

Memorandum of Understanding

between the City of Salinas and the Salinas Municipal Employees Association

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Memorandum of Understanding
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SECTION 1 – PREAMBLE

This Memorandum of Understanding is entered into by the City of Salinas (“City”) and the Salinas Municipal Employees Association, a Chapter of Service Employees International Union, Local 521 (“Union”). This Memorandum of Understanding applies to all regular personnel in Job Classifications found in Appendix A attached hereto. This Memorandum of Understanding is subject to Sections 3500-3510 of the Government Code of the State of California otherwise known as the Meyers-Milias-Brown Act (“MMBA”), the City of Salinas Charter and Municipal Code.

SECTION 2 - NO ABROGATION OF RIGHTS

The parties acknowledge that the City rights and employee rights as indicated under Municipal Code Chapter 25, Section 31 and 32 and all applicable State or Municipal laws, the City Personnel Rules and Regulations and Personnel Manual, and the rights of the City Council are neither abrogated nor made subject to the meet and confer process by the adoption of this Memorandum of Understanding. Further, the City and City management reserve all the rights, powers, and authority customarily exercised by management except as otherwise specifically designated or modified by express provisions of this Memorandum of Understanding.

SECTION 3 - PAST PRACTICES

The parties agree that this Memorandum of Understanding supersedes any past practice covered by this Memorandum of Understanding but does not affect any other written Agreement agreed to by the parties not addressed in this Memorandum of Understanding. Such prior written Agreements shall continue in full force unless they no longer apply.

SECTION 4 - NO DISCRIMINATION

The City and the Union shall cooperate in pursuing a policy of no discrimination and equal employment opportunity. A regular employee in this Unit shall have the right to form, join and participate in the activities of employee organizations of the employee's own choosing for the purpose of representation on all matters of employer-employee relations including wages, hours, and other terms and conditions of employment. No such employee shall be interfered with, restrained, coerced or discriminated against by the City or the Union because of his/her exercise of the rights established by law.

SECTION 5 – UNION RIGHTS AND RECOGNITION MATTERS

A. Recognition

Pursuant to Sections 3500-3510 of the Government Code of the State of California, and

Chapter 25, Section 37 of the Salinas Municipal Code, the City has certified the Union as the recognized employee organization of the representation Unit consisting of full time regular employees filling classes found in Appendix A.

The Union has been recognized pursuant to the provisions and limitations of Government code Section 3500 through 3510 and the City Ordinance No. 2000 and Resolution No. 12542 as the recognized employee organization for the bargaining unit assigned to certain classifications designated in Appendix A.

The Union shall have the right to represent said employees in all matters relating to employment conditions and employer-employee relations, including but not limited to wages, hours and other terms and conditions of employment.

B. Union Membership

1. Employee Rights

- a. The City and the Union recognize the right of an employee to form, join and participate in lawful activities of an employee organization and the equal alternative right of an employee to refuse to form, join and participate in an employee organization. Neither party shall exert pressure upon or discriminate against an employee in the exercise of either of these alternative rights.
- b. Accordingly, membership in a Union shall not be compulsory. An employee has the right to choose either to become a Union member or to refrain from becoming a Union member.

2. Membership

All Union members who have authorized payroll deductions for payment of Union dues prior to the effective date of this Memorandum of Understanding, and all Union members who establish dues payroll deductions during the term of this Memorandum of Understanding, shall remain members of the Union, provided that Union members on payroll deduction may terminate their authorization for deduction of the Union dues pursuant to the process established by SEIU Local 521, and in accordance with the terms of the employee's written authorization.

3. Dues Collection and Payroll Deductions

- a. The City agrees to continue to allow Union dues and other mutually agreed upon payroll deductions (for initiation fees, voluntary political contributions, general assessments, or payment of any membership benefit program sponsored by the Union) to be deducted from the pay of employees who voluntarily submit to the Union a written membership application form, or electronically recorded phone call, by submitting an online deduction authorization, or by any other authorized

means of indicating agreement allowable under state and federal law. Such deductions shall be made in a lump sum on at least a monthly basis and shall be so remitted to the Union. The City shall not deny consent for reasonable payroll deductions, nor shall Union unreasonably request payroll deductions.

b. Deductions shall start in the next pay period after the City receives notification from the Union of the authorization. The Union shall indemnify the City for any claims made by an employee for deductions made in reliance on that notification. The City shall transmit payments for such deductions to the Union no later than thirty (30) days after the deduction.

c. Requests to authorize deductions shall be directed to the Union rather than the City. Requests to revoke or change an authorization shall also be directed to the Union rather than the City. The Union shall be responsible for processing these requests. The Union shall notify the City promptly of any new authorization or revocation of authorization. The City shall rely on information provided by the Union regarding whether deductions for the Union were promptly cancelled or changed, and the Union shall indemnify the City for any claims made by an employee for deductions made in reliance on that information.

d. The Union certifies that it has and will maintain individual employee authorizations as of July 1, 2018. The City shall honor the terms of the authorization.

e. The Union agrees to indemnify, defend and hold harmless the City of Salinas due to the implementation and enforcement of this section.

C. Union Access

The City agrees to allow a representative of the Union, including a non-City employee representative or an employee Union official, to visit City facilities for the purpose of conducting Union business, provided that such visit does not in any manner interfere with the City's business or operations and the representative has given advance notice of the visit to the appropriate City management personnel.

D. Union Representation

The City agrees to provide release time for up to five (5) official SMEA representatives for the sole purpose of meeting and conferring with representatives of the City.

E. Notice of Represented Employees

The City shall provide the Union with the name, classification, date of hire, work location, home address, home or cell number, and work and personal email addresses, if available, of each represented employee, except for any employee who has requested that such information not be disclosed to the Union. This information may be provided upon written

request to the Human Resources Director. The City will provide this information to the Union within 30 days of an employee's date of hire or by the first pay period of the month following hire, and every 60 days.

When a person is hired in one of the Job Classifications represented by the Union, the City shall notify that person that the Union is the recognized employee organization and represents the Unit in employment relationships with the City.

F. Stewards

The Union shall be authorized to designate ten (10) stewards for the purpose of the processing and investigation of grievances and in this connection the stewards shall be allowed a reasonable amount of paid time off for this purpose as long as there is no disruption of work.

A steward shall first obtain permission through the steward's immediate supervisor or normal supervisory channels before leaving his/her work or work location. This provision shall be limited to periods of regular hours and excepted from any other times including, but not limited to, overtime. It is further agreed that the City shall not pay stewards for time spent in handling grievances when they are not regularly scheduled to work.

Stewards may reasonably use City fax and copy machines and telephones for purposes of contract administration as described in this section including communication with Management and the Union.

The Union shall notify the City in writing of the individuals selected as soon as possible.

G. Public Documents

The City shall provide a copy of documents and other public materials relating to matters within the scope of representation to the Union upon request. Such materials, including the annual budget, shall be provided free of charge. The City shall comply with Government Code section 6254.3 in responding to third-party requests for information about the bargaining unit names, home addresses, home and cell numbers, birthdates, and personal email addresses.

H. Use of Bulletin Boards

The City will provide a bulletin board for the Union's use at each of the following worksites: City Hall, Permit Center, Police Department, John Steinbeck Library, Cesar Chavez Library, El Gabilan Library, and Recreation Centers. The Union may use such bulletin boards in accordance with law and under the following conditions:

1. Bulletin boards may be used solely for the purpose of posting or distributing notices or announcements for such things as social events, recreational events, Union meetings, results of Union elections and reports of Union minutes.

2. All materials shall identify the Union.
3. Materials that violate City policies and/or the law will be removed; provided, however, the Department Director shall first discuss this removal with the Human Resources Director or his/her designee and the Union.
4. The City reserves the right to determine where bulletin boards shall be placed in consultation with the Union.

I. Union Orientation

The City shall allow one steward and one Union representative the final forty-five (45) minutes of the agenda during city-wide scheduled new employee orientation programs to provide information regarding the benefits and obligations of Union membership. The Union may distribute at the orientation information as deemed necessary. Current employees transferring into a position represented by this Union shall be authorized to attend this portion of the new employee orientation. The Union representative shall not make any comments that malign the City, its employees or its officials. The City shall provide the Union with at least ten (10) calendar days advanced notice of orientations, except that a shorter notice may be provided where there is an urgent need critical to the City's operations that was not reasonably foreseeable. The City shall provide the list of Unit members to the upcoming orientations, with a list of the employee name, classification, date of hire, department and worksite location.

J. Union Leave of Absence

A designated steward or officer of the Union may request a reasonable leave of absence without loss of compensation or other benefits to accept employment with the Union for up to four (4) months per calendar year. The employee must submit the request in writing to the Human Resources Director at least 20 days in advance. The Human Resources Director has discretion to deny the request for leave based on the City's legitimate business needs, including any need to backfill the position. No more than one employee per bargaining unit may take such leave at a time.

The Union shall reimburse the City for all compensation paid to or for the employee during such leave, including wages, benefit costs, payroll taxes, and retirement contributions. The Union shall reimburse the City within 30 days of the City's certification of payment.

SECTION 6 - PAY RATES AND PRACTICES

A. Wages

1. Unit members shall receive off-salary-schedule pay as follows: \$1,500 in the first full pay period following ratification and approval of this MOU, for employees who were in SMEA as of October 11, 2023.
2. In the first full pay period following ratification and approval, base pay will be increased by six percent (6%).

3. In the first full pay period of January 2024, base pay will be increased by 2.5% for positions at least 15% below market based on total compensation as shown in the City's May 2023 survey findings. Current positions will receive 2.5%: Fire Inspector, Literacy Specialist, Network System Specialist, and Supervising Police Service Technician.

4. In the first full pay period of July 2024, base pay will be increased by four percent (4%).

5. In the first full pay period of July 2025, base pay will be increased by three percent (3%).

B. Bilingual Premium

A premium pay of five percent (5%) of base salary shall be paid to an employee assigned by management to speak and use a language other than English in the course of the employee's duties. This section is subject to administrative direction.

C. Special Assignment Pay

The City has established the following categories of special assignment pay.

1. a. Temporary Upgrade Pay. An employee who is assigned by the Department Director to all the duties of a vacant position in a higher classification for a limited duration (up to 960 hours each fiscal year), during recruitment for a regular appointment to the vacant position, while relieved of the duties of the employee's current position, shall receive a ten percent (10%) Temporary Upgrade Pay while performing those duties.

b. Special Assignment Pay While Working Out of Class. An employee who is assigned by the Department Director to all the duties of a position in a higher classification for a limited duration, while relieved of the duties of the employee's current position, shall receive a ten percent (10%) Special Assignment Pay while performing those duties.

Such pay shall start on the first day of assignment and be based on the employee's established base salary. Requests for Temporary Upgrade Pay and Special Assignment Pay While Working Out of Class must be submitted within the pay period in which the special assignment was worked.

2. Special Assignment Pay While Performing Additional Responsibilities. An employee who is assigned by the Department Director a significant increase in duties and responsibility within or outside of his/her current classification may receive a ten percent (10%) Special Assignment Pay. Such pay is authorized on recommendation of the Department Director with prior approval of the Human Resources Director. It may be paid for special assignments of not less than two (2) weeks nor more than three (3)

months duration. The City Manager may approve additional special assignment pay beyond three (3) months for exceptionally difficult long-range assignments.

D. Differentials

1. Shift Differential for Police Department Civilian Assignments – Five Percent (5%)
A 5% shift differential is paid to Police Department employees in the classifications of Police Services Technician, Supervising Police Services Technician, and Community Service Officer who are routinely and consistently assigned by the Police Chief, or his/her designee, to work other than a standard daytime shift and:
 - (1) Work holidays and weekends on a regular basis, or
 - (2) Work the majority of their assigned shift during the hours of five p.m. and eight a.m.

2. Split Shift Differential for Library Employees – five percent (5%) for those days on which the employee's shift is split.

Library employees who are assigned a split shift with less than seventy-two (72) hours notice shall be compensated at time and one-half for the split shift hours worked.

3. On-Call Pay – The City shall provide on-call pay compensation at the flat rate of one hundred fifty (\$150) dollars for the workweek period that an employee is assigned to be on an "on call status" and is expected to be available for work. Employees not able to complete their on-call assignment will be compensated on a prorated basis. On call personnel shall be selected preferably from volunteers.

Selection shall be made by the section supervisor. Such selection is subject to the approval of the Department Director or designee.

Personnel selected shall, in the opinion of the supervisor, be qualified to perform all emergency tasks required. In the event there is not a sufficient number of volunteers, qualified employees shall be selected generally by rank and seniority, more junior employees selected first. Selected employees shall remain on call for a period of two (2) weeks; such period to coincide as nearly as possible with that of a bi-weekly pay period. On call assignments shall be rotated by seniority among qualified workers in each section that requires workers to remain on call. Departments may adopt rules and procedures implementing on call policy.

4. Certification Pay
 - a. Employees shall be provided two and one-half percent (2½%) premium pay for each additional job-related certification, not required for the position, contingent upon Department Director approval, for a maximum of seven and one-half percent (7½%). Classifications included in this certification pay are:

Building Inspector Series

Fire Plan Checkers

Code Enforcement Officers
Building Permit Specialists
Plan Checkers
Construction Inspectors
Sr. Construction Inspectors
Environmental Compliance Inspectors I/II

Fire Inspectors

b. The City will pay Construction Inspectors a premium of 2½% for the required CASQA Qualified SWPPP Practitioner (QSP) certification and 2½% for the required CASQA Qualified SWPPP Developer (QSD) certification. This certification pay is not subject to the 7½% maximum for pay for certification. This provision shall remain in effect until the Master Stormwater Permit has been revised to reflect the removal of the QSP and QSD requirement for the Construction Inspector position. Once the requirement is removed, the certifications will then be subject to the 7½% maximum for pay certification.

5. Engineering Registration Premium

Any person filling a position in the professional engineer classification series shall be compensated at a rate of five percent (5%) higher than the normal step provided such person is currently registered as a professional engineer under the laws and regulations of the state of California. Current positions are Junior Engineer and Assistant Engineer.

6. Educational Incentive for Librarians

An educational incentive in the amount of two and a half percent (2.5%) of base pay will be paid to Librarians with a Master in Library Science (MLS) or a Master of Library and Information Science (MLIS).

7. Crime Scene Investigator Premium

A unit employee who is routinely and consistently assigned by management to analyze and explore a crime scene on Crime Scene Investigation (CSI) duty shall receive a CSI premium of five percent (5%) above current step, effective in the first full pay period following notice of assignment to Human Resources.

8. Hazardous Conditions Differential

Hazard premium pay of 5% may be provided to employees who are requested to work in conditions that are unusually hazardous due to factors such as extreme weather or major incidents. This pay applies to hours when the employee is actually performing duties in such hazardous conditions. Authorization for this pay is within the sole discretion of the Department Director or designee.

E. Longevity Pay

Employees who have attained twenty (20) years of regular service with the City of Salinas shall permanently receive a longevity pay incentive of an additional five percent (5%) base salary in recognition of their time in service. All bargaining unit employees shall receive the longevity pay on the anniversary date upon reaching twenty (20) years.

SECTION 7 – BENEFITS

A. Health, Dental and Vision Plan

1. Dental and Vision Premiums

- a. The City will pay the full amount of premiums for dental and vision plans for employee and eligible dependents for employees in regular, full-time positions (40 hours per week).
- b. The City will pay the full amount of premiums for dental and vision plans for employee only coverage for regular, part-time employees.

2. Health Premiums

- a. Regular, full-time employees (based on level of coverage selected by the employee) and regular, part-time employees (with employee only coverage) shall contribute an amount toward monthly health premiums equal to five percent (5%) of the premium for the PERS Platinum health plan and not to exceed the following amounts:
 - i. Employee only: \$47 per month
 - ii. Employee plus one: \$90 per month
 - iii. Employee plus family: \$120 per month.
- b. The employee shall pay for premium costs, as indicated above, through payroll deductions.

3. Premiums for Employee on Disability Leave

The City shall pay the City's portion of the health insurance premium, to the extent required by law, for an employee who is on approved medical leave.

4. Retiree Participation

Employees who retire from the City and qualify as “annuitants” under the California Public Employees’ Medical and Hospital Care Act (PEMHCA) are enrolled by CalPERS in the applicable group health plan as a retiree, and must enroll in Medicare at age 65 or as soon as they become eligible.

B. Long Term Disability

The City shall contribute to the City sponsored Long Term Disability Plan the full cost of the benefit premium.

C. Life Insurance

The City shall provide \$50,000 of term life insurance for each regular employee represented by the union.

D. Uniform Provision

1. The City shall provide to employees in the Union who are required by the Department to wear uniforms, three (3) uniform pants or skirts, three (3) uniform shirts, and one (1) uniform sweater upon hire and each year thereafter on or around the employee's anniversary of hire. If the employee is required to wear a uniform jacket and vest, such shall be provided.
2. Community Service Officers shall be provided the option of purchasing uniforms, in accordance with Section 1 above, and be reimbursed for such uniforms at no more than the cost of the uniforms for the current vendor utilized by the City. Purchased uniforms must comply with the Department's requirements.
3. The City will replace or repair uniforms damaged while performing job duties, when needed in the opinion of the Department Director or designee.
4. The City shall reimburse employees the actual cost of alterations for uniforms to comply with uniform standards within the department, up to the cost of the current vendor utilized by the City.
5. The City shall determine the most efficient/economical method of providing for such uniforms.
6. The City shall pay a footwear allowance of two hundred fifty (\$250) dollars per calendar year to each employee in a classification that is listed on the Human Resource Director's list of authorized classifications, to be used for purchase of footwear approved by the department. The footwear allowance shall be prorated for the year. A list of classifications is located in the Human Resources Department.
7. The City shall provide employees with attire for inclement weather (hats and rain gear) as needed upon request.
8. Unit employees who believe ballistic vests or other safety equipment is necessary for their safety shall request a meeting with the Department Head. The Department Head shall meet with the employee(s) and consider this request.

E. Tuition Assistance

An employee shall be allowed up to one thousand (\$1000) dollars per calendar year for tuition and books on a reimbursement basis upon successful completion of an approved (by the Department Director and the Human Resources Director) course of study and/or individual courses. Eligible expenses are defined as costs for classes that meet the

following criteria:

- Approval is obtained prior to attending class
- Are directly related to an employee's job duties
- Receive college units, CEU credit, or are presented by a bona fide, recognized firm or training institution with direct knowledge of and experience in the curriculum offered
- For which class and study time are outside of the employee's work hours
- For which successful completion (academic grade of C or better or a certificate of completion) is provided.

Reimbursement shall not be made without such documentation.

Reimbursement for training classes, seminars and workshops that are not part of an academic course of study is limited to the cost of registration only. Expenses for lodging, meals, travel and other related expenses are not reimbursable under this program. Expenses for books, class fees, and/or class supplies for college classes that are part of an approved academic course of study shall be eligible for reimbursement under this program.

F. Retirement Benefits

1. New York Life Participants

Employees shall pay four and one-half percent (4½%) of salary as the "employee-paid" contribution to the City's New York Life Retirement Program. The City shall pay all contributions in excess of the employee-paid contribution.

2. PERS Classic Employees

Employees enrolled in the California State Public Employees' Retirement System ("PERS") shall pay seven percent (7%) as the employee-paid contribution. Employees enrolled in PERS retirement are eligible for two percent (2%) at age 55. Retirement calculation will be based upon the single highest year of earnings. The City shall pay all contributions in excess of the employee-paid contribution.

3. PERS New Members

The formulas above do not apply to "new members" as defined under the Public Employees' Pension Reform Act of 2013 ("PEPRA"). New members are subject to all applicable PEPRA provisions, including the 2% at age 62 formula. Retirement calculation will be based upon the highest consecutive three-year average of earnings or as otherwise provided by law. Each new member will contribute 50% of the normal cost of his/her benefit as determined by PERS.

SECTION 8 - LEAVE BENEFITS

A. Holidays

- | 1. Fixed Holidays | Date |
|---------------------------|-----------------------------|
| New Year's Day | January 1 |
| Martin Luther King Jr. | Third Monday in January |
| Lincoln's Birthday | February 12 |
| President's Birthday | Third Monday in February |
| Cesar Chavez Day | March 31 |
| Memorial Day | Last Monday in May |
| Juneteenth | June 19 |
| Independence Day | July 4 |
| Labor Day | First Monday in September |
| Veteran's Day | November 11 |
| Thanksgiving Day | Fourth Thursday in November |
| Friday after Thanksgiving | Day after Thanksgiving |
| Christmas Eve | December 24 |
| Christmas Day | December 25 |
2. Every day appointed by the President or Governor for a public day of mourning, thanksgiving, or holiday, when ratified by the Mayor or the Salinas City Council.

B. Annual Leave

1. Annual Leave shall be as provided in Section 11.4 of the Personnel Manual.
2. Annual Leave shall be accrued incrementally based on an employee's years of regular employment with the City of Salinas; however, in no case shall the amount of accrued leave be less than the following:

1st through 5th year	10.77 hours per pay period
6th through 10th year	12.31 hours per pay period
11th through 15th year	12.92 hours per pay period
16th through 17th year	13.23 hours per pay period
18th through 19th year	13.54 hours per pay period
20th through 24th year	13.85 hours per pay period
25th through retirement	14.15 hours per pay period
3. The maximum annual leave accrual cap per employee shall be 736 hours. An employee who reaches the maximum annual leave accrual cap will not accrue additional annual leave until the annual leave balance is below the maximum accrual cap.
4. Employees with fewer than 20 years of regular service may cash out up to 80 hours of accrued annual leave per calendar year, and employees with at least 20 years of regular service may cash out up to 120 hours per calendar year.

C. Bereavement Leave

Employees represented by the Union shall be entitled to four (4) working days of leave with pay for the death of a family member, plus one unpaid day. Up to five (5) working days of leave with pay may be authorized to an employee who travels out of the state to attend the funeral of the deceased family member. All provisions of the Personnel Manual regarding Bereavement Leave (Section 11.9) shall apply. Registered Domestic Partners* will be recognized.

Family member includes:

Husband	Mother-in-Law	Grandparent
Wife	Father-in-Law	Grandchild
Father	Sister-in-Law	Legal Guardian
Mother	Brother-in-Law	Aunt
Child	Step-Child	Uncle
Brother	Step-Father	Step Brother/Sister
Sister	Step-Mother	Step Father-in-Law
		Step Mother-in-Law

D. Family & Medical Leave

In accordance with the California Family Rights Act and the Federal Family and Medical Leave Act, the City Family & Medical Leave Policy is detailed in the Administrative Memorandum 94-1, as amended. The City agrees to provide leave benefits in accordance with the Healthy Workplaces, Healthy Families Act of 2014 and any other applicable laws.

SECTION 9 - WORKING CONDITIONS

A. Grievance/Disciplinary Action Appeal Procedure

The Grievance/Disciplinary Action Appeal Procedure for employees in the Union is set forth in the Personnel Manual. No employee shall suffer retaliation resultant from use of the Grievance Procedure.

The Employee Grievance Procedures process shall be amended so that the Grievance Board shall be composed of one (1) representative selected by the City and one (1) representative selected by the Union. The third (3rd) member of the Board shall be selected by the two seated grievance board members from a list of seven arbitrators provided by the State Mediation and Conciliation Service. In the alternative, the grievance board may direct the parties to select the third (3rd) member arbitrator by alternately striking names from the list provided by CSMCS. All costs associated with the services of the third (3rd) member shall be shared equally by the City and the employee.

B. Performance Evaluations

An employee who does not agree with the overall rating that he/she receives on his/her written performance evaluation shall discuss and attempt to resolve the differences with his/her immediate supervisor.

If discussion with his/her immediate supervisor does not result in resolution of the differences, the employee may file a written request to meet with the next level of management. Said request shall state the unresolved issues and the specific changes in the written performance evaluation that the employee is seeking. The appropriate manager shall meet with the employee to discuss the unresolved issues.

If the issues are not resolved to the employee's satisfaction following discussion with the appropriate manager, the employee may within ten (10) working days file a written request for a meeting with the Department Director. Within ten (10) working days of the receipt of a written request stating the unresolved issues and the desired changes in the written performance evaluation, the Department Director shall meet with the employee to discuss the issues. Within ten (10) working days of said meeting, the Department Director shall respond in writing to the employee. The decision of the Department Director shall be final and not subject to the grievance procedure.

Performance evaluations shall include notations of the employee's significant extra efforts, job related training, commendations and all positive written input.

The parties agree that changes to this section made by mutual agreement during the term of this agreement shall be incorporated.

C. Alternate Hours of Work Policy

During the term of this Memorandum of Understanding, the City shall work with the Union to develop an Alternate Hours of Work Policy within the following parameters:

1. City work flow or output shall not be impaired in any way.
2. The City shall attempt to accommodate the employee's needs, i.e., request shall be evaluated on a case-by-case basis.
3. A supervisor shall not be able to work alternate hours if it results in a subordinate being unsupervised at any time.

D. Library Employees

1. The City shall furnish parking permits to all Library employees for the upper deck of the City parking garage on Salinas Street. It should be understood that this accommodation is dependent on the future availability of parking spaces in that structure. When and if the granting of free parking permits to Library employees has an adverse effect on the availability of spaces for public use, the City reserves the right to terminate this privilege.

2. Step increases in compensation shall be awarded on a pro rata schedule based upon the number of hours the individual has actually worked. As an example, an employee who works only twenty (20) hours a week would receive his/her step increase only after serving twice the normal time requirement identified in the Personnel Rules and Regulations.
3. All regular Library personnel shall be paid at the time and one-half (1-1/2) compensation rate for holiday work.
4. All employees who are assigned to empty the book bin on a listed holiday shall receive three (3) hours of pay at straight time for completing such assignment.
5. The City shall provide Library employees with periodic briefings from the Human Resources Division. The Union shall notify the City when such briefings are desired and what subject matter shall be discussed.
6. At least twice each month, Library employees covered by this Agreement shall be scheduled so that he/she shall have two (2) consecutive days off. If an employee is unable to be scheduled in such a way allowing at least two (2) consecutive days off, twice in each calendar month, the employee shall be compensated at time and one-half (1-1/2) for the two days worked in the calendar month in lieu of the second two (2) consecutive days.

If the City implements a seven (7) day per week opening of any of its Library facilities, employees assigned to that facility shall be scheduled in such a way to guarantee at least three (3) separate consecutive two (2) days off each month.

E. Police Department Employees Re: Assignment Transfers Between Administration, Statistics, Investigations, and Records

1. Prior to reassignment of an employee from a position to an open position within the employee's classification, the Department shall request Letters of Interest from employees in the classification who desire reassignment to the open position.
2. The Letters of Interest shall contain an explanation of the employee's interest and qualifications for the open position.
3. An employee in the same classification as the open position's classification shall be selected to fill the open position provided that the employee is determined by the Department to be qualified.
4. If the Department determines that the levels of qualifications and interest between qualified employees are equal, seniority in Department service shall be the tiebreaker for reassignment to an open position.
5. It is the Department's intention that the reassignment be permanent, except that:

- a. The reassigned employee may request rotation from the assignment.
 - b. The Department retains discretion to rotate or reassign the assigned employee to fulfill needs of the Department.
6. Police Department classifications participating in the 4/10 or 10:40 schedule shall retain the scheduling plan.

F. Police Records

The normal probationary period for Police Services Technicians is twelve (12) months.

G. Overtime

Overtime shall conform to FLSA and the Personnel Manual. The City shall pay overtime (in cash or time off subject to administrative rules) after forty (40) hours of continuous at work assignment or paid leave in any one work period.

A unit employee required to work beyond his/her regularly scheduled work shift of either eight (8) or ten (10) hours (or 10 hours and 40 minutes) per day, shall be compensated at time and one-half (1½) for the excess hours worked.

Overtime calculations shall include all leave time (including, but not limited to annual leave, bereavement leave and compensatory time off) which shall be considered part of the employee's workweek.

H. Compensatory Time

Accumulation of compensatory time, in lieu of overtime compensation, shall be limited to eighty (80) hours, with full buy-out at the appropriate rate of pay upon separation of employment with the City. Compensatory time does not accrue for working special events (as a special event is defined by the Salinas Municipal Code).

I. Callback

When an employee is called back to work on other than a scheduled basis, such employee shall be paid at one and one-half (1½) times the established rate of pay for the hours worked, but in no event for less than two (2) hours. An employee called back more than once during the minimum two (2) hour period shall not receive additional pay for those additional call backs.

J. Work Schedule Change

The City agrees to provide a minimum of five (5) working days advance notice of shift changes. A work schedule change mandated by the City without the minimum five (5) working days notice shall be considered "callback" for purposes of compensation. This

section does not limit the City's right to make shift changes without five (5) working days notice in case of emergency or operational necessity as defined by management.

K. Contingent Work Force

City and Union agree that there shall be no contingent workforce additions that would result in layoffs of incumbent bargaining unit employees.

L. Court Pay

Off duty court pay shall be two (2) hours pay/comp time (employee option) at time and one-half (1½) or time and one-half (1½) for actual hours in court, whichever is greater. Police department employees shall be paid four (4) hours pay/comp time (employee option) at time and one-half (1½) or time and one-half (1½) for actual hours in court, whichever is greater.

If a court appearance is scheduled within two (2) hours of the beginning of the regular scheduled shift, the employee shall receive compensation of time and one-half (1½) from the appearance time to the beginning of the shift.

M. Contracting Out

The City agrees to meet and consult with the Union at least thirty (30) calendar days in advance on the impact of the issue of contracting out for services which would displace currently employed personnel. "Displace" is defined as termination due to lack of work or downward reclassification due to lack of work.

The City reserves the right, after meeting its obligations under law, to contract out any or all services currently performed or to be performed in the future. However, during the term of this Agreement no incumbent bargaining unit employee shall be laid off due to City-initiated contracting out. Additionally, the City shall conduct a promotional examination for all vacant positions in order to provide a promotional opportunity for incumbent employees, prior to considering contracting out the services provided by the vacant position.

SECTION 10 – COMMITTEES

A. Safety Committee

The City and the Union shall cooperate in pursuing safe working practices. In the interest of increasing safety within City operations and consistent with existing City policy, the Union may appoint one member to serve on any safety committee within the scope of Union representation. The rotation policy (six-month rotation, one-year term) shall apply. Recommendations of the Safety Committee shall be referred to the City Manager for review and action if deemed appropriate by the City Manager.

The purposes of the Safety Committee are as follows:

1. To review accidents which occurred since the last meeting of the Safety Committee and to recommend corrective action.
2. To develop and implement an accident prevention program.
3. To develop and implement a recognition program for personnel who achieve accident free records or who make significant contributions to the Safety Program.
4. To serve as Liaison between management, the Safety Committee, and the work-group members and provide a conduit of information about safety.
5. To discuss safety before an accident occurs instead of after the accident.
6. To review and recommend a program for Hepatitis vaccinations for Union employees in "at risk" positions.

The Safety Committees shall meet at least quarterly and shall provide copies of the minutes of each meeting to the City Manager.

B. Deferred Compensation Committee

The City's Deferred Compensation Committee shall be expanded to include one (1) employee designated by this Union. The designated employee must be a participant in the City's Deferred Compensation Program.

C. Labor Management Committee

The City shall work with the Union through the existing Labor Management Committee to continue dialogue on budget and finance issues affecting City operations and Union represented personnel.

The parties agree to meet and discuss any and all negotiable options to achieve savings and efficiencies in the likely event of a budget shortfall. Furthermore, the parties agree to meet and confer in good faith on all changes within the scope of representation including wages, hours and working conditions.

D. Health Care Cost Committee

The City and the Union agree to meet to discuss alternative healthcare options that may benefit City employees and the City once per year or more often as mutually agreed. The parties agree to utilize the health care cost committee to evaluate and discuss health care costs for the City and plan options.

SECTION 11 - STUDIES

A. Reorganization

City shall discuss reorganization plans and recommendations with the Union prior to submission of recommendations to City Council. During the term of this Agreement, any

incumbent bargaining unit employee whose compensation would be negatively impacted because of reorganization(s) shall have his/her total compensation package Y-rated.

SECTION 12 – MISCELLANEOUS

A. Savings Clause

If any article or section of this Memorandum of Understanding should be found invalid, unlawful or unenforceable by reason of any existing or subsequent enacted legislation or by judicial authority, all other articles and sections of this Memorandum of Understanding shall remain in full force and effect for the duration of this Memorandum of Understanding. In the event of invalidation of any article or section, the City and the Union agree to meet within thirty (30) calendar days for the purpose of meeting and conferring upon said article or section.

B. Accommodations for Employees with Disabilities

Employees with disabilities may request reasonable accommodations under state and federal law.

C. Catastrophic Leave Plan

As listed in the attached Appendix B.

D. Safety for Employees

The City will provide procedures and training for responding to threats to the safety of employees for all work locations. This shall include coverage of emergency evacuation plans. These issues may also be discussed in the safety committee meetings.

SECTION 13 - PROHIBITION OF JOB ACTION

A. Prohibition of Job Action

Notwithstanding any other provisions of this Memorandum of Understanding (MOU), City rule, regulation, ordinance, past practice or policy to the contrary, both parties to this MOU and each employee in a classification represented by the Union agree that:

1. An employee who engages in any prohibited or unlawful concerted activity or any type of job action which results in less than the full and faithful performance of the duties of employment shall not be entitled to any wages or City-paid benefits whatsoever for the period of the job action. Prior to implementing this provision by adjusting an employee's paycheck, the City shall give reasonable notification to an employee and opportunity for the employee to respond in writing. Employees shall have no right to appeal pursuant to the Personnel Rules and Regulations, any action by City in implementing this provision.


2. In addition to the administrative adjustments agreed to hereinabove, the City reserves the right to take appropriate disciplinary action for such job action including, but not limited to, discharge.
3. If the City Council, by majority vote, determines to its satisfaction that Subsection A hereinabove has been violated by the Union or an employee, the City may take such action(s) as it deems appropriate including, but not limited to, the actions set forth in Subsections hereinabove as to an employee and termination of Section 5 of this Memorandum of Understanding as to the Union.
4. The Union, its representatives, and represented City employees shall comply with the provisions of this MOU and shall make at least supererogatory efforts toward convincing all employees in this unit to fully and faithfully perform their duties.
5. In the event of any activity prohibited by this section, the Union, its representatives, and represented City employees agree to take any appropriate steps necessary to assure compliance with this Memorandum of Understanding.
6. The City agrees that there will be no lockout of represented employees during the term of this MOU.

SECTION 14 – TERM

The term of this Memorandum of Understanding shall commence on July 1, 2023, and shall expire on December 31, 2026, except as otherwise provided in this Memorandum of Understanding.




DATED 12/30/2024 | 11:58 AM PST

CITY OF SALINAS

DocuSigned by:

 49009F9344B6488...
 René Mendez, City Manager

DATED 1/6/2025 | 2:01 PM PST

SALINAS MUNICIPAL EMPLOYEES
ASSOCIATION

Signed by:

 9DBD926417F5402...
 Julia D. Nix
 DocuSigned by:

 44EEF543680146A...
 Vikki Balestra
 DocuSigned by:

 ECD08C04C5A34AF...
 Miesha Brown, SEIU Lead Internal Organizer

APPENDIX A

Current SMEA Classifications and Salary Schedule

SMEA			Step 1	Step 1	Step 2	Step 2	Step 3	Step 3	Step 4	Step 4	Step 5	Step 5	Step 6	Step 6
Benefit Group	Grade	Position	Hourly	Monthly	Hourly	Monthly	Hourly	Monthly	Hourly	Monthly	Hourly	Monthly	Hourly	Monthly
26	26.7046	Administrative Aide	26.0743	4,520	27.3756	4,745	28.7454	4,983	30.1837	5,232	31.6906	5,493	33.2726	5,767
26	26.7001	Administrative Analyst I	31.3823	5,440	32.9507	5,711	34.6012	5,998	36.3273	6,297	38.1491	6,613	40.0602	6,944
26	26.7091	Administrative Clerk I	17.1432	2,971	17.9993	3,120	18.8965	3,275	19.8486	3,440	20.8347	3,611	21.8765	3,792
26	26.7086	Administrative Clerk II	17.9993	3,120	18.8965	3,275	19.8486	3,440	20.8347	3,611	21.8765	3,792	22.9703	3,982
26	26.7041	Administrative Secretary	26.0743	4,520	27.3756	4,745	28.7454	4,983	30.1837	5,232	31.6906	5,493	33.2726	5,767
26	26.4071	Animal Care Tech	22.5197	3,903	23.6496	4,099	24.8346	4,305	26.0743	4,520	27.3756	4,745	28.7454	4,983
26	26.4056	Animal Control Officer	23.8894	4,141	25.0811	4,347	26.3347	4,565	27.6496	4,793	29.0330	5,032	30.4852	5,284
26	26.4046	Animal Services Supv	27.6496	4,793	29.0330	5,032	30.4852	5,284	32.0055	5,548	33.6083	5,825	35.2861	6,116
26	26.4086	Animal Servs Office Asst	20.1361	3,490	21.1430	3,665	22.1978	3,848	23.3074	4,040	24.4717	4,242	25.6975	4,454
26	26.5031	Assistant Engineer	36.6902	6,360	38.5258	6,678	40.4502	7,011	42.4777	7,363	44.6010	7,731	46.8336	8,118
26	26.3041	Assistant Planner	34.2657	5,939	35.9848	6,237	37.7861	6,550	39.6762	6,877	41.6628	7,222	43.7448	7,582
26	26.3126	Bldg Permit Spec	33.7726	5,854	35.4642	6,147	37.2381	6,455	39.1012	6,778	41.0599	7,117	43.1078	7,472
26	26.2123	Business Systems Analyst	34.5275	5,985	36.2460	6,283	38.0561	6,596	39.9580	6,926	41.9638	7,274	44.0675	7,638
26	26.3151	Code Enforcement Officer I	30.6357	5,310	32.1631	5,575	33.7726	5,854	35.4642	6,147	37.2381	6,455	39.1012	6,778
26	26.3136	Code Enforcement Officer II	33.6083	5,825	35.2861	6,116	37.0533	6,423	38.9094	6,744	40.8544	7,081	42.9023	7,436
26	26.3131	Comb Bldg Inspector II	33.6083	5,825	35.2861	6,116	37.0533	6,423	38.9094	6,744	40.8544	7,081	42.9023	7,436
26	26.3141	Combo Bldg Insp I	30.6357	5,310	32.1631	5,575	33.7726	5,854	35.4642	6,147	37.2381	6,455	39.1012	6,778
26	26.3051	Comm Improve Asst	26.8549	4,655	28.1905	4,886	29.6015	5,131	31.0809	5,387	32.6356	5,657	34.2657	5,939
26	26.3017	Community Outreach Assistant	26.8549	4,655	28.1905	4,886	29.6015	5,131	31.0809	5,387	32.6356	5,657	34.2657	5,939
26	26.7003	Community Safety Program Coord	31.3823	5,440	32.9507	5,711	34.6012	5,998	36.3273	6,297	38.1491	6,613	40.0602	6,944
26	26.4017	Community Service Aide	20.1361	3,490	21.1430	3,665	22.1978	3,848	23.3074	4,040	24.4717	4,242	25.6975	4,454
26	26.4066	Community Service Officer	23.8894	4,141	25.0811	4,347	26.3347	4,565	27.6496	4,793	29.0330	5,032	30.4852	5,284
26	26.5051	Construction Inspector	30.6357	5,310	32.1631	5,575	33.7726	5,854	35.4642	6,147	37.2381	6,455	39.1012	6,778
26	26.5071	Engineering Aide I	23.7663	4,119	24.9579	4,326	26.2044	4,542	27.5126	4,769	28.8891	5,007	30.3344	5,258
26	26.5066	Engineering Aide II	26.2044	4,542	27.5126	4,769	28.8891	5,007	30.3344	5,258	31.8479	5,520	33.4370	5,796
26	26.5431	Env Compliance Insp I	30.6357	5,310	32.1631	5,575	33.7726	5,854	35.4642	6,147	37.2381	6,455	39.1012	6,778
26	26.5426	Env Compliance Insp II	33.6083	5,825	35.2861	6,116	37.0533	6,423	38.9094	6,744	40.8544	7,081	42.9023	7,436
26	26.4606	Fire Inspector	32.8056	5,686	34.4485	5,971	36.1683	6,269	37.9796	6,583	39.8821	6,913	41.8758	7,258
26	26.4035	Forensic Specialist I	30.6357	5,310	32.1631	5,575	33.7726	5,854	35.4642	6,147	37.2381	6,455	39.1012	6,778
26	26.4030	Forensic Specialist II	33.6083	5,825	35.2861	6,116	37.0533	6,423	38.9094	6,744	40.8544	7,081	42.9023	7,436
26	26.5058	GIS Analyst I	31.3823	5,440	32.9507	5,711	34.6012	5,998	36.3273	6,297	38.1491	6,613	40.0602	6,944
26	26.5057	GIS Analyst II	34.5275	5,985	36.2460	6,283	38.0561	6,596	39.9580	6,926	41.9638	7,274	44.0675	7,638
26	26.5047	GIS Analyst III	38.0561	6,596	39.9580	6,926	41.9638	7,274	44.0675	7,638	46.2709	8,020	48.5845	8,421
26	26.5064	GIS Technician I	23.5871	4,088	24.7613	4,292	26.0148	4,509	27.2991	4,732	28.6628	4,968	30.0938	5,216
26	26.5063	GIS Technician II	26.2044	4,542	27.5126	4,769	28.8891	5,007	30.3344	5,258	31.8479	5,520	33.4370	5,796
26	26.2130	Information Technologies Tech I	26.9003	4,663	28.2440	4,896	29.6556	5,140	31.1409	5,398	32.6944	5,667	34.3341	5,951
26	26.2128	Information Technologies Tech II	29.8891	5,181	31.3823	5,440	32.9507	5,711	34.6012	5,998	36.3273	6,297	38.1491	6,613
26	26.5036	Junior Engineer	33.2726	5,767	34.9371	6,056	36.6902	6,360	38.5258	6,678	40.4502	7,011	42.4777	7,363
26	26.6031	Librarian I	25.6975	4,454	26.9852	4,677	28.3275	4,910	29.7453	5,156	31.2316	5,413	32.7932	5,684
26	26.6026	Librarian II	27.6496	4,793	29.0330	5,032	30.4852	5,284	32.0055	5,548	33.6083	5,825	35.2861	6,116
26	26.6066	Library Aide	18.5402	3,214	19.4673	3,374	20.4406	3,543	21.4627	3,720	22.5358	3,906	23.6626	4,102
26	26.6024	Library Automation Svc Coord	30.7745	5,334	32.3160	5,601	33.9291	5,881	35.6395	6,178	37.4129	6,485	39.2831	6,809
26	26.6056	Library Clerk	19.8486	3,440	20.8347	3,611	21.8759	3,792	22.9717	3,982	24.1203	4,181	25.3263	4,390
26	26.6071	Library Page	17.5665	3,045	18.4448	3,197	19.3670	3,357	20.3354	3,525	21.3521	3,701	22.4197	3,886
26	26.6051	Library Technician	20.4307	3,541	21.4512	3,718	22.5197	3,903	23.6496	4,099	24.8346	4,305	26.0743	4,520
26	26.6046	Literacy Asst	20.4307	3,541	21.4512	3,718	22.5197	3,903	23.6496	4,099	24.8346	4,305	26.0743	4,520
26	26.6061	Literacy Clerk	17.9993	3,120	18.8965	3,275	19.8486	3,440	20.8347	3,611	21.8759	3,792	22.9717	3,982
26	26.6041	Literacy Specialist	23.0827	4,001	24.2408	4,202	25.4555	4,412	26.7262	4,633	28.0600	4,864	29.4640	5,107

Salary Schedule 03.05.2024

SMEA

Benefit Group	Grade	Position	Step 1 Hourly	Step 1 Monthly	Step 2 Hourly	Step 2 Monthly	Step 3 Hourly	Step 3 Monthly	Step 4 Hourly	Step 4 Monthly	Step 5 Hourly	Step 5 Monthly	Step 6 Hourly	Step 6 Monthly
26	26.6106	Neighborhood Svcs Coord	31.3823	5,440	32.9507	5,711	34.6012	5,998	36.3273	6,297	38.1491	6,613	40.0602	6,944
26	26.2124	Network System Specialist	32.4754	5,629	34.1022	5,911	35.8033	6,206	37.5988	6,517	39.4822	6,844	41.4534	7,185
26	26.7081	Office Assistant	20.1361	3,490	21.1430	3,665	22.1978	3,848	23.3074	4,040	24.4717	4,242	25.6975	4,454
26	26.7061	Office Technician	23.8894	4,141	25.0811	4,347	26.3347	4,565	27.6496	4,793	29.0330	5,032	30.4852	5,284
26	26.3156	Permit Center Clerk	26.8549	4,655	28.1905	4,886	29.6015	5,131	31.0809	5,387	32.6356	5,657	34.2657	5,939
26	26.7067	Permit Services Technician	29.6015	5,131	31.0809	5,387	32.6356	5,657	34.2657	5,939	35.9790	6,236	37.7780	6,548
26	26.3116	Plan Checker II	37.8547	6,561	39.8062	6,900	41.8534	7,255	43.9958	7,626	46.2553	8,018	48.6253	8,428
26	26.7076	Police Services Technician	20.6395	3,578	21.6716	3,756	22.7527	3,944	23.8901	4,141	25.0835	4,348	26.3399	4,566
26	26.7085	Print Shop Technician	23.7663	4,119	24.9579	4,326	26.2044	4,542	27.5126	4,769	28.8891	5,007	30.3344	5,258
26	26.4068	Property/Evidence Supervisor	28.9993	5,027	30.4485	5,278	32.1302	5,569	33.7386	5,848	35.4264	6,141	37.2000	6,448
26	26.4061	Property/Evidence Technician	23.8894	4,141	25.0811	4,347	26.3347	4,565	27.6496	4,793	29.0330	5,032	30.4852	5,284
26	26.7026	Public Works Assistant	26.8549	4,655	28.1905	4,886	29.6015	5,131	31.0809	5,387	32.6356	5,657	34.2657	5,939
26	26.2051	Purchasing Technician	23.8894	4,141	25.0811	4,347	26.3347	4,565	27.6496	4,793	29.0330	5,032	30.4852	5,284
26	26.5061	PW Compliance Officer I	27.1084	4,699	28.4646	4,934	29.8891	5,181	31.3823	5,440	32.9507	5,711	34.6012	5,998
26	26.6121	Recreation Asst	21.8750	3,792	22.9687	3,981	24.1171	4,180	25.3230	4,389	26.5891	4,609	27.9186	4,839
26	26.6111	Recreation Coordinator	31.3823	5,440	32.9507	5,711	34.6012	5,998	36.3273	6,297	38.1491	6,613	40.0602	6,944
26	26.2048	Revenue Technician	25.1667	4,362	26.4194	4,579	27.7366	4,808	29.1181	5,047	30.5701	5,299	32.0992	5,564
26	26.7071	Secretary	20.1043	3,485	21.1430	3,665	22.1978	3,848	23.3074	4,040	24.4717	4,242	25.6975	4,454
26	26.7056	Senior Police Services Tech	23.8894	4,141	25.0811	4,347	26.3347	4,565	27.6496	4,793	29.0330	5,032	30.4852	5,284
26	26.6114	Senior Recreation Assistant	24.4755	4,242	25.6993	4,455	26.9842	4,677	28.3334	4,911	29.7501	5,157	31.2376	5,415
26	26.6116	Sports Program Asst	24.4755	4,242	25.6993	4,455	26.9842	4,677	28.3334	4,911	29.7501	5,157	31.2376	5,415
26	26.2056	Sr Accounting Clerk	22.8553	3,962	24.0057	4,161	25.2044	4,369	26.4646	4,587	27.7866	4,816	29.1769	5,057
26	26.2041	Sr Accounting Technician	27.5126	4,769	28.8891	5,007	30.3344	5,258	31.8479	5,520	33.4370	5,796	35.1152	6,087
26	26.5041	Sr Construction Inspector	32.7932	5,684	34.4301	5,968	36.1560	6,267	37.9642	6,580	39.8684	6,911	41.8612	7,256
26	26.6036	Sr Librarian Technician	22.5197	3,903	23.6496	4,099	24.8346	4,305	26.0743	4,520	27.3756	4,745	28.7454	4,983
26	26.4051	Sr Property/Evidence Technician	26.0743	4,520	27.3756	4,745	28.7454	4,983	30.1837	5,232	31.6906	5,493	33.2726	5,767
26	26.2046	Sr Purchasing Technician	27.5126	4,769	28.8891	5,007	30.3344	5,258	31.8479	5,520	33.4370	5,796	35.1152	6,087
26	26.3117	Stormwater Analyst	31.3823	5,440	32.9507	5,711	34.6012	5,998	36.3273	6,297	38.1491	6,613	40.0602	6,944
26	26.7005	Street Outreach Specialist	20.1361	3,490	21.1430	3,665	22.1978	3,848	23.3074	4,040	24.4717	4,242	25.6975	4,454
26	26.7036	Supervising Police Services Tech	27.3944	4,748	28.7615	4,985	30.2007	5,235	31.7118	5,497	33.2950	5,771	34.9569	6,059
26	26.2121	Telecom Svc Tech	33.6083	5,825	35.2861	6,116	37.0533	6,423	38.9094	6,744	40.8544	7,081	42.9023	7,436
26	26.4021	Victim Advocate	24.1223	4,181	25.3277	4,390	26.5948	4,610	27.9167	4,839	29.3139	5,081	30.7865	5,336

APPENDIX B

Catastrophic Illness Leave Donation Program

A catastrophic illness or injury is one which is expected to incapacitate a regular employee or immediate family member (as defined under the FMLA) for an extended period of time, and which creates a financial hardship because the employee has exhausted all of his/her accumulated leave.

The Catastrophic Illness Leave Policy shall allow an employee who is on Family and Medical Leave to request donations of paid leave from fellow SMEA Union employees.

Conditions

1. Conditions under which leave credits may be donated to a time bank:
 - a. An employee may donate annual leave or sick leave.
 - b. The minimum donation of leave time is four (4) hours.
 - c. The donation of leave hours is irrevocable. Unused hours stay in time bank unless program terminates.
 - d. The recipient, in accordance with regulations of the Internal Revenue Service and Franchise Tax Board, shall pay state and federal income tax on the value of leave donated.
 - e. Leave shall be converted to its cash value at the time donated at the donor's base hourly rate and deposited into the Leave Bank. It shall then be credited to the recipient in equivalent hours figured at the recipient's base hourly rate at the time the leave is used.
2. Conditions under which leave credits in a time bank may be used:
 - a. The affected employee shall provide verification of the illness or injury from an attending physician.
 - b. Time off beyond that which is provided under FMLA must be approved by the City Manager.

Implementation Steps to Establish a Time Bank

1. The SMEA Leave Bank Committee shall:
 - a. Establish and administer the Leave Bank.
 - b. Require employee's donations be made directly to the SMEA Leave Bank Committee and/or SMEA President to ensure that the employee's decision to donate or not to donate is kept confidential.
 - c. Immediately investigate any allegations of pressure or coercion in the solicitation of donations for the Leave Bank, and take appropriate action to eliminate such pressure or coercion.
 - d. In the event the employee's qualified family member passes away, the SMEA Leave Bank Committee may extend the leave time beyond one (1) additional pay period, after

- bereavement leave is used, if approved by the City Manager.
- e. Require proof of eligibility from the employee benefiting from the Leave Bank, as well as a signed agreement allowing publicizing of the employee's situation.
 - f. Reach agreement between the employee benefiting from the Leave Bank and the SMEA Leave Bank Committee and/or SMEA President on the content of the in-house publicity.
 - g. Publicize the establishment of the Leave Bank Program.
 - h. In cases of denial, convene a review panel that shall be comprised of two SMEA Leave Bank Committee representatives, the affected employee and a Volunteer representative from the employee's department.
 - i. Review all donations for compliance with this policy.
 - j. Notify the recipient that he/she is using donated leave hours.

2. The Finance Department shall:

- a. Advise the SMEA Leave Bank Committee and/or SMEA President as to the established payroll guidelines and require that the donation information be submitted in accordance to these schedules.
- b. Make appropriate payroll and leave balance adjustments for both the recipient and the donor.
- c. Convert all donated hours into dollars at the hourly rate of the donor at the time the hours are donated, and then credit the recipient in equivalent hours at the recipient's base hourly rate at the time used.

The SMEA Leave Bank Committee and/or SMEA President and the Finance Department shall keep track of all hours donated and used in the Leave Bank Program. If the SMEA Leave Bank Committee and/or SMEA President agrees to terminate this program, any hours left in the bank shall be credited to the donor on a prorated basis.

The Finance Department, Human Resources Department and the SMEA Leave Bank Committee and/or SMEA President reserve the right to modify this program once it has been established to correct any procedural errors or issues.