 unrepresented salary schedules. In 2012, the City conducted a market survey of salaries of classifications that are comparable to classifications in the City. That market survey is currently under review; however, the proposed salary schedule includes changes to some Department Head classifications.

The attachments contained in this report relating to the Personnel Resolution are described below:

1. The specific changes to the Personnel Resolution are presented in two versions. Attachment 1 contains a record of text changes to the City's Personnel Resolution Covering Unrepresented Officers and Employees effective July 30, 2013. Exhibit 1 depicts those changes as the amended text would appear in the Personnel Resolution, subject to City Council adoption.

2. The specific changes to the Salary Schedule are presented in two versions. Attachment 2 contains a record of text changes the proposed FY2013/14 salary schedules for unrepresented positions classified as Executive Management, Mayor/Council Support, Executive Management Support, and non-career. Exhibit 2 depicts those changes as the amended text would appear in the Salary Schedule, subject to City Council adoption. Following Council's approval, the salary schedules will be effective July 30, 2013.

The proposed Employer-Employee Relations Policy (EERP) amendments are necessary to reorganize changes within the represented and unrepresented units.

The attachments contained in this report relating to the Employer-Employee Relations Policy are described below:

1. The specific changes to the Employer-Employee Relations Policy are presented in two versions. Attachment 3 contains a record of text changes to the Employer-Employee Relations Policy. Exhibit 3 depicts

those changes as amended text would appear in the Employer-Employee Relations Policy, subject to City Council adoption.

Additionally, the City Manager's Office has the need to Eliminate 1.0 FTE Operations Manager and add 1.0 FTE Director of Governmental Affairs. The salary range for the Operations Manager classification is $99,714 to $149,570, and the salary range for the Director of Governmental Affairs classification is $102,887 to $154,315.

Policy Considerations: The proposed Personnel Resolution contains substantive revisions, "clean-up" language, and updated effective dates. Additionally, this report also recommends the following amendments to the Personnel Resolution, Attachment 1, and Exhibit 1. Unless otherwise noted, all recommended changes will become effective July 30, 2013, if adopted by City Council:

1. Health and Welfare Contributions

   a. Employees who enroll in an Account-Based Health Plan (ABHP) no later than December 31, 2013, shall have a Health Savings Account (HSA) credit with a one-time City contribution of $2,000 on or before January 31, 2014.

   b. City contributions for non-ABHP shall be increased based on the 2014 lowest-cost City health and dental plans.

2. CalPERS

   New CalPERS members will pay the member contribution pursuant to the Public Employees' Pension Reform Act (PEPRA).

3. Transportation and Parking Allowances

   a. Charter Officers may offer up to $500 per month as reimbursement for the use of privately owned vehicles on City business or as compensation in lieu of the use of City vehicles on City business for management employees.

   b. Employees receiving City-paid parking and/or vehicle allowance shall not be entitled to the monthly bus transportation reimbursement.

   c. Employees who receive a City-paid parking and/or vehicle allowance shall not be entitled to the downtown parking subsidy.

Environmental Considerations: Under the California Environmental Quality Act (CEQA) guidelines, continuing administrative activities do not constitute a project and are therefore exempt from review.

Sustainability: Not applicable.

Commission/Committee Action: Not applicable.

Rationale for Recommendation: This report and the proposals contained herein, are consistent with the City Manager's labor strategy for FY2013/14.

Financial Considerations: The potential FY2013/14 cost associated with the adoption of the proposed revisions to the Personnel Resolution for the General Fund is $124,886 and for all other funds is $5,134.

Emerging Small Business Development (ESBD): Not applicable.

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Exhibit 1

PERSONNEL RESOLUTION

COVERING

UNREPRESENTED OFFICERS AND EMPLOYEES

July 30, 2013

Exhibit 1

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ARTICLE 1 – GENERAL ADMINISTRATIVE PROVISIONS

1.1 APPOINTING AUTHORITY

a. For the City of Sacramento, appointing authority is vested with the Mayor, City Council members, and Charter Officers. Subject to applicable Rules and Regulations of the Civil Service Board, Council-adopted resolutions, and administrative policy instructions, appointing authority provides for the ability to hire City employees.

b. The Appointing Authority has the authority, subject to the approved Budget Resolution and administrative policy, to:

(1) Allocate full-time equivalent positions to specific job classifications and to establish rates of pay for incumbents in those classifications;

(2) Change the number of exempt management positions under their administrative jurisdiction, so long as their total exempt management salary budget does not increase;

(3) Adjust the salary of individual exempt positions, so long as the total exempt salary budget for each department does not increase; and

(4) Grant performance-based salary adjustments to unrepresented officers and employees consistent with employee appraisal procedures.

1.2 APPLICABILITY

The terms of this Resolution shall apply to all unrepresented employees of the City unless superseded by an employment contract with Charter Officers, and to elected officials where applicable. Sacramento Area Flood Control Agency (SAFCA) unrepresented personnel shall maintain the benefits contained in the July 2, 2011 Resolution Covering Unrepresented Officers and Employees.

1.3 TYPE OF APPOINTMENTS

a. Nothing in this Resolution shall create an express or implied covenant or contract, or create a property right or tenure for any person appointed to unrepresented classifications covered by this Resolution. All unrepresented employees serve at the pleasure of the Appointing Authority. Consequently, just cause is not required for discipline, and there are no appeal rights.

b. This Personnel Resolution covers all unrepresented officers and employees of the City of Sacramento appointed or incumbent to any position in the Executive Management, Executive management Support,

and Mayor/Council Support units as defined by the Employer-Employee Relations Policy. This Personnel Resolution applies to these positions whether the employee is considered full-time, part-time, seasonal, or appointed on a limited term basis.

1.4 STAFF AIDE POSITIONS

The classification of Staff Aide, may be used when a classification is needed either pending establishment of a new classification or a position is funded for a limited time and no appropriate classification exists. An employee may be appointed to the Staff Aide classification for a maximum of twelve (12) months. The salary range for any Staff Aide position shall be established by the Director of Human Resources.

1.5 CITY SERVICE

City service for purposes of calculating benefits shall be defined as the effective date of appointment to the employee's first exempt or permanent career position, or as the effective date of appointment to the employee's first full-time position (or positions) which immediately preceded an appointment to an exempt or permanent career position, whichever is greater.

ARTICLE 2 – HOURS OF EMPLOYMENT AND OVERTIME

2.1 HOURS OF EMPLOYMENT

a. The normal work period for employees shall begin at 12:01 a.m. Saturday and end at 12:00 midnight the following Friday.

b. The normal work week for full-time employees, who are covered by the overtime provisions of the Fair Labor Standards Act (FLSA), shall consist of forty (40) hours of work during the seven (7) day work period.

c. The normal work week shall not apply to employees exempt from the overtime provisions of FLSA. These employees are expected to work any amount of time required to perform the duties of their positions.

d. The workweek for part-time employees shall be determined by the Appointing Authority.

2.2 VOLUNTARY WORK FURLOUGH/REDUCED WORKWEEK PROGRAM

The City's Voluntary Work Furlough/Reduced Workweek Program shall be applicable to unrepresented full-time employees on the same terms as apply to represented employees. The benefit plan for eligible employees shall not be reduced or prorated by participation in such work reductions.

2.3 OVERTIME FOR ELIGIBLE EMPLOYEES

a. All overtime shall be calculated and paid consistent with FLSA requirements. Overtime compensation shall be paid by cash payment or compensating time off (CTO) as determined by the Appointing Authority.

b. Employees may accrue up to one hundred and twenty (120) hours of CTO. The City may cash out those CTO hours accumulated in excess of eighty (80) hours at any time provided that the use of such time off has not been previously approved.

c. The use of accrued CTO shall be at the discretion of the Appointing Authority. Employees who request use of accrued CTO shall be permitted to use such time within a reasonable period after making the request if the use of CTO does not unduly disrupt the operations of the work unit.

d. Upon termination from City service, employees shall be paid for any unused CTO hours at the rate of pay at the time of separation.

2.4 OVERTIME FOR NON-CAREER EMPLOYEES

a. All overtime for non-career employees shall be calculated and paid consistent with FLSA requirements. Non-career employees shall be compensated for overtime with pay at one and one-half (1-1/2) times the applicable rate of pay in cash payment.

b. The Appointing Authority may establish a flexible work schedule consisting of more than an eight (8) hour day in a forty (40) hour work week.

2.5 MODIFIED/ALTERNATIVE DUTY POLICY

The City’s Modified/Alternative Duty Policy shall be applicable to eligible employees who have been injured on-the-job.

2.6 TELEWORK PROGRAM

Executive Management Support employees may participate, at the discretion of the Appointing Authority, in the City's Telework Program.

2.7 ALTERNATIVE WORK SCHEDULE PROGRAM

Employees may participate, at the sole discretion of the Appointing Authority, in Alternative Work Schedule Program such as 9/80 or 4/10 schedules. Employee participation in Alternative Work Schedule Program shall be dependent on employee performance and shall not disrupt department operations.

ARTICLE 3 – FRINGE BENEFIT PLAN/HEALTH AND WELFARE

The fringe benefit plan described below shall be available to full-time Executive Management, Mayor/Council Support, and Executive Management Support employees. The Appointing Authority, on a case-by-case basis, shall establish the fringe benefit plan for employees who are less than full-time, not to exceed the fringe benefit plan for comparable full-time employees. The fringe benefit plan for Executive Management, Mayor/Council Support, and Executive Management Support employees shall be as outlined in this Article.

3.1 HEALTH AND WELFARE CONTRIBUTION (CITY DOLLARS)

a. The City shall administer a Cafeteria Plan benefits program for employees consistent with the Internal Revenue Code Section 125.

b. <u>Account-Based Health Plan (ABHP)</u>

(1) Employees who enroll in an ABHP no later than December 31, 2013, shall have a Health Savings Account (HSA) credited with a one-time City contribution of $2,000 on or before January 31, 2014.

(2) To the extent that the premium for the ABHP is less than the City contributions outlined below, any remaining City contribution shall be credited to the employee's HSA.

c. Effective January 1, 2014, the City contribution for a full-time employee enrolled in a City-sponsored health plan for employee only, shall be fixed at an amount equal to one-hundred percent (100%) of the lowest cost City non-ABHP health plan plus the lowest cost dental plan available in the plan year 2014.

d. Effective January 1, 2014, the City contribution for a full-time employee enrolled in a City-sponsored health plan for employee plus one (1) dependent, shall be fixed at an amount equal to $850 per month plus fifty percent (50%) of any increase in the 2014 lowest cost City non-ABHP health plan plus the lowest cost dental plan.

e. Effective January 1, 2014, the City contribution for a full-time employee enrolled in a City-sponsored health plan for employee plus two (2) or more dependents, shall be fixed at an amount equal to $1,200 per month plus fifty percent (50%) of any increase in the 2014 lowest cost City non-ABHP health plan plus the lowest cost dental plan.

f. All City contributions shall be fixed as of January 1, 2014.

g. Part-time employees shall be prorated.

3.2 COVERED DEPENDENTS

a. Funds used to pay the health insurance premium cost for the domestic partner and/or the domestic partner's dependent children shall be in accordance with Federal and State tax laws.

b. An employee who has a domestic partner, and has a notarized City provided affidavit, may cover the domestic partner under the employee's City-sponsored health plan. The employee will pay for the premium cost for the domestic partner coverage after tax.

c. An employee who has a domestic partner, and is registered with the Secretary of State of the State of California, may cover the domestic partner and/or the domestic partner's children, under the employee's City-sponsored health plan. The City shall contribute $850 for an employee enrolled with one (1) dependent; and $1,200 for an employee enrolled with two (2) or more dependents. Effective January 1, 2014, employees with domestic partners shall receive the City contributions as specified in Section 3.2.

d. The definition of dependent child for purposes of health, insurance shall be as determined under the Patient Protection and Affordable Care Act. The definition of dependent child for purposes of dental and vision insurance shall be outlined in certificates of coverage and related insurance contracts. As of the date of this Resolution, that definition includes an adult child up to age 26, grandchild living in the employee grandparent's home, disabled children, step-children, adopted children, wards and foster children provided they qualify as the subscriber's or subscriber's lawful spouse's dependent under IRS rules and regulations.

3.3 CASH-BACK LIMITS

a. The cash-back of City dollars from the IRS Section 125 Plan shall be limited to $200 per month for employees hired before July 27, 2012, who waive enrollment in City-sponsored group health plans.

b. New employees or employees who are not receiving the cash-back as of July 27, 2012, shall not be eligible for the cash-back option.

c. Employees transferring to classifications in an unrepresented unit who are enrolled in cash-back at the time of transfer may maintain the cash back option as long as they continuously waive City-sponsored health insurance and comply with other program requirements.

d. Part-time employees working less than 30 hours per week shall be prorated.

3.4 LIFE INSURANCE

a. City-paid basic life insurance shall be:

Group	Amount
Executive Management, Executive Management Support and Mayor Council Support	$ 50,000
City Attorney, City Clerk and City Treasurer	$100,000
City Manager	$150,000

b. Insurance Over $50,000

Executive Management, Mayor/Council Support, and Executive Management Support employees may purchase, at their expense, supplemental life insurance in the amount of up to three (3) times annual salary subject to limitations specified by the insurance carrier.

3.5 LONG TERM DISABILITY

Executive Management and Mayor/Council Support employees shall receive City-paid long-term disability insurance.

3.6 FLEXIBLE SPENDING ACCOUNTS

The City offers a Flexible Spending Account (FSA) program to employees as permitted by Internal Revenue Service Regulations.

3.7 DEFERRED COMPENSATION PLAN

Executive Management, Mayor/Council Support, and Executive Management Support employees may participate in the City's Deferred Compensation 457 Plan to the extent allowed by law and the 457 plan document.

3.8 SECTION 401(A) MONEY PURCHASE PLAN

a. The City's established IRS Section 401(a) Plan is available as follows:

(1) For Executive Management, excluding the Administrative Analyst (City Manager's Office), and Mayor/Council Support employees, the City will contribute four percent (4%) of salary and the employee shall contribute five percent (5%) of salary.

(2) Effective June 29, 2013, for Administrative Analyst (City Manager's Office), the City will contribute two percent (2%) of salary and the employee shall contribute two percent (2%) of salary.

(3) For Executive Management Support employees, the City will contribute two percent (2%) of salary with a zero percent (0%) employee contribution.

(4) The 401(a) Plan shall conform to all IRS requirements. Vesting of City funds occurs with enrollment consistent with IRS and 401(a) provider rules and regulations.

3.9 LONGEVITY PAY

Employee eligibility for longevity pay shall be determined as provided under Section 108 of the City Charter. Longevity pay is provided for in the City Charter and not through this Resolution. In the event changes are made to the City Charter, those changes shall supersede the provisions of this Resolution.

ARTICLE 4 – RETIREMENT

4.1 RETIREES OR SURVIVOR DEPENDENTS

Eligible City retirees or eligible survivor dependents shall receive City retiree insurance contributions for health, dental, and vision insurance benefits from the City as follows:

a. The maximum City contribution towards the purchase of health insurance for retirees is $300 per month for the retiree or $365 for a retiree with dependent(s).

b. <u>Retiree Insurance Contributions for Employees Retiring on or after July 1, 1992</u>

(1) Employees retiring with thirty (30) or more years of service shall be

eligible for the City's maximum retiree health insurance contribution identified in subsection (a) above on the date of retirement without regard to age.

(2) Employees retiring with a minimum of twenty (20) full years of service but less than thirty (30) full years of service who are at least fifty (50) years of age shall receive one hundred percent (100%) of the City's maximum retiree insurance contribution identified in subsection (a) above.

(3) Employees retiring with a minimum of fifteen (15) full years of service but less than twenty (20) full years of service who are at least fifty (50) years of age shall receive seventy-five percent (75%) of the City's maximum retiree insurance contribution identified in subsection (a) above.

(4) Employees retiring with a minimum of ten (10) full years of service but less than fifteen(15) full years of service who are at least fifty (50) years of age shall receive fifty percent (50%) of the City's maximum retiree insurance contribution identified in subsection (a) above.

(5) There shall be no eligibility for the City's retiree insurance contribution if the employee elects to take a deferred retirement.

(6) There shall be no City retiree insurance contribution for retirees with less than ten (10) full years of City service.

c. Retiree Insurance Contribution for Persons in Deferred Retirement Status as of January 1, 1991

(1) Employees who elected a deferred retirement prior to January 1, 1991, and who retired on or after July 1, 1992, and before June 28, 2013 shall be eligible for the City's retiree insurance contribution as follows:

i. A retiree with at least ten (10) full years of City service, and who is at least 50 years of age, shall be eligible for fifty percent (50%) of the City's maximum retiree insurance contribution as identified in subsection (a) above.

ii. A retiree with twenty (20) full years or more of City service, and who is at least fifty (50) years of age, shall be eligible for one hundred percent (100%) of the City's retiree insurance contribution as identified in subsection (a) above.

d. Employees who elected a deferred retirement prior to January 1, 1991, and did not retire on or before June 28, 2013, shall not be eligible for the City's retiree insurance contribution.

e. Employees who elected a deferred retirement prior to January 1, 1991, and did not retire on or before June 28, 2013, shall not be eligible for the City's retiree insurance contribution.

f. Industrial Disability or Death in Line of Duty Survivors

Retirees who receive industrial disability pensions or death in-line-of-duty survivors will be entitled to one hundred percent (100%) of the City's - applicable maximum retiree insurance contribution regardless of years of service.

g. Survivor Dependents Benefits

Survivor dependents of eligible employees or retirees shall be entitled to the same benefit amount, as the employee was eligible to at the time of death.

h. Medicare Supplement

In order to maintain eligibility for the City retiree insurance contribution, each eligible retiree and dependent must enroll in Medicare Parts A and B immediately after becoming eligible for such benefits.

i. Limitation Clause

No employee or retiree shall have any rights provided by this Section 4.1 after June 27, 2014.

j. Elimination of Retirees or Survivor Dependents Benefits

No employee hired on or after July 20, 2012, shall be eligible for any benefits provided by this Section 4.1. Employees transferring to unrepresented classifications after July 20, 2012, shall be ineligible for any benefits by this section, unless the transferring employee was eligible for retiree or survivor dependent benefits at the time of transfer.

4.2 PERS RETIREMENT PLAN AND CONTRIBUTION

a. Member Contribution to PERS Retirement Plan – Classic Members

(1) Miscellaneous

Executive Management, Mayor/Council Support, Executive Management Support, and Charter Officers shall pay seven percent (7%) of the member contribution to the PERS retirement plan. Classic members in miscellaneous classifications shall qualify for the 2% at 55 benefit formula and retirement shall be based upon the highest twelve (12) consecutive months of compensation.

(2) Police Safety

Executive Management Police Safety employees shall pay nine percent (9%) of the member contribution to the PERS retirement plan. Classic members in Executive Management Police Safety classifications shall qualify for the 3% at 50 benefit formula and retirement shall be based upon the highest twelve (12) consecutive months of compensation.

(3) Fire Safety

Executive Management Fire Safety employees shall pay the 9.81% value of the employer share of the PERS contribution. For Fire Safety employees the City shall pay up to nine percent (9%) of the member contribution to the PERS retirement plan on behalf of the Fire Safety employees. Such payments shall be reported to PERS as additional compensation for the purpose of retirement benefit calculations. Classic members of Executive Management Fire Safety classifications shall qualify for the 3% at 55 benefit formula and retirement shall be based upon the highest twelve (12) consecutive months of compensation.

b. Member Contribution to PERS Retirement Plan – New Members

(1) Miscellaneous

Executive Management, Mayor/Council Support, Executive Management Support, and Charter Officers hired after December 31, 2012, shall be members in the PERS on terms consistent with Public Employees' Pension Reform Act (PEPRA). New members in miscellaneous classifications shall qualify for the 2% at 62 benefit formula and, shall contribute 50% of the total normal cost of the PERS retirement plan, and retirement shall be based upon the highest thirty-six (36) consecutive months of compensation.

(2) Safety

Executive Management Safety employees hired after December 31, 2012, shall be members in the PERS on terms consistent with PEPRA. New members in sworn classifications shall qualify for the 2.7% at 57 benefit formula and, shall contribute 50% of the total normal cost of the PERS retirement plan, and retirement shall be based upon the highest thirty-six (36) consecutive months of compensation.

ARTICLE 5 – CHARTER OFFICERS

5.1 CHARTER OFFICER SALARIES

The salaries for the City Attorney, City Auditor, City Clerk, City Manager, and, City Treasurer, shall be modified only by City Council action and approval.

5.2 EXPENSE ALLOWANCE

The City will pay to the City Manager a sum of $400 per month as reimbursement for City expenses for which no vouchers need be furnished. The City will pay to the City Attorney, City Clerk, and City Treasurer a sum of $350 per month as reimbursement for City expenses for which no vouchers need be furnished.

ARTICLE 6 – NON-CAREER EMPLOYEES

6.1 NON-CAREER BENEFITS

Except as provided herein, unrepresented non-career (+1,040) employees who work less than thirty (30) hours per week do not accrue benefits.

6.2 CITY HEALTH AND WELFARE CONTRIBUTION

a. Employees in the classification of Fire Recruit and Student Trainee (Paramedic Intern) shall receive the same City monthly health and welfare contribution amount as provided for the classification of Firefighter in the Memorandum of Understanding.

b. Employees in the classification of Police Cadet, Police Recruit, and Community Service Officer (Limited Term) shall receive the same City monthly health and welfare contribution amount as provided for the classification of Police Officer in the Memorandum of Understanding.

c. Employees in the classification of Dispatcher Recruit shall receive the same City health and welfare contribution amount as provided for the non-supervisory Dispatcher classification in the Memorandum of

Understanding.

d. Non-Career employees under this Section are not eligible for cash back.

6.3 POOL SAFETY CLASSIFICATIONS

Employees holding classifications designated as pool safety positions may be eligible for additional compensation for qualifying work associated with the summer aquatics program. Such compensation is authorized solely for the purpose of recruiting and retaining qualified employees at City-operated swimming pools. Said employees shall be paid additional compensation as follows:

a. Certification Fee Reimbursements

Upon submittal of documents showing successful completion of the required water safety courses and receipts showing fees paid, the City shall reimburse eligible employees up to $200 for completing their certification course work.

b. Recruitment Incentive

Upon successful completion of eighty (80) hours of work in a designated pool safety classification, the City shall pay eligible employees a lump sum amount of $200.

c. Retention Incentive

Upon successful completion of work during the entire summer aquatics season, the City shall pay eligible employees a lump sum amount of $400.

ARTICLE 7 – LEAVES

7.1 ACCRUAL OF LEAVE HOURS OVER 24 PAY PERIODS

Unless provided otherwise in this Article, the accrual of leave hours shall accrue over 24 pay periods per year, during the first two (2) pay periods of each month.

7.2 VACATION

a. Employees shall be entitled to vacation allowances pursuant to the provisions of Section 107 of the City Charter. Based on length of City service, the accrual of annual vacation allowances shall be as follows:

Length of Service	Annual Vacation Allowance	Annual Vacation Allowance for Fire Safety Management Employees
1 to 5 years	10 days/80 hours	112 hours
5 years and 1 day to 15 years	15 days/120 hours	168 hours
more than 15 years	20 days/160 hours	224 hours

b. Vacation allowance administration shall be in accordance with the Rules and Regulations of the Civil Service Board, unless an exception is authorized by the City Manager under appropriate circumstances. Employees may accumulate a maximum of four hundred and eighty (480) vacation hours, except Fire Safety Management employees may accumulate a maximum of six hundred and seventy two (672) hours. Once the maximum is reached, there shall be no further vacation accrual until the balance falls below four hundred and eighty (480) hours or six hundred and seventy two (672) for Fire Safety Management.

7.3 HOLIDAYS

a. Recognized Holidays

Except as otherwise provided, the following shall be recognized holidays for eligible employees:

Holiday	Date
New Year's Day	January 1
Martin Luther King's Birthday	Third Monday in January
Washington's Birthday	Third Monday in February
Cesar Chavez's Birthday	Last Monday in March
Memorial Day	Last Monday in May
Independence Day	July 4
Labor Day	First Monday in September
Veteran's Day	November 11
Thanksgiving Day	Fourth Thursday in November
Day after Thanksgiving	Friday after Thanksgiving
Christmas Eve (4 hours)	December 24
Christmas Day	December 25
New Year's Eve (4 hours)	December 31

b. Eligibility

(1) To be eligible for holiday pay, the employee must work the scheduled workday before and after the recognized holiday. Any payable leave time, such as vacation, and sick shall be considered

hours worked for the purpose of holiday pay eligibility.

(2) A part-time employee, including an employee in a work-sharing program, and non-career (+1,040) employee shall receive the recognized holiday benefit based upon the number of hours the employee was paid in that workweek as follows:

Number of Recognized Holidays in the Workweek	Minimum Number of Paid Hours in the Workweek	
	50% Benefit	100% Benefit
0.5	18	28.8
1.0	16	25.6
1.5	14	22.4
2.0	12	19.2

An employee paid for less than the minimum number of hours required for the 50% benefit shall receive no recognized holiday benefit.

(3) Non-career (-1,040) employees shall not receive recognized holiday benefits.

c. Holiday Observance

(1) If an employee's scheduled days off are Saturday and Sunday during a standard City workweek in which a recognized holiday falls, the following shall apply:

i. If the recognized holiday falls on a Saturday, the preceding Friday shall be considered the employee's holiday.

ii. If the recognized holiday falls on a Sunday, the following Monday shall be considered the employee's holiday.

(2) If an employee's schedule differs from the traditional Monday-Friday workweek in which a recognized holiday falls, the following shall apply:

i. The actual dates as listed above shall be considered as the employee's holiday.

ii. If the recognized holiday falls on the employee's scheduled day off, the employee shall receive holiday earned for the hours of the holiday benefit.

d. Floating Holidays

(1) Accrual

i. In addition to the recognized holidays specified above, except as provided below, employees shall receive the equivalent of one (1) floating holiday per fiscal year on an accrual basis as follows:

1. Each full-time Executive Management, Mayor/Council Support, and Executive Management Support employee shall accrue a single eight (8) hour floating holiday per year. The employee shall accrue floating holiday credit for each pay period for which the employee is paid twenty (20) or more hours of salary.

2. A part-time Executive Management, Mayor/Council Support, or Executive Management Support employee, including an employee in a work sharing program, or a non-career (+1,040) employee shall accrue floating holiday credit based on the budgeted authorized position (BAP) for which the employee fills at the rate of ten (10) minutes accrual for employees who are working in a 0.5 up to a 0.79 BAP and at a rate of twenty (20) minutes accrual for employees who are in a 0.8 BAP or higher.

ii. Non-career (-1,040) employees shall not receive floating holiday benefits.

(2) Administration

i. The scheduling of floating holiday time must be approved in advance by the Appointing Authority or designated representative.

ii. An employee may carry-over from the preceding calendar year a maximum of eight (8) hours of floating holiday accrual. Except for the eight (8) hour carry-over, all accumulated floating holiday time not used by the end of the pay period, which includes January 8 shall be paid to the employee in cash at the straight-time rate on the payday covering that pay period.

iii. An employee terminating for any reason or going on a leave of absence without pay for a period exceeding ninety (90) days shall be paid for all accrued floating holiday time at the

straight-time rate.

e. Holiday Earned Accumulation

Employees may accumulate a maximum of eighty (80) hours of holiday earned hours. Once the maximum is reached, there shall be no further holiday earned until the balance falls below eighty (80) hours. Holiday earned may be taken by the employee at the discretion of the department head.

7.4 MANAGEMENT LEAVE TIME

a. Executive Management and Mayor/Council Support employees exempt from the overtime provisions of FLSA shall not accrue compensating time off or earn overtime pay for time worked in excess of eight (8) hours per day or forty (40) hours per week, but shall be expected to devote as much time to their employment as may be necessary for the efficient operation of City government.

b. Executive Management and Mayor/Council Support employees determined by the City to be exempt from the overtime provisions of the FLSA shall be credited with eighty (80) hours of management leave time each fiscal year. Such time will be posted the first pay period in July. Management employees appointed after July 1 of a fiscal year shall be entitled to a prorated share of eighty (80) hours of management leave time based upon the number of full months remaining in that fiscal year. Management leave time shall be useable upon being credited, subject to the approval of the immediate supervisor.

c. Management leave time shall not accumulate from fiscal year to fiscal year, and any management leave time not used in the fiscal year in which it was awarded shall be forfeited. There shall be no cash out of management leave time.

7.5 ADMINISTRATIVE LEAVE TIME

a. Executive Management Support employees shall be credited with twenty (20) hours of administrative leave time each fiscal year. Such time will be posted in the first pay period in July. Executive Management Support employees hired after July 1 of a fiscal year shall be entitled to a prorated share of twenty (20) hours of administrative leave time based upon the number of full months remaining in that fiscal year. Administrative leave time shall be useable upon being credited, subject to the approval of the employee's immediate supervisor.

b. Administrative leave time shall not accumulate from fiscal year to fiscal

year, and any administrative leave time not used in the fiscal year in which it was awarded shall be forfeited. There shall be no cash out of administrative leave time.

7.6 SICK LEAVE

a. Accrual and Usage

(1) A full-time employee shall accrue sick leave credits at the rate of 8 hours per month which may be used by the employee in the event of illness or injury which is not job-related A permanent part-time employee shall earn sick leave on a prorated basis.

(2) An employee in active service of the City, eligible to accumulate sick leave credits, may in January of each year receive a cash payment for twenty-five percent (25%) of the unused portion of sick leave credits accumulated during the preceding calendar year from January 1 through December 31, provided the employee shall have to his/her credit on December 31 immediately preceding the date for payment, a total of at least four hundred and eighty (480) hours accumulated. The employee shall be paid for such percentage of sick leave accumulation at the rate of pay, which the employee was receiving on January 1 of each year in which payment is made. The amount of time for which an employee is paid shall be deducted from the employee's total accumulation. An employee electing to receive this cash payment must notify the Department of Finance, Accounting Division, in writing, of such election no later than December 15 of the year in which the sick leave credit was earned.

b. Sick Leave Cash Out

(1) PERS

i. PERS members hired prior to January 1, 2005, with more than twenty (20) years of City service, are eligible to cash out sick leave and/or convert sick leave to PERS service credit upon separation for reasons of retirement, resignation, layoff or death as follows:

1. Eligible employees, or persons entitled by law to the possession of their estate, may receive a cash payment equal to thirty-three and one-third percent (33-1/3%) of the total sick leave credits accumulated (to the nearest full day) by the employee on the date of their retirement,

resignation, layoff, or death;

2. In the alternative, eligible employees may utilize any or all of their total sick leave credits accrued as of the date of their retirement, resignation, layoff, or death and apply the sick leave to service credit pursuant to the PERS contract with the City. If the employee converts less than the full balance of sick leave to service credit, the employee may receive a cash payment equal to thirty-three and one third percent (33-1/3%) of the remaining sick leave credits after conversion to PERS.

ii. PERS members hired on or after January 1, 2005, shall not be eligible for payment of any portion of accumulated sick leave credits, though employees may apply their sick leave balances to service credit pursuant to the PERS contract with the City.

(2) SCERS

Upon retirement, SCERS members eligible to accumulate sick leave credits shall receive a cash payment representing the value of thirty-three and one-third percent (33-1/3%) of the sick leave credits (rounded to the nearest full day) accumulated to the date of retirement.

(3) No employee whose services are terminated by reason of discharge for cause shall be eligible to utilize accrued sick leave credits for payment or for the conversion to PERS service credit

c. Except as provided herein, no payments made or sick leave credits accumulated shall be construed or deemed to constitute retirement benefits payable to employees of the City.

d. The Rules and Regulations of the Civil Service Board relating to the administration of sick leave privileges and benefits shall apply to all covered employees.

7.7 PARENTAL LEAVE

Pursuant to the City's Parental Leave Policy, employees who have completed at least three (3) years of full-time career City service from the most recent date of hire are eligible for parental pay of up to one hundred and sixty (160) hours of continuous time off. Part-time employees who have completed at least three (3)

years for career City service from the most recent date of hire are eligible for parental pay of up to eighty (80) hours of continuous time off.

7.8 INJURY-ON-DUTY

a. Full-time career employees shall receive benefits for injuries suffered in the performance of their duties consistent with section 253 of the City Charter. In the event changes are made to the City Charter, those changes shall supersede the provisions of this Resolution. To the extent permitted by law, the City shall receive a credit for the benefits provided pursuant to Charter section 253 against future workers' compensation benefits.

b. If the employee qualifies for temporary disability benefits after exhausting the one-year leave of absence for workplace injuries described in Charter section 253, the employee may use accrued leave balances to replace any loss of income. The employee may use full or partial days of leave for this purpose, but in no event shall the cumulative amount received from temporary disability payments and the use of leave balances exceed the hourly rate of pay of the employee as of the date of injury.

7.9 COURT LEAVE

a. When an employee is absent from work to testify in response to a properly served subpoena issued by a court of competent jurisdiction in a non-work-related matter to which the employee is not a party, to serve on a jury, or to report for jury duty examination, the employee shall be granted pay for those hours which the employee is absent for such reason. The City may require the employee to elect to be on telephone alert for jury duty and remain on the job until such time as called to testify or serve jury duty. When an employee is required to be on telephone alert, the employee will cooperate with the court or jury commissioner and the City will be responsible to ensure that the employee is available. Pay for work time lost shall be computed at the employee's regular rate of pay at the time of such absence.

b. If a swing shift or graveyard shift employee has served an amount of time that exceeds one-half of the employee's next scheduled shift in court or on jury duty, the employee will notify the supervisor in advance of the start time so he/she will be excused from the shift. If the employee is in court or on jury duty less than one-half the shift, the employee will be required to work.

c. In lieu of the shift after service on court leave, a graveyard shift employee may request to take off the shift prior to court leave, provided that if the employee serves less than one-half of the shift, he/she will be required to

use vacation or other leave accruals to cover the shift.

d. To receive pay for work time lost, an employee must provide the City with a statement signed by an official of the court certifying the employee's service as a witness or juror or appearance in court for such purposes, the date or dates of attendance, the time released from attendance and the compensation paid exclusive of any transportation and subsistence allowance.

e. The City reserves the right to require the employee to reimburse the City for all witness fees or jury remuneration received, less transportation and subsistence allowance.

f. When a non-career employee is regularly scheduled to work and is ordered to appear in court or report for jury duty, such employee shall be entitled to court leave benefits in accordance with the above-stated procedure.

7.10 CATASTROPHIC LEAVE PLAN

Employees are entitled to catastrophic leave pursuant to, and consistent with, the City's Catastrophic Leave Policy.

7.11 SACRAMENTO HOUSING & REDEVELOPMENT AGENCY (SHRA) TRANSITION

Employees who are transferred from employment at SHRA to the City as a result of restructuring, reorganizing or removal of services to the City shall be allowed to transfer the following accrued benefits from SHRA to the City:

a. Eighty percent (80%) of sick leave balances after cash-out pursuant to Agency policy.

b. Vacation balances up to one year of accrual at the employee's current rate on transition to the City.

7.12 PERSONAL TIME OFF FOR EXECUTIVE MANAGEMENT SUPPORT EMPLOYEES

a. <u>Accrual for Non-Exempt Executive Management Support Employees</u>

In addition to the floating holidays specified in Section 7.3, each non-exempt Executive Management Support employee shall receive the equivalent of twenty-four (24) hours of annual paid personal time off on an accrual basis as follows:

(1) Each full-time employee shall accrue personal time off credit at the rate of one hour per pay period. The employee shall accrue such credit for each pay period for which the employee is paid twenty (20) or more hours of salary.

(2) A part-time employee, including an employee in a work sharing program, or a non-career (+1,040) employee shall accrue personal time off credit based on the budgeted authorized position (BAP) for which the employee fills at the rate of thirty (30) minutes accrual for employees who are working in a .5 up to a 0.79 BAP and at the rate of one (1) hour accrual for employees who are in a 0.8 BAP or higher.

b. Accrual For Executive Management Support (Exempt) Employees

In addition to the floating holidays specified above, each Executive Management Support (Exempt) employee shall receive the equivalent of thirty-two (32) hours of annual paid personal time off on an accrual basis as follows:

(1) Each full-time employee shall accrue personal time off credit at the rate of one (1) hour and twenty (20) minutes per pay period. The employee shall accrue such credit for each pay period for which the employee is paid twenty (20) or more hours of salary.

(2) A part-time employee, including an employee in a work sharing program, or a non-career (+1,040) employee shall accrue personal time off credit based on the budgeted authorized position (BAP) for which the employee fills at the rate of forty (40) minutes accrual for employees who are working in a .5 up to a 0.79 BAP and at the rate of one (1) hour and twenty (20) minutes accrual for employees who are in a 0.8 BAP or higher.

c. Non-Career

Non-career (-1,040) employees shall not receive personal time off benefits.

d. Administration

(1) The scheduling of personal time off must be approved in advance by the Appointing Authority or designated representative.

(2) An employee may carry-over from the preceding calendar year a maximum of eight (8) hours of personal time off. Except for the eight (8) hour carry-over, all accumulated floating holiday time not

used by the end of the pay period, which includes January 8 shall be paid to the employee in cash at the straight-time rate on the payday covering that pay period.

(3) An employee terminating for any reason or going on a leave of absence without pay for a period exceeding ninety (90) days shall be paid for all accrued floating holiday time at the straight-time rate.

7.13 BEREAVEMENT PAY

An employee may receive up to twenty-four (24) working hours of City bereavement pay for time taken off for the death of the employee's spouse, parent, sibling, child, grandchild, or grandparent as defined herein. The employee may use sick leave as outlined in the Rules and Regulations of the Civil Service Board for additional time off or to attend to other death, bereavement, or funeral needs.

7.14 FAMILY AND MEDICAL LEAVE

Employees may be entitled to leave pursuant to the Family and Medical Leave Act (FMLA), the California Family Rights Act (CFRA), and/or Pregnancy Disability leave (PDL) consistent with the City's Leave Administration Policy.

7.15 PERSONAL TIME OFF

a. Full-time employees who have completed ten (10) full years of City service shall be credited with twenty-four (24) hours of personal leave at the beginning of the first pay period in January of each year. Part-time employees shall be credited with a prorated amount of time based on their regular schedule.

b. The use personal leave awarded pursuant to this section shall not cause overtime.

c. Personal leave shall not accumulate from year to year and shall have no cash value. If an employee is unable to use all of the time by the end of the calendar year based on operational need, the Department may approve carry-over to the next year. In all other cases, the time shall be forfeited.

d. Non-career employees are not eligible for personal leave benefits.

ARTICLE 8 – REIMBURSEMENTS AND ALLOWANCES

8.1 TRANSPORTATION AND PARKING ALLOWANCES

a. Reimbursement for Use of Privately-Owned Vehicles

(1) Charter Officers may offer up to $250 per month to Executive Management and Mayor/Council Support employees as reimbursement for the use of privately owned vehicles on City business or as compensation in lieu of the use of City vehicles on City business.

(2) The Charter Officers, City Auditor, and Department Directors shall receive up to $500 monthly vehicle allowance and City-provided parking.

(3) Executive Management and Mayor/Council Support employees shall receive City-provided parking. Executive Management Support employees are eligible for City-provided parking.

(4) With the authorization of the Charter Officer, Executive Management Support employees may receive up to $100 per month vehicle allowance with or without City-provided parking.

(5) Employees receiving $100 or less in monthly vehicle allowance may receive out-of-town travel reimbursement. Reimbursement for out-of-town travel shall be at the general mileage reimbursement rate (minus 25 miles for individuals receiving a monthly vehicle allowance) or comparable coach airfare, whichever is lower.

b. Any automobile operated on City business by any of the officials mentioned for use of the monthly vehicle allowance shall be insured against liability in persons and property, including wrongful death, in an amount no less than the minimum State of California required automobile coverage for bodily injury and property damage.

c. Monthly Bus Transportation Reimbursement

(1) Sacramento Regional Transit District (SRTD)

Full-time Executive Management, Mayor/Council Support, and Executive Management Support employees who utilize SRTD for home-to-work transportation are eligible to receive an eighty percent (80%) City-paid SRTD monthly non-zone sticker pass in lieu of the City-paid parking and vehicle allowance. Part-time employees shall be eligible for a fifty percent (50%) price discount

on the monthly non-zone sticker pass. The employee must notify the Department of Finance, Revenue Division, prior to the first day of the month to obtain the monthly pass discount for that next month. Non-career employees shall not be eligible for the allowance.

(2) Other Public Transportation

Eligible full-time employees, as described in Section 8.1(c)(1), who regularly utilize other public transportation regulated by the Public Utilities Commission or the equivalent for home-to-work commuting, are eligible for monthly transit pass reimbursement up to eighty percent (80%) of the cost in lieu of City-paid parking and vehicle allowance. Eligible part-time employees, as described above, shall be eligible for a fifty percent (50%) monthly reimbursement. The employee must present the required proof of purchase to the Department of Finance, Revenue Division, prior to the first day of the month to obtain reimbursement. The amount of monthly reimbursement shall not exceed $120.00.

(3) Downtown Parking Subsidy

i. Eligible full-time Executive Management Support employees, as described above, who work in the downtown area, shall receive a $90.00 per month transportation allowance. Part-time Executive Management Support employees who work in the downtown area shall receive $60.00 per month transportation allowance. Non-career employees shall not be eligible for the allowance.

ii. Employees who receive vehicle allowance or City-paid parking as described in Section 8.1 are not entitled to the downtown parking subsidy.

d. Discounted Parking Rates

Discounted parking will be available to Executive Management Support employees, on a first-come, first-serve basis, for parking spaces in the Memorial Parking Lot at a cost of seventy percent (70%) of the regular Memorial Parking Lot monthly rate. This means that the employee discounted rate is thirty percent (30%) off the full monthly rate.

e. City Vehicle Retention

The City Manager /Charter Officers may authorize overnight home retention of City vehicles for public safety assignments, on-call assignments, and other special or emergency assignments.

8.2 POLICE AND FIRE UNIFORM ALLOWANCE

a. Safety management personnel employed in the Police Department shall receive a uniform allowance equal to, and on the same terms and conditions as, the uniform allowance granted to sworn employees in the Police Department Unit.

b. Safety management personnel employed in the Fire Department shall receive a uniform allowance equal to, and on the same terms and conditions as, the uniform allowance granted to employees in the Fire Department Unit.

c. Civilian managers of the Police Department shall receive a uniform allowance equal to the highest uniform allowance granted to the represented employees whom they manage.

8.3 TUITION REIMBURSEMENT

Employees will be reimbursed for the cost of tuition up to a maximum of $1500.00 per calendar year, pursuant to the City's existing policy for education reimbursement. In addition, the department may authorize tuition reimbursement for training through other approved sources. Non-career employees are not eligible for tuition reimbursement.

8.4 STATE OF CALIFORNIA BAR DUES

The actual cost of mandatory State Bar dues shall be paid for employees in attorney classifications in the City Attorney's Office. In the sole discretion of the City Attorney, the City Attorney may approve reimbursement, from the budget of the employing department, for other licensed City employee attorneys whose legal skills and abilities represent a significant benefit to the City. The City Attorney may authorize such reimbursement after being provided documentation establishing payment was made by the employee requesting the reimbursement.

8.5 REQUIRED LICENSES AND CERTIFICATIONS

Where the City requires that an employee maintain a license and/or certification, the Department Head or designee may, on a case-by-case basis, reimburse the employee for costs associated with the renewal of such license. This Section shall not apply to driver’s licenses.

8.6 CONTINUING EDUCATION

When the City requires that an employee maintain a license or certificate, which mandates continuing education units (CEU) to maintain the license or certificate, the employee is responsible for obtaining the CEUs. The City may provide the needed CEUs or reimburse the employee for the cost of such training.

8.7 BILINGUAL PAY

a. The City may authorize bilingual pay when it is determined to be operationally necessary. The City shall determine what languages are appropriate for such pay and the number of employees to be certified. To be eligible for bilingual pay the employee must be determined to be verbally proficient and, if necessary for the assignment, proficient in the written language. The City will arrange the certification and testing process necessary to authorize the bilingual pay.

b. Bilingual pay shall be paid at the rate of forty dollars ($40) per month for any pay period in which the employee is certified. An employee who is receiving bilingual pay may be required to provide assistance to any City operations.

8.8 TECHNOLOGY ALLOWANCE

a. If the City requires an employee in the Executive Management, Executive Management Support, or Mayor/Council Support unit to be generally accessible via technology device for the conduct of City related business, the City shall provide either a technology allowance or a City issued cellular phone in lieu of a technology allowance in accordance with the provisions of this Section.

b. Employees in the Executive Management, Executive Management Support, or Mayor/Council Support units may be authorized a monthly technology allowance of up to one hundred dollars ($100). At the discretion of the Appointing Authority, or as delegated by the City Manager to a department head, the City may provide a City issued cellular phone in lieu of a technology allowance. Use of City-provided cellular phones shall be discontinued upon receipt of the technology allowance by the employee.

c. Upon approval of the technology allowance, the employee shall provide and maintain personal cellular phone, and service that is available to conduct City-related business. The employee shall provide and the City may publish the cellular phone number to designated individuals and organizations with whom the employee normally conducts City-related business.

8.9 NOTARY PAY

An Executive Management Support employee who is required to maintain, or who obtains for City benefit a notary registration shall receive a monthly certification pay of thirty dollars ($30).

ARTICLE 9 – MISCELLANEOUS

9.1 OFF-DUTY EMPLOYMENT OF EXEMPT EMPLOYEES

a. Employees shall not engage in any other employment, work, profession, business, or enterprise that is inconsistent, incompatible, in conflict with or adversely affects the performance of their duties, or that is inimical to the most effective performance of the mission of City management or the best interests of the City.

b. Employees shall not accept any off-duty employment without the express consent, in advance, of the Appointing Authority or designated representative.

c. An employee shall not work:

(1) In any employment, which will tend to bring discredit upon City management, or which is detrimental to City goals, or which will reduce an individual's efficiency or usefulness as a City employee.

(2) In any employment requiring an affiliation, membership, or allegiance tending to influence conduct in a manner inconsistent with the proper discharge of responsibilities to the City or the public interest.

(3) In any employment for any other municipality or political subdivision of the state or federal government (except with the express written authorization of the Appointing Authority).

(4) In any off-duty position while on sick leave or injured-on-duty status.

d. An employee may request authorization for off-duty employment by forwarding a letter of request to the Appointing Authority. The letter should provide details concerning the type of employment, expected duration of employment, and the employer's name. .

e. The Appointing Authority will notify in writing to the employee of action taken on the request for off-duty employment. A copy of the letter will be retained in the employees personnel file.

f. Authorization for off-duty employment may be revoked at the discretion of the Appointing Authority at any time.

g. Part-time, seasonal, or limited-term employees are not subject to the restrictions of this Section.

9.2 PAYROLL ERRORS

a. In the event an error has been made, including but not limited to the payment of an employee's salary, overtime payment or leave accruals, balances or usages, the City shall, for purposes of future compensation, adjust such compensation to the correct amount, and give written notice to the employee.

b. In the event an employee received an overpayment, reimbursement to the City shall be accomplished by:

(1) Lump sum payment by the employee;

(2) A one-time deduction from useable vacation, compensating time off (CTO), or holiday credit balances equivalent to the overpayment at the employee's current hourly rate;

(3) A repayment schedule through payroll deduction; and/or

(4) Other means, as may be mutually agreed between the parties.

No repayment schedule shall exceed fifty-two (52) pay periods in duration, except that if the employee does not agree to a voluntary repayment schedule, the overpayment collection shall not exceed twenty-six (26) pay periods.

c. No action shall be taken to enforce repayment of an overpayment, or to correct an underpayment, unless action is taken within two (2) years from the ending date of the pay period in which the error is discovered. "Action is taken" as used in this Section shall mean written notice to the employee in the case of an overpayment, or written or oral notice to the City in the case of an underpayment error.

9.3 RETIREE COURT APPEARANCE FEES

A retired City employee who is subpoenaed to appear in court on behalf of the City in his or her capacity as a former City employee shall receive a court appearance fee if the employee reports at the time specified for his or her particular testimony regardless of whether the employee is ultimately required to testify. The court appearance fee shall be one hundred twenty-five dollars ($125) for a full day or seventy-five dollars ($75) for a half day, which is defined as four (4) hours or less. Nothing herein shall serve to establish an employment relationship for any purpose, including, but not limited to, employee benefits, reimbursements, compensation, court cancellation fee, or any other rights.

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Unrepresented Unit 20
Executive Management

Exhibit 2

CUSALSCH

City of Sacramento
Salary Schedule As
of 7/1/2013
Salaries with Ranges

eCAPS

Run Date 7/11/2013
Run Time 9:59:26

Job Code \ Description Salary Plan \ Grade		Minimum	Control Point	Maximum
020032 \ Administrative Analyst (Rep20)	Yearly	55,183.00	68,979.00	82,775.00
EXMG \ 003	Bi - weekly	2,122.42	2,653.04	3,183.65
	Hourly	26.530288	33.162981	39.795673
020001 \ Assistant City Attorney	Yearly	113,403.00	141,754.00	170,105.00
EXMG \ 110	Bi - weekly	4,361.65	5,452.08	6,542.50
	Hourly	54.520673	68.150962	81.781250
020002 \ Assistant City Clerk	Yearly	59,781.00	74,726.00	89,671.00
EXMG \ 010	Bi - weekly	2,299.27	2,874.08	3,448.88
	Hourly	28.740865	35.925962	43.111058
020003 \ Assistant City Manager	Yearly	136,021.00	170,026.00	204,031.00
EXMG \ 210	Bi - weekly	5,231.58	6,539.46	7,847.35
	Hourly	65.394712	81.743270	98.091827
020004 \ Assistant City Treasurer	Yearly	119,656.00	149,570.00	179,484.00
EXMG \ 170	Bi - weekly	4,602.15	5,752.69	6,903.23
	Hourly	57.526923	71.908654	86.290385
020005 \ Budget Manager	Yearly	79,539.20	99,413.60	119,288.00
EXMG \ 040	Bi - weekly	3,059.20	3,823.60	4,588.00
	Hourly	38.240000	47.795000	57.350000
020030 \ Chief Information Officer	Yearly	130,000.00	162,500.00	195,000.00
EXMG \ 085	Bi - weekly	5,000.00	6,250.00	7,500.00
	Hourly	62.500000	78.125000	93.750000
020006 \ City Attorney	Yearly	157,708.00	197,135.00	236,562.00
COFF \ 001	Bi - weekly	6,065.69	7,582.12	9,098.54
	Hourly	75.821154	94.776443	113.731731
020007 \ City Auditor	Yearly	106,593.00	133,241.00	159,889.00
EXMG \ 090	Bi - weekly	4,099.73	5,124.65	6,149.58
	Hourly	51.246635	64.058174	76.869712
020008 \ City Clerk	Yearly	116,452.00	145,562.00	174,672.00
COFF \ 002	Bi - weekly	4,478.92	5,598.54	6,718.15
	Hourly	55.986538	69.981731	83.976923

Job Code \ Description Salary Plan \ Grade		Minimum	Control Point	Maximum
020009 \ City Manager	Yearly	187,357.00	234,196.00	281,035.00
COFF \ 003	Bi - weekly	7,206.04	9,007.54	10,809.04
	Hourly	90.075481	112.594231	135.112981
020010 \ City Treasurer	Yearly	149,886.00	187,357.00	224,828.00
COFF \ 004	Bi - weekly	5,764.85	7,206.04	8,647.23
	Hourly	72.060577	90.075481	108.090385
020011 \ Deputy Police Chief	Yearly	120,704.00	150,880.00	181,056.00
PEXM \ 010	Bi - weekly	4,642.46	5,803.08	6,963.69
	Hourly	58.030769	72.538462	87.046154
020021 \ Director of Public Works	Yearly	125,396.00	156,745.00	188,094.00
EXMG \ 150	Bi - weekly	4,822.92	6,028.65	7,234.38
	Hourly	60.286538	75.358173	90.429808
020012 \ Director of Community Devlopmt	Yearly	124,930.00	156,162.00	187,394.00
EXMG \ 180	Bi - weekly	4,805.00	6,006.23	7,207.46
	Hourly	60.062500	75.077885	90.093269
020013 \ Director of ConvntnCult&Leis	Yearly	113,464.00	141,830.00	170,196.00
EXMG \ 120	Bi - weekly	4,364.00	5,455.00	6,546.00
	Hourly	54.550000	68.187500	81.825000
020014 \ Director of Economic Develpmnt	Yearly	102,877.00	128,596.00	154,315.00
EXMG \ 070	Bi - weekly	3,956.81	4,946.00	5,935.19
	Hourly	49.460096	61.825000	74.189904
020015 \ Director of Finance	Yearly	117,312.00	146,646.50	175,981.00
EXMG \ 100	Bi - weekly	4,512.00	5,640.25	6,768.50
	Hourly	56.400000	70.503125	84.606250
020016 \ Director of General Services	Yearly	117,312.00	146,646.50	175,981.00
EXMG \ 140	Bi - weekly	4,512.00	5,640.25	6,768.50
	Hourly	56.400000	70.503125	84.606250
020017 \ Director of Govtal Affairs	Yearly	102,877.00	128,596.00	154,315.00
EXMG \ 080	Bi - weekly	3,956.81	4,946.00	5,935.19
	Hourly	49.460096	61.825000	74.189904
020018 \ Director of Human Resources	Yearly	119,213.00	149,016.00	178,819.00
EXMG \ 160	Bi - weekly	4,585.12	5,731.38	6,877.65
	Hourly	57.313942	71.642308	85.970673

Job Code \ Description Salary Plan \ Grade		Minimum	Control Point	Maximum
020019 \ Director of Parks & Recreation	Yearly	113,464.00	141,830.00	170,196.00
EXMG \ 130	Bi - weekly	4,364.00	5,455.00	6,546.00
	Hourly	54.550000	68.187500	81.825000
020020 \ Director of PubSafety Acctblty	Yearly	95,164.00	118,955.00	142,746.00
EXMG \ 060	Bi - weekly	3,660.15	4,575.19	5,490.23
	Hourly	45.751923	57.189904	68.627885
020022 \ Director of Utilities	Yearly	125,396.00	156,745.00	188,094.00
EXMG \ 190	Bi - weekly	4,822.92	6,028.65	7,234.38
	Hourly	60.286538	75.358173	90.429808
020023 \ Executive Director SAC CCOMWP	Yearly	93,782.00	117,227.00	140,672.00
EXMG \ 050	Bi - weekly	3,607.00	4,508.73	5,410.46
	Hourly	45.087500	56.359135	67.630769
020024 \ Fire Chief	Yearly	126,700.00	158,350.00	190,000.00
FM40 \ 001	Bi - weekly	4,873.07	6,090.38	7,307.69
	Hourly	60.913460	76.129810	91.346150
020025 \ Fire Deputy Chief	Yearly	112,629.00	140,786.00	168,943.00
FM40 \ 002	Bi - weekly	4,331.88	5,414.85	6,497.81
	Hourly	54.148558	67.685577	81.222596
020038 \ HR Manager (Rep20)	Yearly	87,198.00	108,998.00	130,798.00
EXMG \ 042	Bi - weekly	3,353.77	4,192.23	5,030.69
	Hourly	41.922115	52.402885	62.883654
020034 \ Labor Relations Analyst	Yearly	56,215.00	70,269.00	84,323.00
EXMG \ 005	Bi - weekly	2,162.12	2,702.65	3,243.19
	Hourly	27.026442	33.783173	40.539904
020036 \ Labor Relations Officer	Yearly	61,837.00	77,296.00	92,755.00
EXMG \ 015	Bi - weekly	2,378.35	2,972.92	3,567.50
	Hourly	29.729327	37.161539	44.593750
020027 \ Media & Communications Officer	Yearly	69,498.00	86,872.00	104,246.00
EXMG \ 020	Bi - weekly	2,673.00	3,341.23	4,009.46
	Hourly	33.412500	41.765385	50.118269
020028 \ Police Chief	Yearly	142,446.00	178,057.00	213,668.00
PEXM \ 020	Bi - weekly	5,478.69	6,848.35	8,218.00
	Hourly	68.483654	85.604327	102.725000

Job Code \ Description Salary Plan \ Grade		Minimum	Control Point	Maximum
020033 \ Prin Management Analyst Rep20	Yearly	76,496.00	95,620.00	114,744.00
EXMG \ 032	Bi - weekly	2,942.15	3,677.69	4,413.23
	Hourly	36.776923	45.971154	55.165385
020029 \ SAFCA Executive Director	Yearly	135,990.40	169,998.40	204,006.40
EXMG \ 200	Bi - weekly	5,230.40	6,538.40	7,846.40
	Hourly	65.380000	81.730000	98.080000
020035 \ Special Projects Manager	Yearly	76,496.00	95,620.00	114,744.00
EXMG \ 034	Bi - weekly	2,942.15	3,677.69	4,413.23
	Hourly	36.776923	45.971154	55.165385
02000A \ Staff Aide	Yearly	25,000.00	62,500.00	100,000.00
EXMG \ 001	Bi - weekly	961.54	2,403.85	3,846.15
	Hourly	12.019231	30.048077	48.076923
02000B \ Staff Aide Exec Management	Yearly	25,000.00	62,500.00	100,000.00
EXMG \ 001	Bi - weekly	961.54	2,403.85	3,846.15
	Hourly	12.019231	30.048077	48.076923
020037 \ Supervising Deputy City Atty	Yearly	107,328.00	134,160.00	160,992.00
EXMG \ 092	Bi - weekly	4,128.00	5,160.00	6,192.00
	Hourly	51.600000	64.500000	77.400000

CUSALSCH

City of Sacramento
Salary Schedule As
of 7/1/2013
Salaries with Ranges

eCAPS

Job Code \ Description Salary Plan \ Grade		Minimum	Control Point	Maximum
021014 \ Assistant City Auditor	Yearly	67,354.00	84,192.50	101,031.00
MCSA \ 045	Bi - weekly	2,590.54	3,238.17	3,885.81
	Hourly	32.381731	40.477164	48.572596
021013 \ Auditor	Yearly	49,783.00	62,229.00	74,675.00
MCSA \ 035	Bi - weekly	1,914.73	2,393.42	2,872.12
	Hourly	23.934135	29.917789	35.901442
021006 \ Chief of Staff to the Mayor	Yearly	73,764.00	92,205.00	110,646.00
MCSA \ 070	Bi - weekly	2,837.08	3,546.35	4,255.62
	Hourly	35.463462	44.329327	53.195192
021007 \ Council Operations Manager	Yearly	76,496.00	95,620.00	114,744.00
MCSA \ 080	Bi - weekly	2,942.15	3,677.69	4,413.23
	Hourly	36.776923	45.971154	55.165385
021004 \ District Director	Yearly	68,300.00	85,375.00	102,450.00
MCSA \ 050	Bi - weekly	2,626.92	3,283.65	3,940.38
	Hourly	32.836538	41.045673	49.254808
021008 \ Independent Budget Analyst	Yearly	106,600.00	133,244.80	159,889.60
MCSA \ 090	Bi - weekly	4,100.00	5,124.80	6,149.60
	Hourly	51.250000	64.060000	76.870000
021011 \ Mayor Council Intern	Yearly	25,001.60	37,502.40	50,003.20
MCST \ 010	Bi - weekly	961.60	1,442.40	1,923.20
	Hourly	12.020000	18.030000	24.040000
021012 \ Mayor/Council Student Intern	Yearly	16,640.00	20,800.00	24,960.00
MCST \ 050	Bi - weekly	640.00	800.00	960.00
	Hourly	8.000000	10.000000	12.000000
021003 \ Senior Auditor	Yearly	58,567.00	73,209.00	87,851.00
MCSA \ 040	Bi - weekly	2,252.58	2,815.73	3,378.88
	Hourly	28.157212	35.196635	42.236058
021005 \ Special Assistant to the Mayor	Yearly	72,398.00	90,498.00	108,598.00
MCSA \ 060	Bi - weekly	2,784.54	3,480.69	4,176.85
	Hourly	34.806731	43.508654	52.210577

Job Code \ Description Salary Plan \ Grade		Minimum	Control Point	Maximum
02100A \ Staff Aide (MCSA)	Yearly	25,001.60	62,504.00	100,006.40
MCSA \ 001	Bi - weekly	961.60	2,404.00	3,846.40
	Hourly	12.020000	30.050000	48.080000

CUSALSCH

City of Sacramento
Salary Schedule
As of 7/1/2013
Salaries with Ranges

eCAPS

Run Date 7/11/2013
Run Time 15:12:42

Job Code \ Description Salary Plan \ Grade		Minimum	Control Point	Maximum
020031 \ Executive Assistant (CMO)	Yearly	42,952.00	53,684.80	64,417.60
EXMB \ 010	Bi - weekly	1,652.00	2,064.80	2,477.60
	Hourly	20.650000	25.810000	30.970000
021009 \ Executive Assistant (MC)	Yearly	42,948.00	53,685.00	64,422.00
MCSB \ 030	Bi - weekly	1,651.85	2,064.81	2,477.77
	Hourly	20.648077	25.810096	30.972115
02100B \ Staff Aide (MCSB)	Yearly	25,001.60	37,502.40	50,003.20
MCSB \ 001	Bi - weekly	961.60	1,442.40	1,923.20
	Hourly	12.020000	18.030000	24.040000
021010 \ Staff Assistant-Mayor Council	Yearly	32,052.80	40,060.80	48,068.80
MCSB \ 020	Bi - weekly	1,232.80	1,540.80	1,848.80
	Hourly	15.410000	19.260000	23.110000

CUSALSCH

City of Sacramento
Salary Schedule
As of 7/1/2013
Salaries with Temp and Daily

eCAPS

Run Date 7/9/2013
Run Time 12:33:55

Job Code \ Description Salary Plan \ Grade		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
009031 \ Arts & Crafts Specialist	Bi-weekly	764.05	802.26	842.37	884.48	928.70	975.14	1,023.90	1,075.09
TEMP \ 024	Hourly	9.550600	10.028200	10.529600	11.056000	11.608800	12.189200	12.798700	13.438600
009018 \ Assistant Caretaker	Daily	52.24	57.46	63.20					
DALY \ 001									
009019 \ Assistant Cook	Daily	52.24	57.46	63.20					
DALY \ 002									
009119 \ Assistant Pool Manager	Bi-weekly	794.50	834.23	875.94	919.74	965.72	1,014.01	1,064.71	1,117.95
TEMP \ 053	Hourly	9.931300	10.427900	10.949200	11.496700	12.071500	12.675100	13.308900	13.974400
009001 \ Assistant Proctor	Bi-weekly	714.32	750.04	787.54	826.92	868.26	911.67		
TEMP \ 001	Hourly	8.929000	9.375500	9.844200	10.336500	10.853200	11.395900		
009120 \ Building Maint Labr Trnee	Bi-weekly	947.74							
TEMP \ 054	Hourly	11.846800							
009127 \ Cache Logistics Coordinator	Bi-weekly	1,606.55	1,686.88	1,771.23	1,859.78	1,952.78	2,050.42	2,152.94	2,260.58
TEMP \ 061	Hourly	20.081900	21.086000	22.140400	23.247300	24.409700	25.630200	26.911700	28.257200
009045 \ Camp Aide	Daily	31.04	34.15	37.56					
DALY \ 007									
009022 \ Camp Recreation Leader	Daily	35.65	39.22	43.14					
DALY \ 003									
009046 \ Caretaker	Daily	84.68	93.14	102.46					
DALY \ 008									

Job Code \ Description Salary Plan \ Grade		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
009012 \ Cashier (Community Svcs)	Bi-weekly	685.60	719.88	755.87	793.67	833.36			
TEMP \ 012	Hourly	8.570000	8.998500	9.448400	9.920900	10.417000			
009003 \ Clerical Assistant	Bi-weekly	699.90	734.90	771.64	810.22	850.73	893.27	937.93	984.83
TEMP \ 003	Hourly	8.748800	9.186200	9.645500	10.127700	10.634100	11.165900	11.724100	12.310400
009113 \ Dispatcher Recruit	Bi-weekly	1,489.50							
TEMP \ 048	Hourly	18.618800							
009093 \ Events Associate	Bi-weekly	753.92	791.62	831.19	872.75	916.39	962.21		
TEMP \ 042	Hourly	9.424000	9.895200	10.389900	10.909400	11.454900	12.027600		
009067 \ Events Duty Person	Bi-weekly	1,252.41	1,315.03	1,380.78	1,449.82	1,522.32	1,598.44	1,678.36	1,762.27
TEMP \ 036	Hourly	15.655100	16.437900	17.259800	18.122800	19.029000	19.980500	20.979500	22.028400
009092 \ Events Usher	Bi-weekly	704.31	739.53	776.50	815.33				
TEMP \ 041	Hourly	8.803900	9.244100	9.706300	10.191600				
009024 \ First Cook	Daily	84.68	93.14	102.46					
DALY \ 004									
009065 \ Golf Marshal/Player Assistant	Bi-weekly	737.78	774.67	813.42	854.08	896.78	941.62	988.70	1,038.14
TEMP \ 035	Hourly	9.222300	9.683400	10.167700	10.676000	11.209800	11.770300	12.358800	12.976800
009005 \ Graduate Student Trainee	Bi-weekly	942.58	1,038.96	1,135.33	1,231.72				
TEMP \ 005	Hourly	11.782200	12.987000	14.191600	15.396500				
009025 \ Host	Daily	52.24	57.46	63.20					
DALY \ 005									
009125 \ Instructor	Bi-weekly	2,362.22	2,598.43	2,834.66					
TEMP \ 058	Hourly	29.527700	32.480400	35.433200					

Job Code \ Description Salary Plan \ Grade		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
009049 \ Law Clerk	Bi-weekly	1,135.41	1,192.18	1,251.78	1,314.37	1,380.09	1,449.10	1,521.54	1,597.62
TEMP \ 031	Hourly	14.192600	14.902200	15.647200	16.429600	17.251100	18.113700	19.019300	19.970300
009094 \ Lead Events Associate	Bi-weekly	1,041.15	1,093.21	1,147.87	1,205.26	1,265.52	1,328.79		
TEMP \ 043	Hourly	13.014400	13.665100	14.348400	15.065800	15.819000	16.609900		
009013 \ Lifeguard	Bi-weekly	692.35	726.97	763.32	801.48	841.56	883.63		
TEMP \ 013	Hourly	8.654400	9.087100	9.541500	10.018500	10.519500	11.045400		
009061 \ Marina Aide	Bi-weekly	785.01	824.26	865.47	908.74	954.18	1,001.89	1,051.98	1,104.58
TEMP \ 032	Hourly	9.812600	10.303300	10.818400	11.359300	11.927200	12.523600	13.149800	13.807200
009027 \ Nurse	Daily	52.24	57.46	63.20					
DALY \ 006									
009126 \ Pilot	Bi-weekly	2,834.66	3,070.88	3,307.10					
TEMP \ 059	Hourly	35.433200	38.386000	41.338800					
009104 \ Police Background Assistant	Bi-weekly	2,482.05							
TEMP \ 044	Hourly	31.025600							
009123 \ Police Recruit	Bi-weekly	1,682.38	1,766.50	1,854.82	1,947.56				
TEMP \ 056	Hourly	21.029700	22.081200	23.185200	24.344500				
009014 \ Pool Attendant	Bi-weekly	697.55	732.42	769.05	807.50				
TEMP \ 014	Hourly	8.719400	9.155300	9.613100	10.093800				
009015 \ Pool Manager	Bi-weekly	868.54	911.97	957.58	1,005.46	1,055.73	1,108.51	1,163.94	1,222.14
TEMP \ 015	Hourly	10.856800	11.399600	11.969700	12.568200	13.196600	13.856400	14.549300	15.276800

Job Code \ Description Salary Plan \ Grade		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
009007 \ Proctor	Bi-weekly	824.31	865.53	908.80	954.25	1,001.96	1,052.06		
TEMP \ 007	Hourly	10.303900	10.819100	11.360000	11.928100	12.524500	13.150700		
009048 \ Program Director	Daily	84.68	93.14	102.46					
DALY \ 009									
009064 \ Promotions Specialist	Bi-weekly	785.01	824.26	865.47	908.74	954.18	1,001.89	1,051.98	1,104.58
TEMP \ 034	Hourly	9.812600	10.303300	10.818400	11.359300	11.927200	12.523600	13.149800	13.807200
009037 \ Public Service Aide	Bi-weekly	679.69	713.67	749.36	786.82	826.16	867.47		
TEMP \ 025	Hourly	8.496100	8.920900	9.367000	9.835300	10.327000	10.843400		
009063 \ Relief Clerical Assistant	Bi-weekly	1,079.87	1,199.43	1,222.30	1,357.44				
TEMP \ 033	Hourly	13.498400	14.992900	15.278800	16.968000				
009128 \ Reserve Community Service Off	Bi-weekly	1,714.89							
TEMP \ 062	Hourly	21.436100							
009115 \ Reserve Dispatcher	Bi-weekly	2,160.69							
TEMP \ 049	Hourly	27.008600							
009006 \ Reserve Police Officer I	Bi-weekly	2,240.00	2,600.00	2,880.00					
TEMP \ 006	Hourly	28.000000	32.500000	36.000000					
009004 \ Reserve Police Officer II	Bi-weekly	2,080.00							
TEMP \ 004	Hourly	26.000000							
009002 \ Reserve Police Officer III	Bi-weekly	2,000.00							
TEMP \ 002	Hourly	25.000000							

Job Code \ Description Salary Plan \ Grade		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
009121 \ Reserve Police Records Spec	Bi-weekly	1,556.82							
TEMP \ 055	Hourly	19.460300							
009020 \ Reserve Police Sergeant	Bi-weekly	3,280.00							
TEMP \ 019	Hourly	41.000000							
009021 \ Reserve Property Assistant	Bi-weekly	1,544.86							
TEMP \ 060	Hourly	19.310800							
009008 \ School Crossing Guard	Bi-weekly	724.31							
TEMP \ 008	Hourly	9.053900							
009117 \ Security Officer	Bi-weekly	1,982.83							
TEMP \ 051	Hourly	24.785400							
009016 \ Senior Lifeguard	Bi-weekly	758.45	796.38	836.19	878.00	921.90	967.99	1,016.38	1,067.21
TEMP \ 016	Hourly	9.480600	9.954700	10.452400	10.975000	11.523700	12.099900	12.704800	13.340100
009116 \ Staff Aide	Bi-weekly	1,600.00	7,847.20						
TEMP \ 050	Hourly	20.000000	98.090000						
009108 \ Student Trainee (Engn, Comptr)	Bi-weekly	1,049.70	1,146.07	1,242.46	1,338.83				
TEMP \ 047	Hourly	13.121300	14.325900	15.530700	16.735400				
009009 \ Student Trainee (Most Majors)	Bi-weekly	808.72	905.09	1,001.47	1,097.85				
TEMP \ 009	Hourly	10.109000	11.313600	12.518400	13.723100				
009071 \ Student Trainee (Paramedic)	Bi-weekly	1,049.70	1,146.07	1,242.46	1,338.83				
TEMP \ 040	Hourly	13.121300	14.325900	15.530700	16.735400				

Job Code \ Description Salary Plan \ Grade		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
009010 \ Ticket Seller (Exempt)	Bi-weekly	928.18	974.59	1,023.32	1,074.49	1,128.21	1,184.62	1,243.85	1,306.04
TEMP \ 010	Hourly	11.602200	12.182400	12.791500	13.431100	14.102600	14.807700	15.548100	16.325500
009124 \ Tutor	Bi-weekly	1,133.86	1,322.84	1,511.82					
TEMP \ 057	Hourly	14.173300	16.535500	18.897700					
009069 \ Vehicle Service Aide	Bi-weekly	663.89	697.08	731.94	768.54	806.96	847.31	889.68	
TEMP \ 038	Hourly	8.298600	8.713500	9.149200	9.606700	10.087000	10.591400	11.121000	
009068 \ Youth Aide	Bi-weekly	640.00	672.00						
TEMP \ 037	Hourly	8.000000	8.400000						

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EXHIBIT 3

City of SACRAMENTO

Employer-Employee Relations Policy

Policy Statement

This policy is enacted pursuant to California Government Code Sections 3500 et seq., to establish orderly procedures to promote full communication between the City and its employees by providing a reasonable method of resolving disputes regarding wages, hours, and other terms and conditions of employment between the City and its employee organizations.

Nothing contained herein shall be deemed to supersede the provisions of existing State law, the City Charter, ordinances, resolutions and rules which establish and regulate the merit and civil service system, or which provide for other methods of administering employer-employee relations. This Resolution is intended, instead, to strengthen merit, civil service, and other methods of administering employer-employee relations through the establishment of uniform and orderly methods of communications between employees and the City.

Purpose

It is the purpose of this policy to promote the improvement of personnel management and employer-employee relations within the City by providing a uniform basis for recognizing the right of its employees to join organizations of their own choice and be represented by such organizations in their employment relationship with the City.

Policy

1. AUTHORITY OF CITY MANAGER

   The City hereby declares, as a matter of policy, that the City Council and its members will deal with employee organizations and their representatives solely through the City Manager except when otherwise expressly provided for by the terms of this Resolution.

2. REPRESENTATION UNITS

   The representation units set forth in Appendix A attached hereto are the appropriate units for representation by recognized employee organizations.

3. RECOGNIZED EMPLOYEE ORGANIZATIONS

a. An employee organization that wishes to be certified as the recognized employee organization for a designated representation unit for which unit no employee organization has been certified shall file a recognition petition with the Employee Relations Officer.

i. Petition – The petition shall be signed by the organization's duly authorized officers, and shall contain the following information and documentation:

1. The name and mailing address of the organization.

2. The names and titles of its officers.

3. Designation of those persons, not exceeding three in number, and their addresses, to whom notice sent by regular mail will be deemed sufficient notice on the organization for any purpose.

4. A statement that the organization does not discriminate or restrict membership or participation based on race, color, creed, national origin, or sex.

5. A statement that the employee organization has, as one of its primary purposes, representing employees in their employment relations with the City.

6. A statement that the employee organization agrees to comply with the provisions of this Resolution.

7. A copy of its constitution and bylaws, if any.

8. Identification of the representation unit for which petitioner seeks certification as the recognized employee organization.

9. Proof of employee approval of thirty percent (30%) or more of the employees within such representation unit.

ii. The Employee Relations Officer shall give written notice of such petition to the petitioner, to the employees involved and to any employee organization that has filed a written request for receipt of such notice to him. Within thirty (30) days of the date of such notice, other employee organizations may file a challenging petition seeking to become the recognized employee organization within such representation unit.

b. Election

i. Calling of Election – The Employee Relations Officer shall, whether or not a challenging petition is filed, request the State Conciliation Service to call and conduct a secret ballot election in accordance with its own procedures and regulations and pursuant to the election procedures as herein below set forth. If a challenging petition is filed, and is accompanied by proof of employee approval equal to at least ten percent (10%) of the employees within the representation unit, the State Conciliation Service shall include such challenging employee organization on the ballot.

ii. Election Procedures – Whenever the State Conciliation Service calls an election pursuant hereto, it shall include the choice of no organization on the ballot. Employees entitled to vote in a representational election shall be those employees within the representation unit whose name appeared on the payroll immediately prior to the date of the election. An employee organization shall be certified by the Employee Relations Officer as the recognized employee organization within the representation unit if:

1. That employee organization has received the vote of a numerical majority of all the employees eligible to vote in the unit of which the election is held, or,

2. More than fifty percent (50%) of the total number of employees in the unit eligible to vote have voted in the election, and the employee organization receives a numerical majority of all votes cast in the election, or,

3. In an election involving three or more choices, where none of the choices receives a majority of the ballot votes cast, and where more than fifty percent (50%) of the total number of employees in the unit eligible to vote have voted in the election, a run-off election shall be conducted between the two choices receiving the largest number of ballot votes cast; the rules governing an initial election being applicable to a run-off election.

iii. Decertification Procedures – A decertification petition may be filed with the Employee Relations Officer by employees or an employee organization to determine whether or not a recognized employee organization continues to represent a majority of the employees in the representation unit. Such petition must be accompanied by proof of employee approval equal to at least thirty percent (30%) of the employees within the representation unit. The time periods for a petition to be filed with the Employee Relations Officer are: a) after the first full year of recognition if no written agreement has been negotiated; b) within the period commencing ninety (90) and ending sixty (60) days immediately prior to the expiration date of a written agreement; or c) any time after a written agreement has been in effect for five years or more. When such a valid petition has been filed, the State Conciliation Service shall be requested to conduct an election to determine whether or not the incumbent recognized employee organization shall be decertified, and where

filed by an employee organization, whether such organization shall be recognized. Such election shall be in accordance with the procedures and regulations of the State Conciliation Service, and the election procedures as hereinabove set forth.

iv. In the event that the State Conciliation Service is unable to or unwilling to provide any of the services required of it by paragraphs 2 and 3 above, the American Arbitration Association, or another impartial third party agreed to by the City and the concerned employee organization(s), shall perform said services.

v. Costs of conducting elections, if any, shall be borne equally by the City and the employee organization(s).

vi. Recognized employee organizations shall annually, on or before the anniversary date of recognition, file a written statement with the Employee Relations Officer, indicating changes in items (a) through (g) as they appeared in the recognition petition filed pursuant to paragraph 1 of this Article, or as subsequently amended by a written statement hereunder, or, as appropriate, shall indicate that there has been no change in such information. The statement shall be signed by the duly authorized officers of the recognized employee organization.

4. MEET AND CONFER

a. Upon request, a recognized employee organization shall have the right to meet and confer in good faith regarding matters within the scope of representation with the Employee Relations Officer and/or his designees. Provided, however, that nothing herein shall require meeting and conferring between parties to a Memorandum of Understanding during the term of such Memorandum regarding matters to take effect during such term, except that such parties may meet and confer during such term on a matter within the scope of representation where (a) the matter was not covered by the Memorandum or expressly raised as an issue during the meeting and conferring process out of which such Memorandum arose, and (b) there shall have arisen a significant change in circumstances with respect to such matter, which could not have reasonably been anticipated by both parties at the time they signed such Memorandum.

b. Employees in classifications not included in supervisory and confidential representation units shall not participate in meeting and conferring or grievance resolution processes pertaining to supervisory and confidential representation unit classifications.

c. In the absence of express authorization in advance by the Employee Relations Officer, not more than two City employees representing a recognized employee organization requesting such a meeting shall be entitled to attend without loss of compensation or other benefit, nor shall more than a total of three

representatives for each recognized employee organization be entitled to attend such meetings.

d. City employees who shall represent a recognized employee organization at such meeting shall give reasonable advance notice thereof to their immediate supervisor, but in no event shall such notice be given less than one full working day or shift before the meeting; except, however, that the Employee Relations Officer may, in his discretion, waive this requirement for advance notice.

e. If agreement is reached on matters subject to approval by the City Council or by the Civil Service Board or Retirement Board, the parties shall jointly prepare a written memorandum of such understanding, and the Employee Relations Officer shall present it to the Council or such Board, as appropriate, for determination. If agreement is reached on matters not subject to such approval, the Employee Relations Officer and the recognized employee organization(s) shall, at the request of one of the parties, prepare a written memorandum of such understanding.

5. PAYROLL DEDUCTIONS

a. Only recognized employee organizations shall have the right to have the regular membership dues of its members deducted from employees' paychecks upon the written authorization of each such employee member in such form as will not infringe upon an employee's rights under California Government Code Sec. 3502.

b. This Article shall not be construed to restrict a recognized employee organization from meeting and conferring with the City regarding additional payroll deductions upon the written authorization of employees in such representation unit.

6. COMMUNICATION WITH EMPLOYEES

a. Reasonable access to employee work locations shall be granted to officers of recognized employee organizations for the purpose of processing grievances or contacting members of the organization concerning business within the scope of representation. Such officers shall not enter any work location without previous notice to and consent from the Department Head or his designee, and access may be restricted so as not to interfere with departmental operations or with established safety and security requirements.

b. Campaigning for office, conducting meetings or elections, and other internal employee organization business of a similar nature shall not be carried on during work hours.

7. USE OF CITY FACILITIES

City buildings and other facilities may be made available for use by City employees or an employee organization or their representatives in accordance with administrative procedures governing such use.

8. ADVANCE NOTICE

   a. Except in cases of emergency as provided in this Article, the City Council, the Civil Service Board and the Retirement Board, shall give reasonable written notice to each recognized employee organization affected by any ordinance, rule, resolution or regulation directly relating to matters within the scope of representation proposed to be adopted by the City Council, the Civil Service Board, or the Retirement Board, and shall give such recognized employee organization the opportunity to meet with the City Council, the Civil Service Board, or the Retirement Board. The Council or such Board shall, upon request of the Employee Relations Officer or a recognized employee organization, delay consideration of the matter proposed to be acted upon for such period of time deemed to be reasonable by the Council or such Board, to give the parties an opportunity to meet and confer thereon in order to endeavor to agree upon a joint recommendation to be made to the Council or such Board.

   b. In cases of emergency when the City Council, the Civil Service Board, or the Retirement Board determine that an ordinance, rule, resolution or regulation must be adopted immediately without prior notice or meeting with a recognized employee organization, the City Council, the Civil Service Board, or the Retirement Board shall provide such notice and opportunity to meet at the earliest practicable time following the adoption of such ordinance, rule, resolution, or regulation.

9. EMPLOYEE ORGANIZATION

   Employee organizations may represent their individual employee members in individual employment relations, including grievances, to the extent required by the Government Code.

10. INDIVIDUAL EMPLOYEES

   Nothing in this Resolution shall be construed to restrict or in any way modify the right of an individual employee to present matters involving his individual employment relationship to the appropriate level of management, provided that any action taken in not inconsistent with the terms of a memorandum or understanding then in effect, and that before any action is taken which could affect the terms and conditions of employment of other employees in the representation unit, such proposed action is communicated to the recognized employee organization for its opinion on the merits and the effect on the proposed action.

11. PROHIBITION AGAINST DISCRIMINATION

a. No appointing authority or his representative shall discriminate for or against any employee organization, or in any way coerce or influence any employee in his free choice to join or refrain from joining any employee organization

b. It is the policy of the City to affirmatively support and encourage equal opportunity of employment for members of racial, religious and other minority groups. If evidence of such discrimination by an employee organization comes to the attention of the Employee Relations Officer, it shall be his duty to refer such evidence to an appropriate legal authority having jurisdiction thereof, if any.

12. APPLICATION OF LABOR CODE SECTION 923

The enactment of this Resolution shall not be construed as making the provisions of Section 923 of the Labor Code applicable to employees or employee organizations.

13. IMPASSE PROCEDURES

a. Initiation of Impasse Procedures – Impasse procedures may be invoked after the possibility of settlement by direct discussion has been exhausted. Any party may initiate the impasse procedures by filing with the other party or parties a written request for an impasse meeting, together with a statement of its position on all disputed issues. An impasse meeting shall then be scheduled by the Employee Relations Officer forthwith after the date of filing of the written request for such meeting, with written notice to all parties affected. The purpose of such impasse meeting shall be two-fold:

   i. To permit a review of the position of all parties in a final effort to reach an agreement on the disputed issues; and

   ii. If agreement is not concluded, to discuss arrangements for implementing the specific impasse procedure or procedures to which the dispute shall be submitted.

b. Impasse Procedures – Impasse procedures are as follows:

   i. If the parties so agree, the dispute shall be submitted directly to the City Council for determination.

   ii. If they do not so agree with a reasonable period of time, the dispute shall be submitted to mediation. All mediation proceedings shall be private. The mediator shall make no public recommendation, nor take any public position at any time concerning the issues. If the parties are unable to agree on a mediator after a reasonable period of time, they shall select the mediator from a list of three names to be provided by the State Conciliation Service, or if that body for any reason shall fail to provide such list, by the American Arbitration Association. The recognized employee organization or organizations shall

first strike one name, the Employee Relations Officer shall then strike one name, and the name remaining shall be the mediator.

iii. If the parties have failed to resolve all their disputes through mediation within fifteen (15) days after the mediator commenced meeting with the parties, the parties may agree to submit the issues in dispute directly to the City Council. In that event the City Council shall finally determine the issues after conducting a public hearing thereon and after such further investigation of the relevant facts as it may deem appropriate.

iv. If the parties fail to agree to submit the dispute directly to the City Council, the disputed issues shall be submitted to fact-finding.

c. The parties may agree on the appointment of one or more fact-finders. If they fail to so agree, a fact-finding panel of three shall be appointed in the following manner: One member of the panel shall be appointed by the Employee Relations Officer, one member shall be appointed by the recognized employee organization, and those two shall name a third, who shall be the chairman. If they are unable to agree upon a third, they shall select the third member from a list of five names to be provided by the American Arbitration Association, the one to serve to be determined by the alternate striking of names, with the party who is to strike the first name to be determined by chance method.

i. The following constitute the jurisdictional and procedural requirements for fact-finding:

1. Fact-finders shall not have served as mediator in the same impasse under subparagraph (b), and shall not be employees or officers of the City or members of one of the City's employee organizations.

2. Fact-finding is authorized hereunder in connection with all disputed issues that are within the scope of representation.

3. The fact-finder(s) shall, to the extent they are applicable, determine and apply the following standards to the disputed issues in making recommendations:

a. City job classifications shall be compared to comparable job classifications in private and public employment in the Sacramento metropolitan area, and in the three California cities next larger and the three California cities next smaller in population than Sacramento, to the extent such can be reasonably done.

b. In determining job comparability, the following factors will be considered: The nature and complexity of the duties involved; the degree of supervision received and exercised; the educational, experience and physical qualifications, and the special skills

required; the physical working conditions; and the hazards inherent in the job.

c. Comparisons shall be in terms of total compensation and benefits of employment, and, to the extent feasible, shall be measured in monetary terms.

d. The comparison data as hereinabove provided for shall, to the extent feasible, be adjusted as appropriate for differences in the cost of living in Sacramento as compared to other cities considered; the benefits of job stability and continuity of employment; difficulty of recruiting qualified applicants; and equitable employment benefit relationships between job classifications in City employment.

e. The state of the economy in the Sacramento metropolitan area, and the financial condition and resources of City government, shall be considered.

4. The fact-finder(s) shall make written findings of fact and recommendations for the resolution of the issues in dispute, which shall be presented in terms of the standards specified in (3) above. The fact-finder or chairman of the fact-finding panel shall serve such findings and recommendations on the Employee Relations Officer and the designated representative of the recognized employee organization. If these parties have not resolved the impasse within ten (10) days after service of the findings and recommendations upon them, and in no event later than ten (10) days prior to the final date set by law for fixing of the tax rate, the fact-finder or the chairman of the fact-finding panel shall make them public by submitting them to the City Clerk for consideration by the City Council in connection with the Council's legislative determination of the issues.

5. Costs of mediation and fact-finding shall be divided one-half to the City and one-half to the recognized employee organization.

Definitions

Confidential Employee
An employee who regularly participates in making or regularly has advance knowledge of decisions of the City affecting employee relations.

Employee
Except as otherwise provided for in a collective bargaining agreement, employee is defined as:
(a) A full-time career employee, or

(b) an employee who works within one year from each date of employment, in excess of 1,040 hours during a continuous period of employment of more than six (6) months

Employee Organization
As defined in California Government Code Section 3501.

Employee Relations Officer
The City Manager or his duly authorized representative.

Impasse
A deadlock in discussions between a recognized employee organization and the Employee Relations Officer over any matters concerning which they are required to meet and confer in good faith, or over the scope of such subject matter.

Management Employee
An employee having responsibility for formulating, administering, or managing the implementation of City policies and programs.

Mediation
As defined in California Government Code Section 3501.

Professional Employee
An employee engaged in work (a) predominantly intellectual and varied in character as opposed to routine mental, manual, mechanical, or physical work, and (b) involving the consistent exercise of discretion and judgment in its performance, and (c) of such a character that the output produced or the result accomplished cannot be standardized in relation to a given period of time, and (d) requiring knowledge of an advanced type in a field of science or learning customarily acquired by a prolonged course of specialized intellectual instruction and study in an institution of higher learning or a hospital, as distinguished from a general academic education or from an apprenticeship or from training in the performance of routine mental, manual, or physical processes.

Proof of Employee Approval
Demonstrated under this Resolution by (a) an authorization card recently signed by an employee, or (b) employee dues deduction authorizations, using the payroll immediately prior to the date a petition is filed hereunder, except that deductions for more than one employee organization for the account of any one employee shall not be considered proof of employee approval for more than one employee organization, or (c) a verified authorization petition or petitions recently signed by an employee.

Recently Signed
Signed within one hundred eighty (180) days prior to the filing of a petition hereunder.

Recognized Employee Organization
As defined in California Government Code Section 3501.

Scope of Representation
As defined in California Government Code Section 3504.

Supervisory Employee
An employee having responsibility for assigning and directing the work of other employees, or for rewarding or disciplining them, or for adjusting their grievances, or effectively to recommend such action if, in connection with the foregoing, the exercise of such authority is not of a merely routine or clerical nature, but requires the use of independent judgment.

Document History:

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Supersedes: **Employee-Employer Relations Policy**
Effective:

Appendix A

Designation of Representation Units and Unrepresented Classifications

1. The Council determines that the following (including special job classifications designated by "Special Manpower Planning") are the appropriate representation units:

   A. Building Trades and Craft Unit (Represented Unit 06)

   - Blacksmith Welder
   - Carpenter
   - Electrician
   - Electrician Lineworker
   - Electrician Supervisor
   - Generator Technician
   - Machinist
   - Machinist Helper
   - Machinist Supervisor
   - Mechanical Maintenance Supervisor
   - Painter
   - Plumber
   - Plumber Apprentice
   - Roofer
   - Senior Carpenter
   - Senior Electrician
   - Senior Generator Technician
   - Senior Painter
   - Senior Plumber
   - Senior Sheet Metal Worker
   - Sheet Metal Worker
   - Stagehand I
   - Stagehand II
   - Structural Maintenance Supervisor
   - Supervising Generator Technician

   B. Plant Operator Unit (Represented Unit 04)

   - Heating, Ventilation and Air Conditioning Systems Mechanic
   - Junior Plant Operator
   - Plant Operator

   Plant Operator Unit (Represented Unit 04) (Continued)

- Senior Heating, Ventilation and Air Conditioning Systems Mechanic
- Senior Plant Operator
- Senior Stationary Engineer
- Stationary Engineer

C. Water and Sewer Unit (Represented Unit 07)

- Assistant Water Cross-Connection Control Specialist
- Utilities Field Services Leadworker
- Utilities Field Services Serviceworker
- Utilities Field Services Serviceworker (Apprentice)
- Water Cross-Connection Control Specialist

D. Traffic Engineering Unit (Represented Unit 08)

- Traffic Supervisor
- Traffic Worker I
- Traffic Worker II
- Traffic Worker III
- Traffic Worker Trainee

E. Fire Department Unit (Represented Unit 05)

- Fire Battalion Chief
- Fire Captain
- Fire Captain (Paramedic)
- Fire Engineer
- Fire Engineer (Paramedic)
- Fire Investigator I
- Fire Investigator II
- Fire Prevention Officer I
- Fire Prevention Officer II
- Fire Prevention Officer Trainee
- Firefighter
- Firefighter (Paramedic)
- Senior Fire Prevention Officer

F. Police Department Unit (Represented Unit 02)

- Community Service Officer
- Community Service Officer (Limited-Term)*
- Dispatcher I
- Dispatcher II
- Dispatcher III
- Park Safety Ranger
- Park Safety Ranger Assistant
- Park Safety Ranger Supervisor
- Police Officer
- Police Sergeant

G. Professional Unit (Represented Unit 17)

- Arborist/Urban Forester
- Archivist
- Art Museum Registrar
- Assistant Planner
- Associate Curator of Art
- Associate Planner
- Geographic Information Systems Specialist I
- Geographic Information Systems Specialist II
- Geographic Information Systems Specialist III
- Graphic Designer
- Junior Planner
- Media Production Specialist I
- Media Production Specialist II
- Museum Registrar
- Public Information Coordinator
- Real Property Agent I
- Real Property Agent II
- Real Property Agent III
- Telecommunications Systems Analyst I
- Telecommunications Systems Analyst II
- Telecommunications Systems Analyst III
- Water Quality Chemist

H. Office and Technical Unit (Represented Unit 16)

- Account Clerk I
- Account Clerk II
- Accounting Technician
- Architectural Technician I
- Architectural Technician II
- Architectural Technician III
- Arts Program Assistant
- Arts Program Coordinator
- Booking Coordinator
- Boutique Operator
- Building Inspector I
- Building Inspector II
- Building Inspector III
- Building Inspector IV
- Burglary/Robbery Alarm Inspector
- Buyer I
- Buyer II
- Buyer III
- Cashier
- Central Services Assistant I
- Central Services Assistant II
- Central Services Assistant III
- Child Care Assistant
- Claims Collector
- Clerk I
- Clerk II
- Clerk III
- Code Enforcement Officer
- Communications Assistant
- Community Service Representative I
- Community Service Representative II
- Computer Operator I
- Computer Operator II
- Construction Inspector I
- Construction Inspector II
- Construction Inspector III
- Customer Service Assistant
- Customer Service Representative

Office and Technical Unit (Represented Unit 16) (Continued)

- Customer Service Specialist
- Customer Service Trainee
- Data Entry Technician
- Department Systems Specialist I
- Department Systems Specialist II
- Development Services Technician I
- Development Services Technician II
- Development Services Technician III
- Elder Care Assistant
- Electrical Construction Inspector I
- Electrical Construction Inspector II
- Electrical Construction Inspector III
- Engineering Technician I
- Engineering Technician II
- Engineering Technician III
- Events Coordinator
- Exhibits Coordinator
- Facility Drawings Technician
- Fingerprint Clerk
- Fleet Management Technician
- Fleet Service Coordinator
- Forensic Investigator I
- Forensic Investigator II
- Graphics Assistant
- Health Coverage Representative
- Human Services Program Coordinator*
- Information Technology Support Specialist I
- Information Technology Support Specialist II
- Information Technology Trainee
- Key Data Operator I
- Landscape Technician I
- Landscape Technician II
- Lead Forensic Investigator
- Media and Computer Specialist
- Microcomputer Systems Specialist
- Neighborhood Resources Coordinator I
- Neighborhood Resources Coordinator II
- Offset Equipment Operator

Office and Technical Unit (Represented Unit 16) (Continued)

- Personnel Transactions Coordinator
- Plans Examiner I
- Plans Examiner II
- Plans Examiner III
- Police Clerk I
- Police Clerk II
- Police Clerk III
- Police Records Specialist I
- Police Records Specialist II
- Police Records Specialist III
- Program Coordinator
- Program Developer
- Program Leader
- Property Assistant
- Recreation Aide*
- Recreation Leader (Special Needs)*
- Revenue Services Representative
- Revenue Services Trainee
- Secretary
- Secretary to the Planning Commission
- Senior Central Services Assistant
- Senior Claims Collector
- Senior Computer Operator
- Senior Customer Service Representative
- Senior Data Entry Technician
- Senior Department Systems Specialist
- Senior Engineering Technician
- Senior Information Technology Support Specialist
- Senior Key Data Operator
- Senior Landfill Engineering Technician
- Senior Personnel Transactions Coordinator
- Senior Property Assistant
- Senior Recreation Aide*
- Senior Revenue Services Representative
- Senior School Crossing Guard*
- Senior Utility Customer Service Technician
- Service Contract Inspector
- Special Program Leader*

Office and Technical Unit (Represented Unit 16) (Continued)

- Stenographer Clerk I
- Stenographer Clerk II
- Stenographer Clerk III
- Storekeeper
- Stores Clerk I
- Stores Clerk II
- Surveillance Equipment Technician
- Ticket Seller
- Traffic Investigator I
- Traffic Investigator II
- Traffic Investigator III
- Transportation Systems Management Coordinator
- Typist Clerk I
- Typist Clerk II
- Typist Clerk III
- Utility Customer Service Technician I
- Utility Customer Service Technician II
- Utility Customer Service Technician III
- Utility Services Inspector
- Water Conservation Specialist
- Water Quality Laboratory Technician
- Zoning Investigator

I. Operations and Maintenance Unit (Represented Unit 03)

- Animal Care Technician
- Animal Control Officer
- Assistant Code Enforcement Officer
- Assistant Greenskeeper*
- Building Maintenance Worker
- Community Center Attendant I
- Community Center Attendant II
- Cultural Facilities Attendant
- Custodian I
- Custodian II
- Electronic Maintenance Technician I
- Electronic Maintenance Technician II
- Electronic Maintenance Technician Trainee

Operations and Maintenance Unit (Represented Unit 03) (Continued)

- Engineering Aide I
- Engineering Aide II
- General Helper
- Golf Course Marshal
- Greenskeeper
- Instrument Technician I
- Instrument Technician II
- Instrument Technician Trainee
- Irrigation Technician
- Landfill Equipment Operator
- Landfill Equipment Operator R2
- Maintenance Worker
- Marina and Boating Facilities Attendant
- Meter Reader
- Motor Sweeper Operator
- Park Equipment Operator
- Park Maintenance Worker
- Park Maintenance Worker I
- Park Maintenance Worker I (Pest)
- Park Maintenance Worker II
- Park Maintenance Worker II (Pest)
- Park Maintenance Worker III
- Parking Enforcement Officer
- Parking Lot Attendant
- Parking Meter Coin Collector
- Parking Meter Repair Worker
- Registered Veterinary Technician
- Sanitation Worker I
- Sanitation Worker II
- Sanitation Worker III
- Security Guard
- Senior Building Maintenance Worker
- Senior Custodian
- Senior Electronic Maintenance Technician
- Senior Maintenance Worker
- Senior Parking Lot Attendant
- Senior Telecommunications Technician
- Senior Tree Maintenance Worker

Operations and Maintenance Unit (Represented Unit 03) (Continued)

- Senior Tree Pruner
- Street Construction Equipment Operator
- Street Construction Laborer
- Street Construction Laborer Trainee
- Survey Technician I
- Survey Technician II
- Telecommunications Technician I
- Telecommunications Technician II
- Telecommunications Technician Trainee
- Traffic Control and Lighting Technician I
- Traffic Control and Lighting Technician II
- Traffic Control and Lighting Technician Trainee
- Tree Maintenance Worker
- Tree Maintenance Worker Trainee
- Tree Pruner I
- Tree Pruner II
- Tree Pruner Trainee
- Utility Worker*
- Water Waste Inspector
- Zoo Attendant I
- Zoo Attendant II

J. General Supervisory Unit (Represented Unit 15)

- Assistant Box Office Supervisor
- Central Services Supervisor
- Central Stores Supervisor
- Chief Museum Attendant
- Computer Operations Supervisor
- Concrete Construction Leadworker
- Curator of Historical Exhibitions
- Custodial Supervisor
- Customer Service Supervisor
- Drainage Supervisor
- Enforcement and Collections Supervisor
- Equipment Maintenance Supervisor
- Financial Services Supervisor
- Golf Course Supervisor
- Health Coverage Supervisor

General Supervisory Unit (Represented Unit 15) (Continued)

- Instrumentation Supervisor
- Marina and Boating Facilities Supervisor
- Meter Reading Supervisor
- Museum Security Supervisor
- Office Supervisor
- Parking Enforcement Supervisor
- Parking Facilities Maintenance Supervisor
- Parking Lot Supervisor
- Parking Meter Collection Supervisor
- Parking Meter Repair Supervisor
- Parks Supervisor
- Police Records Supervisor
- Program Supervisor
- Revenue Supervisor
- Senior Accounting Technician
- Senior Animal Care Technician
- Senior Animal Control Officer
- Senior Code Enforcement Officer
- Senior Parking Lot Supervisor
- Senior Police Records Supervisor
- Senior Storekeeper
- Senior Supervising Building Inspector
- Senior Traffic Control and Lighting Supervisor
- Solid Waste Maintenance Supervisor
- Solid Waste Supervisor
- Street Maintenance Supervisor
- Supervising Building Inspector
- Supervising Cashier
- Supervising Community Center Attendant
- Supervising Community Service Representative
- Supervising Construction Inspector
- Supervising Dispatcher
- Supervising Forensic Investigator
- Supervising Graphic Designer
- Supervising Plant Operator
- Supervising Police Clerk
- Supervising Property Assistant
- Supervising Surveyor

General Supervisory Unit (Represented Unit 15) (Continued)

- Supervising Water Quality Chemist
- Survey Party Chief
- Telecommunications Supervisor
- Traffic Control and Lighting Supervisor
- Tree Maintenance Supervisor
- Tree Pruner Supervisor
- Utilities Field Services Supervisor
- Utility Customer Service Supervisor
- Zoo Supervisor

K. Engineering Unit (Represented Unit 11)

- Assistant Architect
- Assistant Civil Engineer
- Assistant Electrical Engineer
- Assistant Mechanical Engineer
- Associate Architect
- Associate Civil Engineer
- Associate Electrical Engineer
- Associate Landscape Architect
- Associate Mechanical Engineer
- Fire Protection Engineer
- Junior Architect
- Junior Engineer
- Junior Landscape Assistant
- Landscape Assistant
- Telecommunications Engineer I
- Telecommunications Engineer II
- Telecommunications Engineer III

L. Automotive/Equipment Mechanics Unit (Represented Unit 12)

- Equipment Body Mechanic I
- Equipment Body Mechanic II
- Equipment Body Mechanic III
- Equipment Mechanic I
- Equipment Mechanic II
- Equipment Mechanic III
- Equipment Serviceworker

Automotive/Equipment Mechanics Unit (Represented Unit 12) (Continued)

- Fire Service Worker

- General Repair Worker
- Senior Equipment Serviceworker
- Supervising Fire Service Worker
- Vehicle Pool Serviceworker
- Vehicle Service Attendant

M. Exempt/Management Support (Represented Unit 14)

- Administrative Analyst
- Investigator
- Program Analyst
- Senior Deputy City Clerk
- Stores Administrator
- Workers' Compensation Claims Representative

N. Confidential/Administrative (Represented Unit 10)

- Administrative Assistant
- Administrative Assistant (Confidential/Exempt)
- Administrative Technician
- Administrative Technician (Confidential/Exempt)
- Analyst Trainee
- Applications Developer
- Data System Technician
- Deputy City Clerk
- Desktop Support Specialist
- Information Technology Project Analyst
- LAN Administrator
- Legal Secretary (Exempt)
- Legal Staff Assistant
- Legal Staff Assistant (Exempt)
- Paralegal (Exempt)
- Payroll Technician
- Personnel Technician
- Personnel Technician (Confidential)
- Programmer
- Senior Legal Staff Assistant (Exempt)
- Senior Staff Assistant

Confidential/Administrative (Represented Unit 10) (Continued)

- Staff Assistant
- Supervising Legal Secretary

- Systems Engineer
- Treasury Assistant

O. Exempt Management (Represented Unit 01)

- 311 Manager
- Accountant Auditor
- Accounting Manager
- Administrative Officer
- Animal Care Services Manager
- Arts Administrator
- Arts in Public Places Specialist
- Assistant Field Services Manager
- Banking Operations Analyst
- Banking Operations Manager
- Building Services Manager
- Business Services Manager
- Camp Sacramento Supervisor
- Career Development Specialist
- Chief Building Inspector
- Chief Building Official
- Chief Investment Officer
- Chief of Housing and Dangerous Buildings
- Code Enforcement Manager
- Contracts and Compliance Specialist
- Convention Center General Manager
- Curator of Art
- Curator of Education
- Curator of History
- Debt Analyst
- Deputy Chief Building Official
- Deputy City Attorney I
- Deputy City Attorney II
- Deputy Convention Center General Manager
- Deputy Director of Public Safety Accountability
- Economic Development Manager
- E-Government Manager

Exempt Management (Represented Unit 01) (Continued)

- Emergency Communications Manager
- Emergency Medical Services Coordinator

- Engineering Manager
- Environmental Health and Safety Officer
- Environmental Health and Safety Specialist
- Equal Employment Specialist
- Events Services Manager
- Events Services Supervisor
- Facilities and Real Property Superintendent
- Facilities Manager
- Field Services Manager
- Fire Assistant Chief
- Fleet Manager
- Golf Manager
- Golf Superintendent
- Historic District Manager
- History and Science Manager
- Human Resources Manager
- Information Technology Manager
- Information Technology Project Manager
- Information Technology Supervisor
- Integrated Waste Collections Superintendent
- Integrated Waste General Manager
- Integrated Waste General Supervisor
- Integrated Waste Planning Superintendent
- Investment and Operations Manager
- Investment Officer
- Investment Operations Analyst
- Junior Development Project Manager
- Law Office Administrator
- Licensed Land Surveyor
- Management Analyst
- Marina Manager
- Media and Communications Specialist
- Metropolitan Arts Manager
- Neighborhood Services Area Manager
- Neighborhood Services Manager
- New Growth Manager

<u>Exempt Management (Represented Unit 01) (Continued)</u>

- Operations General Supervisor
- Operations Manager

- Organizational Development Specialist
- Park Maintenance Manager
- Park Maintenance Superintendent
- Park Planning, Design and Development Manager
- Parking Manager
- Permit Services Manager
- Personnel Analyst
- Planning Director
- Plant Services Manager
- Police Administrative Manager
- Police Captain
- Police Lieutenant
- Principal Accountant
- Principal Applications Developer
- Principal Building Inspector
- Principal Information Technology Project Manager
- Principal Management Analyst
- Principal Planner
- Principal Systems Engineer
- Procurement Services Manager
- Program Manager
- Program Specialist
- Recreation General Supervisor
- Recreation Manager
- Recreation Superintendent
- Revenue Manager
- Risk Manager
- Senior Accountant Auditor
- Senior Applications Developer
- Senior Architect
- Senior Debt Analyst
- Senior Deputy City Attorney
- Senior Development Project Manager
- Senior Engineer
- Senior Investment Officer
- Senior Landscape Architect

<u>Exempt Management (Represented Unit 01) (Continued)</u>

- Senior Management Analyst
- Senior Personnel Analyst

- Senior Planner
- Senior Systems Engineer
- Special Assistant to the City Attorney
- Special Projects Engineer
- Special Projects Manager
- Staff Services Administrator
- Streets Manager
- Supervising Animal Care Officer
- Supervising Architect
- Supervising Engineer
- Supervising Financial Analyst
- Supervising Information Technology Project Manager
- Supervising Landscape Architect
- Supervising Real Property Agent
- Support Services Manager
- Traffic Engineer
- Training Specialist
- Treasury Analyst
- Treasury Manager
- Urban Design Manager
- Urban Forestry Manager
- Utility Construction Coordinator
- Veterinarian
- Water and Sewer Superintendent (Field)
- Water and Sewer Superintendent (Plant)
- Zoo Curator

2. The Council designates the following class titles as "unrepresented classifications."

A. Executive Management (Unrepresented Unit 20)

- Administrative Analyst (City Manager's Office)
- Assistant City Attorney
- Assistant City Clerk
- Assistant City Manager
- Assistant City Treasurer
- Budget Manager
- Chief Information Officer
- City Attorney
- City Auditor
- City Clerk
- City Manager
- City Treasurer
- Deputy City Manager
- Deputy Police Chief
- Director of Community Development
- Director of Convention, Culture and Leisure
- Director of Economic Development
- Director of Finance
- Director of General Services
- Director of Governmental Affairs
- Director of Human Resources
- Director of Parks and Recreation
- Director of Public Safety Accountability
- Director of Transportation
- Director of Utilities
- Executive Director, SAC CCOMWP
- Fire Chief
- Fire Deputy Chief
- Human Resources Manager (Benefits & Retirement)
- Human Resources Manager (Employment & Classification)
- Labor Relations Analyst
- Labor Relations Manager
- Labor Relations Officer
- Media and Communications Officer
- Police Chief

Executive Management (Unrepresented Unit 20) (Continued)

- Principal Management Analyst (Finance/Budget)
- SAFCA Executive Director
- Special Projects Manager (City Manager's Office)
- Staff Aide (Management)
- Supervising Deputy City Attorney

B. Mayor/Council Support (Unrepresented Unit 21)

- Assistant City Auditor
- Auditor
- Chief of Staff to the Mayor
- Council Operations Manager
- District Director
- Independent Budget Analyst
- Senior Auditor
- Special Assistant to the Mayor
- Staff Aide (Mayor/Council)

C. Executive Management Support (Unrepresented Unit 22)

- Executive Assistant (City Manager's Office)
- Executive Assistant (Mayor/Council)
- Staff Aide (Support)
- Staff Assistant (Mayor/Council)

D. Non-Career (Unrepresented Unit 09)

- Arts and Crafts Specialist*
- Assistant Caretaker*
- Assistant Cook*
- Assistant Greenskeeper*
- Assistant Pool Manager*
- Assistant Proctor*
- Building Maintenance Laborer Trainee*
- Cache Logistics Coordinator*
- Camp Aide*
- Camp Recreation Leader*
- Caretaker*
- Cashier (Community Services)*

Non-Career (Unrepresented Unit 09) (Continued)

- Clerical Assistant*
- Dispatcher Recruit*
- Events Crowd Controller*
- Events Duty Person*
- Events Usher*
- Fire Recruit*
- First Cook*
- Golf Marshal/Player Assistant*
- Graduate Student Trainee*
- Head Events Crowd Controller*
- Host*
- Human Services Program Coordinator*
- Instructor*
- Law Clerk*
- Lifeguard*
- Marina Aide*
- Mayor/Council Intern
- Mayor/Council Student Intern
- Nurse*
- Pilot*
- Police Background Assistant*
- Police Cadet*
- Police Recruit*
- Pool Attendant*
- Pool Manager*
- Proctor*
- Program Director*
- Promotions Specialist*
- Public Service Aide*
- Recreation Aide*
- Recreation Leader (Special Needs)*
- Relief Clerical Assistant*
- Reserve Community Service Officer
- Reserve Dispatcher*
- Reserve Police Officer I*
- Reserve Police Officer II*
- Reserve Police Officer III*
- Reserve Police Records Specialist*

<u>Non-Career (Unrepresented Unit 09) (Continued)</u>

- Reserve Police Sergeant*
- Reserve Property Assistant*
- School Crossing Guard*
- Security Officer*
- Senior Lifeguard*
- Senior Recreation Aide*
- Special Program Leader*
- Student Trainee (Engineering, Computer)*
- Student Trainee (Most Majors)*
- Student Trainee (Paramedic)*
- Ticket Seller (Exempt)*
- Tutor*
- Utility Worker*
- Vehicle Service Aide*
- Youth Aide*

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Adopted by the Sacramento City Council

APPROVING THE PERSONNEL RESOLUTION COVERING UNREPRESENTED OFFICERS AND EMPLOYEES AND THE UNREPRESENTED SALARY SCHEDULES AND AMENDING THE EMPLOYER-EMPLOYEE RELATIONS POLICY

BACKGROUND

A. The Personnel Resolution Covering Unrepresented Officers and Employees set forth general administrative provisions, hours of work and other terms and conditions affecting unrepresented classifications. Specific provisions of the Personnel Resolution address health and welfare contributions for unrepresented employees.

B. The Personnel Resolution attached as Exhibit 1 has been modified to update unrepresented employee terms of employment. The estimated additional cost to the FY2013/14 proposed budget associated with the revisions to the Personnel Resolution for the General Fund is $124,886 and for all other funds is $5,134.

C. The unrepresented salary schedules attached as Exhibit 2 have been revised to update effective dates and some classification salary range adjustments.

D. The Employer-Employee Relations Policy (EERP) attached to this Resolution as Exhibit 3 has been amended to reorganize changes within the represented and unrepresented units.

E. The City Manager's Office has the need to eliminate 1.0 FTE Operations Manager and add 1.0 FTE Director of Governmental Affairs.

BASED ON THE FACTS SET FORTH IN THE BACKGROUND, THE CITY COUNCIL RESOLVES AS FOLLOWS:

Section 1. The Personnel Resolution Covering Unrepresented Officers and Employees attached to this Resolution as Exhibit 1 is adopted effective July 30, 2013, and will supersede the Personnel Resolution Covering Unrepresented Officers and Employees attached as Exhibit 1 to Resolution No. 2012-255.

Section 2. The Unrepresented Salary Schedules attached as Exhibit 2 are

adopted effective July 30, 2013 and will supersede the provisions of Resolution No. 2012-255.

Section 3. The Employer-Employee Relations Policy attached to this Resolution as Exhibit 3 is amended.

Section 4. The City Manager's Office FTE changes of eliminating 1.0 FTE Operations Manager and adding 1.0 FTE Director of Governmental Affairs are approved.

Section 5. The City Manager is authorized to make minor changes or adjustments to exhibits in order to correct omissions and errors.

Section 6. Exhibits 1 through 3 are part of this resolution.

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PERSONNEL RESOLUTION

COVERING

UNREPRESENTED OFFICERS AND EMPLOYEES

July 30, 2013

ARTICLE 1 – GENERAL ADMINISTRATIVE PROVISIONS

1.1 APPOINTING AUTHORITY

a. For the City of Sacramento, appointing authority is vested with the Mayor, City Council members, and Charter Officers. Subject to applicable Rules and Regulations of the Civil Service Board, Council-adopted resolutions and administrative policy instructions, appointing authority provides for the ability to hire City employees.

b. The Appointing Authority has the authority, subject to the approved Budget Resolution and administrative policy, to:

(1) Allocate full-time equivalent positions to specific job classifications and to establish rates of pay for incumbents in those classifications;

(2) Change the number of exempt management positions under their administrative jurisdiction, so long as their total exempt management salary budget does not increase;

(3) Adjust the salary of individual exempt positions, so long as the total exempt salary budget for each department does not increase; and

(4) Grant performance-based salary adjustments to unrepresented officers and employees consistent with employee appraisal procedures.

1.2 APPLICABILITY

The terms of this Resolution shall apply to all unrepresented employees of the City unless superseded by employment contract with Charter Officers, and to elected officials where applicable. Sacramento Area Flood Control Agency (SAFCA) unrepresented personnel shall maintain the benefits contained in the July 2, 2011 Resolution Covering Unrepresented Officers and Employees.

1.3 TYPE OF APPOINTMENTS

Nothing in this Resolution shall create an express or implied covenant or contract, or create a property right or tenure for any person appointed to unrepresented classifications covered by this Resolution. All unrepresented employees serve at the pleasure of the Appointing Authority. Consequently, just cause is not required for discipline, and there are no appeal rights.

This Personnel Resolution covers all unrepresented officers and employees of the City of Sacramento appointed or incumbent to any position in the Executive Management, Executive management Support, and Mayor/Council Support units as defined by the Employer-Employee Relations Policy. This Personnel Resolution applies to these positions

whether the employee is considered full-time, part-time, seasonal, or appointed on a limited term basis.

1.4 STAFF AIDE POSITIONS

The classification of Staff Aide, may be used when a classification is needed either pending establishment of a new classification or a position is funded for a limited time and no appropriate classification exists. An employee may be appointed to the Staff Aide classification for a maximum of twelve (12) months. The salary range for any Staff Aide position shall be established by the Director of Human Resources.
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1.6 CITY SERVICE

City service for purposes of calculating benefits shall be defined as the effective date of appointment to the employee's first exempt or permanent career position, or as the effective date of appointment to the employee's first full-time position (or positions) which immediately preceded an appointment to an exempt or permanent career position, whichever is greater.

ARTICLE 2 – HOURS OF EMPLOYMENT AND OVERTIME

2.1 HOURS OF EMPLOYMENT

a. The normal work period for employees shall begin at 12:01 a.m. Saturday and end at 12:00 midnight the following Friday.

b. The normal work week for full-time employees, who are covered by the overtime provisions of the Fair Labor Standards Act (FLSA), shall consist of forty (40) hours of work during the seven (7) day work period.

c. The normal work week shall not apply to employees exempt from the overtime provisions of FLSA. These employees are expected to work any amount of time required to perform the duties of their positions.

d. The work week for part-time employees shall be determined by the Appointing Authority.

2.2 VOLUNTARY WORK FURLOUGH/REDUCED WORKWEEK PROGRAM

The City's Voluntary Work Furlough/Reduced Workweek Program shall be applicable to unrepresented full-time employees on the same terms as apply to represented employees. The benefit plan for eligible employees shall not be reduced or prorated by participation in such work reductions.

2.3 OVERTIME FOR ELIGIBLE EMPLOYEES

a. All overtime shall be calculated and paid consistent with FLSA requirements. Overtime

compensation shall be paid by cash payment or compensating time off (CTO) as determined by the Appointing Authority.

b. Employees may accrue up to one hundred and twenty (120) hours of CTO. The City may cash out those CTO hours accumulated in excess of eighty (80) hours at any time provided that the use of such time off has not been previously approved.

c. The use of accrued CTO shall be at the discretion of the Appointing Authority. Employees who request use of accrued CTO shall be permitted to use such time within a reasonable period after making the request if the use of CTO does not unduly disrupt the operations of the work unit.

d. Upon termination from City service, employees shall be paid for any unused CTO hours at the rate of pay at the time of separation.

2.4 OVERTIME FOR NON-CAREER EMPLOYEES

a. All overtime for non-career employees shall be calculated and paid consistent with FLSA requirements. Non-career employees shall be compensated for overtime with pay at one and one-half (1-1/2) times the applicable rate of pay in cash payment.

b. The Appointing Authority may establish a flexible work schedule consisting of more than an eight (8) hour day in a forty (40) hour work week.

2.5 MODIFIED/ALTERNATIVE DUTY POLICY

The City's Modified/Alternative Duty Policy shall be applicable to eligible employees who have been injured on-the-job.

2.6 TELEWORK PROGRAM

Executive Management Support employees may participate, at the discretion of the Appointing Authority, in the City's Telework Program.

2.7 ALTERNATIVE WORK SCHEDULE PROGRAM

Employees may participate, at the sole discretion of the Appointing Authority, in Alternative Work Schedule Program such as 9/80 or 4/10 schedules. Employee participation in Alternative Work Schedule Program shall be dependent on employee performance and shall not disrupt department operations.

ARTICLE 3 – FRINGE BENEFIT PLAN/HEALTH AND WELFARE

The fringe benefit plan described below shall be available to full-time Executive Management, Mayor/Council Support, and Executive Management Support employees. The Appointing Authority, on a case-by-case basis, shall establish the fringe benefit plan for employees

who are less than full-time, not to exceed the fringe benefit plan for comparable full-time employees. The fringe benefit plan for Executive Management, Mayor/Council Support, and Executive Management Support employees shall be as outlined in this Article.

3.1 HEALTH AND WELFARE CONTRIBUTION (CITY DOLLARS)

The City shall administer a Cafeteria Plan benefits program for employees consistent with the Internal Revenue Code Section 125.

a. Account-Based Health Plan (ABHP)

(1) Employees who enroll in an ABHP no later than December 31, 2013, shall have a Health Savings Account (HAS) credited with a one-time City contribution of $2,000 on or before January 31, 2014.

(2) To the extent that the premium for the ABHP is less than the City contributions outlined below, any remaining City contribution shall be credited to the employee's HAS.

b. Effective January 1, 2014, the City contribution for a full-time employee enrolled in a City-sponsored health plan for employee only, shall be fixed at an amount equal to one-hundred percent (100%) of the lowest cost City non-ABHP health plan plus the lowest cost dental plan available in the plan year 2014.

c. Effective January 1, 2014, the City contribution for a full-time employee enrolled in a City-sponsored health plan for employee plus one dependent, shall be fixed at an amount equal to $850 per month plus fifty percent (50%) of any increase in the 2014 lowest cost City non-ABHP health plan plus the lowest cost dental plan.

d. Effective January 1, 2014, the City contribution for a full-time employee enrolled in a City-sponsored health plan for employee plus two or more dependents, shall be fixed at an amount equal to $1,200 per month plus fifty percent (50%) of any increase in the 2014 lowest cost City non-ABHP health plan plus the lowest cost dental plan.

e. All City contributions shall be fixed as of January 1, 2014.

f. Part-time employees shall be prorated.

3.2 COVERED DEPENDENTS

Funds used to pay the health insurance premium cost for the domestic partner and/or the domestic partner's dependent children shall be in accordance with Federal and State tax laws.

a. An employee who has a domestic partner, and has a notarized City provided affidavit, may cover the domestic partner under the employee's City-

sponsored health plan. The employee will pay for the premium cost for the domestic partner coverage after tax.

b. An employee who has a domestic partner, and is registered with the Secretary of State of the State of California, may cover the domestic partner and/or the domestic partner's children, under the employee's City-sponsored health plan. The City shall contribute $850 for an employee enrolled with one (1) dependent; and $1,200 for an employee enrolled with two (2) or more dependents. Effective January 1, 2014, employees with domestic partners shall receive the City contributions as specified in Section 3.2.

c. The definition of dependent child for purposes of health, insurance shall be as determined under the Patient Protection and Affordable Care Act. The definition of dependent child for purposes of dental and vision insurance shall be outlined in certificates of coverage and related insurance contracts. As of the date of this Resolution, that definition includes an adult child up to age 26, grandchild living in the employee grandparent's home, disabled children, step-children, adopted children, wards and foster children provided they qualify as the subscriber's or subscriber's lawful spouse's dependent under IRS rules and regulations.

3.3 CASH-BACK LIMITS

a. The cash-back of City dollars from the IRS Section 125 Plan shall be limited to $200 per month for employees hired before July 27, 2012, who waive enrollment in City-sponsored group health plans.

b. New employees or employees who are not receiving the cash-back as of July 27, 2012, shall not be eligible for the cash-back option.

c. Employees transferring to classifications in an unrepresented unit who are enrolled in cash-back at the time of transfer may maintain the cash back option as long as they continuously waive City-sponsored health insurance and comply with other program requirements.

d. Part-time employees working less than 30 hours per week shall be prorated.

3.4 <u>LIFE INSURANCE</u>

a. Basic Life Insurance

City-paid basic life insurance shall be:

Group	Amount
Executive Management, Executive Management Support and Mayor Council Support	$ 50,000
City Attorney, City Clerk and City Treasurer	$100,000
City Manager	$150,000

b. Insurance Over $50,000

Executive Management, Mayor/Council Support, and Executive Management Support employees may purchase, at their expense, supplemental life insurance in the amount of up to three (3) times annual salary subject to limitations specified by the insurance carrier.

3.5 LONG TERM DISABILITY

Executive Management and Mayor/Council Support employees shall receive City-paid long-term disability insurance.

3.6 FLEXIBLE SPENDING ACCOUNTS

The City offers a Flexible Spending Account (FSA) program to employees as permitted by Internal Revenue Service Regulations.

3.7 DEFERRED COMPENSATION PLAN

Executive Management, Mayor/Council Support, and Executive Management Support employees may participate in the City's Deferred Compensation 457 Plan to the extent allowed by law and the 457 plan document.

3.8 SECTION 401(A) MONEY PURCHASE PLAN

The City's established IRS Section 401(a) Plan is available as follows:

a. For Executive Management, excluding the Administrative Analyst (City Manager's Office), and Mayor/Council Support employees, the City will contribute four percent (4%) of salary and the employee shall contribute five percent (5%) of salary.

b. Effective June 29, 2013, for Administrative Analyst (City Manager's Office), the City will contribute two percent (2%) of salary and the employee shall contribute two percent (2%) of salary.

c. For Executive Management Support employees, the City will contribute two percent (2%) of salary with a zero percent (0%) employee contribution.

d. The 401(a) Plan shall conform to all IRS requirements. Vesting of City funds occurs with enrollment consistent with IRS and 401(a) provider rules and regulations.

3.5 LONGEVITY PAY

Employee eligibility for longevity pay shall be determined as provided under Section 108 of the City Charter. Longevity pay is provided for in the City Charter and not through this Resolution. In the event changes are made to the City Charter, those changes shall supersede the provisions of this Resolution.

ARTICLE 4 – RETIREMENT

4.1 RETIREES OR SURVIVOR DEPENDENTS

Eligible City retirees or eligible survivor dependents shall receive City retiree insurance contributions for health, dental, and vision insurance benefits from the City as follows:

a. Maximum City Contribution

The maximum City contribution towards the purchase of health insurance for retirees is $300 per month for the retiree or $365 for a retiree with dependent(s).

Retiree Insurance Contributions for Employees Retiring on or after July 1, 1992

(1) Employees retiring with thirty (30) or more years of service shall be eligible for the City's maximum retiree health insurance contribution identified in subsection (a) above on the date of retirement without regard to age.

(2) Employees retiring with a minimum of twenty (20) full years of service but less than thirty (30) full years of service who are at least fifty (50) years of age shall receive one hundred percent (100%) of the City's maximum retiree insurance contribution identified in subsection (a) above.

(3) Employees retiring with a minimum of fifteen (15) full years of service but less than twenty (20) full years of service who are at least fifty (50) years of age shall receive seventy-five percent (75%) of the City's maximum retiree insurance contribution identified in subsection (a) above.

(4) Employees retiring with a minimum of ten (10) full years of service but less than fifteen(15) full years of service who are at least fifty (50) years of age shall receive fifty percent (50%) of the City's maximum retiree insurance contribution identified in subsection (a) above.

(5) There shall be no eligibility for the City's retiree insurance contribution if the employee elects to take a deferred retirement.

(6) There shall be no City retiree insurance contribution for retirees with less than ten (10) full years of City service.

b.

c. Retiree Insurance Contribution for Persons in Deferred Retirement Status as of January 1, 1991

(1) Employees who elected a deferred retirement prior to January 1, 1991, and who retired on or after July 1, 1992, and before June 28, 2013 shall be eligible for the City's retiree insurance contribution as follows:

(a) A retiree with at least ten (10) full years of City service, and who is at least 50 years of age, shall be eligible for fifty percent (50%) of the City's maximum retiree insurance contribution as identified in subsection (a) above.

(b) A retiree with twenty (20) full years or more of City service, and who is at least fifty (50) years of age, shall be eligible for one hundred percent (100%) of the City's retiree insurance contribution as identified in subsection (a) above.

(2) Employees who elected a deferred retirement prior to January 1, 1991, and did not retire on or before June 28, 2013, shall not be eligible for the City's retiree insurance contribution.

(3) Employees who elected a deferred retirement prior to January 1, 1991, and did not retire on or before June 28, 2013, shall not be eligible for the City's retiree insurance contribution.

d. Industrial Disability or Death in Line of Duty Survivors

Retirees who receive industrial disability pensions or death in-line-of-duty survivors will be entitled to one hundred percent (100% of the City's - applicable maximum retiree insurance contribution regardless of years of service.

e. Survivor Dependents Benefits

Survivor dependents of eligible employees or retirees shall be entitled to the same benefit amount, as the employee was eligible to at the time of death.

f. Medicare Supplement

In order to maintain eligibility for the City retiree insurance contribution, each eligible retiree and dependent must enroll in Medicare Parts A and B immediately after becoming eligible for such benefits.

g. Limitation Clause

No employee or retiree shall have any rights provided by this Section 4.1 after June 27, 2014.

h. Elimination of Retirees or Survivor Dependents Benefits

No employee hired on or after July 20, 2012, shall be eligible for any benefits provided by this Section 4.1. Employees transferring to unrepresented classifications after July 20, 2012, shall be ineligible for any benefits by this section, unless the transferring employee was eligible for retiree or survivor dependent benefits at the time of transfer.

4.2 PERS RETIREMENT PLAN AND CONTRIBUTION

a. Member Contribution to PERS Retirement Plan – Classic Members

(1) Miscellaneous

Executive Management, Mayor/Council Support, Executive Management Support, and Charter Officers shall pay seven percent (7%) of the member contribution to the PERS retirement plan. Classic members in miscellaneous classifications shall qualify for the 2% at 55 benefit formula and retirement shall be based upon the highest twelve (12) consecutive months of compensation.

(2) Police Safety

Executive Management Police Safety employees shall pay nine percent (9%) of the member contribution to the PERS retirement plan. Classic members in Executive Management Police Safety classifications shall qualify for the 3% at 50 benefit formula and retirement shall be based upon the highest twelve (12) consecutive months of compensation.

(3) Fire Safety

Executive Management Fire Safety employees shall pay the 9.81% value of the employer share of the PERS contribution. For Fire Safety employees the City shall pay up to nine percent (9%) of the member contribution to the PERS retirement plan on behalf of the Fire Safety employees. Such payments shall be reported to PERS as additional compensation for the purpose of retirement benefit calculations. Classic members of Executive Management Fire Safety classifications shall qualify for the 3% at 55 benefit formula and retirement

shall be based upon the highest twelve (12) consecutive months of compensation.

b. Member Contribution to PERS Retirement Plan – New Members

(1) Miscellaneous

Executive Management, Mayor/Council Support, Executive Management Support, and Charter Officers hired after December 31, 2012, shall be members in the PERS on terms consistent with Public Employees' Pension Reform Act (PEPRA). New members in miscellaneous classifications shall qualify for the 2% at 62 benefit formula and, shall contribute 50% of the total normal cost of the PERS retirement plan, and retirement shall be based upon the highest thirty-six (36) consecutive months of compensation.

(2) Safety

Executive Management Safety employees hired after December 31, 2012, shall be members in the PERS on terms consistent with PEPRA. New members in sworn classifications shall qualify for the 2.7% at 57 benefit formula and, shall contribute 50% of the total normal cost of the PERS retirement plan, and retirement shall be based upon the highest thirty-six (36) consecutive months of compensation.

ARTICLE 5 – CHARTER OFFICERS

5.1 CHARTER OFFICER SALARIES

The salaries for the City Attorney , City Auditor, City Clerk , City Manager, and , City Treasurer, shall be modified only by City Council action and approval.

5.2 EXPENSE ALLOWANCE

The City will pay to the City Manager a sum of $400 per month as reimbursement for City expenses for which no vouchers need be furnished. The City will pay to the City Attorney, City Clerk, and City Treasurer a sum of $350 per month as reimbursement for City expenses for which no vouchers need be furnished.

ARTICLE 6 – NON-CAREER EMPLOYEES

6.1 NON-CAREER BENEFITS

Except as provided herein, unrepresented non-career (+1,040) employees who work less than thirty (30) hours per week do not accrue benefits.

6.2 CITY HEALTH AND WELFARE CONTRIBUTION

a. Employees in the classification of Fire Recruit and Student Trainee (Paramedic Intern) shall receive the same City monthly health and welfare contribution amount as provided for the classification of Firefighter in the Memorandum of Understanding.

b. Employees in the classification of Police Cadet, Police Recruit, and Community Service Officer (Limited Term) shall receive the same City monthly health and welfare contribution amount as provided for the classification of Police Officer in the Memorandum of Understanding.

c. Employees in the classification of Dispatcher Recruit shall receive the same City health and welfare contribution amount as provided for the non-supervisory Dispatcher classification in the Memorandum of Understanding .

d. Non-Career employees under this Section are not eligible for cash back.

6.3 POOL SAFETY CLASSIFICATIONS

Employees holding classifications designated as pool safety positions may be eligible for additional compensation for qualifying work associated with the summer aquatics program. Such compensation is authorized solely for the purpose of recruiting and retaining qualified employees at City-operated swimming pools. Said employees shall be paid additional compensation as follows:

a. Certification Fee Reimbursements. Upon submittal of documents showing successful completion of the required water safety courses and receipts showing fees paid, the City shall reimburse eligible employees up to $200 for completing their certification course work.

b. Recruitment Incentive. Upon successful completion of eighty (80) hours of work in a designated pool safety classification, the City shall pay eligible employees a lump sum amount of $200.

c. Retention Incentive. Upon successful completion of work during the entire summer aquatics season, the City shall pay eligible employees a lump sum amount of $400.

ARTICLE 7 – LEAVES

7.1 ACCRUAL OF LEAVE HOURS OVER 24 PAY PERIODS

Unless provided otherwise in this Article, the accrual of leave hours shall accrue over 24 pay periods per year, during the first two (2) pay periods of each month.

7.2 VACATION

a. Employees shall be entitled to vacation allowances pursuant to the provisions of Section 107 of the City Charter. Based on length of City service, the accrual of annual vacation allowances shall be as follows:

Length of Service	Annual Vacation Allowance	Annual Vacation Allowance for Fire Safety Management Employees
1 to 5 years	10 days/80 hours	112 hours
5 years and 1 day to 15 years	15 days/120 hours	168 hours
more than 15 years	20 days/160 hours	224 hours

b. Vacation allowance administration shall be in accordance with the Rules and Regulations of the Civil Service Board, unless an exception is authorized by the City Manager under appropriate circumstances. Employees may accumulate a maximum of four hundred and eighty (480) vacation hours, except Fire Safety Management employees may accumulate a maximum of six hundred and seventy two (672) hours. Once the maximum is reached, there shall be no further vacation accrual until the balance falls below four hundred and eighty (480) hours or six hundred and seventy two (672) for Fire Safety Management.

7.3 HOLIDAYS

a. Recognized Holidays

Except as otherwise provided, the following shall be recognized holidays for eligible employees:

Holiday	Date
New Year's Day	January 1
Martin Luther King's Birthday	Third Monday in January
Washington's Birthday	Third Monday in February
Cesar Chavez's Birthday	Last Monday in March
Memorial Day	Last Monday in May
Independence Day	July 4
Labor Day	First Monday in September
Veteran's Day	November 11
Thanksgiving Day	Fourth Thursday in November
Day after Thanksgiving	Friday after Thanksgiving
Christmas Eve (4 hours)	December 24
Christmas Day	December 25
New Year's Eve (4 hours)	December 31

b. Eligibility

(1) To be eligible for holiday pay, the employee must work the scheduled workday before and after the recognized holiday. Any payable leave time, such as vacation, and sick shall be considered hours worked for the purpose of holiday pay eligibility.

(2) A part-time employee, including an employee in a work-sharing program, and non-career (+1,040) employee shall receive the recognized holiday benefit based upon the number of hours the employee was paid in that workweek as follows:

Number of Recognized Holidays in the Workweek	Minimum Number of Paid Hours in the Workweek	
	50% Benefit	100% Benefit
0.5	18	28.8
1.0	16	25.6
1.5	14	22.4
2.0	12	19.2

An employee paid for less than the minimum number of hours required for the 50% benefit shall receive no recognized holiday benefit.

(3) Non-career (-1,040) employees shall not receive recognized holiday benefits.

Holiday Observance

(1) If an employee's scheduled days off are Saturday and Sunday during a standard City workweek in which a recognized holiday falls, the following shall apply:

(i) If the recognized holiday falls on a Saturday, the preceding Friday shall be considered the employee's holiday.

(ii) If the recognized holiday falls on a Sunday, the following Monday shall be considered the employee's holiday.

c.

(2) If an employee's schedule differs from the traditional Monday-Friday workweek in which a recognized holiday falls, the following shall apply:

(i) The actual dates as listed above shall be considered as the employee's holiday.

(ii) If the recognized holiday falls on the employee's scheduled day off, the employee shall receive holiday earned for the hours of the holiday benefit.

d. Floating Holidays

(1) Accrual

(a) In addition to the recognized holidays specified above, except as provided below, employees shall receive the equivalent of one (1) floating holiday per fiscal year on an accrual basis as follows:

(i) Each full-time Executive Management, Mayor/Council Support, and Executive Management Support employee shall accrue a single eight (8) hour floating holiday per year.. The employee shall accrue floating holiday credit for each pay period for which the employee is paid twenty (20) or more hours of salary.

(ii) A part-time Executive Management, Mayor/Council Support, or Executive Management Support employee, including an employee in a work sharing program, or a non-career (+1,040) employee shall accrue floating holiday credit based on the budgeted authorized position (BAP) for which the employee fills at the rate of ten (10) minutes accrual for employees who are working in a .5 up to a .79 BAP and at a rate of twenty (20) minutes accrual for employees who are in a .8 BAP or higher.

(b) Non-career (-1,040) employees shall not receive floating holiday benefits.

(2) Administration

(a) The scheduling of floating holiday time must be approved in advance by the Appointing Authority or designated representative.

(b) An employee may carry-over from the preceding calendar year a maximum of eight (8) hours of floating holiday accrual. Except for the eight (8) hour carry-over, all accumulated floating holiday time not used by the end of the pay period, which includes January 8 shall be paid to the employee in cash at the straight-time rate on the payday covering that pay period.

(c) An employee terminating for any reason or going on a leave of absence without pay for a period exceeding ninety (90) days shall be paid for all accrued floating holiday time at the straight-time rate.

g. Holiday Earned Accumulation

Employees may accumulate a maximum of eighty (80) hours of holiday earned hours. Once the maximum is reached, there shall be no further holiday earned until the balance falls below eighty (80) hours. Holiday earned may be taken by the employee at the discretion of the department head.

7.4 MANAGEMENT LEAVE TIME

a. Executive Management and Mayor/Council Support employees exempt from the overtime provisions of FLSA shall not accrue compensating time off or earn overtime pay for time worked in excess of eight (8) hours per day or forty (40) hours per week, but shall be expected to devote as much time to their employment as may be necessary for the efficient operation of City government.

b. Executive Management and Mayor/Council Support employees determined by the City to be exempt from the overtime provisions of the FLSA shall be credited with eighty (80) hours of management leave time each fiscal year. Such time will be posted the first pay period in July. Management employees appointed after July 1 of a fiscal year shall be entitled to a prorata share of eighty (80) hours of management leave time based upon the number of full months remaining in that fiscal year. Management leave time shall be useable upon being credited, subject to the approval of the immediate supervisor.

c. Management leave time shall not accumulate from fiscal year to fiscal year, and any management leave time not used in the fiscal year in which it was awarded shall be forfeited. There shall be no cash out of management leave time.

d.

7.5 ADMINISTRATIVE LEAVE TIME

a. Executive Management Support employees shall be credited with twenty (20) hours of administrative leave time each fiscal year. Such time will be posted in the first pay period in July. Executive Management Support employees hired after July 1 of a fiscal year shall be entitled to a prorata share of twenty (20) hours of administrative leave time based upon the number of full months remaining in that fiscal year. Administrative leave time shall be useable upon being credited, subject to the approval of the employee's immediate supervisor.

Administrative leave time shall not accumulate from fiscal year to fiscal year, and any administrative leave time not used in the fiscal year in which it was awarded shall be forfeited. There shall be no cash out of administrative leave time.

b. 7.6 SICK LEAVE

a. Accrual and Usage

(1) A full-time employee shall accrue sick leave credits at the rate of 8 hours per month which may be used by the employee in the event of illness or injury which is not job-related A permanent part-time employee shall earn sick leave on a prorata basis.

(2) An employee in active service of the City, eligible to accumulate sick leave credits, may in January of each year receive a cash payment for twenty-five percent (25%) of the unused portion of sick leave credits accumulated during

the preceding calendar year from January 1 through December 31, provided the employee shall have to his/her credit on December 31 immediately preceding the date for payment, a total of at least four hundred and eighty (480) hours accumulated. The employee shall be paid for such percentage of sick leave accumulation at the rate of pay, which the employee was receiving on January 1 of each year in which payment is made. The amount of time for which an employee is paid shall be deducted from the employee's total accumulation. An employee electing to receive this cash payment must notify the Department of Finance, Accounting Division, in writing, of such election no later than December 15 of the year in which the sick leave credit was earned.

b. Sick Leave Cash Out

a. PERS

(1) PERS members hired prior to January 1, 2005, with more than twenty (20) years of City service, are eligible to cash out sick leave and/or convert sick leave to PERS service credit upon separation for reasons of retirement, resignation, layoff or death as follows:

1. Eligible employees, or persons entitled by law to the possession of their estate, may receive a cash payment equal to thirty-three and one-third percent (33-1/3%) of the total sick leave credits accumulated (to the nearest full day) by the employee on the date of their retirement, resignation, layoff, or death;

2. In the alternative, eligible employees may utilize any or all of their total sick leave credits accrued as of the date of their retirement, resignation, layoff, or death and apply the sick leave to service credit pursuant to the PERS contract with the City. If the employee converts less than the full balance of sick leave to service credit, the employee may receive a cash payment equal to thirty-three and one third percent (33-1/3%) of the remaining sick leave credits after conversion to PERS.

(2) PERS members hired on or after January 1, 2005 shall not be eligible for payment of any portion of accumulated sick leave credits, though employees may apply their sick leave balance to service credit pursuant to the PERS contract with the City

b. SCERS

Upon retirement, SCERS members eligible to accumulate sick leave credits shall receive a cash payment representing the value of thirty-three and one-third percent (33-1/3%) of the sick leave credits (rounded to the nearest full day) accumulated to the date of retirement.

c. No employee whose services are terminated by reason of discharge for cause shall be eligible to utilize accrued sick leave credits for payment or for the conversion to PERS service credit

d. Except as provided herein, no payments made or sick leave credits accumulated shall be construed or deemed to constitute retirement benefits payable to employees of the City.

e. The Rules and Regulations of the Civil Service Board relating to the administration of sick leave privileges and benefits shall apply to all employees.

7.7 PARENTAL LEAVE

7.78 Pursuant to the City's Parental Leave Policy, employees who have completed at least three (3) years of full-time career City service from the most recent date of hire are eligible for parental pay of up to one hundred and sixty (160) hours of continuous time off. Part-time employees who have completed at least three (3) years for career City service from the most recent date of hire are eligible for parental pay of up to eighty (80) hours of continuous time off. INJURY-ON-DUTY

a. Full-time career employees shall receive benefits for injuries suffered in the performance of their duties consistent with section 253 of the City Charter. In the event changes are made to the City Charter, those changes shall supersede the provisions of this Resolution. To the extent permitted by law, the City shall receive a credit for the benefits provided pursuant to Charter section 253 against future workers' compensation benefits.

b. If the employee qualifies for temporary disability benefits after exhausting the one-year leave of absence for workplace injuries described in Charter section 253, the employee may use accrued leave balances to replace any loss of income. The employee may use full or partial days of leave for this purpose, but in no event shall the cumulative amount received from temporary disability payments and the use of leave balances exceed the hourly rate of pay of the employee as of the date of injury.

7.9 COURT LEAVE

a. When an employee is absent from work to testify in response to a properly served subpoena issued by a court of competent jurisdiction in a non-work-related matter to which the employee is not a party, to serve on a jury, or to report for jury duty examination, the employee shall be granted pay for those hours which the employee is absent for such reason. The City may require the employee to elect to be on telephone alert for jury duty and remain on the job until such time as called to testify or serve jury duty. When an employee is required to be on telephone alert, the employee will cooperate with the court or jury commissioner and the City will be responsible to ensure that the employee is available. Pay for work time lost shall be computed at the employee's regular rate of pay at the time of such absence.

b. If a swing shift or graveyard shift employee has served an amount of time that exceeds one-half of the employee's next scheduled shift in court or on jury duty, the employee will notify the supervisor in advance of the start time so he/she will be excused from the shift. If the employee is in court or on jury duty less than one-half the shift, the employee will be required to work.

c. In lieu of the shift after service on court leave, a graveyard shift employee may request to take off the shift prior to court leave, provided that if the employee serves less than one-half of the shift, he/she will be required to use vacation or other leave accruals to cover the shift.

d. To receive pay for work time lost, an employee must provide the City with a statement signed by an official of the court certifying the employee's service as a witness or juror or appearance in court for such purposes, the date or dates of attendance, the time released from attendance and the compensation paid exclusive of any transportation and subsistence allowance.

e. The City reserves the right to require the employee to reimburse the City for all witness fees or jury remuneration received, less transportation and subsistence allowance.

f. When a non-career employee is regularly scheduled to work and is ordered to appear in court or report for jury duty, such employee shall be entitled to court leave benefits in accordance with the above-stated procedure.

7.10 CATASTROPHIC LEAVE PLAN

Employees are entitled to catastrophic leave pursuant to, and consistent with, the City's Catastrophic Leave Policy.

7.11 SACRAMENTO HOUSING & REDEVELOPMENT AGENCY (SHRA) TRANSITION

Employees who are transferred from employment at SHRA to the City as a result of restructuring, reorganizing or removal of services to the City shall be allowed to transfer the following accrued benefits from SHRA to the City:

a. Eighty percent (80%) of sick leave balances after cash-out pursuant to Agency policy.

b. Vacation balances up to one year of accrual at the employee's current rate on transition to the City.

7.11 PERSONAL TIME OFF FOR EXECUTIVE MANAGEMENT SUPPORT EMPLOYEES

a. <u>Accrual for Non-Exempt Executive Management Support Employees</u>

In addition to the floating holidays specified in Section 7.3, each non-exempt Executive Management Support employee shall receive the equivalent of twenty-four (24) hours of annual paid personal time off on an accrual basis as follows:

(1) Each full-time employee shall accrue personal time off credit at the rate of one hour per pay period. The employee shall accrue such credit for each pay period for which the employee is paid twenty (20) or more hours of salary.

(2) A part-time employee, including an employee in a work sharing program, or a non-career (+1,040) employee shall accrue personal time off credit based on the budgeted authorized position (BAP) for which the employee fills at the rate of thirty (30) minutes accrual for employees who are working in a .5 up to a .79 BAP and at the rate of one (1) hour accrual for employees who are in a .8 BAP or higher.

b. Accrual For Executive Management Support (Exempt) Employees

In addition to the floating holidays specified above, each Executive Management Support (Exempt) employee shall receive the equivalent of thirty-two (32) hours of annual paid personal time off on an accrual basis as follows:

(1) Each full-time employee shall accrue personal time off credit at the rate of one (1) hour and twenty (20) minutes per pay period. The employee shall accrue such credit for each pay period for which the employee is paid twenty (20) or more hours of salary.

(2) A part-time employee, including an employee in a work sharing program, or a non-career (+1,040) employee shall accrue personal time off credit based on the budgeted authorized position (BAP) for which the employee fills at the rate of forty (40) minutes accrual for employees who are working in a .5 up to a .79 BAP and at the rate of one (1) hour and twenty (20) minutes accrual for employees who are in a .8 BAP or higher.

c. Non-Career

Non-career (-1,040) employees shall not receive personal time off benefits.

d. Administration

(1) The scheduling of personal time off must be approved in advance by the Appointing Authority or designated representative.

(2) An employee may carry-over from the preceding calendar year a maximum of eight (8) hours of personal time off. Except for the eight (8) hour carry-over, all accumulated floating holiday time not used by the end of the pay period, which includes January 8 shall be paid to the employee in cash at the straight-time rate on the payday covering that pay period.

(3) An employee terminating for any reason or going on a leave of absence without pay for a period exceeding ninety (90) days shall be paid for all accrued floating holiday time at the straight-time rate.

7.13 BEREAVEMENT PAY

An employee may receive up to twenty-four (24) working hours of City bereavement pay for time taken off for the death of the employee's spouse, parent, sibling, child, grandchild, or grandparent as defined herein. The employee may use sick leave as outlined in the Rules and Regulations of the Civil Service Board for additional time off or to attend to other death, bereavement, or funeral needs.

7.14 FAMILY AND MEDICAL LEAVE

Employees may be entitled to leave pursuant to the Family and Medical Leave Act (FMLA), the California Family Rights Act (CFRA), and/or Pregnancy Disability leave (PDL) consistent with the City's Leave Administration Policy.

7.15 PERSONAL TIME OFF

a. Full-time employees who have completed ten (10) full years of City service shall be credited with twenty-four (24) hours of personal leave at the beginning of the first pay period in January of each year. Part-time employees shall be credited with a prorated amount of time based on their regular schedule.

b. The use personal leave awarded pursuant to this section shall not cause overtime.

c. Personal leave shall not accumulate from year to year and shall have no cash value. If an employee is unable to use all of the time by the end of the calendar year based on operational need, the Department may approve carry-over to the next year. In all other cases, the time shall be forfeited.

d. Non-career employees are not eligible for personal leave benefits.

ARTICLE 8 – REIMBURSEMENTS AND ALLOWANCES

8.1 TRANSPORTATION AND PARKING ALLOWANCES

a. <u>Reimbursement for Use of Privately-Owned Vehicles</u>

(1) Charter Officers may offer up to $250 per month to Executive Management and Mayor/Council Support employees as reimbursement for the use of privately owned vehicles on City business or as compensation in lieu of the use of City vehicles on City business.

(2) The Charter Officers, City Auditor, and Department Directors shall receive up to $500 monthly vehicle allowance and City-provided parking.

(3) Executive Management and Mayor/Council Support employees shall receive City-provided parking. Executive Management Support employees are eligible for City-provided parking.

(4) With the authorization of the Charter Officer, Executive Management Support employees may receive up to $100 per month vehicle allowance with or without City-provided parking.

(5) Employees receiving $100 or less in monthly vehicle allowance may receive out-of-town travel reimbursement. Reimbursement for out-of-town travel shall be at the general mileage reimbursement rate (minus 25 miles for individuals receiving a monthly vehicle allowance) or comparable coach airfare, whichever is lower.

Any automobile operated on City business by any of the officials mentioned for use of the monthly vehicle allowance shall be insured against liability in persons and property, including wrongful death, in an amount no less than the minimum State of California required automobile coverage for bodily injury and property damage.

b. Monthly Bus Transportation Reimbursement

(1) Sacramento Regional Transit District (SRTD)

Full-time Executive Management, Mayor/Council Support, and Executive Management Support employees who utilize SRTD for home-to-work transportation are eligible to receive an eighty percent (80%) City-paid SRTD monthly non-zone sticker pass in lieu of the City-paid parking and vehicle allowance. Part-time employees shall be eligible for a fifty percent (50%) price discount on the monthly non-zone sticker pass. The employee must notify the Department of Finance, Revenue Division, prior to the first day of the month to obtain the monthly pass discount for that next month. Non-career employees shall not be eligible for the allowance.

(2) Other Public Transportation

Eligible full-time employees, as described in Section 8.1(b)(1), who regularly utilize other public transportation regulated by the Public Utilities Commission or the equivalent for home-to-work commuting, are eligible for monthly transit pass reimbursement up to eighty percent (80%) of the cost in lieu of City-paid parking and vehicle allowance. Eligible part-time employees, as described above, shall be eligible for a fifty percent (50%) monthly reimbursement. The employee must present the required proof of purchase to the Department of Finance, Revenue Division, prior to the first day of the month to obtain reimbursement. The amount of monthly reimbursement shall not exceed $120.00.

(3) Downtown Parking Subsidy

Eligible full-time Executive Management Support employees, as described above, who work in the downtown area, shall receive a $90.00 per month

transportation allowance. Part-time Executive Management Support employees who work in the downtown area shall receive $60.00 per month transportation allowance. Non-career employees shall not be eligible for the allowance.

Employees who receive vehicle allowance or City-paid parking as described in Section 8.1 are not entitled to transportation allowance.

c. Discounted Parking Rates

Discounted parking will be available to Executive Management Support employees, on a first-come, first-serve basis, for parking spaces in the Memorial Parking Lot at a cost of seventy percent (70%) of the regular Memorial Parking Lot monthly rate. This means that the employee discounted rate is thirty percent (30%) off the full monthly rate.

d. City Vehicle Retention

The City Manager /Charter Officers may authorize overnight home retention of City vehicles for public safety assignments, on-call assignments, and other special or emergency assignments.

8.2 POLICE AND FIRE UNIFORM ALLOWANCE

a. Safety management personnel employed in the Police Department shall receive a uniform allowance equal to, and on the same terms and conditions as, the uniform allowance granted to sworn employees in the Police Department Unit.

b. Safety management personnel employed in the Fire Department shall receive a uniform allowance equal to, and on the same terms and conditions as, the uniform allowance granted to employees in the Fire Department Unit.

c. Civilian managers of the Police Department shall receive a uniform allowance equal to the highest uniform allowance granted to the represented employees whom they manage.

8.3 TUITION REIMBURSEMENT

Employees will be reimbursed for the cost of tuition up to a maximum of $1500.00 per calendar year, pursuant to the City's existing policy for education reimbursement. In addition, the department may authorize tuition reimbursement for training through other approved sources. Non-career employees are not eligible for tuition reimbursement.

8.4 STATE OF CALIFORNIA BAR DUES

The actual cost of mandatory State Bar dues shall be paid for employees in attorney classifications in the City Attorney's Office. In the sole discretion of the City Attorney, the

City Attorney may approve reimbursement, from the budget of the employing department, for other licensed City employee attorneys whose legal skills and abilities represent a significant benefit to the City. The City Attorney may authorize such reimbursement after being provided documentation establishing payment was made by the employee requesting the reimbursement.

8.5 REQUIRED LICENSES AND CERTIFICATIONS

Where the City requires that an employee maintain a license and/or certification, the Department Head or designee may, on a case-by-case basis, reimburse the employee for costs associated with the renewal of such license. This Section shall not apply to driver's licenses.

8.6 CONTINUING EDUCATION

When the City requires that an employee maintain a license or certificate, which mandates continuing education units (CEU) to maintain the license or certificate, the employee is responsible for obtaining the CEUs. The City may provide the needed CEUs or reimburse the employee for the cost of such training.

8.7 BILINGUAL PAY

a. The City may authorize bilingual pay when it is determined to be operationally necessary. The City shall determine what languages are appropriate for such pay and the number of employees to be certified. To be eligible for bilingual pay the employee must be determined to be verbally proficient and, if necessary for the assignment, proficient in the written language. The City will arrange the certification and testing process necessary to authorize the bilingual pay.

b. Bilingual pay shall be paid at the rate of forty dollars ($40) per month for any pay period in which the employee is certified. An employee who is receiving bilingual pay may be required to provide assistance to any City operations.

8.8 TECHNOLOGY ALLOWANCE

a. If the City requires an employee in the Executive Management, Executive Management Support, or Mayor/Council Support unit to be generally accessible via technology device for the conduct of City related business, the City shall provide either a technology allowance or a City issued cellular phone in lieu of a technology allowance in accordance with the provisions of this Section.

b. Employees in the Executive Management, Executive Management Support, or Mayor/Council Support units may be authorized a monthly technology allowance of up to one hundred dollars ($100). At the discretion of the Appointing Authority, or as delegated by the City Manager to a department head, the City may provide a City issued cellular phone in lieu of a technology allowance. Use of City-provided cellular phones shall be discontinued upon receipt of the technology allowance by the employee.

c. Upon approval of the technology allowance, the employee shall provide and maintaina personal cellular phone, and service that is available to conduct City-related business.

The employee shall provide and the City may publish the cellular phone number to designated individuals and organizations with whom the employee normally conducts City-related business.

8.9 NOTARY PAY

An Executive Management Support employee who is required to maintain, or who obtains for City benefit a notary registration shall receive a monthly certification pay of thirty dollars ($30).

ARTICLE 9 – MISCELLANEOUS

9.1 OFF-DUTY EMPLOYMENT OF EXEMPT EMPLOYEES

a. Employees shall not engage in any other employment, work, profession, business, or enterprise that is inconsistent, incompatible, in conflict with or adversely affects the performance of their duties, or that is inimical to the most effective performance of the mission of City management or the best interests of the City.

b. Employees shall not accept any off-duty employment without the express consent, in advance, of the Appointing Authority or designated representative.

c. An employee shall not work:

(1) In any employment, which will tend to bring discredit upon City management, or which is detrimental to City goals, or which will reduce an individual's efficiency or usefulness as a City employee.

(2) In any employment requiring an affiliation, membership, or allegiance tending to influence conduct in a manner inconsistent with the proper discharge of responsibilities to the City or the public interest.

(3) In any employment for any other municipality or political subdivision of the state or federal government (except with the express written authorization of the Appointing Authority).

(4) In any off-duty position while on sick leave or injured-on-duty status.

d. An employee may request authorization for off-duty employment by forwarding a letter of request to the Appointing Authority. The letter should provide details concerning the type of employment, expected duration of employment, and the employer's name. .

e. The Appointing Authority will notify in writing to the employee of action taken on the request for off-duty employment. A copy of the letter will be retained in the employees personnel file.

f. Authorization for off-duty employment may be revoked at the discretion of the Appointing Authority at any time.

g. Part-time, seasonal, or limited-term employees are not subject to the restrictions of this Section.

9.2 PAYROLL ERRORS

a. In the event an error has been made, including but not limited to the payment of an employee's salary, overtime payment or leave accruals, balances or usages, the City shall, for purposes of future compensation, adjust such compensation to the correct amount, and give written notice to the employee.

b. In the event an employee received an overpayment, reimbursement to the City shall be accomplished by:

(1) Lump sum payment by the employee;

(2) A one-time deduction from useable vacation, compensating time off (CTO), or holiday credit balances equivalent to the overpayment at the employee's current hourly rate;

(3) A repayment schedule through payroll deduction; and/or

(4) Other means, as may be mutually agreed between the parties.

No repayment schedule shall exceed fifty-two (52) pay periods in duration, except that if the employee does not agree to a voluntary repayment schedule, the overpayment collection shall not exceed twenty-six (26) pay periods.

c. No action shall be taken to enforce repayment of an overpayment, or to correct an underpayment, unless action is taken within two (2) years from the ending date of the pay period in which the error is discovered. "Action is taken" as used in this Section shall mean written notice to the employee in the case of an overpayment, or written or oral notice to the City in the case of an underpayment error.

9.3 RETIREE COURT APPEARANCE FEES

A retired City employee who is subpoenaed to appear in court on behalf of the City in his or her capacity as a former City employee shall receive a court appearance fee if the employee reports at the time specified for his or her particular testimony regardless of whether the employee is ultimately required to testify. The court appearance fee shall be one hundred twenty-five dollars ($125) for a full day or seventy-five dollars ($75) for a half day, which is defined as four (4) hours or less. Nothing herein shall serve to establish an employment relationship for any purpose, including, but not limited to, employee benefits, reimbursements, compensation, court cancellation fee, or any other rights.

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Unrepresented Unit 20
Executive Management

Attachment 2

CUSALSCH

City of Sacramento
Salary Schedule As
of 7/1/2013
Salaries with Ranges

eCAPS

Run Date 7/11/2013
Run Time 9:59:26

Job Code \ Description Salary Plan \ Grade		Minimum	Control Point	Maximum
020032 \ Administrative Analyst (Rep20)	Yearly	55,183.00	68,979.00	82,775.00
EXMG \ 003	Bi - weekly	2,122.42	2,653.04	3,183.65
	Hourly	26.530288	33.162981	39.795673
020001 \ Assistant City Attorney	Yearly	113,403.00	141,754.00	170,105.00
EXMG \ 110	Bi - weekly	4,361.65	5,452.08	6,542.50
	Hourly	54.520673	68.150962	81.781250
020002 \ Assistant City Clerk	Yearly	59,781.00	74,726.00	89,671.00
EXMG \ 010	Bi - weekly	2,299.27	2,874.08	3,448.88
	Hourly	28.740865	35.925962	43.111058
020003 \ Assistant City Manager	Yearly	136,021.00	170,026.00	204,031.00
EXMG \ 210	Bi - weekly	5,231.58	6,539.46	7,847.35
	Hourly	65.394712	81.743270	98.091827
020004 \ Assistant City Treasurer	Yearly	119,656.00	149,570.00	179,484.00
EXMG \ 170	Bi - weekly	4,602.15	5,752.69	6,903.23
	Hourly	57.526923	71.908654	86.290385
020005 \ Budget Manager	Yearly	79,539.20	99,413.60	119,288.00
EXMG \ 040	Bi - weekly	3,059.20	3,823.60	4,588.00
	Hourly	38.240000	47.795000	57.350000
020030 \ Chief Information Officer	Yearly	~~104,459.00~~	~~130,574.00~~	~~156,689.00~~
		130,000.00	162,500.00	195,000.00
EXMG \ 085	Bi - weekly	~~4,017.65~~	~~5,022.08~~	~~6,026.50~~
		5,000.00	6,250.00	7,500.00
	Hourly	~~50.220673~~	~~62.775962~~	~~75.331250~~
		62.500000	78.125000	93.750000
020006 \ City Attorney	Yearly	157,708.00	197,135.00	236,562.00
COFF \ 001	Bi - weekly	6,065.69	7,582.12	9,098.54
	Hourly	75.821154	94.776443	113.731731
020007 \ City Auditor	Yearly	106,593.00	133,241.00	159,889.00
EXMG \ 090	Bi - weekly	4,099.73	5,124.65	6,149.58
	Hourly	51.246635	64.058174	76.869712
020008 \ City Clerk	Yearly	116,452.00	145,562.00	174,672.00
COFF \ 002	Bi - weekly	4,478.92	5,598.54	6,718.15
	Hourly	55.986538	69.981731	83.976923

Job Code \ Description Salary Plan \ Grade		Minimum	Control Point	Maximum
020009 \ City Manager COFF \ 003	Yearly	187,357.00	234,196.00	281,035.00
	Bi - weekly	7,206.04	9,007.54	10,809.04
	Hourly	90.075481	112.594231	135.112981
020010 \ City Treasurer COFF \ 004	Yearly	149,886.00	187,357.00	224,828.00
	Bi - weekly	5,764.85	7,206.04	8,647.23
	Hourly	72.060577	90.075481	108.090385
020011 \ Deputy Police Chief PEXM \ 010	Yearly	120,704.00	150,880.00	181,056.00
	Bi - weekly	4,642.46	5,803.08	6,963.69
	Hourly	58.030769	72.538462	87.046154
020021 \ Director of Public Works	Yearly	~~119,131.00~~	~~148,914.00~~	~~178,697.00~~
		125,396.00	156,745.00	188,094.00
EXMG \ 150	Bi - weekly	~~4,581.96~~	~~5,727.46~~	~~6,872.96~~
		4,822.92	6,028.65	7,234.38
	Hourly	~~57.274519~~	~~71.593269~~	~~85.912019~~
		60.286538	75.358173	90.429808
020012 \ Director of Community Devlopmt EXMG \ 180	Yearly	124,930.00	156,162.00	187,394.00
	Bi - weekly	4,805.00	6,006.23	7,207.46
	Hourly	60.062500	75.077885	90.093269
020013 \ Director of ConvntnCult&Leis EXMG \ 120	Yearly	113,464.00	141,830.00	170,196.00
	Bi - weekly	4,364.00	5,455.00	6,546.00
	Hourly	54.550000	68.187500	81.825000
020014 \ Director of Economic Develpmnt EXMG \ 070	Yearly	102,877.00	128,596.00	154,315.00
	Bi - weekly	3,956.81	4,946.00	5,935.19
	Hourly	49.460096	61.825000	74.189904
020015 \ Director of Finance	Yearly	~~113,030.00~~	~~141,287.00~~	~~169,544.00~~
		117,312.00	146,646.50	175,981.00
EXMG \ 100	Bi - weekly	~~4,347.31~~	~~5,434.12~~	~~6,520.92~~
		4,512.00	5,640.25	6,768.50
	Hourly	~~54.341346~~	~~67.926442~~	~~81.511538~~
		56.400000	70.503125	84.606250
020016 \ Director of General Services EXMG \ 140	Yearly	117,312.00	146,646.50	175,981.00
	Bi - weekly	4,512.00	5,640.25	6,768.50
	Hourly	56.400000	70.503125	84.606250
020017 \ Director of Govtal Affairs EXMG \ 080	Yearly	102,877.00	128,596.00	154,315.00
	Bi - weekly	3,956.81	4,946.00	5,935.19
	Hourly	49.460096	61.825000	74.189904
020018 \ Director of Human Resources EXMG \ 160	Yearly	119,213.00	149,016.00	178,819.00
	Bi - weekly	4,585.12	5,731.38	6,877.65
	Hourly	57.313942	71.642308	85.970673

Job Code \ Description Salary Plan \ Grade		Minimum	Control Point	Maximum
020019 \ Director of Parks & Recreation	Yearly	113,464.00	141,830.00	170,196.00
EXMG \ 130	Bi - weekly	4,364.00	5,455.00	6,546.00
	Hourly	54.550000	68.187500	81.825000
020020 \ Director of PubSafety Acctblty	Yearly	95,164.00	118,955.00	142,746.00
EXMG \ 060	Bi - weekly	3,660.15	4,575.19	5,490.23
	Hourly	45.751923	57.189904	68.627885
020022 \ Director of Utilities	Yearly	125,396.00	156,745.00	188,094.00
EXMG \ 190	Bi - weekly	4,822.92	6,028.65	7,234.38
	Hourly	60.286538	75.358173	90.429808
020023 \ Executive Director SAC CCOMWP	Yearly	93,782.00	117,227.00	140,672.00
EXMG \ 050	Bi - weekly	3,607.00	4,508.73	5,410.46
	Hourly	45.087500	56.359135	67.630769
020024 \ Fire Chief	Yearly	~~124,118.00~~	~~155,147.00~~	~~186,176.00~~
		126,700.00	158,350.00	190,000.00
FM40 \ 001	Bi - weekly	~~4,773.77~~	~~5,967.19~~	~~7,160.62~~
		4,873.07	6,090.38	7,307.69
	Hourly	~~59.672115~~	~~74.589904~~	~~89.507692~~
		60.913460	76.129810	91.346150
020025 \ Fire Deputy Chief	Yearly	112,629.00	140,786.00	168,943.00
FM40 \ 002	Bi - weekly	4,331.88	5,414.85	6,497.81
	Hourly	54.148558	67.685577	81.222596
020038 \ HR Manager (Rep20)	Yearly	87,198.00	108,998.00	130,798.00
EXMG \ 042	Bi - weekly	3,353.77	4,192.23	5,030.69
	Hourly	41.922115	52.402885	62.883654
020034 \ Labor Relations Analyst	Yearly	56,215.00	70,269.00	84,323.00
EXMG \ 005	Bi - weekly	2,162.12	2,702.65	3,243.19
	Hourly	27.026442	33.783173	40.539904
020036 \ Labor Relations Officer	Yearly	61,837.00	77,296.00	92,755.00
EXMG \ 015	Bi - weekly	2,378.35	2,972.92	3,567.50
	Hourly	29.729327	37.161539	44.593750
020027 \ Media & Communications Officer	Yearly	69,498.00	86,872.00	104,246.00
EXMG \ 020	Bi - weekly	2,673.00	3,341.23	4,009.46
	Hourly	33.412500	41.765385	50.118269
020028 \ Police Chief	Yearly	142,446.00	178,057.00	213,668.00
PEXM \ 020	Bi - weekly	5,478.69	6,848.35	8,218.00
	Hourly	68.483654	85.604327	102.725000

Job Code \ Description Salary Plan \ Grade		Minimum	Control Point	Maximum
020033 \ Prin Management Analyst Rep20	Yearly	76,496.00	95,620.00	114,744.00
EXMG \ 032	Bi - weekly	2,942.15	3,677.69	4,413.23
	Hourly	36.776923	45.971154	55.165385
020029 \ SAFCA Executive Director	Yearly	135,990.40	169,998.40	204,006.40
EXMG \ 200	Bi - weekly	5,230.40	6,538.40	7,846.40
	Hourly	65.380000	81.730000	98.080000
020035 \ Special Projects Manager	Yearly	76,496.00	95,620.00	114,744.00
EXMG \ 034	Bi - weekly	2,942.15	3,677.69	4,413.23
	Hourly	36.776923	45.971154	55.165385
02000A \ Staff Aide	Yearly	25,000.00	62,500.00	100,000.00
EXMG \ 001	Bi - weekly	961.54	2,403.85	3,846.15
	Hourly	12.019231	30.048077	48.076923
02000B \ Staff Aide Exec Management	Yearly	25,000.00	62,500.00	100,000.00
EXMG \ 001	Bi - weekly	961.54	2,403.85	3,846.15
	Hourly	12.019231	30.048077	48.076923
020037 \ Supervising Deputy City Atty	Yearly	107,328.00	134,160.00	160,992.00
EXMG \ 092	Bi - weekly	4,128.00	5,160.00	6,192.00
	Hourly	51.600000	64.500000	77.400000

CUSALSCH

City of Sacramento
Salary Schedule As
of 7/1/2013
Salaries with Ranges

eCAPS

Job Code \ Description Salary Plan \ Grade		Minimum	Control Point	Maximum
021014 \ Assistant City Auditor	Yearly	67,354.00	84,192.50	101,031.00
MCSA \ 045	Bi - weekly	2,590.54	3,238.17	3,885.81
	Hourly	32.381731	40.477164	48.572596
021013 \ Auditor	Yearly	49,783.00	62,229.00	74,675.00
MCSA \ 035	Bi - weekly	1,914.73	2,393.42	2,872.12
	Hourly	23.934135	29.917789	35.901442
021006 \ Chief of Staff to the Mayor	Yearly	73,764.00	92,205.00	110,646.00
MCSA \ 070	Bi - weekly	2,837.08	3,546.35	4,255.62
	Hourly	35.463462	44.329327	53.195192
021007 \ Council Operations Manager	Yearly	76,496.00	95,620.00	114,744.00
MCSA \ 080	Bi - weekly	2,942.15	3,677.69	4,413.23
	Hourly	36.776923	45.971154	55.165385
021004 \ District Director	Yearly	68,300.00	85,375.00	102,450.00
MCSA \ 050	Bi - weekly	2,626.92	3,283.65	3,940.38
	Hourly	32.836538	41.045673	49.254808
021008 \ Independent Budget Analyst	Yearly	106,600.00	133,244.80	159,889.60
MCSA \ 090	Bi - weekly	4,100.00	5,124.80	6,149.60
	Hourly	51.250000	64.060000	76.870000
021011 \ Mayor Council Intern	Yearly	25,001.60	37,502.40	50,003.20
MCST \ 010	Bi - weekly	961.60	1,442.40	1,923.20
	Hourly	12.020000	18.030000	24.040000
021012 \ Mayor/Council Student Intern	Yearly	16,640.00	20,800.00	24,960.00
MCST \ 050	Bi - weekly	640.00	800.00	960.00
	Hourly	8.000000	10.000000	12.000000
021003 \ Senior Auditor	Yearly	58,567.00	73,209.00	87,851.00
MCSA \ 040	Bi - weekly	2,252.58	2,815.73	3,378.88
	Hourly	28.157212	35.196635	42.236058
021005 \ Special Assistant to the Mayor	Yearly	72,398.00	90,498.00	108,598.00
MCSA \ 060	Bi - weekly	2,784.54	3,480.69	4,176.85
	Hourly	34.806731	43.508654	52.210577

Job Code \ Description Salary Plan \ Grade		Minimum	Control Point	Maximum
02100A \ Staff Aide (MCSA)	Yearly	25,001.60	62,504.00	100,006.40
MCSA \ 001	Bi - weekly	961.60	2,404.00	3,846.40
	Hourly	12.020000	30.050000	48.080000

CUSALSCH

City of Sacramento
Salary Schedule
As of 7/1/2013
Salaries with Ranges

eCAPS

Run Date 7/11/2013
Run Time 15:12:42

Job Code \ Description Salary Plan \ Grade		Minimum	Control Point	Maximum
020031 \ Executive Assistant (CMO) EXMB \ 010	Yearly	42,952.00	53,684.80	64,417.60
	Bi - weekly	1,652.00	2,064.80	2,477.60
	Hourly	20.650000	25.810000	30.970000
021009 \ Executive Assistant (MC) MCSB \ 030	Yearly	42,948.00	53,685.00	64,422.00
	Bi - weekly	1,651.85	2,064.81	2,477.77
	Hourly	20.648077	25.810096	30.972115
02100B \ Staff Aide (MCSB) MCSB \ 001	Yearly	25,001.60	37,502.40	50,003.20
	Bi - weekly	961.60	1,442.40	1,923.20
	Hourly	12.020000	18.030000	24.040000
021010 \ Staff Assistant-Mayor Council MCSB \ 020	Yearly	32,052.80	40,060.80	48,068.80
	Bi - weekly	1,232.80	1,540.80	1,848.80
	Hourly	15.410000	19.260000	23.110000

CUSALSCH

City of Sacramento
Salary Schedule
As of 7/1/2013
Salaries with Temp and Daily

eCAPS

Run Date 7/9/2013
Run Time 12:33:55

Job Code \ Description Salary Plan \ Grade		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
009031 \ Arts & Crafts Specialist	Bi-weekly	764.05	802.26	842.37	884.48	928.70	975.14	1,023.90	1,075.09
TEMP \ 024	Hourly	9.550600	10.028200	10.529600	11.056000	11.608800	12.189200	12.798700	13.438600
009018 \ Assistant Caretaker	Daily	52.24	57.46	63.20					
DALY \ 001									
009019 \ Assistant Cook	Daily	52.24	57.46	63.20					
DALY \ 002									
009119 \ Assistant Pool Manager	Bi-weekly	794.50	834.23	875.94	919.74	965.72	1,014.01	1,064.71	1,117.95
TEMP \ 053	Hourly	9.931300	10.427900	10.949200	11.496700	12.071500	12.675100	13.308900	13.974400
009001 \ Assistant Proctor	Bi-weekly	714.32	750.04	787.54	826.92	868.26	911.67		
TEMP \ 001	Hourly	8.929000	9.375500	9.844200	10.336500	10.853200	11.395900		
009120 \ Building Maint Labr Trnee	Bi-weekly	947.74							
TEMP \ 054	Hourly	11.846800							
009127 \ Cache Logistics Coordinator	Bi-weekly	1,606.55	1,686.88	1,771.23	1,859.78	1,952.78	2,050.42	2,152.94	2,260.58
TEMP \ 061	Hourly	20.081900	21.086000	22.140400	23.247300	24.409700	25.630200	26.911700	28.257200
009045 \ Camp Aide	Daily	31.04	34.15	37.56					
DALY \ 007									
009022 \ Camp Recreation Leader	Daily	35.65	39.22	43.14					
DALY \ 003									
009046 \ Caretaker	Daily	84.68	93.14	102.46					
DALY \ 008									

Job Code \ Description Salary Plan \ Grade		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
009012 \ Cashier (Community Svcs)	Bi-weekly	685.60	719.88	755.87	793.67	833.36			
TEMP \ 012	Hourly	8.570000	8.998500	9.448400	9.920900	10.417000			
009003 \ Clerical Assistant	Bi-weekly	699.90	734.90	771.64	810.22	850.73	893.27	937.93	984.83
TEMP \ 003	Hourly	8.748800	9.186200	9.645500	10.127700	10.634100	11.165900	11.724100	12.310400
009113 \ Dispatcher Recruit	Bi-weekly	1,489.50							
TEMP \ 048	Hourly	18.618800							
009093 \ Events Associate	Bi-weekly	753.92	791.62	831.19	872.75	916.39	962.21		
TEMP \ 042	Hourly	9.424000	9.895200	10.389900	10.909400	11.454900	12.027600		
009067 \ Events Duty Person	Bi-weekly	1,252.41	1,315.03	1,380.78	1,449.82	1,522.32	1,598.44	1,678.36	1,762.27
TEMP \ 036	Hourly	15.655100	16.437900	17.259800	18.122800	19.029000	19.980500	20.979500	22.028400
009092 \ Events Usher	Bi-weekly	704.31	739.53	776.50	815.33				
TEMP \ 041	Hourly	8.803900	9.244100	9.706300	10.191600				
009024 \ First Cook	Daily	84.68	93.14	102.46					
DALY \ 004									
009065 \ Golf Marshal/Player Assistant	Bi-weekly	737.78	774.67	813.42	854.08	896.78	941.62	988.70	1,038.14
TEMP \ 035	Hourly	9.222300	9.683400	10.167700	10.676000	11.209800	11.770300	12.358800	12.976800
009005 \ Graduate Student Trainee	Bi-weekly	942.58	1,038.96	1,135.33	1,231.72				
TEMP \ 005	Hourly	11.782200	12.987000	14.191600	15.396500				
009025 \ Host	Daily	52.24	57.46	63.20					
DALY \ 005									
009125 \ Instructor	Bi-weekly	2,362.22	2,598.43	2,834.66					
TEMP \ 058	Hourly	29.527700	32.480400	35.433200					

Job Code \ Description Salary Plan \ Grade		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
009049 \ Law Clerk	Bi-weekly	1,135.41	1,192.18	1,251.78	1,314.37	1,380.09	1,449.10	1,521.54	1,597.62
TEMP \ 031	Hourly	14.192600	14.902200	15.647200	16.429600	17.251100	18.113700	19.019300	19.970300
009094 \ Lead Events Associate	Bi-weekly	1,041.15	1,093.21	1,147.87	1,205.26	1,265.52	1,328.79		
TEMP \ 043	Hourly	13.014400	13.665100	14.348400	15.065800	15.819000	16.609900		
009013 \ Lifeguard	Bi-weekly	692.35	726.97	763.32	801.48	841.56	883.63		
TEMP \ 013	Hourly	8.654400	9.087100	9.541500	10.018500	10.519500	11.045400		
009061 \ Marina Aide	Bi-weekly	785.01	824.26	865.47	908.74	954.18	1,001.89	1,051.98	1,104.58
TEMP \ 032	Hourly	9.812600	10.303300	10.818400	11.359300	11.927200	12.523600	13.149800	13.807200
009027 \ Nurse	Daily	52.24	57.46	63.20					
DALY \ 006									
009126 \ Pilot	Bi-weekly	2,834.66	3,070.88	3,307.10					
TEMP \ 059	Hourly	35.433200	38.386000	41.338800					
009104 \ Police Background Assistant	Bi-weekly	2,482.05							
TEMP \ 044	Hourly	31.025600							
009123 \ Police Recruit	Bi-weekly	1,682.38	1,766.50	1,854.82	1,947.56				
TEMP \ 056	Hourly	21.029700	22.081200	23.185200	24.344500				
009014 \ Pool Attendant	Bi-weekly	697.55	732.42	769.05	807.50				
TEMP \ 014	Hourly	8.719400	9.155300	9.613100	10.093800				
009015 \ Pool Manager	Bi-weekly	868.54	911.97	957.58	1,005.46	1,055.73	1,108.51	1,163.94	1,222.14
TEMP \ 015	Hourly	10.856800	11.399600	11.969700	12.568200	13.196600	13.856400	14.549300	15.276800

Job Code \ Description Salary Plan \ Grade		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
009007 \ Proctor	Bi-weekly	824.31	865.53	908.80	954.25	1,001.96	1,052.06		
TEMP \ 007	Hourly	10.303900	10.819100	11.360000	11.928100	12.524500	13.150700		
009048 \ Program Director	Daily	84.68	93.14	102.46					
DALY \ 009									
009064 \ Promotions Specialist	Bi-weekly	785.01	824.26	865.47	908.74	954.18	1,001.89	1,051.98	1,104.58
TEMP \ 034	Hourly	9.812600	10.303300	10.818400	11.359300	11.927200	12.523600	13.149800	13.807200
009037 \ Public Service Aide	Bi-weekly	679.69	713.67	749.36	786.82	826.16	867.47		
TEMP \ 025	Hourly	8.496100	8.920900	9.367000	9.835300	10.327000	10.843400		
009063 \ Relief Clerical Assistant	Bi-weekly	1,079.87	1,199.43	1,222.30	1,357.44				
TEMP \ 033	Hourly	13.498400	14.992900	15.278800	16.968000				
009128 \ Reserve Community Service Off	Bi-weekly	1,714.89							
TEMP \ 062	Hourly	21.436100							
009115 \ Reserve Dispatcher	Bi-weekly	2,160.69							
TEMP \ 049	Hourly	27.008600							
009006 \ Reserve Police Officer I	Bi-weekly	2,240.00	2,600.00	2,880.00					
TEMP \ 006	Hourly	28.000000	32.500000	36.000000					
009004 \ Reserve Police Officer II	Bi-weekly	2,080.00							
TEMP \ 004	Hourly	26.000000							
009002 \ Reserve Police Officer III	Bi-weekly	2,000.00							
TEMP \ 002	Hourly	25.000000							

Job Code \ Description Salary Plan \ Grade		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
009121 \ Reserve Police Records Spec	Bi-weekly	1,556.82							
TEMP \ 055	Hourly	19.460300							
009020 \ Reserve Police Sergeant	Bi-weekly	3,280.00							
TEMP \ 019	Hourly	41.000000							
009021 \ Reserve Property Assistant	Bi-weekly	1,544.86							
TEMP \ 060	Hourly	19.310800							
009008 \ School Crossing Guard	Bi-weekly	724.31							
TEMP \ 008	Hourly	9.053900							
009117 \ Security Officer	Bi-weekly	1,982.83							
TEMP \ 051	Hourly	24.785400							
009016 \ Senior Lifeguard	Bi-weekly	758.45	796.38	836.19	878.00	921.90	967.99	1,016.38	1,067.21
TEMP \ 016	Hourly	9.480600	9.954700	10.452400	10.975000	11.523700	12.099900	12.704800	13.340100
009116 \ Staff Aide	Bi-weekly	1,600.00	7,847.20						
TEMP \ 050	Hourly	20.000000	98.090000						
009108 \ Student Trainee (Engn, Comptr)	Bi-weekly	1,049.70	1,146.07	1,242.46	1,338.83				
TEMP \ 047	Hourly	13.121300	14.325900	15.530700	16.735400				
009009 \ Student Trainee (Most Majors)	Bi-weekly	808.72	905.09	1,001.47	1,097.85				
TEMP \ 009	Hourly	10.109000	11.313600	12.518400	13.723100				
009071 \ Student Trainee (Paramedic)	Bi-weekly	1,049.70	1,146.07	1,242.46	1,338.83				
TEMP \ 040	Hourly	13.121300	14.325900	15.530700	16.735400				

Job Code \ Description Salary Plan \ Grade		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
009010 \ Ticket Seller (Exempt)	Bi-weekly	928.18	974.59	1,023.32	1,074.49	1,128.21	1,184.62	1,243.85	1,306.04
TEMP \ 010	Hourly	11.602200	12.182400	12.791500	13.431100	14.102600	14.807700	15.548100	16.325500
009124 \ Tutor	Bi-weekly	1,133.86	1,322.84	1,511.82					
TEMP \ 057	Hourly	14.173300	16.535500	18.897700					
009069 \ Vehicle Service Aide	Bi-weekly	663.89	697.08	731.94	768.54	806.96	847.31	889.68	
TEMP \ 038	Hourly	8.298600	8.713500	9.149200	9.606700	10.087000	10.591400	11.121000	
009068 \ Youth Aide	Bi-weekly	640.00	672.00						
TEMP \ 037	Hourly	8.000000	8.400000						

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Attachment 3

City of SACRAMENTO

Employer-Employee Relations Policy

Policy Statement

This policy is enacted pursuant to California Government Code Sections 3500 et seq., to establish orderly procedures to promote full communication between the City and its employees by providing a reasonable method of resolving disputes regarding wages, hours, and other terms and conditions of employment between the City and its employee organizations.

Nothing contained herein shall be deemed to supersede the provisions of existing State law, the City Charter, ordinances, resolutions, and rules which establish and regulate the merit and civil service system, or which provide for other methods of administering employer-employee relations. This Resolution is intended, instead, to strengthen merit, civil service, and other methods of administering employer-employee relations through the establishment of uniform and orderly methods of communications between employees and the City.

Purpose

It is the purpose of this policy to promote the improvement of personnel management and employer-employee relations within the City by providing a uniform basis for recognizing the right of its employees to join organizations of their own choice and be represented by such organizations in their employment relationship with the City.

Policy

1. AUTHORITY OF CITY MANAGER

   The City hereby declares, as a matter of policy, that the City Council and its members will deal with employee organizations and their representatives solely through the City Manager except when otherwise expressly provided for by the terms of this Resolution.

2. REPRESENTATION UNITS

   The representation units set forth in Appendix A attached hereto are the appropriate units for representation by recognized employee organizations.

3. RECOGNIZED EMPLOYEE ORGANIZATIONS

a. An employee organization that wishes to be certified as the recognized employee organization for a designated representation unit for which unit no employee organization has been certified shall file a recognition petition with the Employee Relations Officer.

i. Petition – The petition shall be signed by the organization's duly authorized officers, and shall contain the following information and documentation:

1. The name and mailing address of the organization.

2. The names and titles of its officers.

3. Designation of those persons, not exceeding three in number, and their addresses, to whom notice sent by regular mail will be deemed sufficient notice on the organization for any purpose.

4. A statement that the organization does not discriminate or restrict membership or participation based on race, color, creed, national origin, or sex.

5. A statement that the employee organization has, as one of its primary purposes, representing employees in their employment relations with the City.

6. A statement that the employee organization agrees to comply with the provisions of this Resolution.

7. A copy of its constitution and bylaws, if any.

8. Identification of the representation unit for which petitioner seeks certification as the recognized employee organization.

9. Proof of employee approval of thirty percent (30%) or more of the employees within such representation unit.

ii. The Employee Relations Officer shall give written notice of such petition to the petitioner, to the employees involved and to any employee organization that has filed a written request for receipt of such notice to him. Within thirty (30) days of the date of such notice, other employee organizations may file a challenging petition seeking to become the recognized employee organization within such representation unit.

b. Election

i. Calling of Election – The Employee Relations Officer shall, whether or not a challenging petition is filed, request the State Conciliation Service to call and conduct a secret ballot election in accordance with its own procedures and regulations and pursuant to the election procedures as herein below set forth. If a challenging petition is filed, and is accompanied by proof of employee approval equal to at least ten percent (10%) of the employees within the representation unit, the State Conciliation Service shall include such challenging employee organization on the ballot.

ii. Election Procedures – Whenever the State Conciliation Service calls an election pursuant hereto, it shall include the choice of no organization on the ballot. Employees entitled to vote in a representational election shall be those employees within the representation unit whose name appeared on the payroll immediately prior to the date of the election. An employee organization shall be certified by the Employee Relations Officer as the recognized employee organization within the representation unit if:

1. That employee organization has received the vote of a numerical majority of all the employees eligible to vote in the unit of which the election is held, or,

2. More than fifty percent (50%) of the total number of employees in the unit eligible to vote have voted in the election, and the employee organization receives a numerical majority of all votes cast in the election, or,

3. In an election involving three or more choices, where none of the choices receives a majority of the ballot votes cast, and where more than fifty percent (50%) of the total number of employees in the unit eligible to vote have voted in the election, a run-off election shall be conducted between the two choices receiving the largest number of ballot votes cast; the rules governing an initial election being applicable to a run-off election.

iii. Decertification Procedures – A decertification petition may be filed with the Employee Relations Officer by employees or an employee organization to determine whether or not a recognized employee organization continues to represent a majority of the employees in the representation unit. Such petition must be accompanied by proof of employee approval equal to at least thirty percent (30%) of the employees within the representation unit. The time periods for a petition to be filed with the Employee Relations Officer are: a) after the first full year of recognition if no written agreement has been negotiated; b) within the period commencing ninety (90) and ending sixty (60) days immediately prior to the expiration date of a written agreement; or c) any time after a written agreement has been in effect for five years or more. When such a valid petition has been filed, the State Conciliation Service shall be requested to conduct an election to determine whether or not the incumbent recognized employee organization shall be decertified, and where

filed by an employee organization, whether such organization shall be recognized. Such election shall be in accordance with the procedures and regulations of the State Conciliation Service, and the election procedures as hereinabove set forth.

iv. In the event that the State Conciliation Service is unable to or unwilling to provide any of the services required of it by paragraphs 2 and 3 above, the American Arbitration Association, or another impartial third party agreed to by the City and the concerned employee organization(s), shall perform said services.

v. Costs of conducting elections, if any, shall be borne equally by the City and the employee organization(s).

vi. Recognized employee organizations shall annually, on or before the anniversary date of recognition, file a written statement with the Employee Relations Officer, indicating changes in items (a) through (g) as they appeared in the recognition petition filed pursuant to paragraph 1 of this Article, or as subsequently amended by a written statement hereunder, or, as appropriate, shall indicate that there has been no change in such information. The statement shall be signed by the duly authorized officers of the recognized employee organization.

4. MEET AND CONFER

a. Upon request, a recognized employee organization shall have the right to meet and confer in good faith regarding matters within the scope of representation with the Employee Relations Officer and/or his designees. Provided, however, that nothing herein shall require meeting and conferring between parties to a Memorandum of Understanding during the term of such Memorandum regarding matters to take effect during such term, except that such parties may meet and confer during such term on a matter within the scope of representation where (a) the matter was not covered by the Memorandum or expressly raised as an issue during the meeting and conferring process out of which such Memorandum arose, and (b) there shall have arisen a significant change in circumstances with respect to such matter, which could not have reasonably been anticipated by both parties at the time they signed such Memorandum.

b. Employees in classifications not included in supervisory and confidential representation units shall not participate in meeting and conferring or grievance resolution processes pertaining to supervisory and confidential representation unit classifications.

c. In the absence of express authorization in advance by the Employee Relations Officer, not more than two City employees representing a recognized employee organization requesting such a meeting shall be entitled to attend without loss of compensation or other benefit, nor shall more than a total of three

representatives for each recognized employee organization be entitled to attend such meetings.

d. City employees who shall represent a recognized employee organization at such meeting shall give reasonable advance notice thereof to their immediate supervisor, but in no event shall such notice be given less than one full working day or shift before the meeting; except, however, that the Employee Relations Officer may, in his discretion, waive this requirement for advance notice.

e. If agreement is reached on matters subject to approval by the City Council or by the Civil Service Board or Retirement Board, the parties shall jointly prepare a written memorandum of such understanding, and the Employee Relations Officer shall present it to the Council or such Board, as appropriate, for determination. If agreement is reached on matters not subject to such approval, the Employee Relations Officer and the recognized employee organization(s) shall, at the request of one of the parties, prepare a written memorandum of such understanding.

5. PAYROLL DEDUCTIONS

a. Only recognized employee organizations shall have the right to have the regular membership dues of its members deducted from employees' paychecks upon the written authorization of each such employee member in such form as will not infringe upon an employee's rights under California Government Code Sec. 3502.

b. This Article shall not be construed to restrict a recognized employee organization from meeting and conferring with the City regarding additional payroll deductions upon the written authorization of employees in such representation unit.

6. COMMUNICATION WITH EMPLOYEES

a. Reasonable access to employee work locations shall be granted to officers of recognized employee organizations for the purpose of processing grievances or contacting members of the organization concerning business within the scope of representation. Such officers shall not enter any work location without previous notice to and consent from the Department Head or his designee, and access may be restricted so as not to interfere with departmental operations or with established safety and security requirements.

b. Campaigning for office, conducting meetings or elections, and other internal employee organization business of a similar nature shall not be carried on during work hours.

7. USE OF CITY FACILITIES

City buildings and other facilities may be made available for use by City employees or an employee organization or their representatives in accordance with administrative procedures governing such use.

8. ADVANCE NOTICE

   a. Except in cases of emergency as provided in this Article, the City Council, the Civil Service Board and the Retirement Board, shall give reasonable written notice to each recognized employee organization affected by any ordinance, rule, resolution or regulation directly relating to matters within the scope of representation proposed to be adopted by the City Council, the Civil Service Board, or the Retirement Board, and shall give such recognized employee organization the opportunity to meet with the City Council, the Civil Service Board, or the Retirement Board. The Council or such Board shall, upon request of the Employee Relations Officer or a recognized employee organization, delay consideration of the matter proposed to be acted upon for such period of time deemed to be reasonable by the Council or such Board, to give the parties an opportunity to meet and confer thereon in order to endeavor to agree upon a joint recommendation to be made to the Council or such Board.

   b. In cases of emergency when the City Council, the Civil Service Board, or the Retirement Board determine that an ordinance, rule, resolution or regulation must be adopted immediately without prior notice or meeting with a recognized employee organization, the City Council, the Civil Service Board, or the Retirement Board shall provide such notice and opportunity to meet at the earliest practicable time following the adoption of such ordinance, rule, resolution, or regulation.

9. EMPLOYEE ORGANIZATION

   Employee organizations may represent their individual employee members in individual employment relations, including grievances, to the extent required by the Government Code.

10. INDIVIDUAL EMPLOYEES

   Nothing in this Resolution shall be construed to restrict or in any way modify the right of an individual employee to present matters involving his individual employment relationship to the appropriate level of management, provided that any action taken in not inconsistent with the terms of a memorandum or understanding then in effect, and that before any action is taken which could affect the terms and conditions of employment of other employees in the representation unit, such proposed action is communicated to the recognized employee organization for its opinion on the merits and the effect on the proposed action.

11. PROHIBITION AGAINST DISCRIMINATION

a. No appointing authority or his representative shall discriminate for or against any employee organization, or in any way coerce or influence any employee in his free choice to join or refrain from joining any employee organization

b. It is the policy of the City to affirmatively support and encourage equal opportunity of employment for members of racial, religious and other minority groups. If evidence of such discrimination by an employee organization comes to the attention of the Employee Relations Officer, it shall be his duty to refer such evidence to an appropriate legal authority having jurisdiction thereof, if any.

12. APPLICATION OF LABOR CODE SECTION 923

The enactment of this Resolution shall not be construed as making the provisions of Section 923 of the Labor Code applicable to employees or employee organizations.

13. IMPASSE PROCEDURES

a. Initiation of Impasse Procedures – Impasse procedures may be invoked after the possibility of settlement by direct discussion has been exhausted. Any party may initiate the impasse procedures by filing with the other party or parties a written request for an impasse meeting, together with a statement of its position on all disputed issues. An impasse meeting shall then be scheduled by the Employee Relations Officer forthwith after the date of filing of the written request for such meeting, with written notice to all parties affected. The purpose of such impasse meeting shall be two-fold:

   i. To permit a review of the position of all parties in a final effort to reach an agreement on the disputed issues; and

   ii. If agreement is not concluded, to discuss arrangements for implementing the specific impasse procedure or procedures to which the dispute shall be submitted.

b. Impasse Procedures – Impasse procedures are as follows:

   i. If the parties so agree, the dispute shall be submitted directly to the City Council for determination.

   ii. If they do not so agree with a reasonable period of time, the dispute shall be submitted to mediation. All mediation proceedings shall be private. The mediator shall make no public recommendation, nor take any public position at any time concerning the issues. If the parties are unable to agree on a mediator after a reasonable period of time, they shall select the mediator from a list of three names to be provided by the State Conciliation Service, or if that body for any reason shall fail to provide such list, by the American Arbitration Association. The recognized employee organization or organizations shall

first strike one name, the Employee Relations Officer shall then strike one name, and the name remaining shall be the mediator.

iii. If the parties have failed to resolve all their disputes through mediation within fifteen (15) days after the mediator commenced meeting with the parties, the parties may agree to submit the issues in dispute directly to the City Council. In that event the City Council shall finally determine the issues after conducting a public hearing thereon and after such further investigation of the relevant facts as it may deem appropriate.

iv. If the parties fail to agree to submit the dispute directly to the City Council, the disputed issues shall be submitted to fact-finding.

c. The parties may agree on the appointment of one or more fact-finders. If they fail to so agree, a fact-finding panel of three shall be appointed in the following manner: One member of the panel shall be appointed by the Employee Relations Officer, one member shall be appointed by the recognized employee organization, and those two shall name a third, who shall be the chairman. If they are unable to agree upon a third, they shall select the third member from a list of five names to be provided by the American Arbitration Association, the one to serve to be determined by the alternate striking of names, with the party who is to strike the first name to be determined by chance method.

i. The following constitute the jurisdictional and procedural requirements for fact-finding:

1. Fact-finders shall not have served as mediator in the same impasse under subparagraph (b), and shall not be employees or officers of the City or members of one of the City's employee organizations.

2. Fact-finding is authorized hereunder in connection with all disputed issues that are within the scope of representation.

3. The fact-finder(s) shall, to the extent they are applicable, determine and apply the following standards to the disputed issues in making recommendations:

a. City job classifications shall be compared to comparable job classifications in private and public employment in the Sacramento metropolitan area, and in the three California cities next larger and the three California cities next smaller in population than Sacramento, to the extent such can be reasonably done.

b. In determining job comparability, the following factors will be considered: The nature and complexity of the duties involved; the degree of supervision received and exercised; the educational, experience and physical qualifications, and the special skills

required; the physical working conditions; and the hazards inherent in the job.

c. Comparisons shall be in terms of total compensation and benefits of employment, and, to the extent feasible, shall be measured in monetary terms.

d. The comparison data as hereinabove provided for shall, to the extent feasible, be adjusted as appropriate for differences in the cost of living in Sacramento as compared to other cities considered; the benefits of job stability and continuity of employment; difficulty of recruiting qualified applicants; and equitable employment benefit relationships between job classifications in City employment.

e. The state of the economy in the Sacramento metropolitan area, and the financial condition and resources of City government, shall be considered.

4. The fact-finder(s) shall make written findings of fact and recommendations for the resolution of the issues in dispute, which shall be presented in terms of the standards specified in (3) above. The fact-finder or chairman of the fact-finding panel shall serve such findings and recommendations on the Employee Relations Officer and the designated representative of the recognized employee organization. If these parties have not resolved the impasse within ten (10) days after service of the findings and recommendations upon them, and in no event later than ten (10) days prior to the final date set by law for fixing of the tax rate, the fact-finder or the chairman of the fact-finding panel shall make them public by submitting them to the City Clerk for consideration by the City Council in connection with the Council's legislative determination of the issues.

5. Costs of mediation and fact-finding shall be divided one-half to the City and one-half to the recognized employee organization.

Definitions

Confidential Employee
An employee who regularly participates in making or regularly has advance knowledge of decisions of the City affecting employee relations.

Employee
Except as otherwise provided for in a collective bargaining agreement, employee is defined as:
(a) A full-time career employee, or

(b) an employee who works within one year from each date of employment, in excess of 1,040 hours during a continuous period of employment of more than six (6) months

Employee Organization
As defined in California Government Code Section 3501.

Employee Relations Officer
The City Manager or his duly authorized representative.

Impasse
A deadlock in discussions between a recognized employee organization and the Employee Relations Officer over any matters concerning which they are required to meet and confer in good faith, or over the scope of such subject matter.

Management Employee
An employee having responsibility for formulating, administering, or managing the implementation of City policies and programs.

Mediation
As defined in California Government Code Section 3501.

Professional Employee
An employee engaged in work (a) predominantly intellectual and varied in character as opposed to routine mental, manual, mechanical, or physical work, and (b) involving the consistent exercise of discretion and judgment in its performance, and (c) of such a character that the output produced or the result accomplished cannot be standardized in relation to a given period of time, and (d) requiring knowledge of an advanced type in a field of science or learning customarily acquired by a prolonged course of specialized intellectual instruction and study in an institution of higher learning or a hospital, as distinguished from a general academic education or from an apprenticeship or from training in the performance of routine mental, manual, or physical processes.

Proof of Employee Approval
Demonstrated under this Resolution by (a) an authorization card recently signed by an employee, or (b) employee dues deduction authorizations, using the payroll immediately prior to the date a petition is filed hereunder, except that deductions for more than one employee organization for the account of any one employee shall not be considered proof of employee approval for more than one employee organization, or (c) a verified authorization petition or petitions recently signed by an employee.

Recently Signed
Signed within one hundred eighty (180) days prior to the filing of a petition hereunder.

Recognized Employee Organization
As defined in California Government Code Section 3501.

Scope of Representation
As defined in California Government Code Section 3504.

Supervisory Employee
An employee having responsibility for assigning and directing the work of other employees, or for rewarding or disciplining them, or for adjusting their grievances, or effectively to recommend such action if, in connection with the foregoing, the exercise of such authority is not of a merely routine or clerical nature, but requires the use of independent judgment.

Document History:

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Effective:

Appendix A

Designation of Representation Units and Unrepresented Classifications

1. The Council determines that the following (including special job classifications designated by "Special Manpower Planning") are the appropriate representation units:

   A. Building Trades and Craft Unit (Represented Unit 06)

   - Blacksmith Welder
   - Carpenter
   - Electrician
   - Electrician Lineworker
   - Electrician Supervisor
   - Generator Technician
   - Machinist
   - Machinist Helper
   - Machinist Supervisor
   - Mechanical Maintenance Supervisor
   - Painter
   - Plumber
   - Plumber Apprentice
   - Roofer
   - Senior Carpenter
   - Senior Electrician
   - Senior Generator Technician
   - Senior Painter
   - Senior Plumber
   - Senior Sheet Metal Worker
   - Sheet Metal Worker
   - Stagehand I
   - Stagehand II
   - Structural Maintenance Supervisor
   - Supervising Generator Technician

   B. Plant Operator Unit (Represented Unit 04)

   - Heating, Ventilation and Air Conditioning Systems Mechanic
   - Junior Plant Operator
   - Plant Operator

   Plant Operator Unit (Represented Unit 04) (Continued)

- Senior Heating, Ventilation and Air Conditioning Systems Mechanic
- Senior Plant Operator
- Senior Stationary Engineer
- Stationary Engineer

C. Water and Sewer Unit (Represented Unit 07)

- Assistant Water Cross-Connection Control Specialist
- Utilities Field Services Leadworker
- Utilities Field Services Serviceworker
- Utilities Field Services Serviceworker (Apprentice)
- Water Cross-Connection Control Specialist

D. Traffic Engineering Unit (Represented Unit 08)

- Traffic Supervisor
- Traffic Worker I
- Traffic Worker II
- Traffic Worker III
- Traffic Worker Trainee

E. Fire Department Unit (Represented Unit 05)

- Fire Battalion Chief
- Fire Captain
- Fire Captain (Paramedic)
- Fire Engineer
- Fire Engineer (Paramedic)
- Fire Investigator I
- Fire Investigator II
- Fire Prevention Officer I
- Fire Prevention Officer II
- Fire Prevention Officer Trainee
- Firefighter
- Firefighter (Paramedic)
- Senior Fire Prevention Officer

F. Police Department Unit (Represented Unit 02)

- Community Service Officer
- Community Service Officer (Limited-Term)*
- Dispatcher I
- Dispatcher II
- Dispatcher III
- Park Safety Ranger
- Park Safety Ranger Assistant
- Park Safety Ranger Supervisor
- Police Officer
- Police Sergeant

G. Professional Unit (Represented Unit 17)

- Arborist/Urban Forester
- Archivist
- Art Museum Registrar
- Assistant Planner
- Associate Curator of Art
- Associate Planner
- Geographic Information Systems Specialist I
- Geographic Information Systems Specialist II
- Geographic Information Systems Specialist III
- Graphic Designer
- Junior Planner
- Media Production Specialist I
- Media Production Specialist II
- Museum Registrar
- Public Information Coordinator
- Real Property Agent I
- Real Property Agent II
- Real Property Agent III
- Telecommunications Systems Analyst I
- Telecommunications Systems Analyst II
- Telecommunications Systems Analyst III
- Water Quality Chemist

H. Office and Technical Unit (Represented Unit 16)

- Account Clerk I
- Account Clerk II
- Accounting Technician
- Architectural Technician I
- Architectural Technician II
- Architectural Technician III
- Arts Program Assistant
- Arts Program Coordinator
- Booking Coordinator
- Boutique Operator
- Building Inspector I
- Building Inspector II
- Building Inspector III
- Building Inspector IV
- Burglary/Robbery Alarm Inspector
- Buyer I
- Buyer II
- Buyer III
- Cashier
- Central Services Assistant I
- Central Services Assistant II
- Central Services Assistant III
- Child Care Assistant
- Claims Collector
- Clerk I
- Clerk II
- Clerk III
- Code Enforcement Officer
- Communications Assistant
- Community Service Representative I
- Community Service Representative II
- Computer Operator I
- Computer Operator II
- Construction Inspector I
- Construction Inspector II
- Construction Inspector III
- Customer Service Assistant
- Customer Service Representative

Office and Technical Unit (Represented Unit 16) (Continued)

- Customer Service Specialist
- Customer Service Trainee
- Data Entry Technician
- Department Systems Specialist I
- Department Systems Specialist II
- Development Services Technician I
- Development Services Technician II
- Development Services Technician III
- Elder Care Assistant
- Electrical Construction Inspector I
- Electrical Construction Inspector II
- Electrical Construction Inspector III
- Engineering Technician I
- Engineering Technician II
- Engineering Technician III
- Events Coordinator
- Exhibits Coordinator
- Facility Drawings Technician
- Fingerprint Clerk
- Fleet Management Technician
- Fleet Service Coordinator
- Forensic Investigator I
- Forensic Investigator II
- Graphics Assistant
- Health Coverage Representative
- Human Services Program Coordinator*
- Information Technology Support Specialist I
- Information Technology Support Specialist II
- Information Technology Trainee
- Key Data Operator I
- Landscape Technician I
- Landscape Technician II
- Lead Forensic Investigator
- Media and Computer Specialist
- Microcomputer Systems Specialist
- Neighborhood Resources Coordinator I
- Neighborhood Resources Coordinator II
- Offset Equipment Operator

Office and Technical Unit (Represented Unit 16) (Continued)

- Personnel Transactions Coordinator
- Plans Examiner I
- Plans Examiner II
- Plans Examiner III
- Police Clerk I
- Police Clerk II
- Police Clerk III
- Police Records Specialist I
- Police Records Specialist II
- Police Records Specialist III
- Program Coordinator
- Program Developer
- Program Leader
- Property Assistant
- Recreation Aide*
- Recreation Leader (Special Needs)*
- Revenue Services Representative
- Revenue Services Trainee
- Secretary
- Secretary to the Planning Commission
- Senior Central Services Assistant
- Senior Claims Collector
- Senior Computer Operator
- Senior Customer Service Representative
- Senior Data Entry Technician
- Senior Department Systems Specialist
- Senior Engineering Technician
- Senior Information Technology Support Specialist
- Senior Key Data Operator
- Senior Landfill Engineering Technician
- Senior Personnel Transactions Coordinator
- Senior Property Assistant
- Senior Recreation Aide*
- Senior Revenue Services Representative
- Senior School Crossing Guard*
- Senior Utility Customer Service Technician
- Service Contract Inspector
- Special Program Leader*

Office and Technical Unit (Represented Unit 16) (Continued)

- Stenographer Clerk I
- Stenographer Clerk II
- Stenographer Clerk III
- Storekeeper
- Stores Clerk I
- Stores Clerk II
- Surveillance Equipment Technician
- Ticket Seller
- Traffic Investigator I
- Traffic Investigator II
- Traffic Investigator III
- Transportation Systems Management Coordinator
- Typist Clerk I
- Typist Clerk II
- Typist Clerk III
- Utility Customer Service Technician I
- Utility Customer Service Technician II
- Utility Customer Service Technician III
- Utility Services Inspector
- Water Conservation Specialist
- Water Quality Laboratory Technician
- Zoning Investigator

I. Operations and Maintenance Unit (Represented Unit 03)

- Animal Care Technician
- Animal Control Officer
- Assistant Code Enforcement Officer
- Assistant Greenskeeper*
- Building Maintenance Worker
- Community Center Attendant I
- Community Center Attendant II
- Cultural Facilities Attendant
- Custodian I
- Custodian II
- Electronic Maintenance Technician I
- Electronic Maintenance Technician II
- Electronic Maintenance Technician Trainee

Operations and Maintenance Unit (Represented Unit 03) (Continued)

- Engineering Aide I
- Engineering Aide II
- General Helper
- Golf Course Marshal
- Greenskeeper
- Instrument Technician I
- Instrument Technician II
- Instrument Technician Trainee
- Irrigation Technician
- Landfill Equipment Operator
- Landfill Equipment Operator R2
- Maintenance Worker
- Marina and Boating Facilities Attendant
- Meter Reader
- Motor Sweeper Operator
- Park Equipment Operator
- Park Maintenance Worker
- Park Maintenance Worker I
- Park Maintenance Worker I (Pest)
- Park Maintenance Worker II
- Park Maintenance Worker II (Pest)
- Park Maintenance Worker III
- Parking Enforcement Officer
- Parking Lot Attendant
- Parking Meter Coin Collector
- Parking Meter Repair Worker
- Registered Veterinary Technician
- Sanitation Worker I
- Sanitation Worker II
- Sanitation Worker III
- Security Guard
- Senior Building Maintenance Worker
- Senior Custodian
- Senior Electronic Maintenance Technician
- Senior Maintenance Worker
- Senior Parking Lot Attendant
- Senior Telecommunications Technician
- Senior Tree Maintenance Worker

Operations and Maintenance Unit (Represented Unit 03) (Continued)

- Senior Tree Pruner
- Street Construction Equipment Operator
- Street Construction Laborer
- Street Construction Laborer Trainee
- Survey Technician I
- Survey Technician II
- Telecommunications Technician I
- Telecommunications Technician II
- Telecommunications Technician Trainee
- Traffic Control and Lighting Technician I
- Traffic Control and Lighting Technician II
- Traffic Control and Lighting Technician Trainee
- Tree Maintenance Worker
- Tree Maintenance Worker Trainee
- Tree Pruner I
- Tree Pruner II
- Tree Pruner Trainee
- Utility Worker*
- Water Waste Inspector
- Zoo Attendant I
- Zoo Attendant II

J. General Supervisory Unit (Represented Unit 15)

- Assistant Box Office Supervisor
- Central Services Supervisor
- Central Stores Supervisor
- Chief Museum Attendant
- Computer Operations Supervisor
- Concrete Construction Leadworker
- Curator of Historical Exhibitions
- Custodial Supervisor
- Customer Service Supervisor
- Drainage Supervisor
- Enforcement and Collections Supervisor
- Equipment Maintenance Supervisor
- Financial Services Supervisor
- Golf Course Supervisor
- Health Coverage Supervisor

General Supervisory Unit (Represented Unit 15) (Continued)

- Instrumentation Supervisor
- Marina and Boating Facilities Supervisor
- Meter Reading Supervisor
- Museum Security Supervisor
- Office Supervisor
- Parking Enforcement Supervisor
- Parking Facilities Maintenance Supervisor
- Parking Lot Supervisor
- Parking Meter Collection Supervisor
- Parking Meter Repair Supervisor
- Parks Supervisor
- Police Records Supervisor
- Program Supervisor
- Revenue Supervisor
- Senior Accounting Technician
- Senior Animal Care Technician
- Senior Animal Control Officer
- Senior Code Enforcement Officer
- Senior Parking Lot Supervisor
- Senior Police Records Supervisor
- Senior Storekeeper
- Senior Supervising Building Inspector
- Senior Traffic Control and Lighting Supervisor
- Solid Waste Maintenance Supervisor
- Solid Waste Supervisor
- Street Maintenance Supervisor
- Supervising Building Inspector
- Supervising Cashier
- Supervising Community Center Attendant
- Supervising Community Service Representative
- Supervising Construction Inspector
- Supervising Dispatcher
- Supervising Forensic Investigator
- Supervising Graphic Designer
- Supervising Plant Operator
- Supervising Police Clerk
- Supervising Property Assistant
- Supervising Surveyor

General Supervisory Unit (Represented Unit 15) (Continued)

- Supervising Water Quality Chemist
- Survey Party Chief
- Telecommunications Supervisor
- Traffic Control and Lighting Supervisor
- Tree Maintenance Supervisor
- Tree Pruner Supervisor
- Utilities Field Services Supervisor
- Utility Customer Service Supervisor
- Zoo Supervisor

K. Engineering Unit (Represented Unit 11)

- Assistant Architect
- Assistant Civil Engineer
- Assistant Electrical Engineer
- Assistant Mechanical Engineer
- Associate Architect
- Associate Civil Engineer
- Associate Electrical Engineer
- Associate Landscape Architect
- Associate Mechanical Engineer
- Fire Protection Engineer
- Junior Architect
- Junior Engineer
- Junior Landscape Assistant
- Landscape Assistant
- Telecommunications Engineer I
- Telecommunications Engineer II
- Telecommunications Engineer III

L. Automotive/Equipment Mechanics Unit (Represented Unit 12)

- Equipment Body Mechanic I
- Equipment Body Mechanic II
- Equipment Body Mechanic III
- Equipment Mechanic I
- Equipment Mechanic II
- Equipment Mechanic III
- Equipment Serviceworker

Automotive/Equipment Mechanics Unit (Represented Unit 12) (Continued)

- Fire Service Worker

- General Repair Worker
- Senior Equipment Serviceworker
- Supervising Fire Service Worker
- Vehicle Pool Serviceworker
- Vehicle Service Attendant

M. Exempt/Management Support (Represented Unit 14)

- Administrative Analyst
- Investigator
- Program Analyst
- Senior Deputy City Clerk
- Stores Administrator
- Workers' Compensation Claims Representative

N. Confidential/Administrative (Represented Unit 10)

- Administrative Assistant
- Administrative Assistant (Confidential/Exempt)
- Administrative Technician
- Administrative Technician (Confidential/Exempt)
- Analyst Trainee
- Applications Developer
- Data System Technician
- Deputy City Clerk
- Desktop Support Specialist
- Information Technology Project Analyst
- LAN Administrator
- Legal Secretary (Exempt)
- Legal Staff Assistant
- Legal Staff Assistant (Exempt)
- Paralegal (Exempt)
- Payroll Technician
- Personnel Technician
- Personnel Technician (Confidential)
- Programmer
- Senior Legal Staff Assistant (Exempt)
- Senior Staff Assistant

Confidential/Administrative (Represented Unit 10) (Continued)

- Staff Assistant
- Supervising Legal Secretary

- Systems Engineer
- Treasury Assistant

O. Exempt Management (Represented Unit 01)

- 311 Manager
- Accountant Auditor
- Accounting Manager
- Administrative Officer
- Animal Care Services Manager
- Arts Administrator
- Arts in Public Places Specialist
- Assistant Field Services Manager
- Banking Operations Analyst
- Banking Operations Manager
- Building Services Manager
- Business Services Manager
- Camp Sacramento Supervisor
- Career Development Specialist
- Chief Building Inspector
- Chief Building Official
- Chief Investment Officer
- Chief of Housing and Dangerous Buildings
- Code Enforcement Manager
- Contracts and Compliance Specialist
- Convention Center General Manager
- Curator of Art
- Curator of Education
- Curator of History
- Debt Analyst
- Deputy Chief Building Official
- Deputy City Attorney I
- Deputy City Attorney II
- Deputy Convention Center General Manager
- Deputy Director of Public Safety Accountability
- Economic Development Manager
- E-Government Manager

Exempt Management (Represented Unit 01) (Continued)

- Emergency Communications Manager
- Emergency Medical Services Coordinator

- Engineering Manager
- Environmental Health and Safety Officer
- Environmental Health and Safety Specialist
- Equal Employment Specialist
- Events Services Manager
- Events Services Supervisor
- Facilities and Real Property Superintendent
- Facilities Manager
- Field Services Manager
- Fire Assistant Chief
- Fleet Manager
- Golf Manager
- Golf Superintendent
- Historic District Manager
- History and Science Manager
- Human Resources Manager
- Information Technology Manager
- Information Technology Project Manager
- Information Technology Supervisor
- Integrated Waste Collections Superintendent
- Integrated Waste General Manager
- Integrated Waste General Supervisor
- Integrated Waste Planning Superintendent
- Investment and Operations Manager
- Investment Officer
- Investment Operations Analyst
- Junior Development Project Manager
- Law Office Administrator
- Licensed Land Surveyor
- Management Analyst
- Marina Manager
- Media and Communications Specialist
- Metropolitan Arts Manager
- Neighborhood Services Area Manager
- Neighborhood Services Manager
- New Growth Manager

<u>Exempt Management (Represented Unit 01) (Continued)</u>

- Operations General Supervisor
- Operations Manager

- Organizational Development Specialist
- Park Maintenance Manager
- Park Maintenance Superintendent
- Park Planning, Design and Development Manager
- Parking Manager
- Permit Services Manager
- Personnel Analyst
- Planning Director
- Plant Services Manager
- Police Administrative Manager
- Police Captain
- Police Lieutenant
- Principal Accountant
- Principal Applications Developer
- Principal Building Inspector
- Principal Information Technology Project Manager
- Principal Management Analyst
- Principal Planner
- Principal Systems Engineer
- Procurement Services Manager
- Program Manager
- Program Specialist
- Recreation General Supervisor
- Recreation Manager
- Recreation Superintendent
- Revenue Manager
- Risk Manager
- Senior Accountant Auditor
- Senior Applications Developer
- Senior Architect
- Senior Debt Analyst
- Senior Deputy City Attorney
- Senior Development Project Manager
- Senior Engineer
- Senior Investment Officer
- Senior Landscape Architect

<u>Exempt Management (Represented Unit 01) (Continued)</u>

- Senior Management Analyst
- Senior Personnel Analyst

- Senior Planner
- Senior Systems Engineer
- Special Assistant to the City Attorney
- Special Projects Engineer
- Special Projects Manager
- Staff Services Administrator
- Streets Manager
- Supervising Animal Care Officer
- Supervising Architect
- Supervising Engineer
- Supervising Financial Analyst
- Supervising Information Technology Project Manager
- Supervising Landscape Architect
- Supervising Real Property Agent
- Support Services Manager
- Traffic Engineer
- Training Specialist
- Treasury Analyst
- Treasury Manager
- Urban Design Manager
- Urban Forestry Manager
- Utility Construction Coordinator
- Veterinarian
- Water and Sewer Superintendent (Field)
- Water and Sewer Superintendent (Plant)
- Zoo Curator

2. The Council designates the following class titles as "unrepresented classifications."

A. Executive Management (Unrepresented Unit 20)

- Administrative Analyst (City Manager's Office)
- Assistant City Attorney
- Assistant City Clerk
- Assistant City Manager
- Assistant City Treasurer
- Budget Manager
- Chief Information Officer
- City Attorney
- City Auditor
- City Clerk
- City Manager
- City Treasurer
- Deputy City Manager
- Deputy Police Chief
- Director of Community Development
- Director of Convention, Culture and Leisure
- Director of Economic Development
- Director of Finance
- Director of General Services
- Director of Governmental Affairs
- Director of Human Resources
- Director of Parks and Recreation
- Director of Public Safety Accountability
- Director of Transportation
- Director of Utilities
- Executive Director, SAC CCOMWP
- Fire Chief
- Fire Deputy Chief
- Human Resources Manager (Benefits & Retirement)
- Human Resources Manager (Employment & Classification)
- Labor Relations Analyst
- Labor Relations Manager
- Labor Relations Officer
- Media and Communications Officer
- Police Chief

Executive Management (Unrepresented Unit 20) (Continued)

- Principal Management Analyst (Finance/Budget)
- SAFCA Executive Director
- Special Projects Manager (City Manager's Office)
- Staff Aide (Management)
- Supervising Deputy City Attorney

B. Mayor/Council Support (Unrepresented Unit 21)

- Assistant City Auditor
- Auditor
- Chief of Staff to the Mayor
- Council Operations Manager
- District Director
- Independent Budget Analyst
- Senior Auditor
- Special Assistant to the Mayor
- Staff Aide (Mayor/Council)

C. Executive Management Support (Unrepresented Unit 22)

- Executive Assistant (City Manager's Office)
- Executive Assistant (Mayor/Council)
- Staff Aide (Support)
- Staff Assistant (Mayor/Council)

D. Non-Career (Unrepresented Unit 09)

- Arts and Crafts Specialist*
- Assistant Caretaker*
- Assistant Cook*
- Assistant Greenskeeper*
- Assistant Pool Manager*
- Assistant Proctor*
- Building Maintenance Laborer Trainee*
- Cache Logistics Coordinator*
- Camp Aide*
- Camp Recreation Leader*
- Caretaker*
- Cashier (Community Services)*

Non-Career (Unrepresented Unit 09) (Continued)

- Clerical Assistant*
- Dispatcher Recruit*
- Events Crowd Controller*
- Events Duty Person*
- Events Usher*
- Fire Recruit*
- First Cook*
- Golf Marshal/Player Assistant*
- Graduate Student Trainee*
- Head Events Crowd Controller*
- Host*
- Human Services Program Coordinator*
- Instructor*
- Law Clerk*
- Lifeguard*
- Marina Aide*
- Mayor/Council Intern
- Mayor/Council Student Intern
- Nurse*
- Pilot*
- Police Background Assistant*
- Police Cadet*
- Police Recruit*
- Pool Attendant*
- Pool Manager*
- Proctor*
- Program Director*
- Promotions Specialist*
- Public Service Aide*
- Recreation Aide*
- Recreation Leader (Special Needs)*
- Relief Clerical Assistant*
- Reserve Community Service Officer
- Reserve Dispatcher*
- Reserve Police Officer I*
- Reserve Police Officer II*
- Reserve Police Officer III*
- Reserve Police Records Specialist*

<u>Non-Career (Unrepresented Unit 09) (Continued)</u>

- Reserve Police Sergeant*
- Reserve Property Assistant*
- School Crossing Guard*
- Security Officer*
- Senior Lifeguard*
- Senior Recreation Aide*
- Special Program Leader*
- Student Trainee (Engineering, Computer)*
- Student Trainee (Most Majors)*
- Student Trainee (Paramedic)*
- Ticket Seller (Exempt)*
- Tutor*
- Utility Worker*
- Vehicle Service Aide*
- Youth Aide*