

*Memorandum  
of  
Understanding*

BETWEEN THE

*City of Redlands*

AND THE

*Redlands  
Civilian Safety  
Employees Association*

*January 1, 2010 - June 30, 2012*

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**APPENDIX A – JOB GROUPINGS**

**MEMORANDUM OF UNDERSTANDING**  
BETWEEN  
*The City Of Redlands*  
AND  
*Redlands Civilian Safety Employees Association (RCSEA)*  
**JANUARY 1, 2010 – JUNE 30, 2012**

**Article 1. PREAMBLE**

It is the intent and purpose of this MOU to set forth the understanding of the parties reached as a result of meeting and conferring in good faith regarding, but not limited to, matters relating to the wages, hours, and terms and conditions of employment between the City of Redlands (hereinafter referred to as “City”) and the Redlands Civilian Safety Employees Association (hereinafter referred to as “Association”).

**Article 2. TERM OF MEMORANDUM OF UNDERSTANDING**

Except where expressly stated otherwise herein, the City and Association agree that the provisions of this Memorandum of Understanding (MOU) shall become effective on January 1, 2010 and shall expire on June 30, 2012.

**Article 3. RECOGNITION**

The classifications which shall be included in the Civilian Safety unit of representation are:

| <b>CLASSIFICATION TITLES</b>       |  |
|------------------------------------|--|
| Animal Control Officer             | Police Administrative Secretary        |
| Animal Control Supervisor          | Police Communications Supervisor       |
| Bus Driver                         | Police Customer Service Representative |
| Community Services Officer I/II    | Police Records Supervisor              |
| Crime Analyst                      | Recreation Program Coordinator         |
| Executive Police Assistant         | Sr. Building Maintenance Worker        |
| Fire Administrative Assistant I/II | Sr. Recreation Program Coordinator     |
| Forensic Specialist                | Police Training Coordinator            |
| Kennel Attendant                   | Public Safety Dispatcher I/II          |

**Article 4. MANAGEMENT RIGHTS**

The authority of the City includes:

- The exclusive right to determine the mission of its constituent departments, commissions and boards;
- Set standards of service;
- Determine the procedures and standards of selection for employment and promotion;
- Direct its employees;
- Take disciplinary action;
- Relieve its employees from duty because of lack of work or for other legitimate reasons;
- Maintain the efficiency of work;

- Maintain the efficiency of governmental operations;
- Determine the methods, means and personnel by which government operations are to be conducted;
- Determine the content of job classifications;
- Take all necessary actions to carry out its mission in emergencies;
- Exercise complete control and discretion over its organization and the technology of performing its work, provided, however, that the exercise and retention of such rights does not preclude employees or their representatives from meeting and conferring over the practical consequences that decisions on these matters may have on wages, hours and other terms and conditions of employment.

### ***SALARIES, RETIREMENT AND OTHER PAY***

#### **Article 5. SALARIES**

- A. During the term of this MOU there shall be no cost of living adjustments to salaries.
- B. During fiscal year 2010/2011 all employees shall provide the equivalent of eighty (80) hours of furlough time. During the period of March 1, 2010 to April 30, 2010 the parties shall meet and confer on the "value" of the eighty (80) hours and the manner in which the eighty (80) hours will be provided (for instance the Association may agree, at its option, to forfeit all, or a portion of, the floating holiday time set forth in Article 30). Absent mutual agreement by the parties on the manner in which the equivalent of eighty (80) hours by each employee will be provided, the parties will "default" to eighty (80) hours of furlough time.
- C. During fiscal year 2011/2012 all employees shall provide the equivalent of eighty (80) hours of furlough time. During the period of March 1, 2011 to April 30, 2011 the parties shall meet and confer on the "value" of the eighty (80) hours and the manner in which the eighty (80) hours will be provided (for instance the Association may agree, at its option to forfeit all or a portion of the floating holiday time set forth in Article 30). Absent mutual agreement by the parties on the manner in which the equivalent of eighty (80) hours by each employee will be provided, the parties will "default" to eighty (80) hours of furlough time.

#### **Article 6. RETIREMENT**

- A. Employees hired before March 11, 2010, the City shall continue to pay to the Public Employees' Retirement System CalPERS on behalf of each employee covered by this agreement an amount equal to the required employee contribution to that system provided the contribution will not exceed a total of seven percent (7%) of regular compensation. These contributions shall, at the time of separation, belong to the employee.
- B. Employees hired on or after March 11, 2010, the City shall pay two percent (2%) and the employee five-sevenths (5/7) [i.e. five percent (5%)] of the required seven percent (7%) contribution on behalf of the employee to CalPERS. These contributions shall, at the time of separation, belong to the employee.
- C. The City shall continue to include in its contract with CalPERS, the following provisions:

|                     |
|---------------------|
| HIGHEST SINGLE YEAR |
|---------------------|

|                      |
|----------------------|
| SURVIVOR CONTINUANCE |
|----------------------|

|                            |
|----------------------------|
| 2% @ 55 RETIREMENT FORMULA |
|----------------------------|

**Article 7. LONGEVITY PAY**

- A. Employees hired prior to March 11, 2010, upon reaching twenty (20) years cumulative service with the City shall advance to the Step “F” on the salary resolution effective with the beginning of the pay period beginning closest to the first day of their 21<sup>st</sup> year of service.
- B. Employees hired on or after March 11, 2010 shall not be eligible for "F" step longevity pay.
- C. In the event that an employee is not at the “E” step when he/she is eligible for the “F” step, at the completion of twenty (20) years of service, the employee will advance to the next step in the salary range, and continue to advance based on merit until the employee reaches the “F” step.

**Article 8. OVERTIME**

- A. Overtime pay shall be earned at time and one-half for all hours. The employee may elect to earn compensatory time off, at one and one-half time, in lieu of overtime pay. Overtime must be paid at the time it is worked or accrued as compensatory time. Accrued compensatory time will not be paid off in lump sum except at termination and only for those hours on the official payroll records.
- B. Time paid for holiday, vacation, sick leave and compensatory time off shall be treated as actual hours worked for the purposes of computing overtime.
- C. Any employee who works overtime in excess of three and one-half (3½) hours, provided that employee has worked eight (8) hours in addition to the three and one-half (3½) hours, will be entitled to have a meal at the expense of the City or be entitled to go home and eat, which will be at the discretion of the supervisor in charge.

**Article 9. WORKING OUT OF CLASSIFICATION PAY**

- A. Whenever the needs of the City require an employee to temporarily perform the duties of a higher classification than that in which the employee is currently employed, said employee shall be entitled to receive out of classification pay for the period of time that the employee works out of classification. Out of classification pay shall be at a flat rate of five-percent (5%) of base salary.
- B. In order to receive out of classification pay the following provisions must occur:
  - 1. The name of the employee who is absent must be noted on the employee’s timesheet prior to out of classification pay being authorized.
  - 2. A vacancy or absence must exist for out of classification pay to be paid.
  - 3. The employee receiving out of classification pay must perform essentially all of the functions of the higher classification in order to receive compensation.
  - 4. The employee shall meet the minimum qualifications for the higher classification in order to be eligible for out of classification pay.

- C. Working out of classification pay for special assignments will only be authorized upon recommendation to the City Manager by the Department Director and will require a Personnel Action Form with supporting documentation justifying the special assignment.

**Article 10. SPECIAL ASSIGNMENT PAY**

Employees performing in a capacity beyond the normal scope of their duties, and with increased and direct responsibility and personal liability for City operations shall be eligible for Special Assignment Pay. Special Assignment Pay shall be at a flat rate not to exceed ten percent (10%) of base salary. Special Assignment Pay will only be authorized upon Department Director recommendation, Human Resources Director concurrence and City Manager approval.

**Article 11. CALL BACK PAY**

- A. Call back time will be reimbursed based on a minimum two (2) hour block at time and one-half, with the exception that employees will be reimbursed based on a minimum three-hour block at time and one-half if the call back is between the hours of 12:00 a.m. and 7:00 a.m. Any employee who is unable to respond within thirty (30) minutes may be eliminated from the standby rotation.
- B. An employee working a continuous call back of at least four (4) hours that ends within eight (8) hours of the employee's regular job starting time is not required to report to duty at the employee's regularly scheduled time. When an employee has worked at least two (2) hours during the eight (8) hours prior to the commencement of the regular work schedule, the employee shall automatically report to duty on the employee's regularly scheduled shift immediately commencing ten (10) hours after the end of the call-back assignment.

**Article 12. STAND-BY PAY**

- A. Employees in the Civilian Safety unit of representation assigned to standby duty shall receive one (1) hour of pay at straight time for standby duty on a week day and four (4) hours of straight time pay for standby duty on a regularly scheduled day off, weekend day or holiday.
- B. In order to qualify for standby pay employees must:
1. Be required to be near a telephone at all times or carry a pager;
  2. Be able to report to the worksite within thirty (30) minutes; and,
  3. Not consume alcoholic beverages or any other debilitating drug while on standby.

**Article 13. MATRON PAY**

- A. Female Community Service Officers, Dispatchers and Police Customer Service Representatives that report directly to the Police Records Supervisor and the Police Records Supervisor assigned to the position after July 1, 2004, shall receive a 2.5% salary differential in recognition of the fact that they may be required to perform matron duties. This differential shall only be paid for actual hours worked when matron duties are performed.
- B. Female Police Customer Service Representatives that report directly to the Police Records Supervisor and the Police Records Supervisor assigned to the position prior to July 1, 2004, shall receive a 2.5% salary differential in recognition of the fact that they were required to perform matron duties. This differential shall continue to be paid for all hours worked until the incumbent employee transfers or promotes. If an employee leaves the position and later returns, she shall be

considered to be newly assigned and shall receive the salary differential only when matron duties are actually performed as described in the previous paragraph.

**Article 14. SHIFT DIFFERENTIAL**

The City agrees to provide a five-percent (5%) shift differential to those employees who work one-half of their regularly scheduled shifts after 7:00 p.m., not to include overtime, special assignments, emergency hours, etc. worked after 7:00 p.m. The shift differential shall apply to the full regularly scheduled shift.

**Article 15. UNIFORM ALLOWANCE**

- A. The City shall provide a uniform allowance of two hundred twenty-five dollars (\$225) in the form of a check, to all employees in this unit on payroll as of June 1<sup>st</sup> of each year. This allowance shall be paid in July of each year.
- B. Non-uniformed employees in this unit on payroll as of June 1<sup>st</sup> of each year and at the time the check is issued shall receive an annual two hundred dollars (\$200.00) bonus in lieu of the uniform allowance. This bonus shall be paid in July of each year and shall not be reported to PERS as compensation.
- C. Unit employees in the following classifications shall receive a uniform allowance of nine hundred dollars (\$900) per year. Two checks of four hundred fifty dollars (\$450) each shall be issued each year, one in July and one in January.

|                                 |
|---------------------------------|
| Animal Control Officer          |
| Animal Control Supervisor       |
| Communications Supervisor       |
| Community Services Officer I/II |
| Dispatch Shift Supervisor       |
| Forensic Specialist             |
| Public Safety Dispatcher I/II   |

- D. The Kennel Attendant shall receive a boot allowance in the amount of one hundred fifty dollars (\$150) to be paid in July of each year.
- E. Uniforms are to be presentable at all times. Cleaning and maintenance of uniforms shall be the responsibility of the employee.

**Article 16. RIDESHARE PROGRAM**

- A. All employees are eligible for participation in the City’s ridesharing program. Participation in the program is voluntary and shall be in full compliance of Redlands Ridesharing Program Policy. Approved participants shall receive either One Dollar Sixty-Five Cents (\$1.65) for each rideshare day OR fifteen (15) minutes of accrued compensatory time off for each rideshare day. The cash bonus shall be paid in November of each year. Ridesharing shall be reported on individual employee timesheets.



- B. The program shall be monitored by the Program Coordinator. Participants in violation of the Ridesharing Policy, including falsification of reporting, shall be permanently dismissed from the program and subject to disciplinary action.

**Article 17. TUITION REIMBURSEMENT**

- A. Employees shall be reimbursed up to the dollar amount charged for the same number of units per term by the University of California, Riverside. An employee shall not receive reimbursement in excess of two thousand five hundred dollars (\$2,500) in any one fiscal year. The difference between the City’s maximum obligation during any fiscal year and the amount of any actual reimbursement received by the employee during that fiscal year shall not be carried over or be available to use by the employee in any subsequent fiscal year.

- B. The course must be satisfactorily completed with a minimum grade of “C” or equivalent.

**Article 18. BILINGUAL PAY**

Employees are eligible for bilingual pay in accordance with the City’s Bilingual Pay Program, and upon approval by the Department Director and City Manager. Authorized employees shall receive additional compensation in the amount of sixty five dollars (\$65) per month.

**Article 19. DEATH OF EMPLOYEE**

If an employee dies while on duty, the City shall calculate compensation for the entire shift.

- A. The eligible dependents of deceased employees shall be entitled to benefits as follows:
- B. Sick leave accruals, lifetime medical insurance and other applicable benefits shall be calculated and/or compensated according to the eligibility requirements stated in the current MOU.
- C. In the event the deceased employee qualified for a service retirement (i.e. age 50 and with a minimum of five (5) years of service with the City), the City shall calculate and/or compensate benefits in the same manner as an employee service retirement.

***INSURANCE, LEAVE AND TIME OFF PROVISIONS***

**Article 20. HEALTH INSURANCE**

- A. The City shall contribute the monthly premium for employees, hired prior to March 11, 2010, in the unit and their eligible dependents under the CalPERS medical plans as follows:
  1. Effective January 1, 2010:

| COVERAGE LEVEL                        | PREMIUM CONTRIBUTION:<br>PERS CHOICE LOS ANGELES<br>AREA | PREMIUM CONTRIBUTION: PERS<br>CHOICE OTHER SOUTHERN<br>CALIFORNIA AREAS |
|---------------------------------------|--|---|
| Employee Only:                        | \$452.41   | \$472.83  |
| Employee Plus One Dependent:          | \$904.82   | \$945.66  |
| Employee plus Two or more Dependents: | \$1,176.27   | \$1,229.36  |

For those employees that have elected PERSCare health insurance coverage for calendar year 2010, the City shall pay the following:

|                                       |            |
|---------------------------------------|------------|
| Employee Only:                        | \$772.05   |
| Employer Plus One Dependent:          | \$1,544.10 |
| Employer Plus Two or More Dependents: | \$2,007.33 |

Effective January 1, 2011 the City will discontinue paying one hundred percent (100%) of the PERSCare health insurance premium. Any employee electing to take PERSCare health insurance in calendar year 2011, or thereafter, shall have a maximum contribution by the City as set forth below; the employee shall be responsible for paying the difference.

2. Effective January 1, 2011 the City will discontinue paying one hundred percent (100%) of the Blue Shield Access Plus (OTHER Southern California) health insurance premium. Any employee electing to take Blue Shield Access Plus (OTHER Southern California) health insurance in calendar year 2011, or thereafter, shall have a maximum contribution by the City as set forth below; the employee shall be responsible for paying the difference.
  3. Effective January 1, 2011 the above rates shall be adjusted to be equal to the "PERS Choice" insurance rates offered by CalPERS for both "Los Angeles Area" and "Other Southern California".
  4. Effective January 1, 2012 the above rates shall be adjusted to be equal to the "PERS Choice" insurance rates offered by CalPERS for both "Los Angeles Area" and "Other Southern California".
- B. The PERS Choice health insurance rates (the highest of either Los Angeles Area or Other Southern California) in effect after the January 1, 2012 adjustment shall become the "flat dollar" rates in effect for the future. Such "flat dollar" rates are subject to change through future meet and confer by the parties.
- C. For employees hired on or after March 11, 2010, the City will contribute a maximum monthly health insurance contribution of three hundred and ninety-seven dollars (\$397.00) per month pursuant to Resolution No. 4572, adopted by the City Council on September 5, 1989. Additionally, the City will contribute on a monthly basis two hundred and three dollars (\$203.00) as a flexible spending account ("FSA") to be utilized by the employee to purchase/contribute toward medical insurance premiums. Any amount of the health allotment not utilized by the employee to purchase medical insurance will be placed in an individual Health Retirement Account ("HRA").
- D. The City agrees to provide a stipend of three hundred and fifty dollars (\$350), on a monthly basis, for those employees with alternative medical coverage who opt for the stipend in lieu of the medical insurance benefit.
- E. Upon service retirement and completion of twenty (20) cumulative years of service with the City, and in lieu of any sick leave buyback, an employee hired prior to March 11, 2010, may elect fully paid medical insurance (excludes dental and vision coverage) for the employee and eligible dependents, under the City's medical insurance program. Employees electing the fully paid medical insurance may also select benefit D or F, set forth in Article 26, Sick Leave, upon service retirement. Employees hired on or after March 11, 2010 are not eligible for this benefit.

F. During the term of the MOU the parties agree to "reopen" the MOU to discuss alternatives to the current CalPERS health insurance plans.

**Article 21. DENTAL INSURANCE**

The City agrees to pay the full monthly premium for dental insurance under the Principal Financial dental plan or its equivalent for each employee in the unit and all eligible dependents.

**Article 22. VISION CARE**

The City agrees to reimburse each employee in the unit up to two hundred twenty five dollars (\$225) every fiscal year for the purchase of frames and lenses or contact lenses and the cost of eye examinations for the employee and/or his/her dependent.

**Article 23. LIFE INSURANCE**

The City shall contribute the monthly premium for term life insurance in the amount of twenty-five thousand dollars (\$25,000) for all employees in the unit.

**Article 24. WORKERS' COMPENSATION/SDI**

- A. The City agrees to provide City paid State Disability Insurance coverage to all employees in the unit.
- B. Sick leave or compensatory time may be used to supplement a Worker's Compensation or State Disability Insurance check, not to exceed the employee's regular rate of pay. Prior to use of accrued sick leave or compensatory time for this purpose, the State Disability Insurance check stub must be submitted to Payroll.

**Article 25. VACATION**

A. The vacation accrual for employees in the unit shall be as follows:

| YEARS OF SERVICE | ACCRUAL RATE – HOURS |
|------------------|----------------------|
| 0 – 5            | 80                   |
| 6 – 7            | 120                  |
| 8 – 9            | 128                  |
| 10 – 11          | 136                  |
| 12 – 13          | 144                  |
| 14 – 15          | 152                  |
| 16 – 20          | 160                  |
| 21               | 168                  |
| 22               | 176                  |
| 23               | 184                  |
| 24               | 192                  |
| 25+              | 200                  |

B. The maximum vacation accrual shall be three (3) years. In November of each calendar year all vacation hours in excess of three (3) years accrual will be paid off at the employee's current hourly rate.

**Article 26. SICK LEAVE**

- A. **ACCRUAL:** Sick leave shall be accrued on an hourly basis at the rate of eight (8) hours per calendar month of service.
- B. **USE:** Employees may use up to half of their annual sick leave accrual, forty-eight (48) hours, to care for ill family members.
- C. **BUY BACK:** In November of each calendar year, each employee in the unit may elect to be paid at his/her current hourly rate for each sick leave day accumulated during the preceding calendar year in excess of six (6) sick leave days. A total of one (1) year’s accumulation, ninety-six (96) hours, must be on the books prior to any compensation being paid. Employees in the unit may also choose to accumulate all sick leave days, from calendar year to calendar year, to an unlimited amount.
- D. **AT SEPARATION OF SERVICE:** Upon separation of service with the City, employees with ten (10) or more years of continuous service will be eligible to cash in unused sick leave at the following formula:

| YEARS OF SERVICE | ELIGIBLE CONVERSION |
|------------------|---------------------|
| 10 – 15          | 25%                 |
| 16 – 20          | 35%                 |
| 21+              | 50%                 |

Employees electing this option shall be responsible for any and all future medical insurance premiums.

- E. **UPON SERVICE RETIREMENT:** In lieu of the benefit D and upon service retirement under the PERS retirement plan, employees in the unit may elect to have all remaining sick leave accrued at the time of retirement converted to cash value at their final rate of pay, and apply such cash value to applicable premiums payable under the City’s medical insurance program for the employee and the employee’s eligible dependents until the cash value is exhausted. In the event that the employee dies prior to exhaustion of the cash value of said benefits, the remaining cash value may be applied toward the premiums of covered dependents until exhausted, subject to the conditions and limitations of the applicable insurance policy.
- F. **CONVERSION TO SERVICE CREDIT:** In lieu of benefits D and E cited above, employees in the unit may elect to have all remaining sick leave accrued at the time of service retirement converted to PERS service credit.

**Article 27. BEREAVEMENT LEAVE**

In the event of a death in the immediate family, an eligible employee will be compensated with four (4) days paid leave. In addition, eligible employees may be allowed to use accrued sick leave with full pay

not to exceed three (3) days. Immediate family shall be defined as the following relatives to either the employee or spouse: spouse, child (including foster child or ward of the court), parent, grandparent, brother, sister, niece, nephew, step-children, and grandchildren. The definition of immediate family will also include the aunt and uncle of the employee only. Bereavement leave may also be used for the significant other of the employee provided the employee shows proof of cohabitation.

**Article 28. LEAVE OF ABSENCE WITHOUT PAY**

If an employee takes more than five (5) accumulated days of leave without pay in a calendar year, commencing at the beginning of the sixth (6th) day of leave without pay and any day of leave without pay thereafter during the calendar year; sick leave and vacation accruals will be adjusted proportionately to eliminate benefit accruals for any day an employee is on leave without pay status.

**Article 29. MILITARY LEAVE**

Military leave shall be granted in accordance with the provisions of State and Federal law. The Department Director may request copies of the employee’s official military orders.

**Article 30. HOLIDAYS**

A. The holidays which will be honored for employees in the unit will include the following, along with any additional day as designated by action of the City Council:

| HOLIDAY                       | DAY OBSERVED                  |
|-------------------------------|-------------------------------|
| New Year’s Day                | January 1                     |
| Martin Luther King Day        | Third Monday in January       |
| President’s Day               | Third Monday in February      |
| Memorial Day                  | Last Monday in May            |
| Independence Day              | July 4                        |
| Labor Day                     | First Monday in September     |
| Columbus Day                  | Second Monday in October      |
| Veteran’s Day                 | November 11                   |
| Thanksgiving Day              | Third Thursday in November    |
| Friday after Thanksgiving Day | Friday after Thanksgiving Day |
| Christmas Day                 | December 25                   |

B. If the holiday falls on Saturday, Friday shall be designated as the holiday and if the holiday falls on Sunday, Monday shall be designated as the holiday. Christmas Eve Day shall be observed as a holiday when Christmas Day falls on Tuesday, Wednesday, Thursday, or Friday.

C. If a scheduled holiday falls on an employee’s regular day off, the employee shall be compensated for one day of holiday compensation at straight time. Employees should not be scheduled to work both the designated holiday and the actual holiday.

- D. Holiday pay shall be compensated in accordance with the employee's standard work schedule.
- E. Employees hired prior to March 11, 2010 are entitled to receive:
  - 1. Two (2) Floating Holidays per calendar year; and
  - 2. Twenty (20) Hours of Additional Floating Holidays per calendar year
- F. Employees in the unit shall not be allowed to carry floating holidays over from one calendar year to the next. Holidays not taken by December 31<sup>st</sup> of any given year will be forfeited.

**Article 31. COMPENSATORY TIME OFF**

- A. Compensatory Time Off (CTO) shall accrue at the rate of one and one-half (1-1/2) hours for each overtime hour worked in accordance with the Fair Labor Standards Act. CTO shall not accumulate in excess of one hundred twenty (120) hours at any given time. Use of compensatory time-off earned shall be granted so that it does not unduly disrupt the operations of the City. Terminating employees shall be compensated for accrued compensatory hours.
- B. Provision #18 of the side letter approved August 4, 2009, increasing the comp time bank maximums to 240 hours will be extended and remain in effect until the end of required furloughs during the term of this MOU. At such time, the maximum will return to 120 hours and employees will be required to be paid out for any overtime worked until the comp time balance is used and it is lowered to the 120 hour maximum.

**Article 32. TIME OFF FOR ASSOCIATION REPS**

The Association may designate up to seven (7) representatives to attend Association meetings on City time, provided that no designated employee shall be released for more than four (4) hours per month. The time must be scheduled in advance and the supervisor must be notified.

**Article 33. MEAL PERIODS**

Employees shall be entitled to a meal period which shall not be less than thirty (30) minutes or greater than sixty (60) minutes. Every effort will be made to schedule the meal period during the middle of a shift, when possible.

**Article 34. REST PERIODS**

- A. The City agrees to the following: Employees shall be entitled to two (2) daily rest periods ten (10) to fifteen (15) minutes in duration which insofar as practical shall be in the middle of each work period. The rest periods shall be considered as time worked. Employees required to work beyond their regular tour of duty shall be granted a ten (10) minute rest period for each two (2) hours of work.
- B. The Association understands and agrees to the following. With regard to break periods, the following scenarios should not occur:
  - 1. Combining two daily breaks into one 20-30 minute break.
  - 2. "Banking" breaks from day to day.
  - 3. "Saving" break time in order to extend lunch periods or shorten the workday.
  - 4. Payment of compensatory time off or overtime for "unused" breaks.

**Article 35. CATASTROPHIC LEAVE**

Employees are eligible for catastrophic leave in accordance with the City's Catastrophic Leave Policy.

**Article 36. LEAVE TIME REPORTING**

Leave time may be used and reported in increments of fifteen (15) minutes.

***HIRING AND EMPLOYMENT***

**Article 37. DRIVER'S LICENSE PHYSICAL EXAMS**

The City will pay for the required physical examination for employees required by their job classification to maintain Class A or Class B driver's licenses. Time spent participating in the required physical examination will be considered as time worked.

**Article 38. EMPLOYMENT EXAMINATION PROCEDURES**

The examination procedure for all City jobs will be as established by the City and Association.

**Article 39. PROBATION**

- A. Employees newly hired on or after March 11, 2010 shall serve a probationary period of twelve (12) months.
- B. Employees who are promoted shall serve a probationary period of six (6) months.
- C. Probationary periods may be extended as set forth in the City's Personnel Rules and Regulations.

**Article 40. WORKWEEK /STANDARD TOUR OF DUTY**

The standard tour of duty represents the time that an employee is regularly scheduled to work. The Department Director shall establish the actual number of hours which comprise the standard tour of duty for each position. Any proposed change shall be communicated to the employees and Association at least two (2) weeks prior to the proposed change being implemented unless mutually agreed upon between the employee and supervisor. If requested by the Association, the parties shall expeditiously meet and confer regarding such change.

**Article 41. PROMOTIONAL POSITIONS**

- A. The City may seek only promotional candidates to fill available positions. In this case, distribution of job announcements shall be limited to internal sources. Promotional candidates shall follow the procedures identified in the City's Personnel Rules and Regulations. Employees appointed to promotional positions shall complete a probationary period in accordance with the City's Personnel Rules and Regulations.
- B. Employees appointed to a promotional position shall receive the nearest highest monthly salary which is at least five percent (5%) higher than the employee's previous base salary, but in no case more than the top step of the new salary range.

**Article 42. NO STRIKE PROVISION**

It is understood and agreed that the service performed by City employees included in this MOU are essential to the public's health, safety, and welfare. Therefore, the Association agrees that it will not authorize, instigate, aid, condone, or engage in any strike, work stoppage, or other action of the City. In the event of a violation of this section, the Association agrees to take affirmative steps with the employees concerned to bring about an immediate resumption of normal work. Should there be a violation of this section, there shall be no discussion or negotiations regarding the difference or dispute during the existence of such violation or before normal work has been resumed. The City reserves the right to terminate any employee who instigates or engages in any strike or work stoppage which interrupts or interferes with the operation of the City.

**Article 43. DIRECT DEPOSIT**

Direct deposit of employee paychecks will be available to employees in this unit.

**Article 44. PERSONNEL FILE**

- A. No material which can reasonably be construed, interpreted, or acknowledged to be derogatory shall be placed in an employee's personnel file unless the employee has been allowed to read such material and respond to it, in writing, which response will also be placed in the personnel file.
- B. Any employee, upon request, shall have access to his/her personnel file, and shall have the right of reproduction, at cost, of his/her personnel file in full or in part. No portion of an employee's personnel file shall be transmitted to anyone other than the City Manager, Human Resources Director, Department Director, Risk Management Administrators, or by Court subpoena. The employee is to be notified at the time of the request that the information has been transmitted and to whom it was sent.

**Article 45. COPY OF MOU TO EACH EMPLOYEE**

The City will provide each employee in the unit with a copy of this MOU within sixty (60) days of execution.

**Article 46. RULES, REGULATIONS AND RESOLUTIONS**

The City agrees to review annually with the Association major changes in the Personnel Rules and Regulations and to make available copies of the rules and regulations to all employees. Salary resolutions shall be furnished to the Association and all representatives.

***DISCIPLINE, GRIEVANCE, LAYOFF PROCEDURES***

**Article 47. DISCIPLINARY PROCEDURE**

**A. THE INVESTIGATORY INTERVIEW PROCESS**

Prior to any investigatory interview or consultation between an employee and the Department Director or City Manager, that could reasonably be construed to result in disciplinary action against the employee, the employee shall be given notice of the interview or consultation as soon as reasonably practical, and shall be advised of his or her right to representation under this section; and upon request shall be afforded an opportunity to contact and consult privately with a representative of the Association. If requested, the employee may have an Association



representative present during any such investigatory interview or consultation, and, to the extent practicable, such interviews or consultations shall be conducted during an employee's working hours. Only those persons reasonably necessary to the conduct of the interview shall be present.

The employee or the City may elect to record any such investigatory interview or consultation, unless the parties mutually agree not to record such interview or consultation; however, in the event the City elects to record such an interview or consultation, it shall upon request provide the employee with a copy of said recording. The cost of providing a copy of the recording to the employee shall be borne by the employee.

**B. DISCIPLINARY PROCEDURES**

No employee shall be disciplined without cause. Disciplinary action shall be defined to include: oral warnings, written reprimands, suspensions, demotions (non-probationary), reduction in pay and discharge. Oral and written reprimands may be initiated at the supervisor/Division Manager level. Disciplinary action more serious than a written reprimand must be initiated at the Department Director level.

**1. Notice of Proposed Action**

Whenever an employee is to be discharged, suspended (for more than five (5) working days) demoted (non-probationary), or reduced in step, for disciplinary purposes, written notice of at least five(5)<sup>1</sup> days of the proposed disciplinary action shall be given before such action is to be taken and must include:

- a. Notice of proposed action;
- b. Reasons for proposed action;
- c. A copy of charges stating specific incidents or specific courses of conduct, e.g. as evidenced by work performance evaluations, and a copy of the written materials upon which the decision to take proposed disciplinary action is based; and
- d. A notice to the employee of the right to respond in writing or orally within the five (5) day period.

In the case of a suspension of five (5) working days or less, the foregoing procedures shall be afforded the employee either before or during the suspension, or within a reasonable time thereafter.

**2. Limitations and Exceptions**

- a. Oral notice is insufficient as full notice to an employee and may be given only as the initial notice in extraordinary circumstances which call for immediate action.
- b. Prior written notice is required in each case, unless provided otherwise herein, regardless of seriousness unless extraordinary circumstances are involved.
- c. Employees may be suspended without prior written notice in extraordinary circumstances when it is essential to avert harm to the public, other employees, or to avert serious disruption of governmental business. The appointing authority may schedule an employee for vacation or holiday leave as the circumstances may warrant. Extraordinary

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<sup>1</sup> Unless specifically noted to be "working days," any reference to days is calendar days.

circumstances include but are not limited to situations involving misappropriation of public funds or property; working while under the influence of alcohol or intoxicating drugs; open insubordination; commission of a crime involving moral turpitude punishable by imprisonment for six (6) months or more; and disruption of City business through willful misconduct (altercations, etc.)

- d. Oral notice is insufficient as full notice for proposed disciplinary action. In extraordinary circumstances when immediate suspension, demotion, removal, or reduction in step is warranted, initial notice may be given orally. The employee should be told when the initial action is taken what the reasons for the actions are and, in addition, the employee will have an opportunity to respond in writing and/or orally to those charges. The written charges in the case of an immediate disciplinary action must be prepared as soon as possible and normally within a day or two (2) of the initial oral notice.

### 3. Employee's Response to Proposed Discipline

- a. An employee receiving a Notice of Proposed action shall have the right to respond to the Department Director. An employee's opportunity to respond to the Department Director is not intended to be an adversary hearing. An employee has the right to have a representative of his/her own choosing at the meeting. The employee shall not be accorded the opportunity to cross-examine a department's witnesses, nor to present a formal case in opposition to the proposed discipline. However, the limited nature of this response does not obviate the Department Director's responsibility to initiate further investigation if the employee's version of the facts raises doubts as to the accuracy of the Department Director's information leading to the discipline proposal. An employee may elect not to respond, thereby waiving any further pre-disciplinary response.
- b. The Department Director will evaluate the proposed discipline in light of the employee's response, if any. Within ten (10) days of the employee's response, or deadline for response, a decision will be transmitted in writing to the employee. Service of the decision will be in person or by mail.

### 4. City Manager Level Appeal

1. Any permanent employee shall have the right to appeal any termination, suspension, reduction in salary, or non-probationary demotion. The appeal process shall not be applicable to those positions which may be deemed exempt or to probationary employees. The appeal process shall not be applicable to verbal and written reprimands, probationary demotions, performance evaluations and denial of performance increases. An employee desiring to appeal the Department Director's decision shall have ten (10) days after receipt of the response to file an appeal. The employee's request for appeal must be addressed to the City Manager and received in the City Manager's office so that same is date stamped by the City Manager's office within the ten (10) day period.
2. If, within the 10-day appeal period, the employee involved does not file said appeal, unless good cause for the failure is shown, the action of the Department Director shall be considered conclusive and shall take effect as prescribed. If within the ten (10) day appeal period, the employee involved files such notice of appeal by giving written notice of appeal to the City Manager, an appeal meeting shall be scheduled.
3. The meeting with the City Manager shall be conducted in the same manner as the Response to Proposed Discipline set forth in paragraph 2(C) above.

4. The City Manager will evaluate the discipline in light of the employee's response, if any. Within ten (10) days of the employee's response a decision will be transmitted in writing to the employee. Service of the decision will be in person or by mail.
5. Advisory Arbitration
  - a. An employee desiring to appeal the City Manager's decision shall have ten (10) days after receipt of the response to file an appeal. The employee's request for appeal must be addressed to the City Manager and received in the City Manager's office so that same is date stamped by the City Manager's office within the ten (10) day period.
  - b. If, within the 10-day appeal period, the employee involved does not file said appeal, unless good cause for the failure is shown, the action of the City Manager shall be considered conclusive and shall take effect as prescribed. If within the ten (10) day appeal period, the employee involved files such notice of appeal by giving written notice of appeal to the City Manager, an appeal hearing shall be established as follows:
    - i. The California State Mediation and Conciliation Service shall be requested to submit a list of seven (7) persons qualified to act as hearing officers to the City and the employee. Within ten (10) days following receipt of the list of hearing officers, the parties shall confer to select the hearing officer. The parties shall alternately strike one (1) name from the list of hearing officers (the right to strike the first name to be determined by lot) until one (1) name remains, and that person shall be the hearing officer.
    - ii. Where practicable, the date for a hearing shall not be less than twenty (20) days, nor more than sixty (60) days, from the date of the filing of the appeal with the City Manager. The parties may stipulate to a longer or shorter period of time in which to hear the appeal. All interested parties shall be notified in writing of the date, time, and place of hearing.
    - iii. All hearings shall be private provided, however, that the hearing officer shall, at the request of the employee, open the hearing to the public.
    - iv. Subpoenas and subpoenas duces tecum pertaining to a hearing shall be issued at the request of either party, not less than seven (7) days, prior to the commencement of such hearing. After the commencement of such hearing, subpoenas shall be issued only at the discretion of the hearing officer.
    - v. The hearing need not be conducted in accordance with technical rules relating to evidence and witnesses. Any relevant evidence shall be admitted if it is the sort of evidence on which reasonable persons are accustomed to rely in the conduct of serious affairs, regardless of the existence of any common law or statutory rules which might make improper admission of such evidence over objection in civil actions. Hearsay evidence may be used for the purpose of supplementing or explaining any direct evidence but shall not be sufficient in itself to support a finding unless it would be admissible over objection in civil actions. The rules of privilege shall be effective to the same extent that they are now or hereafter may be recognized in civil actions, and irrelevant and unduly repetitious evidence shall be excluded. The hearing officer shall not be bound by technical rules of evidence. The hearing officer shall rule on the admission or exclusion of evidence.
    - vi. Each party shall have these rights: To be represented by legal counsel or other person of his/her choice; to call and examine witnesses; to introduce evidence; to cross-examine opposing witnesses on any matter relevant to the issues even though that matter was

- not covered in the direct examination; to impeach any witness regardless of which party first called him/her to testify; and to rebut the evidence against him/her. If the employee does not testify in his/her own behalf, he/she may be called and examined as if under cross-examination. Oral evidence shall be taken only on oath or affirmation. A court reporter will be engaged to record the hearing, unless the parties (City, hearing officer, employee/employee representative) mutually agree that same is not necessary.
- vii. The hearing shall proceed in the following order, unless the hearing officer, for special reason, otherwise directs:
1. The party imposing discipline shall be permitted to make an opening statement;
  2. The appealing party shall then be permitted to make an opening statement;
  3. The party imposing disciplinary action shall produce the evidence on his/her part; the City bears the burden of proof and burden of producing evidence;
  4. The party appealing from such disciplinary action may then open his/her defense and offer his/her evidence in support thereof; the employee bears the burden of proof and the burden of producing evidence for any affirmative defenses asserted;
  5. The parties may then, in order, respectively offer rebutting evidence only, unless the hearing officer for good reason, permits them to offer evidence upon their original case;
  6. Closing arguments shall be permitted and written briefs may be permitted at the discretion of the hearing officer.
- i. The hearing officer shall determine relevancy, weight, and credibility of testimony and evidence. He/she shall base his/her findings on the preponderance of evidence. During the examination of a witness, all other witnesses, except the parties, shall be excluded from the hearing unless the hearing officer, in his/her discretion, for good cause, otherwise directs. No still photographs, moving pictures, or television pictures shall be taken in the hearing chamber during a hearing. The hearing officer, prior to or during a hearing, may grant a continuance for any reason he/she believes to be important to reaching a fair and proper decision. The hearing officer shall render his/her judgment as soon after the conclusion of the hearing as possible and in no event later than thirty (30) days after conducting the hearing. His/her decision shall set forth which charges, if any, are sustained and the reasons therefore. The opinion shall set forth findings of fact and conclusions.
- i. The hearing officer may recommend sustaining or rejecting any or all of the charges filed against the employee. He/she may recommend sustaining, rejecting, or modifying the disciplinary action invoked against the employee. He/she may not recommend discipline more stringent than that issued by the City Manager.
- ii. The hearing officer's opinion and recommendation shall be filed with the City Council, with a copy sent to the charged employee, and shall set forth his/her findings and recommendations. If it is a dismissal hearing and a dismissal is not the hearing officer's recommendation, the opinion shall set forth the date the employee is recommended to be reinstated and/or other recommended action. The reinstatement date, if appropriate, may be any time on or after the date of disciplinary action.
- iii. Within sixty (60) days of the receipt of the hearing officer's findings, recommendation, and transcript, the City Council shall adopt, amend, modify or reject the recommended findings, conclusions, and/or opinions of the hearing officer. Prior to making a decision which modifies or rejects the recommendation of the hearing officer, the City Council

- shall order and read the transcript of the hearing. Prior to making a decision which supports the hearing officer, the City Council may order and read the transcript, at its option. The City Council shall not conduct a de novo hearing. The City Council may, at its option, allow limited oral arguments and/or may request and review written statements from either side. The decision of the City Council shall be final and conclusive. Copies of the City Council's decision, including the hearing officer's recommendation(s), shall be filed where appropriate, including the employee's personnel file, unless no discipline is upheld by the City Council.
- iv. Each party shall equally bear the cost and fees of the hearing officer, the cost of facilities, the court reporter and transcripts. Each party shall bear its own witness and attorney fees. If either party unilaterally cancels or postpones a scheduled hearing, thereby resulting in a fee charged by the hearing officer or court reporter, then the party responsible for the cancellation or postponement shall be solely responsible for payment of that fee. This process shall not apply to mutual settlements by the parties which result in a hearing officer fee.
  - v. In the case of suspension, demotion, reduction in salary, or dismissal prescribed by the City Council, the time of such suspension, demotion or dismissal shall be effective from the first day after such delivery of said decision or shall relate back to and be effective as of the date the employee was disciplined pending hearing before and decision by the City Council, whichever is applicable. If discipline imposed resulted in loss of pay, and the decision results in reduction or elimination of loss of pay, the pay loss shall be restored to the employee based on the number of standard work hours lost computed at his/her then base hourly rate.
  - vi. The provisions of Section 1094.6 of the Code of Civil Procedure shall be applicable to proceedings under this Section.

## **Article 48. GRIEVANCE PROCEDURE**

### **A. Definition**

A "grievance" is a formal, written allegation by a grievant that he/she has been adversely affected by an existing violation, misinterpretation or misapplication of the specific provisions of the Memorandum of Understanding, provisions of the Personnel Rules and Regulations, and/or written City Policy. Other matters for which a special method of review is provided by law, ordinance, resolution, or by administrative regulations and procedures of the City, are not within the scope of this procedure. This procedure is not to be used in lieu of the Disciplinary Appeal Procedure.

### **B. Procedure**

1. Every effort shall be made to resolve a grievance through discussion between the employee and his/her immediate supervisor. It is the spirit and intent of this procedure that all grievances are settled quickly and fairly without subsequent discrimination against employees who may seek to adjust a grievance. Every effort should be made to find an acceptable solution at the lowest level of supervision. Within fifteen (15) days<sup>2</sup> after a grievant knew, or by reasonable diligence should have known, of the condition upon which a grievance may be based, the grievant shall attempt to resolve it by an informal conference with the grievant's immediate supervisor. A

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<sup>2</sup> Days refer to calendar days.

supervisor shall render a verbal decision within seven (7) days of the conclusion of the informal conference.

2. If the problem cannot be resolved between the employee and the supervisor, the employee may, within seven (7) days from the date of receiving the answer from his/her supervisor, file a written grievance and request a meeting with the Division Manager, if one exists, in order to discuss the grievance. The written grievance shall contain the following information:
  - a. Name of grievant and job title;
  - b. Department/Section;
  - c. Clear and concise statement of the nature of the grievance including the circumstances and dates involved;
  - d. The specific provision(s) of the MOU, City Policy or Personnel rules alleged to have been violated;
  - e. Requested remedy;
  - f. Name of the grievant's Labor Representative, if any; and
  - g. Date and signature of the grievant or Labor Representative.
3. The Division Manager shall render a decision and comments in writing and return them to the grievant within ten (10) days after receiving the written grievance.
4. If the Division Manager and employee cannot reach a solution to the grievance (or if a Division Manager does not exist), the employee may, within seven (7) days from the date of receiving the answer from the Division Manager, request, in writing, a meeting with the Department Director.
5. The Department Director shall render his/her decision in writing within fifteen (15) days of receiving the appeal. If the Department Director and employee are unable to arrive at a satisfactory solution, the employee may, within ten (10) days from the date of the decision by the Department Director, submit a written appeal to the Human Resources Director.
6. The City Manager shall review the grievance and respond to the employee within twenty (20) days of receiving the appeal. The response shall be in writing.
7. An employee desiring to appeal the City Manager's decision shall have ten (10) days after receipt of the response to file an appeal. The employee's request for appeal must be addressed to the Human Resources Director and received in the Human Resources office so that same is date stamped by the Human Resources office within the ten (10) day period.
8. If, within the 10-day appeal period, the employee involved does not file said appeal, unless good cause for the failure is shown, the grievance shall be considered conclusive as set forth in the City Manager's decision and shall take effect as prescribed. If within the ten (10) day appeal period, the employee involved files such notice of appeal by giving written notice of appeal to the Human Resources Director, an appeal hearing shall be established as follows:
  - a. The California State Mediation and Conciliation Service shall be requested to submit a list of seven (7) persons qualified to act as hearing officers to the City and the employee. Within ten (10) days following receipt of the list of hearing officers, the parties shall confer to select the hearing officer. The parties shall alternately strike one (1) name from the list of hearing officers (the right to strike the first name to be determined by lot) until one (1) name remains, and that person shall be the hearing officer.
  - b. Where practicable, the date for a hearing shall not be less than twenty (20) days, nor more than sixty (60) days, from the date of the filing of the appeal with the Human Resources Director. The parties may stipulate to a longer or shorter period of time in which to hear the appeal. All interested parties shall be notified in writing of the date, time, and place of hearing.

- c. All hearings shall be private provided, however, that the hearing officer shall, at the request of the grievant, open the hearing to the public.
- d. Subpoenas and subpoenas duces tecum pertaining to a hearing shall be issued at the request of either party, not less than seven (7) days, prior to the commencement of such hearing. After the commencement of such hearing, subpoenas shall be issued only at the discretion of the hearing officer.
- e. The hearing need not be conducted in accordance with technical rules relating to evidence and witnesses. Any relevant evidence shall be admitted if it is the sort of evidence on which reasonable persons are accustomed to rely in the conduct of serious affairs, regardless of the existence of any common law or statutory rules which might make improper admission of such evidence over objection in civil actions. Hearsay evidence may be used for the purpose of supplementing or explaining any direct evidence but shall not be sufficient in itself to support a finding unless it would be admissible over objection in civil actions. The rules of privilege shall be effective to the same extent that they are now or hereafter may be recognized in civil actions, and irrelevant and unduly repetitious evidence shall be excluded. The hearing officer shall not be bound by technical rules of evidence. The hearing officer shall rule on the admission or exclusion of evidence.
- f. Each party shall have these rights: To be represented by legal counsel or other person of his/her choice; to call and examine witnesses; to introduce evidence; to cross-examine opposing witnesses on any matter relevant to the issues even though that matter was not covered in the direct examination; to impeach any witness regardless of which party first called him/her to testify; and to rebut the evidence against him/her. If the grievant does not testify in his/her own behalf, he/she may be called and examined as if under cross-examination. Oral evidence shall be taken only on oath or affirmation. A court reporter will be engaged to record the hearing, unless the parties (City, hearing officer, employee/employee representative) mutually agree that same is not necessary.
- g. The hearing shall proceed in the following order, unless the hearing officer, for special reason, otherwise directs:
  - i. The grievant shall be permitted to make an opening statement;
  - ii. The City shall then be permitted to make an opening statement;
  - iii. The grievant shall produce the evidence on his/her part; the grievant bears the burden of proof and burden of producing evidence;
  - iv. The City may then open its defense and offer its evidence in support thereof; the City bears the burden of proof and the burden of producing evidence for any affirmative defenses asserted;
  - v. The parties may then, in order, respectively offer rebutting evidence only, unless the hearing officer for good reason, permits them to offer evidence upon their original case;
  - vi. Closing arguments shall be permitted and written briefs may be permitted at the discretion of the hearing officer.
- h. The hearing officer shall determine relevancy, weight, and credibility of testimony and evidence. He/she shall base his/her findings on the preponderance of evidence. During the examination of a witness, all other witnesses, except the parties, shall be excluded from the hearing unless the hearing officer, in his/her discretion, for good cause, otherwise directs. No still photographs, moving pictures, or television pictures shall be taken in the hearing chamber during a hearing. The hearing officer, prior to or during a hearing, may grant a continuance for any reason he/she believes to be important to reaching a fair and proper

- decision. The hearing officer shall render his/her judgment as soon after the conclusion of the hearing as possible and in no event later than thirty (30) days after conducting the hearing. The opinion shall set forth findings of fact and conclusions.
- i. The hearing officer may recommend sustaining or rejecting any or all of the grievance.
  - j. The hearing officer's opinion and recommendation shall be filed with the Human Resources Director, with a copy sent to the grievant, and shall set forth his/her findings and recommendations.
  - k. Within sixty (60) days of the receipt of the hearing officer's findings recommendation, and transcript, the City Council shall adopt, amend, modify or reject the recommended findings, conclusions, and/or opinions of the hearing officer. Prior to making a decision which modifies or rejects the recommendation of the hearing officer, the City Council shall order and read the transcript of the hearing. Prior to making a decision which supports the hearing officer, the City Council may order and read the transcript, at its option. The City Council shall not conduct a de novo hearing. The City Council may, at its option, allow limited oral arguments and/or may request and review written statements from either side. The decision of the City Council shall be final and conclusive. Copies of the City Council's decision, including the hearing officer's recommendation(s) shall be filed where appropriate, including the grievant's personnel file.
  - l. Each party shall bear equally the cost of facilities, fees and expenses of the hearing officer, including the court reporter and transcripts. Each party shall bear its own witness and attorney fees. If either party unilaterally cancels or postpones a scheduled hearing, thereby resulting in a fee charged by the hearing officer or court reporter, then the party responsible for the cancellation or postponement shall be solely responsible for payment of that fee. This process shall not apply to mutual settlements by the parties which result in an arbitration fee.
  - m. The provisions of Section 1094.6 of the Code of Civil Procedure shall be applicable to proceedings under this Section.
9. If the time limits for employees' appeals at any step should elapse, the grievance shall be considered withdrawn. Time limits may be extended by mutual consent. If the City fails to respond within the prescribed time limits, the grievance will be deemed to have been denied and the employee may go to the next step. If the City Manager fails to respond within the prescribed time limit, the grievance will be deemed to have been denied.
  10. The employee may request the assistance of another person of his/her own choosing in preparing and presenting his/her grievance at any level of review. In the event the employee desires the presence of a representative who is an employee of the City, he/she shall make such request through the supervisor and the supervisor shall make the necessary arrangements for the employee representative to be present.
  11. The employee and/or his/her representative may use a reasonable amount of work time as determined by the appropriate supervisor or Department Director in presenting the grievance. However, no employee shall absent himself/herself without first being excused by his/her supervisor.
  12. No employee shall be required to be represented by an employee organization in processing a grievance.
  13. Employees shall be assured freedom from reprisal for using the grievance procedures by both the City and the employee organization.



14. The settlement terms of a grievance which is processed by an employee individually or by a recognized employee organization shall not conflict with the express provisions of a Memorandum of Understanding between the City and the formally recognized employee organization for such unit.
15. A group grievance may be filed when one (1) set of circumstances or occurrences affects more than one (1) employee in the same manner or to the same extent. The group may file one (1) document which all members of the group have read and signed. Members of the group shall be limited to those who have signed the grievance. The resolution of a group grievance may not be consistent among all employees in the group grievance due to differences in the circumstances or occurrences that brought about the grievance.
16. A group grievance affecting all members of an employee organization may be brought by the employee organization itself. In such case the procedure shall be commenced directly at the City Manager level within fifteen (15) days after authorized representatives of the employee organization knew, or by reasonable diligence should have known, of the condition giving rise to the grievance and shall be subject to all applicable time limitations and the provisions set forth above.

**Article 49. DEMOTION/NON-DISCIPLINARY**

Regular employees who are demoted due to layoff or other non-disciplinary reasons will be required to serve a new probationary period in the lower classification, provided they have not held regular status in the lower classification previously. While serving this new probationary period, the employee will retain due process rights and cannot be disciplined or terminated from City service without due process.

**Article 50. LAYOFF PROCEDURE**

- A. Should the City Manager determine reductions in force to be necessary due to lack of work or for financial reasons, he/she may initiate Layoffs. Classifications to be affected and the number of employees included will be determined by the City.
- B. In determining the order of Layoffs, a combination of factors shall be considered, including but not limited to: qualifications, productivity, general performance, seniority with the City of Redlands, seniority in job classification, and needs of the City. Variations from the order of Layoffs and recall from Layoff may occur when the City deems such variations appropriate under the circumstances.
- C. The factors the City, in its discretion, may use to determine include but are not limited to the following:
  1. An employee's last four performance evaluations, if any;
  2. Any history of employee commendations, awards, etc.;
  3. Any history of employee disciplinary action;
  4. Attendance record, including tardiness and unexcused absences;
  5. Safety record, including personal injury and damage to city property;
  6. Probationary and temporary employees shall be laid off before a regular employee in the same classification;
  7. Between two regular appointees in the same classification with the same skills, abilities, qualifications, merit and/or record, the employee with lesser seniority in the classification may be laid off first;

8. Between two regular appointees in the same classification the employee with lesser skills, abilities, qualifications, merit and/or record than may be laid off first, without regard to seniority;
9. Memoranda of Understanding ("MOU") between the City and effected bargaining units.

#### **D. BUMPING**

1. "Bumping" means the displacement of an employee from his/her position by an employee in a higher classification who formerly held the same position, or a position in the same job family, within that employee's department.
2. Where two or more employees are laid off from the same position, the employee with the greatest seniority in that classification shall have the first opportunity to bump as set forth below.
3. A laid-off employee shall be entitled to bump an employee in the same position previously held by the laid off employee, or a position in the same job family (set forth in the applicable MOU), in accordance with the criteria specified in paragraph C of this Rule, in that employee's department. Alternatively, an employee may "bump" into a position in a different department which he/she held within the prior five (5) years. The laid off employee must be able to perform the essential job functions of the former position and possess the minimum qualifications of the position as specified by the job classification specification. A laid-off employee shall not bump an employee with greater skills, abilities, qualifications, merit and/or record. Employees must utilize the option that places them in the highest available position.
4. The City will notify laid-off employees of any positions available for bumping. Bumping shall only be available in the laid-off employee's Department unless a position was held in a different department which he/she held within the prior five years. Following such notification, the employee must notify the Human Resources Director in writing of his/her intent to exercise the bumping rights within seven (7) calendar days, and the position and classification in to which he/she intends to bump. Failure to provide such notification will be deemed a waiver of bumping rights by the employee.
5. Where there is more than one employee in a position available for bumping, the factors in paragraph C of this Rule, or the conditions set forth in an approved Memorandum of Understanding will be used to determine which employee, if any, will be bumped.
6. The process will be repeated at the next classification level where an employee bumps in and creates an overage in that classification.
7. Any displaced employee shall be considered as laid-off for the same reason as the person who displaced them and shall in the same manner be eligible to displace another employee based on the criteria specified in paragraph C of this Rule.

#### **E. REINSTATEMENT FROM LAYOFF**

1. The names of probationary and regular employees who have been laid off shall be placed on appropriate reemployment lists. Such names shall remain thereon for a period of one year unless such persons are sooner reemployed.
2. When a reemployment list is to be used to fill vacancies, the Human Resources Director shall certify from such lists the number of names equal to the number of vacancies. An employee who is reemployed shall receive credit for former service for purposes of seniority, benefit compensation, and salary advancement.

3. Employees who, following layoff from a position or layoff from City employment may be reinstated upon the recommendation of the Department Director and with the approval of the Human Resources Director, to the position from which they were laid off based on their qualifications, availability, and the needs of the organization pursuant to this paragraph.

### **GENERAL PROVISIONS**

#### **Article 51. UNIT MODIFICATION**

- A.
- B. It is understood that this MOU shall constitute a bar to any petition or request for decertification of the Association as the formally recognized employee organization in the Civilian Safety unit of representation at any time prior to the expiration date of this MOU
- C. In addition, no petitions for unit modification of the Civilian Safety unit will be accepted by the City without the express agreement of the Association.
- D. The provisions of this Article shall not be applicable where precluded by law. The Association, its successors and assigns, shall indemnify, defend and hold harmless, the City, including its agents and employees, against any claims, suit or actions made or brought against the City, including its agents and employees, for any expenses, losses or damages incurred by the City, including its agents and employees, on account of the provisions of this article.

#### **Article 52. COMMUNICATIONS**

- A. The City and the Association shall work together in the interest of maintaining, and improving efficiency in all municipal operations and conservation of materials, supplies, and equipment, and for the improvement in quality of workmanship and service to the public.
- B. The City and the Association consider themselves mutually responsible to improve communications between management and employees and will use their best endeavors in establishing and maintaining effective communication channels.

#### **Article 53. USE OF BULLETIN BOARDS**

The City agrees that the Association may utilize bulletin board space in designated areas upon mutual agreement with the City. The Association will provide bulletin boards. The City agrees to allow the use of inter-departmental mail for distribution of Association materials to Association representatives only.

#### **Article 54. PREVAILING BENEFITS**

All benefits, privileges, and working conditions enjoyed by the employees at the present time, which are not included in this agreement, shall remain in full force, unchanged and unaffected in any manner, during the term of this agreement unless changed by mutual consent.

#### **Article 55. EXTENSION OF MOU**

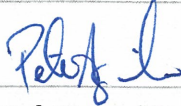




If a successor MOU is not negotiated by June 30, 2012, this MOU shall remain in force until a successor MOU is negotiated or the impasse process for a successor MOU has been concluded.

**Article 56. SAVINGS CLAUSE**

If any provision of this MOU, or the application of any provision, should be rendered invalid by court or legislative action, the remaining portions of this Agreement shall remain in full force and effect.

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**FINAL SIGNATURES**

| CITY OF REDLANDS   |   | REDLANDS CIVILIAN SAFETY EMPLOYEES ASSOCIATION |   |
|--|---|--|---|
| X  |  | X  |  x 12/21/10 |
|  | PETE AGUILAR, MAYOR   |  | MIKE RUSS, PRESIDENT  |
| ADOPTED, SIGNED AND APPROVED<br>THIS <u>21</u> DAY OF <u>December</u> , 2010 |   | X  |  x 1/5/11   |
|  | ATTEST:   |  | ERIN SANBORN  |
| X  |  | X  |  x 1/11/11  |
|  | SAM IRWIN, CITY CLERK   |  | JESSICA MEJIA   |
|  |   |  |   |

