

City of Healdsburg

Mid-Management and Professional
Employees Association
(MMPEA)
Benefit Package

July 1, 2024 to June 30, 2027

MMPEA BENEFIT PACKAGE FY 2024-27

TABLE OF CONTENTS

I. Classifications Designated Mid-Management and Professional Employees Association	3
II. Salary Plan	3
III. Administrative Leave	5
IV. Holidays	6
V. Vacation	6
VI. Sick	8
VII. Bereavement Leave	9
VIII. Military Leave	9
IX. Employee Benefits	10
X. Public Employee Retirement System	11
XI. Automobile Allowance	11
XII. Clothing Allowance	12
XIII. Leave of Absence	13
XIV. Jury Duty	14
XV. Compensation for Illness or Injury Incurred in Course of Employment	14
XVI. Longevity Pay Plan	14
XVII. Bilingual Pay	15
XVIII. Education Reimbursement	15
XIX. Outside Employment	15
XX. Evergreen Clause	16
XXI. Mutual Assistance	16
XXII. Disaster Overtime Pay	16
XXIII. Ratification	16
Appendix A	18

I. CLASSIFICATIONS DESIGNATED MID-MANAGEMENT AND PROFESSIONAL EMPLOYEES ASSOCIATION

- 1.1 For the purpose of this document, the following positions are considered members of the Mid-Management and Professional Employees Association ("Mid-Management"):

Accountant
Accounting Manager
Administrative Analyst I/II
Central Services Manager
Associate Civil Engineer
Building Official
Chief Information and Security Officer
City Clerk
City Clerk/PIO
Deputy City Clerk
Electric Operations Superintendent
Emergency Response Coordinator
Finance Manager
Fire Marshal
Fire Marshal/Division Chief
Housing Manager
Information Technology Manager
Parks and Open Space Superintendent
Police Lieutenant
Police Social Services Team Member
Principal Engineer
Project Manager
Public Information and Community Outreach Coordinator
Recreation Manager
Recreation Supervisor
Senior Civil Engineer
Senior Planner
Senior Project Manager
Utility Engineering Manager
Utility Compliance and Safety Coordinator
Utility Maintenance Superintendent
Water and Wastewater Operations Superintendent

- 1.2 The City of Healdsburg ("City") recognizes the Mid-Management and Professional Employees Association as the exclusive representative on behalf of the employees occupying the job classifications listed above in Section 1.1. Such representation being subject to and qualified by employee rights under applicable State and Federal law to be represented by the organization of their choice. (Added 7/2010)

II. SALARY PLAN

- 2.1 The base salary range for each classification covered by this MOU is contained in Appendix 'A' entitled Schedule of Salary Ranges, attached hereto and incorporated herein. (Amended 7/1/14)

- 2.2 Employees occupying a position in a classification covered by this MOU shall be paid within the base salary range specified for their classification, as described below. Incremental salary steps within the base salary range shall progress in five steps, from Step A through Step E. Step A shall generally be established so that the progression from Step A to Step E occurs in 5% increments.
- 2.3 Original Appointment. The salary for a new employee entering City employment shall be the minimum or first salary step (Step A) for the classification to which the employee is appointed, provided however, that the City Manager may, when circumstances so warrant, appoint at other than the first step (Step A).
- 2.4 Advancement within Salary Range
- a) Full-time employees appointed at the first step (Step A) shall be eligible for advancement to the second step (Step B) of the specific salary range six (6) months after original appointment, provided that the employee's performance merits the increase. Advancement to the remaining steps may be made after one (1) year of satisfactory service at each successive salary step, provided that the employee's performance merits the increase.
 - b) A step increase will be denied in any case where it is determined, upon reliable evidence that the employee in question has not progressed satisfactorily in acquiring and using the learning skills necessary for the proper performance of the position to which they have been assigned, or that the employee has failed to perform work assignments satisfactorily during the period they have served at this present salary step. All adverse reports or recommendations pertaining to the withholding of step increases will be reviewed by the City Manager prior to the affected employee's salary anniversary date.
 - c) All evaluation reports shall be prepared by the City on a timely basis. Salary increases (cost of living and/or step) shall be applied retroactively to the employee's salary anniversary date.
 - d) Changes in an employee's salary because of promotion or demotion may set a revised salary anniversary date for that employee, for the purpose of step increase.
 - e) Whenever the schedule of compensation for a classification is revised, each incumbent in a position to which the revised schedule applies, shall be paid at the same step in the revised ranges as the step at which the employee was paid in the previous range.
- 2.5 Salary Step after Promotion or Demotion. When employees are promoted, they shall be entitled to receive compensation at the beginning step of the class to which the employee has been promoted. In the instance where the pay ranges overlap; promotion shall be effected at the next higher step in the range, with a minimum five percent (5%) increase where possible, of the new class.

When an employee is demoted, whether such demotion is voluntary or otherwise, the employee's compensation shall be adjusted to the salary prescribed for the classification to which the employee is demoted and unless otherwise provided, the specific rate of pay within the range shall be determined by the City Manager; provided however, that an employee demoted for non-disciplinary reasons shall be placed at the salary step in the lower classification which most closely approximates, but does not exceed, the employee's salary in the higher classification.

If an employee takes a voluntary demotion to a classification previously held within the same series, the employee shall be placed at a step commensurate with length of service in both classifications. If the classifications are not within the same series, the employee shall be placed at the same step in the lower classification which the employee held last, and the service time at such step shall be the same as the service time held previously at such step.

2.6 The City agrees that the methodology used to determine future increases may be based upon surveys, CPI and/or another method that is mutually agreed to by both the City and the Mid-Management Group.

2.7 Salary Compaction: Issues related to salary compaction may be addressed by the City Manager or their designee.

2.8 Wages

- Commencing July 1, 2024, all classifications covered by this agreement shall receive a 3% cost of living adjustment.
- Year 2, effective July 1, 2025, all classifications covered by this agreement shall receive a cost of living adjustment equivalent to the percent change in the consumer price index for the period February of the prior year to February of the current year, as published by the Bureau of Labor Statistics (All item in San Francisco-Oakland-San Jose, CA, all urban consumers, not seasonally adjusted), not to be less than 2% or more than 3.5%.
- Year 3, effective July 1, 2026, all classifications covered by this agreement shall receive a cost of living adjustment equivalent to the percent change in the consumer price index for the period February of the prior year to February of the current year, as published by the Bureau of Labor Statistics (All item in San Francisco-Oakland-San Jose, CA, all urban consumers, not seasonally adjusted), not to be less than 2% or more than 3.5%.

Compensation Study: The City will conduct and conclude a classification and compensation study prior to the conclusion of this agreement.

III. ADMINISTRATIVE LEAVE

Effective July 1 of each fiscal year Mid-Management employees will receive eighty (80) hours of

leave into their Administrative Leave bank which shall be scheduled by their Department Head upon request. Up to an additional twenty (20) hours of Administrative Leave may be granted at the City Manager's discretion at time of presentation by the Department Head.

By June 1st (for the subsequent year) each Department Head will submit to the Human Resources Division their recommendation (and any supporting justification) for the amount of additional Administrative Leave hours for each Mid-Management employee in their Department.

When calculating their recommendation, the Department Heads will take the following into consideration:

- A. Only preapproved excess hours may be credited toward Administrative Leave.
- B. Hours which are worked at the employees' discretion and not at the request or with the approval of the Department Head shall not be counted as eligible hours for Administrative Leave.

Employees will be issued the hours on July 1st of each year. All Administrative Leave must be used within the same fiscal year. Any unused Administrative Leave remaining at the end of the fiscal year shall be forfeited. Administrative Leave accruals shall not be eligible for cash-out.

New hires filling a vacated position will be given the initial 80 hours of Administrative Leave at a prorated amount based on remaining weeks in the fiscal year. Additional Administrative Leave may be recommended by the Department Head and approved by the City Manager.

IV. HOLIDAYS

4.1 Holidays with pay for Mid-Management employees shall be as follows:

New Year's Day	January 1 st
Martin Luther King Jr. Day	3 rd Monday in January
Washington's Birthday	3 rd Monday in February
Memorial Day	Last Monday in May
Juneteenth	June 19 th
Independence Day	July 4 th
Labor Day	First Monday in September
Veteran's Day	November 11 th
Thanksgiving Day	Last Thursday in November
Day after Thanksgiving	Last Friday in November
Christmas Eve	December 24 th
Christmas Day	December 25 th
New Years Eve Day	December 31 st

4.2 When any of the above holidays falls on a Sunday, the Monday following shall be observed as the holiday. Likewise, if the holiday falls on a Saturday, the preceding Friday will be observed as the holiday.

V. VACATION

5.1 All employees shall become eligible for vacation as it is earned. Vacation shall be

MMPEA BENEFIT PACKAGE FY 2024-27

accrued according to the following schedule: (Amended 7/2000)

Years of Service	Hours Accrued per Pay period	Annual Hours	Equivalent Days	Maximum Accrual
0-2	3.08	80	10	240
2+-5	3.69	96	12	288
5+-10	4.62	120	15	360
10+-15	5.54	144	18	432
15+-20	6.15	160	20	480
20+-25	7.07	184	23	552
25+	7.69	200	25	600

- 5.2 An employee may defer some or all of their vacation to the next following year. Employees will be paid out the excess amount of accumulated vacation days beyond three times their annual accrual rate on the second pay period in November of each year.

Effective December 2021, and during the month of December of each year thereafter, there will be an irrevocable election period during which each bargaining unit member may make an irrevocable election to cash out certain vacation that will be accrued during the following year (the "cash-out year") on the form prescribed by Human Resources. The number of hours that the bargaining unit member intends to cash out must be indicated at that time. Failure to timely submit a properly completed irrevocable election form shall be the same as making no election.

Such requests must be approved by the City Manager.

The cash-out of future vacation accruals is subject to the following conditions:

- An employee must have a minimum balance of one hundred twenty (120) hours of accrued vacation at the time of election.
- Any vacation time actually taken by the employee during the cash-out year will be subtracted first from any carryover hours which existed at the end of the prior year and then from vacation hours accrued in the current year for which no election has been made.
- An irrevocable election form must be received and accepted by payroll no later than December 31st for the following calendar year.
- The election to cash-out leave hours in each designated year will be irrevocable and

will only apply to the upcoming calendar year. This means that employees who elect to cash-out leave hours must cash out the number of accrued hours pre-designated

on the election form. The amount of accrual hours designated for cash-out cannot be increased or decreased at the time of cash-out.

- In no event will a cash out payment exceed the value of hours the employee has actually accrued for the period of time between January 1 and the distribution date in any given year.
- All distributions shall be made by separate payroll document whether traditional paper check or electronic direct deposit the first full pay period in either June or December following accrual of the hours designated for cash out.

VI. SICK LEAVE

6.1 All employees shall accrue sick leave on a bi-weekly basis at the rate of 3.69 hours per pay period. Employees shall accrue sick leave from their first day of employment. Accumulation of unused sick leave shall be unlimited.

6.2 Sick leave may be used for the diagnosis, care, or treatment of an existing health condition of, or preventative care for, an employee or an employee's family member.

For purposes of this Policy, "family member" includes a biological, adopted, or foster child, stepchild, legal ward, a child to whom the employee stands in loco parentis, or a child of a registered domestic partner, regardless of the child's age or dependency status; a biological, adoptive, or foster sibling, parent, stepparent, or legal guardian of an employee or the employee's spouse or registered domestic partner, or a person who stood in loco parentis when the Employee was a minor child; a spouse; a State of California registered domestic partner; a grandparent; great-grandparent, or a grandchild.

6.3 Sick leave may be used for employees who are victims of domestic violence, sexual assault, or stalking, taking time off to obtain or attempt to obtain any relief, including, but not limited to, a temporary restraining order, restraining order, or other injunctive relief, to help ensure the health, safety, or welfare of the victim or their child.

6.4 Sick leave may be used for employees who are victims of domestic violence, sexual assault, or stalking, taking time off to seek medical attention for injuries caused by the domestic violence, sexual assault, or stalking; to obtain services from a domestic violence shelter, program, or rape crisis center as a result of domestic violence, sexual assault, or stalking; to obtain psychological counseling related to an experience of domestic violence, sexual assault, or stalking; and to participate in safety planning and take other actions to increase safety from future domestic violence, sexual assault, or stalking, including temporary or permanent relocation.

6.5 Sick Leave Bonus: Once an employee has accumulated sick leave hours of at least three hundred and fifty (350) hours or more, one hundred percent (100%) of their unused annual accrual, up to a maximum of 96 hours, shall be automatically converted into a cash value at the employee's hourly rate and shall be contributed to each employee's Post- Employment Health Reimbursement Arrangement (PHRA) plan on the first full pay

period of July of each successive fiscal year. (Amended 2021)

- 6.6 Election Upon Retirement with Respect to Unused Sick Leave Credit: An employee who retires with accumulated and unused sick leave credit shall have 50% of such unused sick leave credit, up to a maximum of one thousand (1,000) hours, automatically converted by the employer into a dollar value based on the employee's then existing salary (Unused Sick Leave Credit Value). The remaining 50% shall be converted to service credit for all Employees.

a) Employee Elections:

The Unused Sick Leave Credit Value will be contributed by the employer to the employee's Post-Employment Health Reimbursement Arrangement (PHRA), Retirement Account, and/or CalPERS Service Credit based on the most recent written election of the employee that was provided to the employer for this purpose in a calendar year prior to the calendar year of retirement. Such written election (Election) must be made on a form provided by the employer and will have no effect unless made and delivered to the employer in a calendar year prior to the employee's retirement. All employee elections will be subject to the then applicable Internal Revenue Code or other applicable limits that apply to employer-initiated contributions to such plans. The employee's Election, once made, will become irrevocable for the succeeding calendar year, but may be changed on a timely basis with respect to future calendar years.

b) Plan Default

If at the time of an employee's retirement there is no employee election on file, 100% of the Unused Sick Leave Credit will be contributed by the City to CalPERS as an automatic sick leave conversion to service credit pursuant to pension contract with the City.

- c) The employee's Unused Sick Leave Credit Value may not be paid to the employee in cash or in the form of some other taxable benefit.

VII. BEREAVEMENT LEAVE

A maximum of five (5) days paid leave per occurrence, not to be subtracted from sick leave, will be granted to employees upon death or critical illness of a member of their immediate family, including father, stepfather, father-in-law, mother, stepmother, mother-in-law, brother, stepbrother, brother-in-law, sister, stepsister, sister-in-law, wife, husband or child, stepchild, daughter-in-law, son-in-law, grandparents, great-grandparent or grandchild. Days may be non-sequential. Additional days of sick leave may be granted with cause upon approval of the Department Head. (Amended 7/2024)

VIII. MILITARY LEAVE

Military leaves shall be granted in accordance with the provisions of applicable California State and Federal Law. All employees legally entitled to military leave shall provide the department head/city manager an opportunity, within the limits of the military orders and regulations, to determine when such leave shall be taken. Department Heads/City

Manager may modify the employee's work schedule to accommodate the requirements applying to the leave.

IX. EMPLOYEE BENEFITS

- 9.1 Medical Plan: All regular full-time Mid-Management employees are eligible to participate in the City's group medical plans. The City agrees to offer to meet and confer regarding any change in currently offered medical plans/benefits during the term of this agreement.

The City's contribution toward health insurance shall be a dollar amount up to 100% of the Kaiser Permanente Plan, or lowest cost medical plan, by premium category, whichever is greater in FY24-25. For those employees that select a more expensive medical plan, the difference between the City's contribution and the actual premium of the plan selected, shall be paid by the employee on a pre-tax basis.

Effective July 1, 2025, the City's contribution toward health insurance shall be a dollar amount up to 100% of the lowest cost medical plan or up to 95% of the cost of the Kaiser Permanente medical plan by premium category, whichever is greater. For those employees that select a more expensive medical plan, the difference between the City's contribution and the actual premium of the plan selected, shall be paid by the employee on a pre-tax basis.

Employees enrolled in Kaiser will have an amount equal to the employer monthly vision care premium applied to the base amount for medical insurance.

Employees opting out of the City paid Medical Plan shall receive a monthly stipend in an amount equal to \$477 per month. (Amended 2017)

- 9.2 Life Insurance: The City will pay the premium for a \$100,000 life insurance policy for Mid-Management employees. City will pay any increased life insurance premium costs which may be incurred during the term of this MOU in conformance with those rates as set by the City's insurance carrier. (Amended 7/2014)
- 9.3 Dental Plan: Mid-Management employees are eligible to participate in the group dental plan with the same coverage available under Delta Dental where under the City shall pay 100% of the premium for employee and dependents. The City will pay any increased dental insurance premium costs which may be incurred during the term of this MOU.
- 9.4 Vision Care Plan: Mid-Management employees are eligible to participate in a group vision care plan offered by REMIF where under the City shall pay 100% of the monthly premium for employee and dependents. Employees enrolled in Kaiser will not be covered by the REMIF vision care plan, in as much as vision care is included in the Kaiser Health plan. The City will pay any increased vision care premium costs which may be incurred during the term of this MOU of Understanding in conformance with those rates as set by REMIF. (Amended 7/1987)
- 9.5 Long-term Disability Insurance: The City will pay the monthly premium for a long-term disability insurance plan. Terms of insurance shall include, but not be limited to the following: (1) Amount of Insurance: 67% of monthly salary for a maximum of \$10,000 per month; (2) Elimination Period: Benefits will commence on the 91st day of continuous

disability; and (3) Integration of Benefits: Full family. (Added 7/1988)

- 9.6 Flexible Spending and Dependent Care Reimbursement Accounts: Mid-management employees are eligible to participate in a Flexible Spending and/or Dependent Care Reimbursement Account. Employees can elect pre-tax dollars be deducted and placed into FSA or DCRA for applicable usage in accordance with state law, federal law, and current IRS regulations. The City shall provide this program by July 1, 2025.
- 9.7 Deferred Compensation: Starting July 1, 2025, the City will offer a \$1,600 per year deferred compensation match to all members who have completed one year of continuous full time service. If an employee makes a contribution to the employee's 457 account, the City will make a matching dollar for dollar contribution on a per-pay-period basis. Effective July 1, 2026, the deferred compensation match will be \$1,750 per year.

X. PUBLIC EMPLOYEES RETIREMENT SYSTEM

- 10.1 Safety Employees: On behalf of its employees, the City has contracted with the California Public Employees' Retirement System (PERS) for retirement benefits. The classifications of Police Lieutenant, Fire Training Officer and Fire Marshal/Division Chief are designated as 'Safety' members of PERS. All other Mid-Management classifications are designated as 'Local Miscellaneous' members of PERS. For safety employees in classifications represented by Mid-Management and hired prior to the effective date of the CalPERS amendment establishing a second tier pension plan, the retirement formula will be 3% at 50. The City shall maintain additional CalPERS benefits as follows:

- 1) "1959 Survivor Benefits, Level IV" for which employees pay \$.93 per bi-weekly pay period; 2) Post Retirement Survivor Allowance; and 3) One Year Final Compensation. Safety employees in classifications represented by the Mid-Management pay the 9% employee contribution to PERS. The employee contribution is made by a pre-tax payroll deduction of 9%.

For safety employees hired on or after the effective date of the CalPERS amendment establishing a second tier pension plan, the retirement formula will be 2% at 50. Retirement benefits will be calculated using the average income of the highest three (3) consecutive years. Employees will pay the 9% employee contribution to CalPERS. The employee contribution is made by a pre-tax payroll deduction of 9%.

- 10.2 Local Miscellaneous Employees: On behalf of its non-sworn employees, the City has contracted with the Public Employees' Retirement System (PERS) for retirement benefits. Such employees are designated 'Local Miscellaneous' members of PERS. For Local Miscellaneous employees in classifications represented by Mid-Management and hired prior to the effective date of the CalPERS amendment establishing a second tier pension plan, the retirement formula will be 2.5% at 55. The City shall maintain additional CalPERS benefits as follows: 1) "1959 Survivor Benefits, Level IV" for which employees pay \$.93 per bi-weekly pay period; 2) Post Retirement Survivor Allowance; and 3) One Year Final Compensation. Local Miscellaneous employees in classifications represented by the Mid-Management pay the 8% employee contribution to PERS. The employee contribution is made by a pre-tax payroll deduction of 8%. (Amended 7/1/12)

For 'Local Miscellaneous' employees hired on or after the effective date of the CalPERS amendment establishing a second tier pension plan for Local Miscellaneous Members,

the retirement formula will be 2% at 60. Retirement benefits will be calculated using the average income of the highest three (3) consecutive years. Employees will pay the 7% employee contribution to CalPERS. The employee contribution is made by a pre-tax payroll deduction of 7%. (Added 7/1/12)

10.3 Public Safety Employees - CalPERS Pension Swap:

Effective the pay period beginning August 6, 2017 and a CalPERS contract amendment, classic public safety employees in classifications represented by the Mid-Management shall contribute a total of 10% to PERS. The employee contribution is made by a pre-tax payroll deduction of 10%. As soon as administratively feasible the City shall implement a contract amendment. This pension contribution shall extend beyond the expiration of this MOU and is intended to satisfy the 2018 member contribution pursuant to PEPRA.

Effective the first full pay period in July 2018, classic public safety employees in classifications represented by the Mid-Management shall contribute a total of 11% to PERS. The employee contribution is made by a pre-tax payroll deduction of 11%.

Effective the first full pay period in July 2019, classic public safety employees in classifications represented by the Mid-Management shall contribute a total of 12% to PERS. The employee contribution is made by a pre-tax payroll deduction of 12%. (Added 8/2017)

- 10.4 PEPRA. The Public Employees' Pension Reform Act of 2013 (PEPRA) and related Public Employees' Retirement law amendments in Assembly Bill 340 became law on September 12, 2012 and the provisions were effective January 1, 2013. The City and Mid-Management agree to implement all PEPRA provisions and all applicable amendments thereto. Effective January 1, 2013 all employees defined by PEPRA as "New members" in PERS 'Safety' classifications shall pay 50% of the total normal cost for the new Safety PERS pension formula of 2.7%@57, which is currently 11.5% as an employee contribution (on a pre-tax payroll deduction) with final compensation determined by the highest average annual pensionable compensation earned by an employee during a period of at least 36 consecutive months. Effective January 1, 2013 all employees defined by PEPRA as "New members" in PERS 'Miscellaneous' classifications shall pay 50% of the total normal cost for the new Miscellaneous PERS pension formula of 2% @ 62, which is currently 6.5% as an employee contribution (on a pre-tax payroll deduction), with final compensation determined by the highest average annual pensionable compensation earned by an employee during a period of at least 36 consecutive months.

XI. AUTOMOBILE REIMBURSEMENT

Employees shall be reimbursed for use of their private vehicle for city business up to the IRS allowable rate. The City Manager is authorized to establish an automobile allowance for members of the Mid-Management group provided the amount does not exceed \$350.00 per month.

XII. CLOTHING ALLOWANCE

- 12.1 The City shall provide the uniforms for employees as specified by either the Fire or Police

Chief.

- 12.2 The City will provide safety glasses, boots, city-issued shirts, and safety vests to employees in those classifications that require such clothing and equipment per Cal OSHA regulations.

XIII. LEAVE OF ABSENCE

- 13.1 Leaves of absence may be granted by the City, not to exceed six (6) months. The City may grant an employee a leave of absence without pay for compelling personal reasons for a period of six (6) months in duration and for urgent and substantial reasons up to a maximum of one year. A leave of absence without pay must be requested by employee and approved by City, and shall be in writing specifying the date of return. Any employee failing to return to work upon expiration of an approved leave of absence shall be deemed to have resigned their employment with the City. A leave of absence without pay is not an employment right and the City may deny such request. Said employee will not accrue sick leave, vacation benefits or incentive benefits while on leave status and City will cease paying medical, dental and visual insurance premiums. The employee may remain covered by such insurance if they pay the premiums.
- 13.2 The conditions under which an employee will be restored to employment on the termination of leave of absence shall be clearly stated - by the City in conjunction with granting of the leave absence. An employee's status as a regular employee will not be impaired by such leave absence, however, the probation or evaluation period of an employee who is granted a leave absence shall be extended by the duration of such leave from the position from which probation or longevity is being served.
- 13.3 An employee who is sick and has used all their sick leave shall use their vacation leave and/or MMPEA administrative leave for the duration of time that the employee is away from work.
- 13.4 Leaves covered by the Family Medical Leave Act (FMLA), the California Family Rights Act (CFRA), and Pregnancy Disability Leaves (PDL), will be granted in accordance with federal and state laws unless otherwise specified herein. Such leaves may be covered by a City policy intended to provide the benefits required by the applicable laws and acts, but in no case shall employees covered under this agreement suffer a loss of such benefits should such a policy become invalidated by the City.

The employee shall be entitled to utilize sick leave benefits on the same basis as other employees who are temporarily disabled due to a non-industrial illness or injury. When the employee is on a paid leave status, service credits shall continue to accrue and the City shall continue payments toward group insurance and retirement coverage.

Upon expiration of the approved leave, the employee shall be reinstated to their former position, or to a comparable one if the former position is abolished during the period of leave and the employee would otherwise not have been laid off. Prior to the employee's being reinstated, the department head may require a statement from the attending

physician that the employee is physically capable of resuming the regular duties of their position.

An employee may, at the conclusion of their disability, request a leave of absence as provided in this Memorandum of Understanding.

XIV. JURY DUTY

No deductions shall be made from the salary of any employee while the employee is on jury duty provided the employee shall reimburse the City any compensation received, less any mileage and expense allowance, received as a juror.

XV. COMPENSATION FOR ILLNESS OF INJURY INCURRED IN COURSE OF EMPLOYMENT

- 15.1 Safety personnel who are absent from their work due to injuries or illnesses arising out of or in the course of this employment are entitled to benefits under 4850 regulations of the State Labor Code.
- 15.2 Non-safety employees compelled to be absent from their work duty due to injuries or illness arising out of or in the course of this employment, they shall be eligible for supplemental benefits for a period of ninety (90) days. Such benefits shall commence with the first day of absence immediately following the day of disability. The amount of supplemental payment payable for each day of absence shall be ninety percent (90%) of the employee's basic weekly wage rate divided by five (5), less the sum of any payment to which they may be entitled under the Worker's Compensation and Insurance Chapters of the State Labor Code.
- 15.3 If at the end of said ninety (90) days, an employee is still unable to return to work, they may use their accumulated sick leave to supplement any payment to which they may be entitled under the Worker's Compensation and Insurance Chapters of the State Labor Code.

XVI. LONGEVITY PAY PLAN

- 16.1 Employees shall be eligible to receive longevity pay as set forth herein upon the satisfactory completion of a minimum of five (5) continual years of service.

The effective date of a longevity pay increase shall be the beginning of the pay period following the date of eligibility.

Any employee shall receive such pay in addition to their basic rate of pay in accordance with the following schedule:

<u>Years of Service:</u>	<u>Pay Rate:</u>
5 years	2%
10 years	3%

15 years	4%
20 years	5%
25 years	6%

- 16.2 For the purpose of this article, base rate of pay shall mean the salary at the time of the anniversary milestones indicated above. (Amended 7/2006)

XVII. BILINGUAL PAY

Mid-Management employees who have the ability to understand and speak the Spanish language shall be eligible to receive additional compensation at the rate of \$150 per calendar month. (Amended 7/2000)

Qualification for this extra compensation may be proven by certification; however, the City Manager may waive this certification requirement if they are otherwise satisfied as to the individual's bilingual qualifications. The City may require re-certification on an annual basis.

XVIII. EDUCATIONAL REIMBURSEMENT

- 18.1 The City encourages and supports educational and training programs that provide career development in areas directly related to their work. The City will provide reimbursement for courses approved by the City Manager or his designee, subject to budget limitations. The employee shall submit a request in writing stating the course outline and how the course will help on the employee's job and benefit the City. The classes will be taken on the employee's own time.
- 18.2 Students/employees who receive a "C" grade or better, shall be reimbursed for tuition, fees and material costs directly related to the approved course. Employees pursuing a graduate degree in a major related to their work shall be reimbursed for 50% of all such costs.
- 18.3 If the student/employee leaves the employment of the City within one calendar year of having received such benefit, the employee will pay back to the City three-quarters (3/4) of said semester/quarter reimbursement. If the student/employee leaves the employment of the City within two calendar years of having received such benefit, the employee will pay back to the City one-half (1/2) of said semester/quarter reimbursement. 7/1992)
- 18.4 At the time of enrollment, the employee shall sign an agreement to abide by the provisions of paragraphs 18.2 and 18.3.

XIX. OUTSIDE EMPLOYMENT

No full-time employees of the City of Healdsburg shall follow any other calling or occupation or engage in any business that will tend to impair the efficiency of such employee or be incompatible with their position with the City or that will affect the relationship between the City, its residents and the business community. Before accepting any other position or engaging in any other business, the employee will obtain the approval of the department head. If the

department head finds that any particular employment violates this policy, they shall withhold their approval of such outside employment. The decision of the department head is subject to

review by the City Manager at the request of the employee. The decision of the City Manager shall be final.

XX. EVERGREEN CLAUSE

The City provides that if agreement on a successor MOU has not been reached by 12 a.m. (midnight) on the expiration date of the current MOU, the existing MOU shall continue in full force and effect until a successor MOU is adopted, or failing agreement to adopt a successor MOU, until the applicable impasse procedure is exhausted. (Added 7/2010)

XXI. MUTUAL ASSISTANCE

When approved by the respective department head in advance, employee shall be compensated at the hourly rate for non-regular hours worked on emergencies outside of the city, where a current written agreement exists that provides for cost reimbursement. The parties agree that such hourly compensation shall not modify or in any way impact Employee's exempt employment status. (Added 08/2017)

XXII. DISASTER OVERTIME PAY

All employees are Disaster Service Workers. In the event of a FEMA-reimbursable emergency, exempt employees shall be compensated with Disaster Overtime Pay. Disaster Overtime Pay applies for hours actually worked in excess of eighty (80) hours a pay period on activities related to the Emergency Operations Center (EOC), disaster management, and recovery. Disaster Overtime Pay shall be at the rate of time and one-half of the employee's base hourly rate.

Exempt employees rendering aid to assist with disaster response efforts in other jurisdictions shall be compensated Disaster Overtime Pay at the rate of time and one-half.

Disaster Overtime Pay shall be paid within a reasonable time to allow processing and shall not be withheld until settlement of claims reimbursement. Disaster Overtime Pay is subject to CalPERS and applicable State and Federal tax rates.

XXIII. RATIFICATION

The designated representatives of the City and the designated representatives of the Mid-Management and Professional Employees Association, having met and conferred in good faith

regarding wages, hours, and other terms and conditions of employment submit the following Memorandum of Understanding to the City Council of the City of Healdsburg, to be effective July 1, 2024 through June 30, 2027.

Signed on this 5th day of August, 2024.

Designated Representative of the
City of Healdsburg:



Jeffrey Kay, City Manager

Designated Representatives of Mid-
Management and Professional Employees
Association



Patrick Fuss, MMPEA Representative



Robert Scates, MMPEA Representative



Ellen McDowell, MMPEA Representative

Approved by City Council Resolution No. 85-2024

MMPEA BENEFIT PACKAGE FY 2024-27

APPENDIX 'A'
SCHEDULE OF SALARY RANGES - effective 7/01/2024

MID-MGT & PROF EMPS ASSOC. (MMPEA)	<u>A step</u>	<u>B step</u>	<u>C step</u>	<u>D step</u>	<u>E step</u>
Accountant	\$7,895.11	\$8,297.27	\$8,721.04	\$9,166.43	\$9,633.48
Accounting Manager	\$9,487.34	\$9,961.70	\$10,459.81	\$10,982.78	\$11,531.92
Administrative Analyst I	\$7,105.61	\$7,460.89	\$7,833.94	\$8,225.63	\$8,636.92
Administrative Analyst II	\$7,895.11	\$8,297.27	\$8,721.05	\$9,166.43	\$9,633.48
Associate Civil Engineer	\$8,985.74	\$9,443.86	\$9,924.91	\$10,431.40	\$10,963.33
Building Official	\$10,747.22	\$11,284.57	\$11,848.80	\$12,441.24	\$13,063.30
Central Services Manager	\$9,487.34	\$9,961.70	\$10,459.81	\$10,982.78	\$11,531.92
Chief Information and Security Officer	\$12,079.48	\$12,683.45	\$13,317.62	\$13,983.50	\$14,682.69
City Clerk	\$9,678.51	\$10,162.43	\$10,670.57	\$11,204.08	\$11,764.30
City Clerk/Public Information Officer	\$11,130.28	\$11,686.79	\$12,271.15	\$12,884.71	\$13,528.95
Deputy City Clerk	\$7,140.32	\$7,502.29	\$7,886.18	\$8,287.94	\$8,711.59
Electric Operations Superintendent	\$13,722.61	\$14,408.61	\$15,129.04	\$15,885.50	\$16,679.77
Emergency Response Coordinator	\$8,418.89	\$8,839.84	\$9,281.84	\$9,745.93	\$10,233.21
Finance Manager	\$10,431.40	\$10,963.34	\$11,523.27	\$12,111.22	\$12,728.42
Fire Marshal/Division Chief	\$12,422.47	\$13,043.59	\$13,695.78	\$14,380.56	\$15,099.59
Information Technology Manager	\$11,184.70	\$11,743.94	\$12,331.13	\$12,947.69	\$13,595.08
Parks and Open Space Superintendent	\$9,630.36	\$10,111.88	\$10,617.48	\$11,148.35	\$11,705.76
Police Lieutenant	\$12,792.36	\$13,431.98	\$14,103.57	\$14,808.76	\$15,548.84
Police Social Services Team Member	\$7,469.13	\$7,842.59	\$8,234.71	\$8,646.45	\$9,078.76
Principal Civil Engineer	\$11,903.77	\$12,500.62	\$13,125.47	\$13,780.83	\$14,470.58
Project Manager	\$8,536.46	\$8,971.67	\$9,428.66	\$9,909.83	\$10,415.17
Public Information & Community Outreach Coordinator	\$7,656.02	\$8,038.83	\$8,440.77	\$8,862.80	\$9,305.95
Recreation Manager	\$9,253.66	\$9,716.36	\$10,202.17	\$10,712.28	\$11,247.89
Recreation Supervisor	\$7,219.39	\$7,587.17	\$7,974.02	\$8,381.25	\$8,808.84
Senior Civil Engineer	\$10,535.75	\$11,074.06	\$11,637.79	\$12,232.10	\$12,855.68
Senior Planner	\$10,431.40	\$10,963.33	\$11,523.27	\$12,111.22	\$12,728.42
Senior Project Manager	\$10,167.00	\$10,686.47	\$11,230.48	\$11,803.99	\$12,405.73
Utilities Engineering Manager	\$13,120.14	\$13,776.15	\$14,464.96	\$15,188.21	\$15,947.60
Utility Maintenance Superintendent	\$10,963.77	\$11,511.95	\$12,087.57	\$12,693.05	\$13,326.55
Utility Safety Compliance Coordinator	\$8,047.57	\$8,449.94	\$8,872.44	\$9,316.05	\$9,781.86
Water and Wastewater Operations Superintendent	\$11,582.09	\$12,161.19	\$12,769.26	\$13,407.72	\$14,078.10