

CITY OF OREGON CITY

and

**CITY OF OREGON CITY EMPLOYEES LOCAL 350-2,
COUNCIL 75 OF THE AMERICAN FEDERATION OF STATE,
COUNTY AND MUNICIPAL EMPLOYEES, AFL-CIO**

COLLECTIVE BARGAINING AGREEMENT

July1, 2019 - June 30, 2022

TABLE OF CONTENTS

ARTICLE 1 AGREEMENT	1
ARTICLE 2 RECOGNITION	1
ARTICLE 3 EMPLOYEE RIGHTS/SECURITY	1
ARTICLE 4 MANAGEMENT RIGHTS	2
ARTICLE 5 HOURS OF WORK AND OVERTIME	3
ARTICLE 6 COMPENSATION	7
ARTICLE 7 PERSONNEL RECORDS	7
ARTICLE 8 EMPLOYEE EVALUATION	8
ARTICLE 9 TRAVEL EXPENSES	9
ARTICLE 10 ANNIVERSARY DATE AND STEP INCREASES.....	9
ARTICLE 11 SHIFT CHANGE NOTIFICATION.....	10
ARTICLE 12 TOOL AND BOOT REIMBURSEMENT	10
ARTICLE 13 WATERWORKS CERTIFICATION.....	12
ARTICLE 14 LONGEVITY PAY.....	12
ARTICLE 15 WORKING OUT OF CLASSIFICATION.....	13
ARTICLE 16 LEAVES OF ABSENCE	14
ARTICLE 17 HOLIDAYS	16
ARTICLE 19 SICK LEAVE	18
ARTICLE 20 SALARY CONTINUATION INSURANCE PLAN.....	20
ARTICLE 21 DEFERRED COMPENSATION AND HRA VEBA.....	20
ARTICLE 22 EDUCATIONAL OPPORTUNITIES	21
ARTICLE 23 PUBLIC EMPLOYEES RETIREMENT SYSTEM.....	22
ARTICLE 24 EMPLOYEE INSURANCE BENEFITS.....	22
ARTICLE 25 DISCIPLINE AND DISCHARGE	24
ARTICLE 26 LAYOFF	25
ARTICLE 27 GRIEVANCE PROCEDURE.....	28
ARTICLE 28 SHOP STEWARDS.....	31
ARTICLE 29 SAVINGS CLAUSE.....	31
ARTICLE 30 NO STRIKES OR LOCKOUTS.....	31
ARTICLE 31 BILINGUAL PAY.....	32
ARTICLE 32 FUNDING.....	33
ARTICLE 33 SUBCONTRACTING	33
ARTICLE 34 PROBATION AND SENIORITY	33
ARTICLE 35 ON-CALL DUTY & CALL BACK	35
ARTICLE 36 DEFINITIONS.....	36
ARTICLE 37 LICENSURE PAYMENT	37
ARTICLE 38 TERM OF AGREEMENT.....	37
APPENDIX A SALARY SCHEDULES.....	38
APPENDIX B PW EMERGENCY SHIFT CHANGE NOTIFICATION (ESC)	38
APPENDIX C FLEX TIME AGREEMENT (FORM).....	40

ARTICLE 1 AGREEMENT

This Agreement is entered into by and between the City of Oregon City, hereinafter referred to as the “City” and the City of Oregon City Employees Local 350-2 Council 75, of the American Federation of State, County and Municipal Employees, AFL-CIO, hereinafter referred to as the “Union” for the purpose of setting forth the full Agreement between the parties concerning wages, hours, and conditions of employment for the employees covered by this Agreement.

ARTICLE 2 RECOGNITION

2.1 The City recognizes the Union as the sole and exclusive bargaining agent for all regular full-time and part-time employees working twenty (20) hours or more per week for the City excluding supervisory and confidential employees, police department employees, volunteers including reserve police officers whether or not paid for some reserve officer related work, seasonal employees, temporary employees, part-time swimming pool office help, lifeguards and instructors.

2.2 The City shall inform the Union of all bargaining unit employees hired and separated from City service.

2.3 The City will provide written notice to the Union when new classifications which are not excluded from the bargaining unit are created. The City will also provide the classification description and the proposed salary range for new classifications. If the Union demands bargaining pursuant to ORS 243.698 the parties shall meet to negotiate wages and other mandatory subjects of bargaining related to a the new classification. The bargaining process shall not delay hiring and filling the position. The City may proceed with hiring with the understanding that any wages and other terms and conditions subsequently agreed upon will be retroactive to the employee’s date of hire.

ARTICLE 3 EMPLOYEE RIGHTS/SECURITY

3.1 Employees covered by this Agreement have the right to form, join, and participate in the activities of the Union and there shall be no discrimination exercised against any employee covered

by this Agreement because of Union membership or participation in Union activities. The terms of this Agreement have been made for all employees in the bargaining unit and not only for members of the Union.

3.2 The Union agrees to provide the City with copies of the Oregon AFSCME Council 75 Union membership cards and payroll deduction authorization forms signed by bargaining unit members. The Union also agrees to notify the Human Resources Director if revocation of Union dues authorization has become effective. The City agrees to deduct monthly membership dues from the pay of Union members and voluntary payments from non-Union members who have authorized such deductions in writing on forms provided by the Union. Uniform amounts to be deducted shall be certified to the City by the Union Treasurer and shall be remitted to the Union Treasurer no later than the 15th day of the following month. Employees are subject to the terms of their Union membership.

3.3 The Union agrees to indemnify, defend and hold the City harmless against any claims made and against any legal actions instituted against the City as a result of the City's compliance with Section 3.2 above. The duty to indemnify includes necessary costs expended by the City in defense of such claims. The parties shall cooperate in the correction of dues and payroll errors.

3.4 The City will notify the Union of new employees hired into bargaining unit positions. As part of the City orientation process for new employees at Human Resources, each new employee will be informed that the current labor agreement is posted on the City's website and will be provided with any materials submitted as a "packet" by the Union for delivery to new members. A Union representative employed within the same department or building/work location as a new hire will be afforded up to ten (10) minutes at a mutually-agreed time to meet without loss of pay to either employee.

3.5 The City will identify or make available adequate space not accessible to the public where the Union may post notices and information of Union/employee concern. Each posted item shall be dated and initialed by the Union officer or steward approving the posting.

ARTICLE 4

MANAGEMENT RIGHTS

4.1 It is recognized that an area of responsibility must be reserved to the City if it is to effectively serve the public except and to the extent expressly abridged by specific provisions of

this Agreement. It is recognized that the responsibilities of management are exclusive functions to be exercised by the City and not subject to negotiation. These customary and exclusive functions include but are not limited to:

- a. The determination of the services to be rendered to the citizens served by the City;
- b. The determination of the City's financial, budgetary, accounting and organizational policies and procedures;
- c. The continuous overseeing of personnel policies, procedures and programs promulgated under any ordinance or administrative order of the City establishing personnel rules and regulations not inconsistent with the terms of this Agreement.
- d. Management and direction of the work force including, but not limited to, the right to determine the methods, processes and a manner of performing work; the right to create, delete, consolidate and determine the duties and qualifications of job classifications; the right to hire, promote, train, demote, transfer and retain employees; the right to discipline or discharge for just cause; the right to lay off for lack of work or funds; the right to subcontract work subject to Article 33; the right to abolish positions or reorganize a department or division; the right to determine schedules of work; the right to approve employee vacations; the right to purchase, dispose and assign equipment or supplies; and any other customary functions of management not specifically referred to in this Agreement.

ARTICLE 5

HOURS OF WORK AND OVERTIME

5.1 Regular Workweeks. The workweek shall be determined by the City based on the needs of the City and its ability to provide effective services to the public. A full-time employee's regular workweek shall consist of:

- a. Forty (40) hours consisting of five (5) consecutive eight (8) hour days work followed by two consecutive days off work;
- b. Forty (40) hours consisting of four (4) consecutive ten (10) hour days followed by three (3) consecutive days off;
- c. A 9-80 two week work schedule consisting of four (4) consecutive nine (9) hour days and one (1) eight (8) hour day with two (2) consecutive days off during the first week, followed by four (4) nine (9) hour days with three (3) consecutive days off during the second week; or
- d. A flexible work schedule of forty (40) hours per week entered into between the City and an employee under the terms of a "Flex Time Agreement" (hereinafter "FTA")

as set forth in Appendix C of this Agreement.

In cases where the employee and a supervisor agree, the supervisor and the employee will identify the day(s) and hours flexed off during the workweek. Flexible time arrangements and approval shall be determined on a case-by-case basis, may be approved or not in the City's discretion, and shall not be regarded as precedent setting.

The City may require an FTA as an essential job function and/or term and condition of employment specified in the position description and/or classification description which may be required regardless of voluntariness for any employee who promotes into or accepts employment when the FTA requirement is specified as such.

5.2 Time Sheets. The regular workweek for employees working 5-8, 4-10 or flex schedules shall commence at 12:00 a.m. on Sunday and end at 11:59 p.m. on Saturday. The regular workweek for employees working 9-80 schedules shall commence half-way through the employee's eight (8) hour workday.

5.3 The hours worked per pay period shall be reported accurately on electronic time sheets.

5.4 When an employee's timesheet entries needs to be corrected by a supervisor, manager, department head or payroll administration employee, a record shall be documented showing the correction and providing the reason and a copy shall be provided to the employee. Employees who disagree with the correction should contact their Department Director or the Human Resources Department.

5.5 Starting and Quitting Times. Shifts of an employee's regular workweek shall have an established starting and quitting time, unless a FTA applies. This schedule, as determined by the Department Director or designee, shall be posted in the Department. The Department Director shall give employees forty-eight (48) hours' notice of any pre-scheduled deviation from the start time of the normal work schedule unless the change is required by emergency or unforeseen necessity. (This notice requirement does not apply to a call back, hold-over, unscheduled overtime or to employees working under a FTA.)

5.6 A Department Director or designee shall give employees in the department who work 5-8, 4-10 or 9-80 work schedules four (4) weeks' notice in any change in the normal ongoing work schedule adopted for the department or work group. The schedules of an employee who is working a flexible schedule can be changed as set forth in the FTA signed by that employee. This notice obligation does not apply to temporary changes in work schedules required by an emergency or unforeseen necessity.

5.7 Break and Meal Periods. All employees shall be granted a 15-minute rest period during each half shift worked, and a meal period of not less than one half (1/2) hour nor more than one hour. Rest periods shall be taken at approximately the middle of each 1/2 shift as scheduled by the Department Director; meal periods shall be without pay and shall be scheduled at approximately the middle of the work shift by the Department Director; provided however that a meal period will be provided only when the work hours exceed four (4) on a workday. Exceptions may occur in emergency situations; and provided further that when a workday is less than six (6) hours the employee shall receive one rest period, and when a workday exceeds six (6) hours a second rest period shall be provided.

Employees who have a one hour meal period may, with prior supervisory approval, reduce their fifteen (15) minutes rest periods by ten (10) minutes each (for a total of 20 minutes) and extend their unpaid one hour meal period for the purpose of engaging in wellness activities, such as attending physical fitness classes or related activities. Supervisors may rescind approval with notice to the employee.

5.8 Work schedules for employees covered by this Agreement who normally work fewer than forty (40) hours per week shall be determined at the discretion of the Department Director.

5.9 Nothing in this Article or any part of this Agreement shall be construed as a guarantee of hours of work.

5.10 In no case shall an employee be paid twice for the same hours worked.

5.11 This Agreement shall not preclude a Department Director and an employee from agreeing to an alternate work schedule or to flex time within a workweek on a non-recurring basis in order to advance City operational needs or for the convenience of the employee. Employees will not be permitted to work through their break or meal periods to shorten their workday. However, in the

event an employee is directed to work through his/her meal period that meal period will be considered "time worked."

5.12 Overtime. Any work performed in excess of eight (8) hours in one day (when working a regular workweek of five eight-hour days) or ten (10) hours in one day (when working a regular workweek of four ten-hour days) or forty (40) hours in one workweek constitutes overtime and will be paid at one and one-half (1.5) times the employees' regular rate of pay. If an employee is assigned to work a 9-80 workweek, any work performed in excess of the employee's regularly scheduled eight (8) hour or nine (9) hour day will be compensated at the overtime rate of pay. Employees who are working flexible schedules pursuant to a Flex Time Agreement will be paid overtime for hours worked in excess of forty (40) hours in a workweek.

If the employee chooses to receive compensatory time instead of overtime pay, compensatory time will be allowed at the rate of one and one-half times the overtime hours worked. Employees may accrue up to one hundred twenty (120) hours of compensatory time as per Article 21. Compensatory time off shall be taken with the approval of the Department Director and reasonable advance notice of at least three (3) working days shall normally be provided.

5.13 Within the Public Works Department, a volunteer list of employees wishing to work overtime shall be established each July 1st and continue in effect for the Fiscal Year. By placing one's name on this list, the employee agrees to accept calls from the City and accept overtime work assignments when offered. The employee also agrees to notify his/her supervisor of periods of unavailability.

When an employee on the volunteer list declines to work overtime on two occasions or otherwise fails to comply with the rules set forth above, the City reserves the right to remove their name from the list. The City retains the right to assign overtime based upon job skills but as much as possible shall attempt to rotate overtime assignments based upon names on the overtime list. If a sufficient overtime work force cannot be obtained from the volunteer list, the City retains the right to assign overtime.

5.14 Cemetery employees working a normal schedule of Monday through Friday who are required to work on Saturday shall receive a minimum of four (4) hours pay at one and one half the employees regular pay rate, unless such work is performed subject to a flexible time arrangement.

5.15 Whenever a Pioneer Center van driver is required to work on a Saturday or Sunday, the employee shall receive a minimum of four (4) hours of pay at one and one half (1.5) the employee's regular pay rate, unless such work is performed subject to a FTA.

5.16 Public Works employees who are required to work scheduled overtime that is not contiguous with their prior or successive work shift shall receive a minimum of two (2) hours of pay at one and one half (1.5) of their regular pay rate, unless such work is performed subject to a FTA.

ARTICLE 6 COMPENSATION

6.1 Effective July 1, 2019 the rates and ranges of employees covered by this Agreement shall be increased by three percent (3.0%). Employees covered by this Agreement shall be compensated in accordance with the wage schedule attached to this Agreement and titled as Appendix A Wage Rates.

Effective July 1, 2020 the rates and ranges of employees covered by this Agreement shall be increased by three percent (3.0%).

Effective July 1, 2021 the rates and ranges of employees covered by this Agreement shall be increased by two and three fourths percent (2.75%).

The City reserves the right to place newly hired employees on higher salary steps as deemed necessary to attract skilled and experienced employees.

ARTICLE 7 PERSONNEL RECORDS

7.1 The Human Resource Department shall maintain the official personnel file on each bargaining unit employee. A "Personnel Action" form shall be used as the document to record changes in the employee's job classification, employment, and/or salary status. A copy of the form shall be placed in the employee's personnel file. All records and documentation which reflect information concerning an employee's compensation, position and promotion or promotion eligibility, and/or the character of job performance, including and not limited to personnel action forms, performance evaluations, correspondence concerning employment, corrective measures and any agreement related to employment, shall be forwarded to and maintained by Human

Resources Department in the employee's personnel file. *(Personnel files are maintained on probationary employees too; performance evaluations and disciplinary action is "information" that should be included in the personnel file, even if the employee does not feel all the statements in evaluations or disciplinary notices are "accurate".)*

7.2 A copy of any written items being placed in an employee's personnel file shall be furnished to the employee, upon request.

7.3 Any employee or Union representative with written permission of the employee, shall have the right to inspect their personnel file and request copies of items in the file. The employee or representative shall be responsible for the cost of such copies at the City's standard charge. Neither the file nor items in the file may be removed from the Human Resource Department.

7.4 Written reprimands and any response written by the employee shall be removed from the employee's personnel file after three (3) years from the date of issuance of the written reprimand upon request by the employee, provided there is no subsequent written reprimand(s) or disciplinary action of the same or similar nature issued during the intervening period of time. Requests for removal must be made to the Human Resources Department. Written reprimands that have been removed from an employee's personnel file will not be used against an employee for the purpose of progressive discipline, but may be used by the City to show compliance with legal obligations, as well as to establish consistency, lack of discrimination, notice of policy or standards, existence of mitigating or aggravating circumstances and defend against legal claims.

ARTICLE 8

EMPLOYEE EVALUATION

8.1 Both parties to this Agreement recognize that the process for employee performance evaluation is outlined in Policy number 610 of the Personnel Policy Manual of the City. This policy is subject to revision by the City. As part of the City's personnel management system each employee shall be evaluated at least once a year.

8.2 Both parties agree that an employee has the right to agree or disagree with an evaluation and that the employee has the right to provide a written response to an evaluation. Such response, along with the original evaluation, shall become a permanent part of the employee's personnel file.

8.3 Employee performance evaluations shall be prepared by a management employee within the employee's department. An employee may request a review of the evaluation by the Human Resource Director and/or the City Manager.

8.4 Neither the evaluation process nor the content of employee evaluations is subject to the grievance process of this Agreement.

ARTICLE 9 TRAVEL EXPENSES

In no event shall an employee be required to use their personal vehicle for City business in their regular day-to-day business. However, employees traveling out of the City for training, conferences or other business may be required to use their personal vehicle. In such cases, the employee shall be reimbursed as per City policy.

ARTICLE 10 ANNIVERSARY DATE AND STEP INCREASES

10.1 Step Increases. Salary step increases are provided on the anniversary date of the employee at intervals of continuous employment in the employee's current job classification. These intervals are 9 steps over 8 years to reflect the Classification/Compensation Study.

10.2 When an employee's date of appointment to a job classification falls between the 25th of any month and the 10th of the following month, the employee's anniversary date shall be the 25th of the month when first appointed to the job classification. When an employee's date of appointment to a job classification is after the 10th of any month, the employee's anniversary date shall be the 25th of that month.

10.3 Reclassification and Promotion. After initial appointment to a job classification, an employee shall receive the entry level salary for the job classification, unless otherwise specified by the Human Resources Director. An employee shall not lose pay when being promoted to a higher job classification. Employees who are promoted to a higher job classification as a result of a competitive process or reclassified to a higher job classification, including those who are transferred to a different department, shall be placed at the salary step for the higher job classification that is at least five percent (5%) higher than the rate they received before the

reclassification. A transferred employee shall be paid at the same rate received prior to transfer, absent some change in classification. Approval from the City Manager is required if a higher step in the range is requested by the Department Director. If an employee is reclassified into a lower classification, the employee shall be placed at the nearest rate of pay that is higher than the rate received before the reclassification.

10.4 Both the City and Union recognize that the term “anniversary date” is used only to determine an employee’s placement on the salary schedule, longevity pay and vacation accrual and, that the term is unrelated to employee’s “seniority date.”

ARTICLE 11

SHIFT CHANGE NOTIFICATION

11.1 Whenever the City fails to give five (5) days’ notice to a full-time employee of a temporary or emergency change in their normal work schedule, which would require the employee to work full shift different than that in which they normally work, the employee shall be paid an additional ten dollars (\$10.00) for that shift. This pay shall not be confused with or paid in addition to call back pay as provided for in Article 35 of this Agreement.

11.2 If an employee who has reported to work; is subsequently sent home and is required to return to work at a later time to complete full shift, the employee shall be paid an additional twenty dollars (\$20.00) for that shift.

11.3 For Emergency Shift Change Notification for emergencies such as disasters, local emergencies and weather response refer to Appendix B, Public Works Emergency Shift Change Notification (ESC).

11.4 This Article does not apply in the case of changes which are subject to a flex time arrangement under Article 5.1.d of the Agreement.

ARTICLE 12

TOOL AND BOOT REIMBURSEMENT

12.1 Public works mechanics shall be eligible for reimbursement up to seven hundred dollars (\$700) each fiscal year for tools used in the course of employment. In order to be eligible for the

reimbursement, mechanics must submit the original receipt.

12.2 If mechanics' tools are stolen or are broken by individuals other than the mechanics, those tools will be replaced by the City with a like replacement. It is the responsibility of the mechanics to maintain a current inventory of all tools, with a copy of this inventory to be submitted to the Assistant Public Works Director. This inventory list will contain the trade name, serial number and brand of all tools. The Director will consult with the lead mechanic on any changes to the current inventory system or tool accountability procedure.

12.3 The City shall reimburse employees in the classifications listed below for reasonable and necessary repair and replacement of safety boots that the City determines comply with OSHA rules and SAIF recommended safety practices based on a case-by-case PPE assessment of the job classification. Reimbursement shall be for the actual cost of a reasonable safety boot replacement or repair as determined necessary by the Department Director. Boot replacement shall only be granted once within any rolling twenty-four (24) month period measured from the employee's last boot purchase. However, employees who spend less than three hundred twenty-five dollars (\$325) on boot replacement during that period will be reimbursed for any repair costs incurred and/or orthotics purchased during the rolling twenty-four (24) month time period up to the three hundred twenty-five (\$325) maximum. An original receipt must be presented to the City for reimbursement. The City may determine case by case to reimburse boot replacement costs more frequently or in greater amounts as deemed appropriate and necessary by the Department Director.

The classifications eligible for boot reimbursement are:

- Utilities Maintenance Specialist (I, II and III)
- Utility Customer Service Representative
- Utility Maintenance Team Leader
- Water Quality Coordinator
- Parks Maintenance Specialist (I, II, III)
- Mechanic
- Building and Facility Specialist
- Environmental Specialist
- Building and Construction Inspector

12.4 The City will continue to provide items of protective clothing and attire required by the City to be worn/used on duty, which the City shall replace as necessitated by ordinary wear and tear.

ARTICLE 13

WATERWORKS CERTIFICATION

13.1 Water Division personnel who were employed before December 31, 2009 shall receive premium pay based on their Water Distribution Certification or Wastewater Collection Certification level as of December 31, 2009 as follows:

- a. Water Works or Wastewater Certificate No. 1 to receive an additional 1% over their regular base pay on their regular monthly payroll check.
- b. Water Works or Wastewater Certificate No. 2 to receive an additional 2% over their regular base pay on their regular monthly payroll check.
- c. Water Works or Wastewater Certificate No. 3 to receive an additional 3% over their regular base pay on their regular monthly payroll check.

13.2 Water or Wastewater certification pay replaces all previous merit pay increases provided to Water Division or Wastewater employees.

13.3 Employees in certification process as of September 4, 2009 will receive this certification pay if the employee certifies by December 31, 2009. No new certifications will be compensated with certification pay after December 31, 2009.

13.4. Employees will continue to receive the current certification pay they were receiving as of December 31, 2009.

ARTICLE 14

LONGEVITY PAY

14.1 Employees who have performed satisfactory continuous service for the required number of years shall be eligible to begin accruing longevity pay with the pay period following completion of the required number of years.

14.2 Continuous Service. Continuous service shall be terminated by resignation, termination, retirement or other separation of employment as set forth in Article 34.5. If a separated employee is subsequently rehired, the prior period of employment will not count toward eligibility for longevity pay.

14.3 Amount of Payment. Eligible employees shall receive one (1%) percent of the base salary upon completion of five (5) years; two (2%) percent after 10 years; three (3%) percent after 15 years; four (4%) percent after 20 years; five (5%) percent after 25 years and six (6%) percent after 30 years and more continuous satisfactory service in a permanent status. Longevity increments shall be paid in addition to regular compensation and shall be incorporated with the regular paycheck.

ARTICLE 15

WORKING OUT OF CLASSIFICATION

15.1 Employees are eligible to receive out of class differential pay as described below.

- a. Working out of classification is defined as occurring when an employee is assigned, for a minimum of a full work shift, to perform duties unique to a higher classification which constitute the higher duties of that higher job classification.
- b. The City retains the right to determine when it is practical and efficient to assign employees to perform out of class work. Nothing in this Article shall be interpreted as a guarantee that an employee shall be assigned to work out of classification in the absence of another employee.
- c. Employees assigned to work out of classification shall be compensated as follows:
(1) For hours worked out of classification in bargaining unit classifications, at either five percent (5%) above the current base salary or at the step closest to but not less than that amount in the salary range of the higher classification, whichever is greater; (2) For hours worked out of classification in management classifications, at seven and on half percent (7.5%) above the current base salary or at the starting salary of the management salary range, whichever is greater. In no case may an employee working out of classification earn more in a payroll period than the monthly pay that would be earned if the employee were regularly appointed to work in the higher classification.
- d. If an employee believes he/she has been working out of classification for a temporary assignment of three (3) or more workdays, the employee may make a written request for working out of classification pay to their supervisor. The supervisor is required to consult with the Human Resources Director after receiving such a request. If the employee does not receive an answer within ten (10) City business days of presenting their request to their supervisor, the employee may request that the Human Resources Director review the request. The request for

Human Resources to review the request must be made within ten (10) City business days from when the supervisor responded to the request. The Human Resources Director will make a decision within ten (10) City business days of the employee's request for review. Should the Human Resources Director deny the employee's request, the employee may initiate a grievance at Step 3 of the grievance procedure by submitting the grievance to the City Manager within seven (7) City business days from the Human Resources Director's denial.

ARTICLE 16

LEAVES OF ABSENCE

16.1 Leave of Absence Without Pay. An employee may be granted a leave of absence without pay not to exceed ninety (90) days by the City Manager. Employees on leave of absence without pay shall not accrue vacation or sick leave during the absence or receive holiday pay for recognized holidays falling within their leaves and shall be required to reimburse the City for insurance premiums. The leave shall not prejudice the employee's seniority or other earned rights. Employees who are absent from work due to a medical condition and have exhausted OFLA/FMLA leave are encouraged to contact Human Resources regarding eligibility for extended leave of absence. In the event the employee qualifies as disabled, the City will comply with its reasonable accommodation obligation.

16.2 Military Leave. Military leave shall be granted in accordance with federal and Oregon law.

16.3 Bereavement Leave. In the event of a death in the employee's immediate family an employee shall be granted up to three (3) days leave with pay. Immediate family shall include the employee's husband, wife, mother, father, son, daughter, sister, brother, father-in-law, mother-in-law, brother-in-law, sister-in-law, grandparents, grandchildren, foster child, domestic partner or any relative residing in the household. Additional paid leave may be granted on an individual need basis and will be deducted from the employee's vacation, floating holiday bank, paid personal day or compensatory time. Bereavement leave must be approved by the Department Director or designee. Funeral participation time off will be granted when an employee participates in or attends funeral services for other than the immediate family. Such leave must be approved by the Department Director prior to the funeral services and may be charged to vacation or compensatory time or taken as unpaid time.

In addition, employees are entitled to utilize up to eighty (80) hours of sick leave for bereavement leave in accordance with the Oregon Family Leave Act (OFLA). For information regarding OFLA bereavement leave rights, employees should contact the Human Resources Department. Part-time employees covered by this Agreement who are not eligible for OFLA may utilize their sick leave based on prorated full-time (FTE).

16.4 Witness or Jury Duty. When an employee is called for jury duty or is subpoenaed as a witness, they shall not suffer any loss in regular pay from such absence. However, they shall remit to the City any compensation or fees received for such duties except mileage, meals or parking reimbursement. Upon being excused from jury duty for a portion of any day, an employee shall immediately contact their supervisor for assignment for the remainder of their regular workday.

16.5 Paid Personal Leave. Full-time employees shall be allowed eight (8) hours per fiscal year for personal and family matters, which cannot be scheduled outside of the regular workday. The leave must be taken in increments of one (1) or more hours. Personal leave shall not be considered “time worked” for overtime purposes and therefore shall not be computed in determining overtime eligibility. All other bargaining employees shall accrue personal leave on a pro-rated FTE basis. Personal leave shall be used within the fiscal year given with no carry-over of hours into a new fiscal year.

16.6 Parental, Family and Other Protected Leave. It is the City’s intent to comply with all leave of absence laws. Parental, family leave and other protected leave may be taken pursuant to applicable state and federal law as set forth in the City’s Leave of Absence Policy. Generally, these laws provide leave for the employee's own serious health condition, for the care of specified family members with serious health conditions, for parental leave purposes, to care for a child who needs home care but does not have a serious health condition and for certain other qualifying reasons. While out on such leave, an employee may utilize accumulated sick leave, vacation time, compensatory time and holiday time in any order. In the event an employee does not specify which paid leave bank is preferred, sick leave will be used first, followed by compensatory time, holiday and vacation leave. After using all paid time, the employee may take the balance of any qualifying parental and family leave without pay.

ARTICLE 17

HOLIDAYS

17.1 All regular full-time employees are entitled to the following holidays with pay:

- New Year's Day – January 1st
- Martin Luther King, Jr. Day – 3rd Monday in January
- Floating Holiday in lieu of Lincoln's Birthday – February 12th
- Presidents Day – 3rd Monday in February
- Memorial Day – Last Monday in May
- Independence Day – July 4th
- Labor Day – 1st Monday in September
- Veteran's Day – November 11th
- Thanksgiving Day – 4th Thursday in November
- Day after Thanksgiving – 4th Friday in November
- Floating Holiday in lieu of Christmas Eve day – December 24th
- Christmas Day – December 25th

17.2 In addition, any day designated by the President of the United States and the Governor of Oregon as a legal holiday will be granted.

17.3 To be eligible for holiday pay, the employee must be on paid status the scheduled workday before and after the holiday unless the employee was not on paid status due to inclement weather OFLA/FMLA or other protected leave. In that event, such employees shall not lose holiday pay. When one of the above-mentioned holidays falls on a Sunday, the following Monday shall be observed as the holiday. When one of the above-mentioned holidays falls on a Saturday, then the preceding Friday shall be observed.

17.4 The Library will observe the holiday on the actual calendar day of the holiday.

17.5 Floating holidays may accrue up to forty (40) hours.

17.6 Cemetery employees working on Memorial Day will receive this day as a floating holiday.

17.7 Holidays that occur when an employee is on vacation or on sick leave shall not be charged against the employee's vacation or sick leave.

17.8 Public Works Call Back on a Holiday. If a Public Works employee is called back to work on an actual holiday (in contrast with the day on which the holiday is observed), the employee will be paid at the overtime rate for all hours worked on the actual holiday and shall receive an additional eight (8) hour floating holiday to compensate for the inability to enjoy the actual holiday. A regular full-time employee may elect to receive compensatory time in lieu of overtime pay for all hours worked on the holiday with supervisor approval.

An employee required to be on-call for a period which includes a holiday shall be compensated in accordance with Article 35.1.

17.9 Employees scheduled or required to work on a holiday. If an employee not covered by the preceding and following Articles 17.8 and 17.10 is required to work on the date of an actual holiday (in contrast with the day the holiday is observed), the employee will be paid at the overtime rate for all hours worked on the actual holiday and shall receive an additional eight (8) hour floating holiday to compensate for the inability to enjoy the actual holiday. A regular full-time employee may elect to receive compensatory time of all hours worked on the holiday in lieu of receiving holiday overtime pay, with supervisory approval.

17.10 Part time employees whose regular scheduled workday falls on a holiday shall receive their regular pay. Part time employees whose regular day off falls on a holiday shall receive pro-rated holiday based on the FTE of the employee.

ARTICLE 18 VACATION

18.1 Years of employment shall be years of continuous, unbroken service from the last date of hire. Employees on layoff or unpaid leave of absence shall not accrue vacation leave.

18.2 All full-time employees shall accrue vacation time at the rate described in the schedule below:

<u>Years of Employment</u>	<u>Per month</u>	<u>Approx. Days/Year</u>
0 through 3 years	8.15 hours	12
4 through 6 years	10.05 hours	15
7 through 9 years	11.44 hours	17
10 through 14 years	13.35 hours	20
15 through 19 years	14.73 hours	22
20 through 24 years	16.81 hours	25

25 years or more

20.11 hours

30

18.3 Employees shall not be eligible for vacation leave during their first month of employment, although vacation leave shall accrue from the date of employment.

18.4 Vacation leave can be carried over from year to year. The maximum amount a full-time employee may accrue at any one time is 240 hours. Part-time employees may accrue a maximum of 120 hours. An employee whose accrual is at the cap shall forfeit any further accrual under this Article until no longer at the cap.

18.5 Vacation leave shall be used in increments of at least one (1) hour.

18.6 Employees shall be paid for any unused vacation time in the event of resignation, retirement, termination or other separation from employment.

18.7 Part-time employees shall accrue vacation leave on a pro-rated basis based upon the number of hours in their regular scheduled workweek.

ARTICLE 19

SICK LEAVE

19.1 All regular full-time employees covered by this Agreement shall accrue sick leave at the rate of twelve (12) hours per month; part-time employees accrue sick leave at a prorated rate based on FTE. Sick leave will be charged at the rate of one hour for each hour an employee is absent from work. This Agreement shall not be construed as providing a benefit less than is statutorily required. Part-time employees are entitled by law to accrue up to forty (40) hours of sick leave per leave year at the rate of one (1) hour of sick leave for every thirty (30) hours worked, and to carry over up to forty (40) hours of sick leave accrued in one leave year into the subsequent leave year and use forty (40) hours of sick leave per leave year.

19.2 The parties recognize that the ability to attend work regularly and reliably is an essential job function and intentional abuse of sick leave is cause for termination.

19.3 Employees are entitled to use their sick leave for the following reasons:

- a. When they are unable to perform their duties due to an off-the-job illness or injury, pregnancy, necessity for medical or dental care or exposure to contagious disease.

- b. When their presence is required to care for a member of their immediate family in accordance with OFLA (ORS Chapter 659A) and the Oregon Sick Leave Law (ORS 653.601-661).
- c. Employees who become eligible for workers' compensation benefits and who are off work due to a compensable injury or occupational illness shall be allowed to use accrued sick leave to supplement the workers' compensation so as to receive their regular net pay for a period of up to six (6) months. In addition, employees shall continue to receive the City's contribution for health & welfare benefits as provided in Article 24.1 (A-C) for a period of up to six (6) months.
- d. For the birth, adoption or foster care placement of a child, consistent with applicable law.
- e. For any other allowable use as provided by OFLA and the Oregon Sick Leave Law.

Employees are encouraged to contact Human Resources Department for more information regarding the types of absences that sick leave can be used to cover.

19.4 The City may require medical certification in accordance with OFLA, FMLA and the ADA. If the City suspects sick leave abuse, the City may require verifying medical or other documentation.

19.5 Accrued sick leave shall be applied to retirement or disability benefits through the Public Employee's Retirement System as outlined in ORS Chapter 237 and the Administrative Rules and Regulations of the Public Employees Retirement System for Tier 1 and Tier 2 members. Otherwise, sick leave accruals shall have no cash value.

19.6 Employees may elect to use their vacation, holiday and compensatory time accruals in lieu of using their paid sick leave for leaves qualifying under OFLA and the Oregon Sick Leave Law. Employees may not take unpaid leave for OFLA qualifying reasons, unless they have depleted all their paid leave banks. The City shall not be required to extend FMLA/OFLA leave beyond the protected period provided by law when the employee's circumstances preclude the employee from returning to work, except as a required reasonable accommodation under the ADA/ORS Chapter 659A.

19.7 For the purpose of this Article, “immediate family”, is defined to include the employee’s spouse; domestic partner; biological, adoptive, foster parent or step parent; biological, adoptive, foster or step-child; grandparent or grandchild, current parent-in-law, domestic partner’s parent or child and a person with whom the employee was or is in a relationship of *in loco parentis* or a legal dependent for income tax purposes living in the employee’s home.

19.8 The Human Resources Department will administer the City’s Paid Leave Donation Program in accordance with City policy for the benefit of eligible employees.

ARTICLE 20

SALARY CONTINUATION INSURANCE PLAN

20.1 The City shall provide a disability (salary continuation) insurance policy for all employees covered by this Agreement. This policy shall provide employees who are determined to be eligible for benefits by the insurance carrier an income equal to two-thirds (2/3rds) of this employee’s pre-disability earnings less deductible income in accordance with the City’s insurance policy, up to six thousand dollars (\$6,000) per month starting one hundred eighty (180) days after the date that disability was incurred and continuing as long as the employee is disabled as determined by the insurance carrier. Premiums for this coverage shall be paid by the City. In the event the insurance carrier determines that an employee is eligible for benefits, the City shall pay the employee two-thirds (2/3rds) of the employee’s pre-disability earnings less deductible income in accordance with the City’s insurance policy for the period starting ninety (90) days and ending one hundred eighty (180) days after the date the disability was incurred. Part-time employees covered by the Agreement shall receive prorated payments on a full-time equivalent FTE basis.

20.2 It is understood that the City’s only obligation is to pay for premiums on this insurance policy. No claims shall be made against the City as a result of denial of coverage or benefits by the insurance company. The City’s obligation is limited to payment of two-thirds (2/3rds) of the employee’s pre-disability earnings less deductible income for the ninety (90) to one hundred eighty (180) day period as specified above.

ARTICLE 21

DEFERRED COMPENSATION AND HRA VEB

21.1 The City shall make available to all employees one or more deferred compensation plans.

The City currently offers IRC Section 457 plans through VOYA, ICMA-RC, Nationwide and Clackamas Community Credit Union and may, in the City's discretion adopt/offer an IRC section 401 plan.

21.2 The City shall make available an HRA VEBA program to fund unreimbursed current or future medical expenses. The City agrees to contribute fifty dollars (\$50) per full-time employee per month and a prorated amount for part-time employees based on FTE.

21.3 No employee may accrue more than one hundred twenty (120) hours of compensatory time off. Effective at the close of the November payroll period each year, every employee's compensatory time balance shall be reduced to sixty (60) hours if then in excess of that amount, and the value of the compensatory time in excess of sixty (60) hours shall be paid by the City into the HRA VEBA.

ARTICLE 22

EDUCATIONAL OPPORTUNITIES

22.1 The City shall provide an employee's tuition for courses related to the employee's work, provided that:

- a. The course is approved in advance by the Department Director and the City Manager.
- b. The employee receives a grade of "C" or better or a "pass" grade if the class is graded on a "Pass-Fail" basis and provide acceptable verification.
- c. The employee is not receiving reimbursement for tuition from other sources.
- d. Funds have been budgeted.
- e. Reimbursement shall be conditional upon the employee remaining in the City employment for a period of two (2) years from completion of the course as set forth in Article 22.5 below.

22.2 If the City pays for any textbooks and publications for such courses, the textbooks and publications shall become the property of the City.

22.3 Courses that are offered only during regular working hours must be approved by the Department Director or City Manager or designee.

22.4 The City shall reimburse travel expenses to and from the location of a course only if the

course is on an assignment basis and approved by the Department Director and City Manager.

22.5 Employees who resign or retire before completion of the two (2) year period specified in Article 22.1 will be responsible for repaying the tuition reimbursement paid by the City on a prorated basis, with each month of service following the completion of the course reducing the amount of repayment owed by one twenty-fourth. Repayment will be recouped through payroll deduction. In the even there is insufficient funds to secure reimbursement, the employee must pay the City the differential directly. If an employee leaves employment due to an unforeseen circumstance, the employee shall not be held liable for reimbursement to the City.

ARTICLE 23

PUBLIC EMPLOYEES RETIREMENT SYSTEM

23.1 The City agrees to participate in the Oregon Public Employees Retirement System (PERS) and in the Oregon Public Service Retirement Plan (OPSRP) to pay the City's amount required into each employee's PERS account. The City shall pay the six percent (6%) employee contribution to the Public Employees Retirement Fund/Individual Account Program and to the Oregon Public Service Retirement Plan (OPSRP/IAP) for the employees covered by this Agreement. Such "pick up" or payment of employee member's monthly contributions to the system shall continue for the life of this Agreement.

23.2 It is expressly understood that the provisions of Article 30 (Savings Clause) shall apply in the event any or all provisions of this Article are determined to be unlawful by an Oregon Court having jurisdiction in this matter.

23.3 In the event that during the life of this Agreement, it becomes impossible for reasons of law, regulation or decisions for the City to pay the six percent (6%) employee contribution to PERS/OPSRP, the City and the Union agree to re-open this paragraph to negotiation the impact of such action. It is the intent of the parties that negotiations will address the loss of the six percent (6%) employee contribution in a legally permissible manner.

ARTICLE 24

EMPLOYEE INSURANCE BENEFITS

24.1 The City agrees to provide medical, hospitalization, dental, and optical insurance programs for employees covered by this Agreement and their eligible dependents. In the event that the City

should desire to change to different insurance plans or insurance carriers for any of the provided insurance programs, the City and the Union shall jointly meet and review the coverage proposed by the new carrier(s).

24.2 Outside consultants may be utilized to aid in analyzing new proposals for insurance coverage. In the event the City changes carriers the new carriers shall provide coverage equal to or better than the coverage provided to maintain two health insurance carriers one of which shall be Kaiser Foundation. In the event a married couple is employed by the City, the City or the Union may request a meeting to discuss a mutually agreeable alternative to dual coverage. Coverage shall be maintained at the equivalent level in effect upon execution of this Agreement.

- a. Full-time employees (.8 FTE or greater) on the Kaiser medical plan shall pay ten percent (10%) of the monthly premium. Employees on the MODA medical plan shall pay a percentage of the monthly premium based on their family status. The percentage of the monthly premium to be paid is as follows:
 1. An employee with a single person family status shall pay six percent (6%) of the monthly premium.
 2. An employee with a 2-person family status shall pay eight percent (8%) of the monthly premium; and
 3. An employee with a family status shall pay 10 percent (10%) of the monthly premium.
- b. Upon retirement at or after PERS retirement age, the City shall provide the option to each employee and family member to continue the same medical coverage provided to the employees of the City as a retiree benefit. Eligibility of each individual retiree plan participant shall be and is lost upon attaining age of 65 or Medicare eligibility for any reason if earlier. This benefit is limited to the extent guaranteed by ORS 243.303 and is subject to the limitations of the insurance plan(s) and law. The City will pay one-half (1/2) of the insurance premium or one hundred dollars (\$100) per month, whichever is less, for the retiree only if the employee has retired based on PERS age and years of service criteria.

Employees employed as of June 1, 2016 and without a break in service through the retirement date will continue to be eligible for a Medicare Plan B supplement reimbursement of premium up to \$100 per month between the date of Medicare enrollment and attaining age 65.

- c. Employees who elect to enroll in MODA medical coverage must comply with

MODA plan terms and conditions which require the enrollment of all eligible dependents; those employees who elect to enroll for Kaiser plan medical coverage may choose to whether or not to enroll dependents under Kaiser benefit plan coverage.

24.3 The City agrees to provide all full-time employees covered by this Agreement with group term life insurance in the amount of twenty-five thousand dollars (\$25,000) for employees and one thousand dollars (\$1,000) for each dependent. Premiums for this coverage shall be paid by the City. Employees will be provided the option to enroll in supplemental life insurance for employees and their dependents.

24.4 All employees covered under this Agreement shall be covered by all provisions of the Oregon Unemployment Insurance Act and premiums for this coverage shall be paid by the City.

24.5 It is understood that the City's only obligation is to purchase and pay its share of premiums on the insurance policies. No claim shall be made against the City as a result of denial of benefits by the insurance company.

24.6 The City agrees to contribute a pro-rated share of the monthly premium for each part-time employee covered by this Agreement who chooses to be covered by the City's health insurance as specified in 24.1 as follows: 0.5 – 0.65 FTE City pays fifty percent (50%) of premium and employee is responsible for fifty percent (50%) of premium. For 0.66 – 0.79 FTE the City will pay seventy-five percent (75%) of premium and the employee is responsible for twenty-five percent (25%) of premium.

ARTICLE 25 DISCIPLINE AND DISCHARGE

25.1 Disciplinary action may include the following actions:

- a. verbal reprimand documented in writing
- b. written reprimand
- c. suspension with or without pay
- d. demotion
- e. discharge

The disciplinary process for regular (non-probationary) employees shall normally be progressive

in nature. However, discipline may be initiated at any step and the City may skip steps depending on the seriousness of the conduct, prior disciplinary action and other factors, consistent with just cause.

25.2 The City shall not impose discipline against an employee who has completed his/her initial probationary period without just cause and due process whenever required (e.g., economic discipline). Additionally, the City may place an employee on paid administrative leave pending an investigation and due process obligations as it determines appropriate. Paid administrative leave shall not be considered discipline. A verbal reprimand is not subject to the grievance procedure.

25.3 If a supervisor or manager has reason to discipline an employee, they shall make a reasonable effort to impose such discipline in a manner that will not unduly embarrass the employee before other employees or the general public.

25.4 Employees shall be afforded the right to request the presence of a Union representative at a disciplinary or investigatory interview or other meeting which the employee reasonably believes may lead to discipline of the employee, and at a meeting to announce and deliver discipline to an employee if and whenever the supervisor intends to enter into conversation with the employee. The Union representative's role and attendance unless otherwise agreed case by case is as described in Oregon ERB law; the meeting/interview shall not be delayed unreasonably in order that a particular Union representative may attend where another Union representative or officer or shop steward of the Local can be identified and is available to attend without loss of pay.

25.5 Grievances which challenge discharge may be initiated by the Union at Step 3 of the grievance procedure by the employee or Union representative filing the grievance directly with the City Manager.

ARTICLE 26

LAYOFF

26.1 Layoffs. The City will determine the classification(s) to be reduced, as well as the staffing level (full-time and part-time positions) to be reduced. Layoffs within each affected job classification shall be made in the following order: any temporary or seasonal non-bargaining unit employees in the affected job classification will be laid off first, followed by probationary employees in that job classification. If the layoff of any temporary, seasonal and/or probationary employees does not meet the City's reduction in force needs, regular part-time employees in the classification affected will be laid off next in inverse order of bargaining unit seniority. If the layoff of regular part-time employees does not meet the City's needs, then regular full-time employees in the classification affected will be laid off in inverse order of bargaining unit seniority. Seniority

shall be defined as as set forth in Article 34.4. If the City determines the need for a reduction in the work force, notice of not less than four (4) weeks shall be provided to the Union and the bargaining unit employees to be laid off. This notice requirement does not apply to employees who are laid off as a result of bumping by other employees. Employees who receive notice of layoff shall have the right to accept the layoff or exercise their bumping rights in accordance with Article 26.2, below.

26.2 Bumping. An employee who is laid off from a position in the Office Specialist/Administrative Assistant or Utility Maintenance/Team Leader series may “bump” another employee with less seniority in a lower classification in the same classification series (i.e. Office Specialist/Administrative Assistant series, Utility Maintenance Specialist/Team Leader series) as listed in Appendix A Salary Schedule. An employee who is laid off from another position (i.e. a position that is not in the Office Specialist/Administrative Assistant series or Utility Maintenance Specialist/Team Leader series) may bump an employee in a lower classification, if they are qualified to perform all of the duties of that position and the employee subject to being bumped has less bargaining unit seniority. However, only employees in the Office Specialist/Administrative Assistant series can bump across departmental lines. Employees who are notified of layoff or being bumped must notify Human Resources that they wish to exercise bumping rights in writing within seven (7) calendar days of receipt of the layoff notice. Employees who bump into other positions as outlined above will be paid at the rate of pay for the position they bump into. They will also be placed at the same salary step they were in when the bumping occurred and will be required to serve one year in that position before moving to the next step of the Salary Schedule.

The City Manager may make an exception to the order of layoff when the retention of an employee with needed qualifications, skills or performance abilities is necessary for the efficient operation of the department. Such actions shall be taken only for articulated, job-related reasons and substantiated by written documentation. In no event may a non-bargaining unit employee bump a bargaining unit employee or bump and cause the downgrade of a bargaining unit employee without the mutual agreement of the Union.

26.3 Recall. Employees who are laid off shall be placed on a recall list for a period of twenty-four (24) months from date of layoffs. An employee who is laid off from a position in the Office Specialist/Administrative Assistant or Utility Maintenance/Team Leader series shall have recall rights to their former position or to a lower position in their classification series. Employees who

are laid off from other positions shall also have recall rights to their former position. Recall shall be in inverse order of layoff. In the event two (2) or more employees have recall rights to the same position, priority shall be given to the employee with the most bargaining unit seniority.

An employee's layoff status shall be terminated and rights to recall shall be extinguished if the employee is not recalled to City employment within twenty-four (24) months following the layoff date.

26.4 Employees on a recall list are obligated to keep the City informed of their current mailing address and telephone number. Notification of recall shall be by certified letter. Failure by an employee to reply to a recall notice within ten (10) calendar days from receipt or fourteen (14) calendar days from mailing, whichever is greater, to the mailing address in the City's Human Resources records, shall result in loss of recall rights unless the employee contacts the Human Resources Director within thirty (30) days from the date of mailing of a recall notice and provides an explanation that demonstrates good cause for failure to respond. In such event, the employee's recall rights shall be reinstated for the remainder of the twenty-four (24) month recall period. If good cause for failure to respond is established, the employee shall further be entitled to the recall provided another laid-off employee has not already been recalled to the position or another employee has not already been offered the position.

26.5 No new employees shall be hired into classifications from which employees are in layoff status until the recall list is exhausted.

26.6 Employees who are recalled shall have their previously accrued seniority and accrual rates restored as well as unused sick leave restored, but shall not accrue any seniority or benefits while on layoff.

26.7 When an employee is placed on layoff status the employee shall be eligible under COBRA to continue medical and dental health insurance benefits at the employee's expense. Employees shall make insurance premium payments to the City as provided for under Administrative Policies of the City and/or as required by the insurance provider as a condition for continuation of such insurance.

ARTICLE 27

GRIEVANCE PROCEDURE

27.1 For the purpose of this Agreement a grievance is defined as a dispute regarding an alleged violation of this Agreement.

In the effort to provide for a peaceful procedure for resolution of disputes, the parties agree to the following grievance procedure. Before filing a Step 1 grievance, the Union will attempt to resolve the issue informally with the City.

27.2 The term “days,” as used in this Article shall mean normal City business days, Monday through Friday, excluding recognized holidays.

27.3 The written grievance must include:

- a. The name and position of the employee(s) on whose behalf the grievance is brought;
- b. The date of the alleged violation of the Agreement or the date the employee or Union knew or should have known of the alleged violation, whichever occurs later;
- c. A clear and concise statement of the relevant facts;
- d. The specific provision(s) of the Agreement allegedly violated;
- e. The remedy sought; and
- f. Signature of the person submitting the grievance and date the grievance was submitted.

27.4 Timelines at any stage of the grievance procedure may be extended by mutual written agreement between the City and the Union.

27.5 Grievances will be filed at Step 1 of the grievance procedure with the following exceptions:

- a. The City and the Union may mutually agree to filing at a higher step.
- b. Grievances will be filed with the manager or supervisor who imposed the discipline or committed the alleged violation. If that employee is the Department Director, the grievance will be filed at Step 2.
- c. Grievances alleging violations of the working out of classification provision shall be filed at Step 3 in accordance with Article 15.1.d.
- d. Verbal reprimands are not subject to the grievance process.

27.6 The Steps of the Grievance Procedure.

Step 1. The Immediate Supervisor or Manager

Grievances submitted at Step 1 will be filed with the grievant's immediate supervisor within twenty (20) days of the alleged violation or the date the employee or Union knew or should have known of the alleged violation, whichever occurs later. There will be a mandatory meeting to formally discuss the grievance seven (7) days of submission of the grievance. Unless an exception is agreed upon by the Union and the City, the meeting will be attended by the grievant, a manager or supervisor designated by the City, and the steward and/or other Union representative. The grievant's supervisor, or another manager or supervisor designated by the City, will respond in writing to the grievant and Union representative within seven (7) days following the meeting. If the grievance is not resolved within seven (7) days following the written response, the grievance may be submitted to Step 2.

Step 2. The Department Director

Grievances filed at Step 1 which are unresolved at Step 1 may be submitted by the grievant or Union representative to the Department Director or designee at Step 2. Step 2 grievances must be submitted in writing within seven (7) days following the Step 1 written response. The Department Director will respond in writing to the grievant and Union representative within ten (10) days of receipt.

Step 3. City Manager

Grievances unresolved at Step 2 may be submitted by the grievant or Union representative to the City Manager. Step 3 grievances must be submitted within seven (7) days after the response is provided at Step 2. The City Manager will respond in writing to the grievant and Union representative within fifteen (15) days of receipt. The parties shall attempt to resolve the grievance during the seven (7) day period following receipt of the City Manager's response.

Step 4. Arbitration

If the grievance is not resolved at Step 3, the Union may submit written notice of intent to arbitrate to the City Manager. The written notice of intent to arbitrate must be submitted within twenty (20) days following receipt of the City Manager's Step 3 response. If the parties cannot agree upon an arbitrator, a list of seven (7) arbitrators shall be jointly requested from the State Mediation and Conciliation Service. The parties shall alternately strike one name from the list until only one name from the list remains. The order of striking shall be determined by lot. The remaining

individual shall be the arbitrator. The striking shall be conducted not later than seven (7) days after receipt of the list. The powers of the arbitrator shall be limited to interpreting this Agreement and determining if it has been violated. The arbitrator shall not have power to alter, modify, add to or detract from the terms of this Agreement. The decision of the arbitrator shall be binding on both parties.

27.7 No issue whatsoever shall be arbitrated or subject to arbitration unless such issue results from an action or occurrence which takes place following the execution date of this Agreement, and no arbitration determination or award shall be made by the arbitrator which grants any right or relief for any period of time whatsoever prior to the execution date of this Agreement.

27.8 Expenses for the arbitrator's services shall be borne by the losing party. Each party shall be completely responsible for the cost of preparing, presenting its own case, including compensating its own representatives and witnesses. If either party desires a record of the proceedings it shall solely bear the cost of such records; provided however that if the other party requests a copy of the record, then the cost of the record for the parties and the Arbitrator including the reporter appearance fee, if any, shall be shared evenly.

27.9 In the case of a grievance involving any continuing or other money claim against the City, no award shall be made by the arbitrator which provides a remedy for more than ninety (90) days prior to the date when the grievance was first submitted.

27.10 Any or all-time limits specified in the grievance process may be waived by the mutual written consent of both parties. In the event that the Department Director or the City Manager should, for legitimate reasons, be absent from their respective positions at the time the employee or Union submits the grievance to their step in the grievance process, the grievance process shall be suspended until their return to duty with the City.

27.11 Stewards designated by the Union shall not suffer loss of pay or benefits when meeting with the Department Director or other management representatives concerning written grievances. It is understood that the City shall not incur overtime liability as a result of time devoted to such proceedings.

ARTICLE 28

SHOP STEWARDS

28.1 The Union may select Steward(s) from employees covered by this Agreement. The names of the Steward(s) and the names of the other Union representatives, who may represent employees, shall be identified by the Union in writing to the City. If requested, the Steward(s), or Union officers acting in the capacity of a Steward, shall have the right to represent employees within the bargaining unit with respect to grievances. The Steward shall be granted time to meet with City representatives on matters relating to the processing of grievances without loss of pay during normal working hours.

28.2 The Steward shall obtain authorization from their supervisor prior to leaving the work area for the above stated purposes.

28.3 As much as possible, grievance proceedings shall be held during regular working hours without loss of pay or recrimination to the aggrieved party and/or the Steward. It is understood that the City will not incur any liability for overtime pay as the result of any grievance proceedings.

ARTICLE 29

SAVINGS CLAUSE

Should any article, section, or portion thereof of this Agreement be held unlawful and unenforceable by any court of competent jurisdiction or be in violation of a law or regulation, such decisions of the court shall apply only to the specific article, section, or portion of the Agreement that is unlawful. Upon the issuance of such a decision or enactment of such a law or regulation the unlawful language will be void and the parties agree to negotiate a substitute for the invalidated language. Nothing in this Article constitutes a waiver of the right of either party to assert that the language in question is not unlawful or exercise its applicable legal rights.

ARTICLE 30

NO STRIKES OR LOCKOUTS

30.1 The City will not lockout employees during the term of this Agreement. However, the City shall have no obligation to provide work during a labor dispute if the number of employees reporting for work is insufficient in the City's judgment to warrant continuation of part or all of its

operations.

30.2 The Union will not initiate or engage in and no employee(s) will participate or engage in any strike, slowdown, picketing, boycott or other interruption of work during the term of this Agreement.

30.3 Should a strike or other interruption of work occur; the City shall notify the Union of such activity and ask the Union whether the activity has been authorized. The Union, immediately thereafter, shall respond to the City's request in writing.

30.4 Upon receiving notice of a strike or other interruption of work, which it has not authorized, the Union will take all reasonable steps to terminate such activity and induce the employees concerned to return to work. If the Union takes such action, it shall not be held liable by the City for the unauthorized activity of the employees involved.

30.5 In the event employees participate in a strike or other interruption of work in violation of this Article, the participating employee(s) shall be subject to selective disciplinary action, which may include discharge.

30.6 It is understood that employees shall not be entitled to any benefits or wages whatsoever while they are engaged in a strike, work stoppage, or other interruption of work.

ARTICLE 31 BILINGUAL PAY

31.1 Employees occupying a position where fluency in a foreign language that has been approved by the City as being beneficial to advancing City services shall be paid an additional three percent (3%) over base pay per month. The City has an established process for testing and standard ~~in~~ for demonstrating fluency, which the employee must satisfy in order to receive a language premium. If the City determines that a position no longer qualifies for bilingual pay, the employee who currently receives fluency pay will be grandfathered in.

ARTICLE 32

FUNDING

32.1 The parties to this Agreement recognize that revenue needed to fund this Agreement must be approved by established budget procedures and in certain circumstances by a vote of the citizens of the City of Oregon City. Portions of this Agreement are therefore contingent upon approval of the proposed budget by the Budget Committee, the City Commission and, in certain instances, the voters of the City.

32.2 In the event of budget reductions by the Budget Committee or the City Commission or lack of approval by the voters, the parties agree to meet and confer to seek the best possible alternatives to layoff and/or cutback of services with the desired end result to be to offer available employment opportunities to existing bargaining unit members whenever and wherever possible.

ARTICLE 33

SUBCONTRACTING

The Union recognizes that the City may contract and subcontract work as it determines would be economically advantageous to the City. In the event that such a contract or subcontract would result in layoff to employees covered by this bargaining unit, the City agrees to give the Union (60) days' notice of such action and further agrees to meet and confer with the Union to discuss the effect of such action prior to finalizing and implementing such a decision. The City agrees to give consideration to alternatives such as work force reduction by attrition, transfers to other departments (including those not covered by this Agreement), preferential rehiring, and reasonable expenses associated with retraining employees who may be displaced by such action. Such considerations shall be within the City's broad authority to provide efficient and economic services to the citizens of the community.

ARTICLE 34

PROBATION AND SENIORITY

34.1 Initial Probation. Employees with less than one year of service shall be on probation. Prior to completion of this initial probationary period an employee may be discharged at will and without recourse to challenge the discharge through the grievance procedure.

34.2 Promotional Probation. Employees promoted within the bargaining unit shall be subject to a six-month promotional probationary period. Promoted employees who do not successfully complete their promotional probationary period shall be reinstated in their previous classification without recourse through the grievance procedure.

34.3 Extensions. Initial and promotional probationary periods may be extended for any time the employee is on paid or unpaid leave of absence for a period longer than thirty (30) days.

34.4 Definitions of Seniority. “Bargaining unit seniority” is defined as length of continuous service from most recent date of hire in a bargaining unit position.

An employee promoted out of the bargaining unit shall cease accruing bargaining unit seniority, but shall not forfeit such seniority. The bargaining unit seniority the employee had when promoted will be restored if the employee returns to a bargaining position.

34.5 Loss of Seniority. An employee shall lose all seniority and the employment relationship will be separated if any of the following events occur:

- a. Voluntary resignation or retirement;
- b. Discharge of a regular employee for just cause or discharge of an employee who is on initial probation at will;
- c. Layoff for more than twenty-four (24) consecutive months (However, employees shall not accrue seniority while on layoff.);
- d. Failure to notify the City of intent to return to work pursuant to a recall notice sent by certified mail to the last address provided to the City within ten (10) calendar days of receipt or fifteen (15) calendar days of mailing, whichever is greater, unless good cause is shown as set forth in Section 26.4;
- e. Failure to report for work upon expiration of an authorized leave of absence;
- f. Absence from work due to an on-the-job injury or occupational illness for a period of three (3) years from date of injury or illness or otherwise in accordance with ORS 659A.043 or ORS 659A.046; or
- g. Failure to return from military leave in accordance with applicable law.

ARTICLE 35

ON-CALL DUTY & CALL BACK

35.1 On-Call. Provisions of the Article are applicable only to those bargaining unit employees who regularly work in the Public Works Department. On-call duty occurs whenever an employee is required to be available during evenings and weekends outside their normal working hours to receive emergency electronic communication and respond as needed from within the Tri-County Portland metropolitan area during evenings and/or weekends outside their normal working hours during a seven (7) day or longer period.

An employee who is required to be on-call for a period which includes a holiday shall receive an additional eight (8) hours of holiday accrual, unless the employee's holiday accrual cap would be exceeded in which case the excess holiday hours shall be compensated at the overtime rate in lieu of the accrual of such holiday time.

The City shall ask for volunteers from employees it determines are qualified to work on-call duty. The determination of who is qualified will be made at the City's reasonable discretion and will not be abused. On call sign up will be offered to bargaining unit employees only for the first two (2) rounds. If additional weeks are left after two (2) rounds, managers and supervisors may sign up at that time. If there is still uncovered weeks, the City may assign a bargaining unit employee to on-call duty. On-call coverage will be arranged for every day of the year in accordance with such practices as the Department may establish periodically. In the event an employee who has volunteered or been assigned to on call duty becomes unavailable for such services due to a change in circumstances, that employee may arrange for another qualified employee to serve his/her on-call duty with advance approval by a supervisor.

Employees who serve in on-call status for a consecutive seven (7) day period shall receive three hundred dollars (\$300) as compensation for being on call, in addition to pay for hours actually worked when the employee is called back to work. Employees required to be on-call for less than a seven (7) day period shall be paid prorated on-call compensation.

Any employee assigned to on-call duty who fails to be available and promptly respond when called shall forfeit one hundred percent (100%) of the on-call compensation for the entire twenty-four (24) hour period and, may be held accountable (1) at the City's discretion by ineligibility for future on-call duty; and (2) with discipline for just cause appropriate to the failure to perform essential job duties.

35.2 Call Back. Call-back time occurs when an employee is called back to work after he/she has left the work at the end of a workday to perform additional hours of work which are not contiguous with the prior or successive work shift. Call-back time shall be compensated at a minimum of three (3) hours' pay at one and one-half (1 1/2) the employee's normal pay rate for all such time worked. If an on-call employee is called back to work, call back pay shall be in addition to on-call pay. Call-back for an employee who is "on-call" shall begin when the employee starts traveling to the Department facility or job site. Call-back for all other employees begins when the employee has reported to either the Department facility or the work site as directed at the time of the call back notification. An employee who responds and reports to the call back location as directed will be reimbursed at the IRS/City mileage rate for use of a personal vehicle, portal to portal. *(Note: As directed means as directed by a superior.)*

35.3 Electronic Monitoring and Calls at Home. An employee who is contacted outside normal hours of work by a manager, supervisor or the on-call employee, and is required to perform compensable work (which for this purpose means work which exceeds seven and one half minutes subject to quarter hour rounding rules of the FLSA), but is not required to physically report to work shall be paid for a minimum of one (1) hour at the overtime rate. At no time will an employee be paid twice for work performed in the same hour. This section does not apply to receipt of an electronic communication and shall not be paid in addition to other payments required by this Article. The City shall monitor overtime slips submitted based on this provision, and each overtime request which is based on a call at home from a coworker must be justified by written statement from the employee which explains the need for and duration of the call.

ARTICLE 36 DEFINITIONS

- Probationary Employee: An employee who has been employed for less than the probationary period specified in Article 34.
- Regular Employee: An employee who has successfully completed the initial probationary period.
- Full-time Employee: An employee who is hired to work a schedule of at least forty (40) hours per week.
- Part-time employee: An employee who is hired to work a schedule of twenty (20) or more hours, but less than forty (40) hours per week.

- Temporary or Seasonal Employee: An employee who is hired with the expectation that they will be employed for a finite period of time not greater than one hundred and eighty (180) calendar days.

ARTICLE 37

LICENSURE PAYMENT

If any employee is required to have a Commercial Driver's License (CDL) the City will reimburse the costs paid by the employee for the CDL endorsement and required medical examination costs which were not otherwise paid by the City or through health insurance. Such employees' payment of the cost of the personal Class C DMV motor vehicle operator license is subject to reimbursement only when initially obtained to comply with a job or assignment requirement but not upon subsequent renewals.

ARTICLE 38

TERM OF AGREEMENT

38.1 This Agreement shall become effective as of the 1st day of July, 2019 and shall remain in full force and effect until the 30th day of June, 2022. Across-the-board wage increases granted pursuant to Article 6 shall be applied retroactively to July 1, 2019 for all employees who were employed by the City on the date the Agreement is both ratified by the bargaining unit and approved by the City Commission. This Agreement shall automatically be reopened for negotiations for a successor agreement on February 1, 2022.

38.2 This Agreement may be amended at any time by mutual agreement of the Union and City; such amendments shall be in writing and signed by both parties.

FOR THE CITY OF OREGON CITY:

FOR AFSCME LOCAL 350-2:

Date

Date

Date

Date

APPENDIX A

Fiscal Year
2019-20

AFSCME SALARY SCHEDULE

Grade	July 1, 2019 - June 30, 2020	3% COLA	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>	<u>Step 5</u>	<u>Step 6</u>	<u>Step 7</u>	<u>Step 8</u>	<u>Step 9</u>
9	Nutrition Assistant		\$ 14.51	\$ 15.20	\$ 15.99	\$ 16.75	\$ 17.61	\$ 18.48	\$ 18.93	\$ 19.45	\$ 19.92
			\$ 2,515	\$ 2,635	\$ 2,771	\$ 2,903	\$ 3,053	\$ 3,204	\$ 3,282	\$ 3,372	\$ 3,453
			\$ 30,180	\$ 31,620	\$ 33,252	\$ 34,836	\$ 36,636	\$ 38,448	\$ 39,384	\$ 40,464	\$ 41,436
10			\$ 14.86	\$ 15.59	\$ 16.37	\$ 17.21	\$ 18.02	\$ 18.93	\$ 19.45	\$ 19.92	\$ 20.41
			\$ 2,576	\$ 2,703	\$ 2,837	\$ 2,983	\$ 3,124	\$ 3,282	\$ 3,372	\$ 3,453	\$ 3,538
			\$ 30,912	\$ 32,436	\$ 34,044	\$ 35,796	\$ 37,488	\$ 39,384	\$ 40,464	\$ 41,436	\$ 42,456
11			\$ 15.20	\$ 15.99	\$ 16.75	\$ 17.61	\$ 18.48	\$ 19.45	\$ 19.92	\$ 20.41	\$ 20.92
			\$ 2,635	\$ 2,771	\$ 2,903	\$ 3,053	\$ 3,204	\$ 3,372	\$ 3,453	\$ 3,538	\$ 3,626
			\$ 31,620	\$ 33,252	\$ 34,836	\$ 36,636	\$ 38,448	\$ 40,464	\$ 41,436	\$ 42,456	\$ 43,512
12	Food Service Worker		\$ 15.59	\$ 16.37	\$ 17.21	\$ 18.02	\$ 18.93	\$ 19.92	\$ 20.41	\$ 20.92	\$ 21.46
			\$ 2,703	\$ 2,837	\$ 2,983	\$ 3,124	\$ 3,282	\$ 3,453	\$ 3,538	\$ 3,626	\$ 3,720
			\$ 32,436	\$ 34,044	\$ 35,796	\$ 37,488	\$ 39,384	\$ 41,436	\$ 42,456	\$ 43,512	\$ 44,640
13	Accounting Clerk I		\$ 15.99	\$ 16.75	\$ 17.61	\$ 18.48	\$ 19.45	\$ 20.41	\$ 20.92	\$ 21.46	\$ 21.98
			\$ 2,771	\$ 2,903	\$ 3,053	\$ 3,204	\$ 3,372	\$ 3,538	\$ 3,626	\$ 3,720	\$ 3,810
			\$ 33,252	\$ 34,836	\$ 36,636	\$ 38,448	\$ 40,464	\$ 42,456	\$ 43,512	\$ 44,640	\$ 45,720
14			\$ 16.37	\$ 17.21	\$ 18.02	\$ 18.93	\$ 19.92	\$ 20.92	\$ 21.46	\$ 21.98	\$ 22.55
			\$ 2,837	\$ 2,983	\$ 3,124	\$ 3,282	\$ 3,453	\$ 3,626	\$ 3,720	\$ 3,810	\$ 3,908
			\$ 34,044	\$ 35,796	\$ 37,488	\$ 39,384	\$ 41,436	\$ 43,512	\$ 44,640	\$ 45,720	\$ 46,896
15	Office Specialist I Senior Center Van Driver		\$ 16.75	\$ 17.61	\$ 18.48	\$ 19.45	\$ 20.41	\$ 21.46	\$ 21.98	\$ 22.55	\$ 23.22
			\$ 2,903	\$ 3,053	\$ 3,204	\$ 3,372	\$ 3,538	\$ 3,720	\$ 3,810	\$ 3,908	\$ 4,024
			\$ 34,836	\$ 36,636	\$ 38,448	\$ 40,464	\$ 42,456	\$ 44,640	\$ 45,720	\$ 46,896	\$ 48,288
16			\$ 17.21	\$ 18.02	\$ 18.93	\$ 19.92	\$ 20.92	\$ 21.98	\$ 22.55	\$ 23.22	\$ 23.67
			\$ 2,983	\$ 3,124	\$ 3,282	\$ 3,453	\$ 3,626	\$ 3,810	\$ 3,908	\$ 4,024	\$ 4,102
			\$ 35,796	\$ 37,488	\$ 39,384	\$ 41,436	\$ 43,512	\$ 45,720	\$ 46,896	\$ 48,288	\$ 49,224
17			\$ 17.61	\$ 18.48	\$ 19.45	\$ 20.41	\$ 21.46	\$ 22.55	\$ 23.22	\$ 23.67	\$ 24.25
			\$ 3,053	\$ 3,204	\$ 3,372	\$ 3,538	\$ 3,720	\$ 3,908	\$ 4,024	\$ 4,102	\$ 4,204
			\$ 36,636	\$ 38,448	\$ 40,464	\$ 42,456	\$ 44,640	\$ 46,896	\$ 48,288	\$ 49,224	\$ 50,448
18			\$ 18.02	\$ 18.93	\$ 19.92	\$ 20.92	\$ 21.98	\$ 23.22	\$ 23.67	\$ 24.25	\$ 24.87
			\$ 3,124	\$ 3,282	\$ 3,453	\$ 3,626	\$ 3,810	\$ 4,024	\$ 4,102	\$ 4,204	\$ 4,310
			\$ 37,488	\$ 39,384	\$ 41,436	\$ 43,512	\$ 45,720	\$ 48,288	\$ 49,224	\$ 50,448	\$ 51,720
19			\$ 18.48	\$ 19.45	\$ 20.41	\$ 21.46	\$ 22.55	\$ 23.67	\$ 24.25	\$ 24.87	\$ 25.48
			\$ 3,204	\$ 3,372	\$ 3,538	\$ 3,720	\$ 3,908	\$ 4,102	\$ 4,204	\$ 4,310	\$ 4,417
			\$ 38,448	\$ 40,464	\$ 42,456	\$ 44,640	\$ 46,896	\$ 49,224	\$ 50,448	\$ 51,720	\$ 53,004
20			\$ 18.93	\$ 19.92	\$ 20.92	\$ 21.98	\$ 23.22	\$ 24.25	\$ 24.87	\$ 25.48	\$ 26.11
			\$ 3,282	\$ 3,453	\$ 3,626	\$ 3,810	\$ 4,024	\$ 4,204	\$ 4,310	\$ 4,417	\$ 4,526
			\$ 39,384	\$ 41,436	\$ 43,512	\$ 45,720	\$ 48,288	\$ 50,448	\$ 51,720	\$ 53,004	\$ 54,312
21	Accounting Clerk II	Office Specialist II	\$ 19.45	\$ 20.41	\$ 21.46	\$ 22.55	\$ 23.67	\$ 24.87	\$ 25.48	\$ 26.11	\$ 26.79
	Library Assistant I	Program Assistant	\$ 3,372	\$ 3,538	\$ 3,720	\$ 3,908	\$ 4,102	\$ 4,310	\$ 4,417	\$ 4,526	\$ 4,643
	Meals-On-Wheels Coordinator		\$ 40,464	\$ 42,456	\$ 44,640	\$ 46,896	\$ 49,224	\$ 51,720	\$ 53,004	\$ 54,312	\$ 55,716

APPENDIX A

Fiscal Year
2019-20

AFSCME SALARY SCHEDULE

Grade	July 1, 2019 - June 30, 2020	3% COLA	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>	<u>Step 5</u>	<u>Step 6</u>	<u>Step 7</u>	<u>Step 8</u>	<u>Step 9</u>
22			\$ 19.92	\$ 20.92	\$ 21.98	\$ 23.22	\$ 24.25	\$ 25.48	\$ 26.11	\$ 26.79	\$ 27.45
			\$ 3,453	\$ 3,626	\$ 3,810	\$ 4,024	\$ 4,204	\$ 4,417	\$ 4,526	\$ 4,643	\$ 4,758
			\$ 41,436	\$ 43,512	\$ 45,720	\$ 48,288	\$ 50,448	\$ 53,004	\$ 54,312	\$ 55,716	\$ 57,096
23	Customer Accounting Clerk Recreation Programmer		\$ 20.41	\$ 21.46	\$ 22.55	\$ 23.67	\$ 24.87	\$ 26.11	\$ 26.79	\$ 27.45	\$ 28.12
			\$ 3,538	\$ 3,720	\$ 3,908	\$ 4,102	\$ 4,310	\$ 4,526	\$ 4,643	\$ 4,758	\$ 4,874
			\$ 42,456	\$ 44,640	\$ 46,896	\$ 49,224	\$ 51,720	\$ 54,312	\$ 55,716	\$ 57,096	\$ 58,488
24	Library Assistant II Office Specialist III		\$ 20.92	\$ 21.98	\$ 23.22	\$ 24.25	\$ 25.48	\$ 26.79	\$ 27.45	\$ 28.12	\$ 28.84
			\$ 3,626	\$ 3,810	\$ 4,024	\$ 4,204	\$ 4,417	\$ 4,643	\$ 4,758	\$ 4,874	\$ 4,999
			\$ 43,512	\$ 45,720	\$ 48,288	\$ 50,448	\$ 53,004	\$ 55,716	\$ 57,096	\$ 58,488	\$ 59,988
25	Engineering Technician I Parks Maintenance Specialist I Permit Technician	Utility Customer Service Rep. Utility Maintenance Specialist I Program Specialist - Tourism	\$ 21.46	\$ 22.55	\$ 23.67	\$ 24.87	\$ 26.11	\$ 27.45	\$ 28.12	\$ 28.84	\$ 29.53
			\$ 3,720	\$ 3,908	\$ 4,102	\$ 4,310	\$ 4,526	\$ 4,758	\$ 4,874	\$ 4,999	\$ 5,118
			\$ 44,640	\$ 46,896	\$ 49,224	\$ 51,720	\$ 54,312	\$ 57,096	\$ 58,488	\$ 59,988	\$ 61,416
26	Library Assistant III		\$ 21.98	\$ 23.22	\$ 24.25	\$ 25.48	\$ 26.79	\$ 28.12	\$ 28.84	\$ 29.53	\$ 30.30
			\$ 3,810	\$ 4,024	\$ 4,204	\$ 4,417	\$ 4,643	\$ 4,874	\$ 4,999	\$ 5,118	\$ 5,252
			\$ 45,720	\$ 48,288	\$ 50,448	\$ 53,004	\$ 55,716	\$ 58,488	\$ 59,988	\$ 61,416	\$ 63,024
27	Accounting Technician Administrative Assistant Senior Recreation Programmer		\$ 22.55	\$ 23.67	\$ 24.87	\$ 26.11	\$ 27.45	\$ 28.84	\$ 29.53	\$ 30.30	\$ 31.04
			\$ 3,908	\$ 4,102	\$ 4,310	\$ 4,526	\$ 4,758	\$ 4,999	\$ 5,118	\$ 5,252	\$ 5,381
			\$ 46,896	\$ 49,224	\$ 51,720	\$ 54,312	\$ 57,096	\$ 59,988	\$ 61,416	\$ 63,024	\$ 64,572
28	Planning Technician		\$ 23.22	\$ 24.25	\$ 25.48	\$ 26.79	\$ 28.12	\$ 29.53	\$ 30.30	\$ 31.04	\$ 31.83
			\$ 4,024	\$ 4,204	\$ 4,417	\$ 4,643	\$ 4,874	\$ 5,118	\$ 5,252	\$ 5,381	\$ 5,517
			\$ 48,288	\$ 50,448	\$ 53,004	\$ 55,716	\$ 58,488	\$ 61,416	\$ 63,024	\$ 64,572	\$ 66,204
29	Facility Maintenance Specialist Environmental Services Tech I Mechanic	Parks Maintenance Specialist II Recreation Program Coordinator Utility Maintenance Specialist II	\$ 23.67	\$ 24.87	\$ 26.11	\$ 27.45	\$ 28.84	\$ 30.30	\$ 31.04	\$ 31.83	\$ 32.62
			\$ 4,102	\$ 4,310	\$ 4,526	\$ 4,758	\$ 4,999	\$ 5,252	\$ 5,381	\$ 5,517	\$ 5,654
			\$ 49,224	\$ 51,720	\$ 54,312	\$ 57,096	\$ 59,988	\$ 63,024	\$ 64,572	\$ 66,204	\$ 67,848
30			\$ 24.25	\$ 25.48	\$ 26.79	\$ 28.12	\$ 29.53	\$ 31.04	\$ 31.83	\$ 32.62	\$ 33.43
			\$ 4,204	\$ 4,417	\$ 4,643	\$ 4,874	\$ 5,118	\$ 5,381	\$ 5,517	\$ 5,654	\$ 5,795
			\$ 50,448	\$ 53,004	\$ 55,716	\$ 58,488	\$ 61,416	\$ 64,572	\$ 66,204	\$ 67,848	\$ 69,540
31	Client Services Coordinator Customer Accounting Coord. Engineering Technician II Parks Maintenance Specialist III	Permit Coordinator Senior Accounting Technician Utility Maintenance Specialist III	\$ 24.87	\$ 26.11	\$ 27.45	\$ 28.84	\$ 30.30	\$ 31.83	\$ 32.62	\$ 33.43	\$ 34.29
			\$ 4,310	\$ 4,526	\$ 4,758	\$ 4,999	\$ 5,252	\$ 5,517	\$ 5,654	\$ 5,795	\$ 5,943
			\$ 51,720	\$ 54,312	\$ 57,096	\$ 59,988	\$ 63,024	\$ 66,204	\$ 67,848	\$ 69,540	\$ 71,316
32	Economic Development Coordinator Senior Administrative Assistant		\$ 25.48	\$ 26.79	\$ 28.12	\$ 29.53	\$ 31.04	\$ 32.62	\$ 33.43	\$ 34.29	\$ 35.13
			\$ 4,417	\$ 4,643	\$ 4,874	\$ 5,118	\$ 5,381	\$ 5,654	\$ 5,795	\$ 5,943	\$ 6,089
			\$ 53,004	\$ 55,716	\$ 58,488	\$ 61,416	\$ 64,572	\$ 67,848	\$ 69,540	\$ 71,316	\$ 73,068
33	Assistant Planner Building Inspector Trainee Computer Support Technician Customer Service Team Leader	Engineering Technician III GIS Technician Lead Mechanic Utility Maintenance Team Leader	\$ 26.11	\$ 27.45	\$ 28.84	\$ 30.30	\$ 31.83	\$ 33.43	\$ 34.29	\$ 35.13	\$ 36.06
			\$ 4,526	\$ 4,758	\$ 4,999	\$ 5,252	\$ 5,517	\$ 5,795	\$ 5,943	\$ 6,089	\$ 6,250
			\$ 54,312	\$ 57,096	\$ 59,988	\$ 63,024	\$ 66,204	\$ 69,540	\$ 71,316	\$ 73,068	\$ 75,000
34	Librarian		\$ 26.79	\$ 28.12	\$ 29.53	\$ 31.04	\$ 32.62	\$ 34.29	\$ 35.13	\$ 36.06	\$ 36.91
			\$ 4,643	\$ 4,874	\$ 5,118	\$ 5,381	\$ 5,654	\$ 5,943	\$ 6,089	\$ 6,250	\$ 6,398
			\$ 55,716	\$ 58,488	\$ 61,416	\$ 64,572	\$ 67,848	\$ 71,316	\$ 73,068	\$ 75,000	\$ 76,776

APPENDIX A

Fiscal Year
2019-20

AFSCME SALARY SCHEDULE

Grade	July 1, 2019 - June 30, 2020	3% COLA	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>	<u>Step 5</u>	<u>Step 6</u>	<u>Step 7</u>	<u>Step 8</u>	<u>Step 9</u>
35	Accountant Asset Management Specialist		\$ 27.45 \$ 4,758 \$ 57,096	\$ 28.84 \$ 4,999 \$ 59,988	\$ 30.30 \$ 5,252 \$ 63,024	\$ 31.83 \$ 5,517 \$ 66,204	\$ 33.43 \$ 5,795 \$ 69,540	\$ 35.13 \$ 6,089 \$ 73,068	\$ 36.06 \$ 6,250 \$ 75,000	\$ 36.91 \$ 6,398 \$ 76,776	\$ 37.81 \$ 6,554 \$ 78,648
36	Associate Engineer Construction Inspector		\$ 28.12 \$ 4,874 \$ 58,488	\$ 29.53 \$ 5,118 \$ 61,416	\$ 31.04 \$ 5,381 \$ 64,572	\$ 32.62 \$ 5,654 \$ 67,848	\$ 34.29 \$ 5,943 \$ 71,316	\$ 36.06 \$ 6,250 \$ 75,000	\$ 36.91 \$ 6,398 \$ 76,776	\$ 37.81 \$ 6,554 \$ 78,648	\$ 38.77 \$ 6,720 \$ 80,640
37	Building Inspector I Business Analyst Computer User Support Specialist	Water Quality Coordinator	\$ 28.84 \$ 4,999 \$ 59,988	\$ 30.30 \$ 5,252 \$ 63,024	\$ 31.83 \$ 5,517 \$ 66,204	\$ 33.43 \$ 5,795 \$ 69,540	\$ 35.13 \$ 6,089 \$ 73,068	\$ 36.91 \$ 6,398 \$ 76,776	\$ 37.81 \$ 6,554 \$ 78,648	\$ 38.77 \$ 6,720 \$ 80,640	\$ 39.75 \$ 6,890 \$ 82,680
38	Development Engineer GIS Analyst Senior Accountant		\$ 29.53 \$ 5,118 \$ 61,416	\$ 31.04 \$ 5,381 \$ 64,572	\$ 32.62 \$ 5,654 \$ 67,848	\$ 34.29 \$ 5,943 \$ 71,316	\$ 36.06 \$ 6,250 \$ 75,000	\$ 37.81 \$ 6,554 \$ 78,648	\$ 38.77 \$ 6,720 \$ 80,640	\$ 39.75 \$ 6,890 \$ 82,680	\$ 40.72 \$ 7,058 \$ 84,696
39			\$ 30.30 \$ 5,252 \$ 63,024	\$ 31.83 \$ 5,517 \$ 66,204	\$ 33.43 \$ 5,795 \$ 69,540	\$ 35.13 \$ 6,089 \$ 73,068	\$ 36.91 \$ 6,398 \$ 76,776	\$ 38.77 \$ 6,720 \$ 80,640	\$ 39.75 \$ 6,890 \$ 82,680	\$ 40.72 \$ 7,058 \$ 84,696	\$ 41.74 \$ 7,234 \$ 86,808
40	Building Inspector II Planner Plans Examiner	Project Engineer Senior Business Analyst Senior Construction Inspector	\$ 31.04 \$ 5,381 \$ 64,572	\$ 32.62 \$ 5,654 \$ 67,848	\$ 34.29 \$ 5,943 \$ 71,316	\$ 36.06 \$ 6,250 \$ 75,000	\$ 37.81 \$ 6,554 \$ 78,648	\$ 39.75 \$ 6,890 \$ 82,680	\$ 40.72 \$ 7,058 \$ 84,696	\$ 41.74 \$ 7,234 \$ 86,808	\$ 42.79 \$ 7,416 \$ 88,992
41	GIS Coordinator Network Analyst		\$ 31.83 \$ 5,517 \$ 66,204	\$ 33.43 \$ 5,795 \$ 69,540	\$ 35.13 \$ 6,089 \$ 73,068	\$ 36.91 \$ 6,398 \$ 76,776	\$ 38.77 \$ 6,720 \$ 80,640	\$ 40.72 \$ 7,058 \$ 84,696	\$ 41.74 \$ 7,234 \$ 86,808	\$ 42.79 \$ 7,416 \$ 88,992	\$ 43.88 \$ 7,606 \$ 91,272
42	Senior Building Inspector		\$ 32.62 \$ 5,654 \$ 67,848	\$ 34.29 \$ 5,943 \$ 71,316	\$ 36.06 \$ 6,250 \$ 75,000	\$ 37.81 \$ 6,554 \$ 78,648	\$ 39.75 \$ 6,890 \$ 82,680	\$ 41.74 \$ 7,234 \$ 86,808	\$ 42.79 \$ 7,416 \$ 88,992	\$ 43.88 \$ 7,606 \$ 91,272	\$ 44.98 \$ 7,796 \$ 93,552
43			\$ 33.43 \$ 5,795 \$ 69,540	\$ 35.13 \$ 6,089 \$ 73,068	\$ 36.91 \$ 6,398 \$ 76,776	\$ 38.77 \$ 6,720 \$ 80,640	\$ 40.72 \$ 7,058 \$ 84,696	\$ 42.79 \$ 7,416 \$ 88,992	\$ 43.88 \$ 7,606 \$ 91,272	\$ 44.98 \$ 7,796 \$ 93,552	\$ 46.09 \$ 7,988 \$ 95,856
44	Senior Development Engineer		\$ 34.29 \$ 5,943 \$ 71,316	\$ 36.06 \$ 6,250 \$ 75,000	\$ 37.81 \$ 6,554 \$ 78,648	\$ 39.75 \$ 6,890 \$ 82,680	\$ 41.74 \$ 7,234 \$ 86,808	\$ 43.88 \$ 7,606 \$ 91,272	\$ 44.98 \$ 7,796 \$ 93,552	\$ 46.09 \$ 7,988 \$ 95,856	\$ 47.27 \$ 8,193 \$ 98,316
45			\$ 35.13 \$ 6,089 \$ 73,068	\$ 36.91 \$ 6,398 \$ 76,776	\$ 38.77 \$ 6,720 \$ 80,640	\$ 40.72 \$ 7,058 \$ 84,696	\$ 42.79 \$ 7,416 \$ 88,992	\$ 44.98 \$ 7,796 \$ 93,552	\$ 46.09 \$ 7,988 \$ 95,856	\$ 47.27 \$ 8,193 \$ 98,316	\$ 48.43 \$ 8,395 \$ 100,740
46	Senior Planner Senior Project Engineer		\$ 36.06 \$ 6,250 \$ 75,000	\$ 37.81 \$ 6,554 \$ 78,648	\$ 39.75 \$ 6,890 \$ 82,680	\$ 41.74 \$ 7,234 \$ 86,808	\$ 43.88 \$ 7,606 \$ 91,272	\$ 46.09 \$ 7,988 \$ 95,856	\$ 47.27 \$ 8,193 \$ 98,316	\$ 48.43 \$ 8,395 \$ 100,740	\$ 49.67 \$ 8,609 \$ 103,308

APPENDIX A

Fiscal Year
2020-21

AFSCME SALARY SCHEDULE

Grade	July 1, 2020 - June 30, 2021	3% COLA	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9
9	Nutrition Assistant		\$ 14.94	\$ 15.66	\$ 16.47	\$ 17.25	\$ 18.14	\$ 19.04	\$ 19.50	\$ 20.04	\$ 20.52
			\$ 2,590	\$ 2,714	\$ 2,854	\$ 2,990	\$ 3,145	\$ 3,300	\$ 3,380	\$ 3,473	\$ 3,557
			\$ 31,080	\$ 32,568	\$ 34,248	\$ 35,880	\$ 37,740	\$ 39,600	\$ 40,560	\$ 41,676	\$ 42,684
10			\$ 15.31	\$ 16.06	\$ 16.86	\$ 17.72	\$ 18.57	\$ 19.50	\$ 20.04	\$ 20.52	\$ 21.02
			\$ 2,653	\$ 2,784	\$ 2,922	\$ 3,072	\$ 3,218	\$ 3,380	\$ 3,473	\$ 3,557	\$ 3,644
			\$ 31,836	\$ 33,408	\$ 35,064	\$ 36,864	\$ 38,616	\$ 40,560	\$ 41,676	\$ 42,684	\$ 43,728
11			\$ 15.66	\$ 16.47	\$ 17.25	\$ 18.14	\$ 19.04	\$ 20.04	\$ 20.52	\$ 21.02	\$ 21.55
			\$ 2,714	\$ 2,854	\$ 2,990	\$ 3,145	\$ 3,300	\$ 3,473	\$ 3,557	\$ 3,644	\$ 3,735
			\$ 32,568	\$ 34,248	\$ 35,880	\$ 37,740	\$ 39,600	\$ 41,676	\$ 42,684	\$ 43,728	\$ 44,820
12	Food Service Worker		\$ 16.06	\$ 16.86	\$ 17.72	\$ 18.57	\$ 19.50	\$ 20.52	\$ 21.02	\$ 21.55	\$ 22.11
			\$ 2,784	\$ 2,922	\$ 3,072	\$ 3,218	\$ 3,380	\$ 3,557	\$ 3,644	\$ 3,735	\$ 3,832
			\$ 33,408	\$ 35,064	\$ 36,864	\$ 38,616	\$ 40,560	\$ 42,684	\$ 43,728	\$ 44,820	\$ 45,984
13	Accounting Clerk I		\$ 16.47	\$ 17.25	\$ 18.14	\$ 19.04	\$ 20.04	\$ 21.02	\$ 21.55	\$ 22.11	\$ 22.64
			\$ 2,854	\$ 2,990	\$ 3,145	\$ 3,300	\$ 3,473	\$ 3,644	\$ 3,735	\$ 3,832	\$ 3,924
			\$ 34,248	\$ 35,880	\$ 37,740	\$ 39,600	\$ 41,676	\$ 43,728	\$ 44,820	\$ 45,984	\$ 47,088
14			\$ 16.86	\$ 17.72	\$ 18.57	\$ 19.50	\$ 20.52	\$ 21.55	\$ 22.11	\$ 22.64	\$ 23.22
			\$ 2,922	\$ 3,072	\$ 3,218	\$ 3,380	\$ 3,557	\$ 3,735	\$ 3,832	\$ 3,924	\$ 4,025
			\$ 35,064	\$ 36,864	\$ 38,616	\$ 40,560	\$ 42,684	\$ 44,820	\$ 45,984	\$ 47,088	\$ 48,300
15	Office Specialist I		\$ 17.25	\$ 18.14	\$ 19.04	\$ 20.04	\$ 21.02	\$ 22.11	\$ 22.64	\$ 23.22	\$ 23.91
	Senior Center Van Driver		\$ 2,990	\$ 3,145	\$ 3,300	\$ 3,473	\$ 3,644	\$ 3,832	\$ 3,924	\$ 4,025	\$ 4,145
			\$ 35,880	\$ 37,740	\$ 39,600	\$ 41,676	\$ 43,728	\$ 45,984	\$ 47,088	\$ 48,300	\$ 49,740
16			\$ 17.72	\$ 18.57	\$ 19.50	\$ 20.52	\$ 21.55	\$ 22.64	\$ 23.22	\$ 23.91	\$ 24.38
			\$ 3,072	\$ 3,218	\$ 3,380	\$ 3,557	\$ 3,735	\$ 3,924	\$ 4,025	\$ 4,145	\$ 4,225
			\$ 36,864	\$ 38,616	\$ 40,560	\$ 42,684	\$ 44,820	\$ 47,088	\$ 48,300	\$ 49,740	\$ 50,700
17			\$ 18.14	\$ 19.04	\$ 20.04	\$ 21.02	\$ 22.11	\$ 23.22	\$ 23.91	\$ 24.38	\$ 24.98
			\$ 3,145	\$ 3,300	\$ 3,473	\$ 3,644	\$ 3,832	\$ 4,025	\$ 4,145	\$ 4,225	\$ 4,330
			\$ 37,740	\$ 39,600	\$ 41,676	\$ 43,728	\$ 45,984	\$ 48,300	\$ 49,740	\$ 50,700	\$ 51,960
18			\$ 18.57	\$ 19.50	\$ 20.52	\$ 21.55	\$ 22.64	\$ 23.91	\$ 24.38	\$ 24.98	\$ 25.61
			\$ 3,218	\$ 3,380	\$ 3,557	\$ 3,735	\$ 3,924	\$ 4,145	\$ 4,225	\$ 4,330	\$ 4,439
			\$ 38,616	\$ 40,560	\$ 42,684	\$ 44,820	\$ 47,088	\$ 49,740	\$ 50,700	\$ 51,960	\$ 53,268
19			\$ 19.04	\$ 20.04	\$ 21.02	\$ 22.11	\$ 23.22	\$ 24.38	\$ 24.98	\$ 25.61	\$ 26.25
			\$ 3,300	\$ 3,473	\$ 3,644	\$ 3,832	\$ 4,025	\$ 4,225	\$ 4,330	\$ 4,439	\$ 4,550
			\$ 39,600	\$ 41,676	\$ 43,728	\$ 45,984	\$ 48,300	\$ 50,700	\$ 51,960	\$ 53,268	\$ 54,600
20			\$ 19.50	\$ 20.52	\$ 21.55	\$ 22.64	\$ 23.91	\$ 24.98	\$ 25.61	\$ 26.25	\$ 26.90
			\$ 3,380	\$ 3,557	\$ 3,735	\$ 3,924	\$ 4,145	\$ 4,330	\$ 4,439	\$ 4,550	\$ 4,662
			\$ 40,560	\$ 42,684	\$ 44,820	\$ 47,088	\$ 49,740	\$ 51,960	\$ 53,268	\$ 54,600	\$ 55,944
21	Accounting Clerk II	Office Specialist II	\$ 20.04	\$ 21.02	\$ 22.11	\$ 23.22	\$ 24.38	\$ 25.61	\$ 26.25	\$ 26.90	\$ 27.59
	Library Assistant I	Program Assistant	\$ 3,473	\$ 3,644	\$ 3,832	\$ 4,025	\$ 4,225	\$ 4,439	\$ 4,550	\$ 4,662	\$ 4,782
	Meals-On-Wheels Coordinator		\$ 41,676	\$ 43,728	\$ 45,984	\$ 48,300	\$ 50,700	\$ 53,268	\$ 54,600	\$ 55,944	\$ 57,384

APPENDIX A

Fiscal Year
2020-21

AFSCME SALARY SCHEDULE

Grade	July 1, 2020 - June 30, 2021	3% COLA	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>	<u>Step 5</u>	<u>Step 6</u>	<u>Step 7</u>	<u>Step 8</u>	<u>Step 9</u>
22			\$ 20.52	\$ 21.55	\$ 22.64	\$ 23.91	\$ 24.98	\$ 26.25	\$ 26.90	\$ 27.59	\$ 28.28
			\$ 3,557	\$ 3,735	\$ 3,924	\$ 4,145	\$ 4,330	\$ 4,550	\$ 4,662	\$ 4,782	\$ 4,901
			\$ 42,684	\$ 44,820	\$ 47,088	\$ 49,740	\$ 51,960	\$ 54,600	\$ 55,944	\$ 57,384	\$ 58,812
23	Customer Accounting Clerk Recreation Programmer		\$ 21.02	\$ 22.11	\$ 23.22	\$ 24.38	\$ 25.61	\$ 26.90	\$ 27.59	\$ 28.28	\$ 28.96
			\$ 3,644	\$ 3,832	\$ 4,025	\$ 4,225	\$ 4,439	\$ 4,662	\$ 4,782	\$ 4,901	\$ 5,020
			\$ 43,728	\$ 45,984	\$ 48,300	\$ 50,700	\$ 53,268	\$ 55,944	\$ 57,384	\$ 58,812	\$ 60,240
24	Library Assistant II Office Specialist III		\$ 21.55	\$ 22.64	\$ 23.91	\$ 24.98	\$ 26.25	\$ 27.59	\$ 28.28	\$ 28.96	\$ 29.71
			\$ 3,735	\$ 3,924	\$ 4,145	\$ 4,330	\$ 4,550	\$ 4,782	\$ 4,901	\$ 5,020	\$ 5,149
			\$ 44,820	\$ 47,088	\$ 49,740	\$ 51,960	\$ 54,600	\$ 57,384	\$ 58,812	\$ 60,240	\$ 61,788
25	Engineering Technician I Parks Maintenance Specialist I Permit Technician	Utility Customer Service Rep. Utility Maintenance Specialist I Program Specialist - Tourism	\$ 22.11	\$ 23.22	\$ 24.38	\$ 25.61	\$ 26.90	\$ 28.28	\$ 28.96	\$ 29.71	\$ 30.42
			\$ 3,832	\$ 4,025	\$ 4,225	\$ 4,439	\$ 4,662	\$ 4,901	\$ 5,020	\$ 5,149	\$ 5,272
			\$ 45,984	\$ 48,300	\$ 50,700	\$ 53,268	\$ 55,944	\$ 58,812	\$ 60,240	\$ 61,788	\$ 63,264
26	Library Assistant III		\$ 22.64	\$ 23.91	\$ 24.98	\$ 26.25	\$ 27.59	\$ 28.96	\$ 29.71	\$ 30.42	\$ 31.21
			\$ 3,924	\$ 4,145	\$ 4,330	\$ 4,550	\$ 4,782	\$ 5,020	\$ 5,149	\$ 5,272	\$ 5,410
			\$ 47,088	\$ 49,740	\$ 51,960	\$ 54,600	\$ 57,384	\$ 60,240	\$ 61,788	\$ 63,264	\$ 64,920
27	Accounting Technician Administrative Assistant Senior Recreation Programmer		\$ 23.22	\$ 24.38	\$ 25.61	\$ 26.90	\$ 28.28	\$ 29.71	\$ 30.42	\$ 31.21	\$ 31.97
			\$ 4,025	\$ 4,225	\$ 4,439	\$ 4,662	\$ 4,901	\$ 5,149	\$ 5,272	\$ 5,410	\$ 5,542
			\$ 48,300	\$ 50,700	\$ 53,268	\$ 55,944	\$ 58,812	\$ 61,788	\$ 63,264	\$ 64,920	\$ 66,504
28	Planning Technician		\$ 23.91	\$ 24.98	\$ 26.25	\$ 27.59	\$ 28.96	\$ 30.42	\$ 31.21	\$ 31.97	\$ 32.79
			\$ 4,145	\$ 4,330	\$ 4,550	\$ 4,782	\$ 5,020	\$ 5,272	\$ 5,410	\$ 5,542	\$ 5,683
			\$ 49,740	\$ 51,960	\$ 54,600	\$ 57,384	\$ 60,240	\$ 63,264	\$ 64,920	\$ 66,504	\$ 68,196
29	Facility Maintenance Specialist Environmental Services Tech I Mechanic	Parks Maintenance Specialist II Recreation Program Coordinator Utility Maintenance Specialist II	\$ 24.38	\$ 25.61	\$ 26.90	\$ 28.28	\$ 29.71	\$ 31.21	\$ 31.97	\$ 32.79	\$ 33.60
			\$ 4,225	\$ 4,439	\$ 4,662	\$ 4,901	\$ 5,149	\$ 5,410	\$ 5,542	\$ 5,683	\$ 5,824
			\$ 50,700	\$ 53,268	\$ 55,944	\$ 58,812	\$ 61,788	\$ 64,920	\$ 66,504	\$ 68,196	\$ 69,888
30			\$ 24.98	\$ 26.25	\$ 27.59	\$ 28.96	\$ 30.42	\$ 31.97	\$ 32.79	\$ 33.60	\$ 34.44
			\$ 4,330	\$ 4,550	\$ 4,782	\$ 5,020	\$ 5,272	\$ 5,542	\$ 5,683	\$ 5,824	\$ 5,969
			\$ 51,960	\$ 54,600	\$ 57,384	\$ 60,240	\$ 63,264	\$ 66,504	\$ 68,196	\$ 69,888	\$ 71,628
31	Client Services Coordinator Customer Accounting Coord. Engineering Technician II Parks Maintenance Specialist III	Permit Coordinator Senior Accounting Technician Utility Maintenance Specialist III	\$ 25.61	\$ 26.90	\$ 28.28	\$ 29.71	\$ 31.21	\$ 32.79	\$ 33.60	\$ 34.44	\$ 35.31
			\$ 4,439	\$ 4,662	\$ 4,901	\$ 5,149	\$ 5,410	\$ 5,683	\$ 5,824	\$ 5,969	\$ 6,121
			\$ 53,268	\$ 55,944	\$ 58,812	\$ 61,788	\$ 64,920	\$ 68,196	\$ 69,888	\$ 71,628	\$ 73,452
32	Economic Development Coordinator Senior Administrative Assistant		\$ 26.25	\$ 27.59	\$ 28.96	\$ 30.42	\$ 31.97	\$ 33.60	\$ 34.44	\$ 35.31	\$ 36.19
			\$ 4,550	\$ 4,782	\$ 5,020	\$ 5,272	\$ 5,542	\$ 5,824	\$ 5,969	\$ 6,121	\$ 6,272
			\$ 54,600	\$ 57,384	\$ 60,240	\$ 63,264	\$ 66,504	\$ 69,888	\$ 71,628	\$ 73,452	\$ 75,264
33	Assistant Planner Building Inspector Trainee Computer Support Technician Customer Service Team Leader	Engineering Technician III GIS Technician Lead Mechanic Utility Maintenance Team Leader	\$ 26.90	\$ 28.28	\$ 29.71	\$ 31.21	\$ 32.79	\$ 34.44	\$ 35.31	\$ 36.19	\$ 37.14
			\$ 4,662	\$ 4,901	\$ 5,149	\$ 5,410	\$ 5,683	\$ 5,969	\$ 6,121	\$ 6,272	\$ 6,438
			\$ 55,944	\$ 58,812	\$ 61,788	\$ 64,920	\$ 68,196	\$ 71,628	\$ 73,452	\$ 75,264	\$ 77,256
34	Librarian		\$ 27.59	\$ 28.96	\$ 30.42	\$ 31.97	\$ 33.60	\$ 35.31	\$ 36.19	\$ 37.14	\$ 38.02
			\$ 4,782	\$ 5,020	\$ 5,272	\$ 5,542	\$ 5,824	\$ 6,121	\$ 6,272	\$ 6,438	\$ 6,590
			\$ 57,384	\$ 60,240	\$ 63,264	\$ 66,504	\$ 69,888	\$ 73,452	\$ 75,264	\$ 77,256	\$ 79,080

APPENDIX A

Fiscal Year
2020-21

AFSCME SALARY SCHEDULE

Grade	July 1, 2020 - June 30, 2021	3% COLA	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>	<u>Step 5</u>	<u>Step 6</u>	<u>Step 7</u>	<u>Step 8</u>	<u>Step 9</u>
35	Accountant Asset Management Specialist		\$ 28.28	\$ 29.71	\$ 31.21	\$ 32.79	\$ 34.44	\$ 36.19	\$ 37.14	\$ 38.02	\$ 38.95
			\$ 4,901	\$ 5,149	\$ 5,410	\$ 5,683	\$ 5,969	\$ 6,272	\$ 6,438	\$ 6,590	\$ 6,751
			\$ 58,812	\$ 61,788	\$ 64,920	\$ 68,196	\$ 71,628	\$ 75,264	\$ 77,256	\$ 79,080	\$ 81,012
36	Associate Engineer Construction Inspector		\$ 28.96	\$ 30.42	\$ 31.97	\$ 33.60	\$ 35.31	\$ 37.14	\$ 38.02	\$ 38.95	\$ 39.94
			\$ 5,020	\$ 5,272	\$ 5,542	\$ 5,824	\$ 6,121	\$ 6,438	\$ 6,590	\$ 6,751	\$ 6,922
			\$ 60,240	\$ 63,264	\$ 66,504	\$ 69,888	\$ 73,452	\$ 77,256	\$ 79,080	\$ 81,012	\$ 83,064
37	Building Inspector I Business Analyst Computer User Support Specialist	Water Quality Coordinator	\$ 29.71	\$ 31.21	\$ 32.79	\$ 34.44	\$ 36.19	\$ 38.02	\$ 38.95	\$ 39.94	\$ 40.95
			\$ 5,149	\$ 5,410	\$ 5,683	\$ 5,969	\$ 6,272	\$ 6,590	\$ 6,751	\$ 6,922	\$ 7,097
			\$ 61,788	\$ 64,920	\$ 68,196	\$ 71,628	\$ 75,264	\$ 79,080	\$ 81,012	\$ 83,064	\$ 85,164
38	Development Engineer GIS Analyst Senior Accountant		\$ 30.42	\$ 31.97	\$ 33.60	\$ 35.31	\$ 37.14	\$ 38.95	\$ 39.94	\$ 40.95	\$ 41.94
			\$ 5,272	\$ 5,542	\$ 5,824	\$ 6,121	\$ 6,438	\$ 6,751	\$ 6,922	\$ 7,097	\$ 7,270
			\$ 63,264	\$ 66,504	\$ 69,888	\$ 73,452	\$ 77,256	\$ 81,012	\$ 83,064	\$ 85,164	\$ 87,240
39			\$ 31.21	\$ 32.79	\$ 34.44	\$ 36.19	\$ 38.02	\$ 39.94	\$ 40.95	\$ 41.94	\$ 42.99
			\$ 5,410	\$ 5,683	\$ 5,969	\$ 6,272	\$ 6,590	\$ 6,922	\$ 7,097	\$ 7,270	\$ 7,451
			\$ 64,920	\$ 68,196	\$ 71,628	\$ 75,264	\$ 79,080	\$ 83,064	\$ 85,164	\$ 87,240	\$ 89,412
40	Building Inspector II Planner Plans Examiner	Project Engineer Senior Business Analyst Senior Construction Inspector	\$ 31.97	\$ 33.60	\$ 35.31	\$ 37.14	\$ 38.95	\$ 40.95	\$ 41.94	\$ 42.99	\$ 44.07
			\$ 5,542	\$ 5,824	\$ 6,121	\$ 6,438	\$ 6,751	\$ 7,097	\$ 7,270	\$ 7,451	\$ 7,638
			\$ 66,504	\$ 69,888	\$ 73,452	\$ 77,256	\$ 81,012	\$ 85,164	\$ 87,240	\$ 89,412	\$ 91,656
41	GIS Coordinator Network Analyst		\$ 32.79	\$ 34.44	\$ 36.19	\$ 38.02	\$ 39.94	\$ 41.94	\$ 42.99	\$ 44.07	\$ 45.20
			\$ 5,683	\$ 5,969	\$ 6,272	\$ 6,590	\$ 6,922	\$ 7,270	\$ 7,451	\$ 7,638	\$ 7,834
			\$ 68,196	\$ 71,628	\$ 75,264	\$ 79,080	\$ 83,064	\$ 87,240	\$ 89,412	\$ 91,656	\$ 94,008
42	Senior Building Inspector		\$ 33.60	\$ 35.31	\$ 37.14	\$ 38.95	\$ 40.95	\$ 42.99	\$ 44.07	\$ 45.20	\$ 46.33
			\$ 5,824	\$ 6,121	\$ 6,438	\$ 6,751	\$ 7,097	\$ 7,451	\$ 7,638	\$ 7,834	\$ 8,030
			\$ 69,888	\$ 73,452	\$ 77,256	\$ 81,012	\$ 85,164	\$ 89,412	\$ 91,656	\$ 94,008	\$ 96,360
43			\$ 34.44	\$ 36.19	\$ 38.02	\$ 39.94	\$ 41.94	\$ 44.07	\$ 45.20	\$ 46.33	\$ 47.47
			\$ 5,969	\$ 6,272	\$ 6,590	\$ 6,922	\$ 7,270	\$ 7,638	\$ 7,834	\$ 8,030	\$ 8,228
			\$ 71,628	\$ 75,264	\$ 79,080	\$ 83,064	\$ 87,240	\$ 91,656	\$ 94,008	\$ 96,360	\$ 98,736
44	Senior Development Engineer		\$ 35.31	\$ 37.14	\$ 38.95	\$ 40.95	\$ 42.99	\$ 45.20	\$ 46.33	\$ 47.47	\$ 48.69
			\$ 6,121	\$ 6,438	\$ 6,751	\$ 7,097	\$ 7,451	\$ 7,834	\$ 8,030	\$ 8,228	\$ 8,439
			\$ 73,452	\$ 77,256	\$ 81,012	\$ 85,164	\$ 89,412	\$ 94,008	\$ 96,360	\$ 98,736	\$ 101,268
45			\$ 36.19	\$ 38.02	\$ 39.94	\$ 41.94	\$ 44.07	\$ 46.33	\$ 47.47	\$ 48.69	\$ 49.89
			\$ 6,272	\$ 6,590	\$ 6,922	\$ 7,270	\$ 7,638	\$ 8,030	\$ 8,228	\$ 8,439	\$ 8,647
			\$ 75,264	\$ 79,080	\$ 83,064	\$ 87,240	\$ 91,656	\$ 96,360	\$ 98,736	\$ 101,268	\$ 103,764
46	Senior Planner Senior Project Engineer		\$ 37.14	\$ 38.95	\$ 40.95	\$ 42.99	\$ 45.20	\$ 47.47	\$ 48.69	\$ 49.89	\$ 51.16
			\$ 6,438	\$ 6,751	\$ 7,097	\$ 7,451	\$ 7,834	\$ 8,228	\$ 8,439	\$ 8,647	\$ 8,867
			\$ 77,256	\$ 81,012	\$ 85,164	\$ 89,412	\$ 94,008	\$ 98,736	\$ 101,268	\$ 103,764	\$ 106,404

APPENDIX A

Fiscal Year
2021-22

AFSCME SALARY SCHEDULE

Grade	July 1, 2021 - June 30, 2022	2.75% COLA	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>	<u>Step 5</u>	<u>Step 6</u>	<u>Step 7</u>	<u>Step 8</u>	<u>Step 9</u>
9	Nutrition Assistant		\$ 15.35	\$ 16.09	\$ 16.92	\$ 17.72	\$ 18.64	\$ 19.56	\$ 20.04	\$ 20.59	\$ 21.09
			\$ 2,661	\$ 2,789	\$ 2,932	\$ 3,072	\$ 3,231	\$ 3,391	\$ 3,473	\$ 3,569	\$ 3,655
			\$ 31,932	\$ 33,468	\$ 35,184	\$ 36,864	\$ 38,772	\$ 40,692	\$ 41,676	\$ 42,828	\$ 43,860
10			\$ 15.73	\$ 16.51	\$ 17.32	\$ 18.21	\$ 19.07	\$ 20.04	\$ 20.59	\$ 21.09	\$ 21.60
			\$ 2,726	\$ 2,861	\$ 3,002	\$ 3,156	\$ 3,306	\$ 3,473	\$ 3,569	\$ 3,655	\$ 3,744
			\$ 32,712	\$ 34,332	\$ 36,024	\$ 37,872	\$ 39,672	\$ 41,676	\$ 42,828	\$ 43,860	\$ 44,928
11			\$ 16.09	\$ 16.92	\$ 17.72	\$ 18.64	\$ 19.56	\$ 20.59	\$ 21.09	\$ 21.60	\$ 22.14
			\$ 2,789	\$ 2,932	\$ 3,072	\$ 3,231	\$ 3,391	\$ 3,569	\$ 3,655	\$ 3,744	\$ 3,838
			\$ 33,468	\$ 35,184	\$ 36,864	\$ 38,772	\$ 40,692	\$ 42,828	\$ 43,860	\$ 44,928	\$ 46,056
12	Food Service Worker		\$ 16.51	\$ 17.32	\$ 18.21	\$ 19.07	\$ 20.04	\$ 21.09	\$ 21.60	\$ 22.14	\$ 22.71
			\$ 2,861	\$ 3,002	\$ 3,156	\$ 3,306	\$ 3,473	\$ 3,655	\$ 3,744	\$ 3,838	\$ 3,937
			\$ 34,332	\$ 36,024	\$ 37,872	\$ 39,672	\$ 41,676	\$ 43,860	\$ 44,928	\$ 46,056	\$ 47,244
13	Accounting Clerk I		\$ 16.92	\$ 17.72	\$ 18.64	\$ 19.56	\$ 20.59	\$ 21.60	\$ 22.14	\$ 22.71	\$ 23.26
			\$ 2,932	\$ 3,072	\$ 3,231	\$ 3,391	\$ 3,569	\$ 3,744	\$ 3,838	\$ 3,937	\$ 4,032
			\$ 35,184	\$ 36,864	\$ 38,772	\$ 40,692	\$ 42,828	\$ 44,928	\$ 46,056	\$ 47,244	\$ 48,384
14			\$ 17.32	\$ 18.21	\$ 19.07	\$ 20.04	\$ 21.09	\$ 22.14	\$ 22.71	\$ 23.26	\$ 23.86
			\$ 3,002	\$ 3,156	\$ 3,306	\$ 3,473	\$ 3,655	\$ 3,838	\$ 3,937	\$ 4,032	\$ 4,136
			\$ 36,024	\$ 37,872	\$ 39,672	\$ 41,676	\$ 43,860	\$ 46,056	\$ 47,244	\$ 48,384	\$ 49,632
15	Office Specialist I Senior Center Van Driver		\$ 17.72	\$ 18.64	\$ 19.56	\$ 20.59	\$ 21.60	\$ 22.71	\$ 23.26	\$ 23.86	\$ 24.57
			\$ 3,072	\$ 3,231	\$ 3,391	\$ 3,569	\$ 3,744	\$ 3,937	\$ 4,032	\$ 4,136	\$ 4,259
			\$ 36,864	\$ 38,772	\$ 40,692	\$ 42,828	\$ 44,928	\$ 47,244	\$ 48,384	\$ 49,632	\$ 51,108
16			\$ 18.21	\$ 19.07	\$ 20.04	\$ 21.09	\$ 22.14	\$ 23.26	\$ 23.86	\$ 24.57	\$ 25.04
			\$ 3,156	\$ 3,306	\$ 3,473	\$ 3,655	\$ 3,838	\$ 4,032	\$ 4,136	\$ 4,259	\$ 4,341
			\$ 37,872	\$ 39,672	\$ 41,676	\$ 43,860	\$ 46,056	\$ 48,384	\$ 49,632	\$ 51,108	\$ 52,092
17			\$ 18.64	\$ 19.56	\$ 20.59	\$ 21.60	\$ 22.71	\$ 23.86	\$ 24.57	\$ 25.04	\$ 25.67
			\$ 3,231	\$ 3,391	\$ 3,569	\$ 3,744	\$ 3,937	\$ 4,136	\$ 4,259	\$ 4,341	\$ 4,449
			\$ 38,772	\$ 40,692	\$ 42,828	\$ 44,928	\$ 47,244	\$ 49,632	\$ 51,108	\$ 52,092	\$ 53,388
18			\$ 19.07	\$ 20.04	\$ 21.09	\$ 22.14	\$ 23.26	\$ 24.57	\$ 25.04	\$ 25.67	\$ 26.31
			\$ 3,306	\$ 3,473	\$ 3,655	\$ 3,838	\$ 4,032	\$ 4,259	\$ 4,341	\$ 4,449	\$ 4,561
			\$ 39,672	\$ 41,676	\$ 43,860	\$ 46,056	\$ 48,384	\$ 51,108	\$ 52,092	\$ 53,388	\$ 54,732
19			\$ 19.56	\$ 20.59	\$ 21.60	\$ 22.71	\$ 23.86	\$ 25.04	\$ 25.67	\$ 26.31	\$ 26.97
			\$ 3,391	\$ 3,569	\$ 3,744	\$ 3,937	\$ 4,136	\$ 4,341	\$ 4,449	\$ 4,561	\$ 4,675
			\$ 40,692	\$ 42,828	\$ 44,928	\$ 47,244	\$ 49,632	\$ 52,092	\$ 53,388	\$ 54,732	\$ 56,100
20			\$ 20.04	\$ 21.09	\$ 22.14	\$ 23.26	\$ 24.57	\$ 25.67	\$ 26.31	\$ 26.97	\$ 27.64
			\$ 3,473	\$ 3,655	\$ 3,838	\$ 4,032	\$ 4,259	\$ 4,449	\$ 4,561	\$ 4,675	\$ 4,790
			\$ 41,676	\$ 43,860	\$ 46,056	\$ 48,384	\$ 51,108	\$ 53,388	\$ 54,732	\$ 56,100	\$ 57,480
21	Accounting Clerk II	Office Specialist II	\$ 20.59	\$ 21.60	\$ 22.71	\$ 23.86	\$ 25.04	\$ 26.31	\$ 26.97	\$ 27.64	\$ 28.35
	Library Assistant I	Program Assistant	\$ 3,569	\$ 3,744	\$ 3,937	\$ 4,136	\$ 4,341	\$ 4,561	\$ 4,675	\$ 4,790	\$ 4,914
	Meals-On-Wheels Coordinator		\$ 42,828	\$ 44,928	\$ 47,244	\$ 49,632	\$ 52,092	\$ 54,732	\$ 56,100	\$ 57,480	\$ 58,968

APPENDIX A

Fiscal Year
2021-22

AFSCME SALARY SCHEDULE

Grade	July 1, 2021 - June 30, 2022	2.75% COLA	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9
22			\$ 21.09	\$ 22.14	\$ 23.26	\$ 24.57	\$ 25.67	\$ 26.97	\$ 27.64	\$ 28.35	\$ 29.05
			\$ 3,655	\$ 3,838	\$ 4,032	\$ 4,259	\$ 4,449	\$ 4,675	\$ 4,790	\$ 4,914	\$ 5,036
			\$ 43,860	\$ 46,056	\$ 48,384	\$ 51,108	\$ 53,388	\$ 56,100	\$ 57,480	\$ 58,968	\$ 60,432
23	Customer Accounting Clerk Recreation Programmer		\$ 21.60	\$ 22.71	\$ 23.86	\$ 25.04	\$ 26.31	\$ 27.64	\$ 28.35	\$ 29.05	\$ 29.76
			\$ 3,744	\$ 3,937	\$ 4,136	\$ 4,341	\$ 4,561	\$ 4,790	\$ 4,914	\$ 5,036	\$ 5,158
			\$ 44,928	\$ 47,244	\$ 49,632	\$ 52,092	\$ 54,732	\$ 57,480	\$ 58,968	\$ 60,432	\$ 61,896
24	Library Assistant II Office Specialist III		\$ 22.14	\$ 23.26	\$ 24.57	\$ 25.67	\$ 26.97	\$ 28.35	\$ 29.05	\$ 29.76	\$ 30.53
			\$ 3,838	\$ 4,032	\$ 4,259	\$ 4,449	\$ 4,675	\$ 4,914	\$ 5,036	\$ 5,158	\$ 5,291
			\$ 46,056	\$ 48,384	\$ 51,108	\$ 53,388	\$ 56,100	\$ 58,968	\$ 60,432	\$ 61,896	\$ 63,492
25	Engineering Technician I Parks Maintenance Specialist I Permit Technician	Utility Customer Service Rep. Utility Maintenance Specialist I Program Specialist - Tourism	\$ 22.71	\$ 23.86	\$ 25.04	\$ 26.31	\$ 27.64	\$ 29.05	\$ 29.76	\$ 30.53	\$ 31.25
			\$ 3,937	\$ 4,136	\$ 4,341	\$ 4,561	\$ 4,790	\$ 5,036	\$ 5,158	\$ 5,291	\$ 5,417
			\$ 47,244	\$ 49,632	\$ 52,092	\$ 54,732	\$ 57,480	\$ 60,432	\$ 61,896	\$ 63,492	\$ 65,004
26	Library Assistant III		\$ 23.26	\$ 24.57	\$ 25.67	\$ 26.97	\$ 28.35	\$ 29.76	\$ 30.53	\$ 31.25	\$ 32.07
			\$ 4,032	\$ 4,259	\$ 4,449	\$ 4,675	\$ 4,914	\$ 5,158	\$ 5,291	\$ 5,417	\$ 5,559
			\$ 48,384	\$ 51,108	\$ 53,388	\$ 56,100	\$ 58,968	\$ 61,896	\$ 63,492	\$ 65,004	\$ 66,708
27	Accounting Technician Administrative Assistant Senior Recreation Programmer		\$ 23.86	\$ 25.04	\$ 26.31	\$ 27.64	\$ 29.05	\$ 30.53	\$ 31.25	\$ 32.07	\$ 32.85
			\$ 4,136	\$ 4,341	\$ 4,561	\$ 4,790	\$ 5,036	\$ 5,291	\$ 5,417	\$ 5,559	\$ 5,694
			\$ 49,632	\$ 52,092	\$ 54,732	\$ 57,480	\$ 60,432	\$ 63,492	\$ 65,004	\$ 66,708	\$ 68,328
28	Planning Technician		\$ 24.57	\$ 25.67	\$ 26.97	\$ 28.35	\$ 29.76	\$ 31.25	\$ 32.07	\$ 32.85	\$ 33.69
			\$ 4,259	\$ 4,449	\$ 4,675	\$ 4,914	\$ 5,158	\$ 5,417	\$ 5,559	\$ 5,694	\$ 5,839
			\$ 51,108	\$ 53,388	\$ 56,100	\$ 58,968	\$ 61,896	\$ 65,004	\$ 66,708	\$ 68,328	\$ 70,068
29	Facility Maintenance Specialist Environmental Services Tech I Mechanic	Parks Maintenance Specialist II Recreation Program Coordinator Utility Maintenance Specialist II	\$ 25.04	\$ 26.31	\$ 27.64	\$ 29.05	\$ 30.53	\$ 32.07	\$ 32.85	\$ 33.69	\$ 34.52
			\$ 4,341	\$ 4,561	\$ 4,790	\$ 5,036	\$ 5,291	\$ 5,559	\$ 5,694	\$ 5,839	\$ 5,984
			\$ 52,092	\$ 54,732	\$ 57,480	\$ 60,432	\$ 63,492	\$ 66,708	\$ 68,328	\$ 70,068	\$ 71,808
30			\$ 25.67	\$ 26.97	\$ 28.35	\$ 29.76	\$ 31.25	\$ 32.85	\$ 33.69	\$ 34.52	\$ 35.38
			\$ 4,449	\$ 4,675	\$ 4,914	\$ 5,158	\$ 5,417	\$ 5,694	\$ 5,839	\$ 5,984	\$ 6,133
			\$ 53,388	\$ 56,100	\$ 58,968	\$ 61,896	\$ 65,004	\$ 68,328	\$ 70,068	\$ 71,808	\$ 73,596
31	Client Services Coordinator Customer Accounting Coord. Engineering Technician II Parks Maintenance Specialist III	Permit Coordinator Senior Accounting Technician Utility Maintenance Specialist III	\$ 26.31	\$ 27.64	\$ 29.05	\$ 30.53	\$ 32.07	\$ 33.69	\$ 34.52	\$ 35.38	\$ 36.28
			\$ 4,561	\$ 4,790	\$ 5,036	\$ 5,291	\$ 5,559	\$ 5,839	\$ 5,984	\$ 6,133	\$ 6,289
			\$ 54,732	\$ 57,480	\$ 60,432	\$ 63,492	\$ 66,708	\$ 70,068	\$ 71,808	\$ 73,596	\$ 75,468
32	Economic Development Coordinator Senior Administrative Assistant		\$ 26.97	\$ 28.35	\$ 29.76	\$ 31.25	\$ 32.85	\$ 34.52	\$ 35.38	\$ 36.28	\$ 37.18
			\$ 4,675	\$ 4,914	\$ 5,158	\$ 5,417	\$ 5,694	\$ 5,984	\$ 6,133	\$ 6,289	\$ 6,444
			\$ 56,100	\$ 58,968	\$ 61,896	\$ 65,004	\$ 68,328	\$ 71,808	\$ 73,596	\$ 75,468	\$ 77,328
33	Assistant Planner Building Inspector Trainee Computer Support Technician Customer Service Team Leader	Engineering Technician III GIS Technician Lead Mechanic Utility Maintenance Team Leader	\$ 27.64	\$ 29.05	\$ 30.53	\$ 32.07	\$ 33.69	\$ 35.38	\$ 36.28	\$ 37.18	\$ 38.16
			\$ 4,790	\$ 5,036	\$ 5,291	\$ 5,559	\$ 5,839	\$ 6,133	\$ 6,289	\$ 6,444	\$ 6,615
			\$ 57,480	\$ 60,432	\$ 63,492	\$ 66,708	\$ 70,068	\$ 73,596	\$ 75,468	\$ 77,328	\$ 79,380
34	Librarian		\$ 28.35	\$ 29.76	\$ 31.25	\$ 32.85	\$ 34.52	\$ 36.28	\$ 37.18	\$ 38.16	\$ 39.06
			\$ 4,914	\$ 5,158	\$ 5,417	\$ 5,694	\$ 5,984	\$ 6,289	\$ 6,444	\$ 6,615	\$ 6,771
			\$ 58,968	\$ 61,896	\$ 65,004	\$ 68,328	\$ 71,808	\$ 75,468	\$ 77,328	\$ 79,380	\$ 81,252

APPENDIX A

Fiscal Year
2021-22

AFSCME SALARY SCHEDULE

Grade	July 1, 2021 - June 30, 2022	2.75% COLA	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>	<u>Step 5</u>	<u>Step 6</u>	<u>Step 7</u>	<u>Step 8</u>	<u>Step 9</u>
35	Accountant Asset Management Specialist		\$ 29.05 \$ 5,036 \$ 60,432	\$ 30.53 \$ 5,291 \$ 63,492	\$ 32.07 \$ 5,559 \$ 66,708	\$ 33.69 \$ 5,839 \$ 70,068	\$ 35.38 \$ 6,133 \$ 73,596	\$ 37.18 \$ 6,444 \$ 77,328	\$ 38.16 \$ 6,615 \$ 79,380	\$ 39.06 \$ 6,771 \$ 81,252	\$ 40.02 \$ 6,937 \$ 83,244
36	Associate Engineer Construction Inspector		\$ 29.76 \$ 5,158 \$ 61,896	\$ 31.25 \$ 5,417 \$ 65,004	\$ 32.85 \$ 5,694 \$ 68,328	\$ 34.52 \$ 5,984 \$ 71,808	\$ 36.28 \$ 6,289 \$ 75,468	\$ 38.16 \$ 6,615 \$ 79,380	\$ 39.06 \$ 6,771 \$ 81,252	\$ 40.02 \$ 6,937 \$ 83,244	\$ 41.03 \$ 7,112 \$ 85,344
37	Building Inspector I Business Analyst Computer User Support Specialist	Water Quality Coordinator	\$ 30.53 \$ 5,291 \$ 63,492	\$ 32.07 \$ 5,559 \$ 66,708	\$ 33.69 \$ 5,839 \$ 70,068	\$ 35.38 \$ 6,133 \$ 73,596	\$ 37.18 \$ 6,444 \$ 77,328	\$ 39.06 \$ 6,771 \$ 81,252	\$ 40.02 \$ 6,937 \$ 83,244	\$ 41.03 \$ 7,112 \$ 85,344	\$ 42.07 \$ 7,292 \$ 87,504
38	Development Engineer GIS Analyst Senior Accountant		\$ 31.25 \$ 5,417 \$ 65,004	\$ 32.85 \$ 5,694 \$ 68,328	\$ 34.52 \$ 5,984 \$ 71,808	\$ 36.28 \$ 6,289 \$ 75,468	\$ 38.16 \$ 6,615 \$ 79,380	\$ 40.02 \$ 6,937 \$ 83,244	\$ 41.03 \$ 7,112 \$ 85,344	\$ 42.07 \$ 7,292 \$ 87,504	\$ 43.10 \$ 7,470 \$ 89,640
39			\$ 32.07 \$ 5,559 \$ 66,708	\$ 33.69 \$ 5,839 \$ 70,068	\$ 35.38 \$ 6,133 \$ 73,596	\$ 37.18 \$ 6,444 \$ 77,328	\$ 39.06 \$ 6,771 \$ 81,252	\$ 41.03 \$ 7,112 \$ 85,344	\$ 42.07 \$ 7,292 \$ 87,504	\$ 43.10 \$ 7,470 \$ 89,640	\$ 44.17 \$ 7,656 \$ 91,872
40	Building Inspector II Planner Plans Examiner	Project Engineer Senior Business Analyst Senior Construction Inspector	\$ 32.85 \$ 5,694 \$ 68,328	\$ 34.52 \$ 5,984 \$ 71,808	\$ 36.28 \$ 6,289 \$ 75,468	\$ 38.16 \$ 6,615 \$ 79,380	\$ 40.02 \$ 6,937 \$ 83,244	\$ 42.07 \$ 7,292 \$ 87,504	\$ 43.10 \$ 7,470 \$ 89,640	\$ 44.17 \$ 7,656 \$ 91,872	\$ 45.28 \$ 7,848 \$ 94,176
41	GIS Coordinator Network Analyst		\$ 33.69 \$ 5,839 \$ 70,068	\$ 35.38 \$ 6,133 \$ 73,596	\$ 37.18 \$ 6,444 \$ 77,328	\$ 39.06 \$ 6,771 \$ 81,252	\$ 41.03 \$ 7,112 \$ 85,344	\$ 43.10 \$ 7,470 \$ 89,640	\$ 44.17 \$ 7,656 \$ 91,872	\$ 45.28 \$ 7,848 \$ 94,176	\$ 46.44 \$ 8,049 \$ 96,588
42	Senior Building Inspector		\$ 34.52 \$ 5,984 \$ 71,808	\$ 36.28 \$ 6,289 \$ 75,468	\$ 38.16 \$ 6,615 \$ 79,380	\$ 40.02 \$ 6,937 \$ 83,244	\$ 42.07 \$ 7,292 \$ 87,504	\$ 44.17 \$ 7,656 \$ 91,872	\$ 45.28 \$ 7,848 \$ 94,176	\$ 46.44 \$ 8,049 \$ 96,588	\$ 47.60 \$ 8,251 \$ 99,012
43			\$ 35.38 \$ 6,133 \$ 73,596	\$ 37.18 \$ 6,444 \$ 77,328	\$ 39.06 \$ 6,771 \$ 81,252	\$ 41.03 \$ 7,112 \$ 85,344	\$ 43.10 \$ 7,470 \$ 89,640	\$ 45.28 \$ 7,848 \$ 94,176	\$ 46.44 \$ 8,049 \$ 96,588	\$ 47.60 \$ 8,251 \$ 99,012	\$ 48.77 \$ 8,454 \$ 101,448
44	Senior Development Engineer		\$ 36.28 \$ 6,289 \$ 75,468	\$ 38.16 \$ 6,615 \$ 79,380	\$ 40.02 \$ 6,937 \$ 83,244	\$ 42.07 \$ 7,292 \$ 87,504	\$ 44.17 \$ 7,656 \$ 91,872	\$ 46.44 \$ 8,049 \$ 96,588	\$ 47.60 \$ 8,251 \$ 99,012	\$ 48.77 \$ 8,454 \$ 101,448	\$ 50.03 \$ 8,671 \$ 104,052
45			\$ 37.18 \$ 6,444 \$ 77,328	\$ 39.06 \$ 6,771 \$ 81,252	\$ 41.03 \$ 7,112 \$ 85,344	\$ 43.10 \$ 7,470 \$ 89,640	\$ 45.28 \$ 7,848 \$ 94,176	\$ 47.60 \$ 8,251 \$ 99,012	\$ 48.77 \$ 8,454 \$ 101,448	\$ 50.03 \$ 8,671 \$ 104,052	\$ 51.26 \$ 8,885 \$ 106,620
46	Senior Planner Senior Project Engineer		\$ 38.16 \$ 6,615 \$ 79,380	\$ 40.02 \$ 6,937 \$ 83,244	\$ 42.07 \$ 7,292 \$ 87,504	\$ 44.17 \$ 7,656 \$ 91,872	\$ 46.44 \$ 8,049 \$ 96,588	\$ 48.77 \$ 8,454 \$ 101,448	\$ 50.03 \$ 8,671 \$ 104,052	\$ 51.26 \$ 8,885 \$ 106,620	\$ 52.56 \$ 9,111 \$ 109,332

APPENDIX B

PUBLIC WORKS EMERGENCY SHIFTCHANGE NOTIFICATION (ESC)

(Refer to Article 12)

The City expects all Public Works employees to respond as needed in the event of an emergency such as natural disasters, local emergencies, winter weather response, or other kinds of community demands for emergency public service. Under no circumstances shall a regular full-time employee end up with a short number of pay period work hours due to an ESC. When these events occur ESC may be implemented by Management and the following would apply:

A. ESC hours of work.

Hours worked under an ESC may vary based on the emergency needs, however it is the intent of this MOU to establish schedule guidelines as follows:

- 1) Regular Day Shift (regularly scheduled workweek) – 7:00 a.m. to 4:30 p.m. (1/2-hour lunch). This shift does not qualify for Overtime Pay under an ESC event as identified in Section D below.
- 2) Non-Regular Day Shift (Saturday, Sunday, Holidays or regularly scheduled Friday off) – 7:30 a.m. to 4:00 p.m. (1/2-hour lunch)
- 3) Swing Shift - 3:30 p.m. to 12:00 a.m. (1/2-hour lunch)
- 4) Graveyard Shift – 11:30 p.m. to 8 a.m. (1/2-hour lunch)

B. Signing up for ESC

The ESC will be first offered to volunteers in accordance with a list. If there are inadequate volunteers or if certain staff are needed for their skill and knowledge, or if the volunteers are unfairly balanced amongst the various Divisions shifts may be assigned as needed. The City will attempt to fill the list in inverse order of seniority when practical. A new list of shift assignments shall be created every year, preferable on or around July 1 and shall be in effect for the ensuing twelve (12) month period. Employees will sign-up for desired shifts by seniority.

C. Participation in ESC.

All called upon Public Works employees shall participate in ESC.

D. Overtime Pay under ESC.

Employees who work ESC shift(s) 2, 3, and 4 identified in Section A above will be compensated at a rate of one and one-half (1.5) hours of pay for every hour worked during the first two (2) days of an emergency, beginning with the first Non-Regular Day Shift, Swing Shift or Graveyard Shift.

The overtime pay policy under the ESC scenario shall conform to the overtime provisions of the Federal Fair Labor Standards Act and Article 6 of the Collective Bargaining Agreement.

E. Emergency Shift Change Compensation

Employees who provide emergency services pursuant to this memo shall be entitled to Emergency Shift Change Compensation in accordance with Article 11, but shall not be paid “call back” pay as provided in Article 35.2.

F. Notification and Cancellation of ESC.

Events that might justify implementation of an ESC are typically difficult to schedule. In an effort to provide some level of notice, the City shall publish an ESC schedule annually that identifies staff and their assigned shift. In addition, Management will make a strong effort to provide employees notice of the ESC as early in the emergency as possible. If an employee is scheduled to work an altered shift and it is cancelled without at least eight (8) hours of notification, the employee will be paid for that altered shift in accordance with paragraph D. When returning to their regular schedule, an employee may request not to work their next regular shift of the week or may work part of the next regular shift of the week. The Supervisor may send the employee home during their next regular shift if the Supervisor deems the employee to be a health or safety risk due to employee fatigue.

APPENDIX C

FLEX TIME AGREEMENT FORM

Article 5 of this AFSCME collective bargaining agreement establishes flex time and a flex time agreement requirement. The City Flex Time Agreement (“FTA”) is described in this Appendix and flex time will be administered and applied based on the following guidelines which are not contractual and are established for instructional and informational purposes:

The Alternate Workweek is an exception to the General Rule. The “Alternate Workweek” enables employees whose essential job functions frequently require irregular hours of work (1) to work varied hours, varied starting and quitting time, and varied workdays and days off within a workweek without overtime expense to the City, and (2) to flex time off within the same workweek as determined in accordance with Article 5 to meet operational needs under the Alternate Workweek and/or personal needs consistent with the City’s requirements.

Employees who wish to work under the Alternative Workweek exception routinely and gain the ability to flex time off without need of the supervisor’s approval in each instance must be so designated by the Department Head on a Personnel Action Form. Employees so designated will be paid at the overtime rate only for hours worked in excess of the regularly scheduled hours of work in the workweek and not for daily overtime otherwise provided for as a General Rule under the contract. The Alternate Workweek designation shall be voluntary for each employee, and shall be approved by the employee’s Department Head, and must be approved case-by-case by the Human Resources Director.

The City shall utilize a FTA the terms of which, at a minimum, shall set forth the following:

AFSCME FLEX TIME AGREEMENT

This Flex Time Agreement (“FTA”) is voluntary. If an employee chooses to work subject to a FTA this Agreement must be submitted to and approved by the Human Resources Director. Upon approval the Agreement will be placed in the employee’s HR file and documented by Personnel Action Form (PAF). The PAF shall control the validity and applicability of any FTA. No FTA shall become effective until the City’s acceptance reflected by PAF.

This FTA enables an employee whose essential job functions frequently require irregular hours of work (1) to work varied hours, varied starting and quitting times, and varied workdays and days off within a workweek without overtime expense to the City, (2) to flex time off within the same workweek, and (3) to meet operational and personal needs without administrative process. Employees who wish to work under a FTA in order to routinely gain the ability to flex time off

without need of supervisor's approval in each instance may sign this form of agreement.

Under Articles 5 of the AFSCME agreement a bargaining unit employee has the right to daily overtime. However, by signing this FTA the employee understands that the right to such overtime compensation is waived to the extent that flex time applies. If an employee signs this Agreement, the employee will be paid at the overtime rate only for hours worked in excess of forty (40) hours in the workweek, and not for daily overtime otherwise provided for as a General Rule under the contract.

By signing below, I understand the terms of this FTA. I understand if I wish to revoke this Agreement, I must do so in writing. A revocation will take effect the first day of the month following written notice of at least seven (7) calendar days, provided however that if the essential functions of my position require that I work subject to a FTA and this requirement is stated in the position description, then I will not have the option to revoke a FTA made at the time I accept employment, transfer, bumping, recall, or promotion.

Department Head Signature

Printed Name

Date

Human Resources Signature

Printed Name

Date

Employee Signature

Printed Name

Date