

Memorandum of Understanding

Between

The City of Yuba City

And

The First Level Managers (FLM)



July 1, 2023, through June 25, 2027

Table of Contents

Preamble..... 1

Article 1 - Salary 1

 1.1 Salary Increase 1

 1.2 Wage Reopeners 1

 1.3 New 9-Step Salary Schedule 1

 1.4 Bilingual Pay 1

 1.5 Animal Services Standby Pay 2

 1.6 Work Schedule..... 3

Article 2 – Public Employees’ Retirement System..... 3

 2.1 Retirement Terminology 3

 2.2 Miscellaneous Member Retirement Formulas 3

Article 3 –Holidays..... 4

 3.1 Recognized Holidays 4

 3.2 Floating Holidays..... 5

Article 4 – Benefits 5

 4.1 Health Plans..... 5

 4.2 Dental and Vision Plans 6

 4.3 Life Insurance..... 6

 4.4 Employee Assistance Program (EAP)..... 6

 4.5 Health Benefits Committee 7

 4.6 Long Term Disability 7

 4.7 Tuition Reimbursement 7

Article 5 – Deferred Compensation 7

Article 6 - Insurances..... 7

Article 7 – Dept. of Transportation Commercial Drivers Testing..... 7

Article 8 – Commercial Driver’s License Examination 7

Article 9 – Vacation Leave..... 8

 9.1 Vacation Accrual Rate..... 8

 9.2 Returning Former Employees 8

 9.3 Vacation Accrual and Post-Separation Contributions of Accrued Leave Hours . 8

Article 10 – Catastrophic Illness and Injury Leave Donation Program..... 9

Article 11 – Administrative Leave 9

 11.1 Exempt Classification..... 9

| | | |
|---|--|----|
| 11.2 | Maximum Cash Out | 9 |
| 11.3 | Maximum Carry Over | 10 |
| 11.4 | Additional Allotment | 10 |
| 11.5 | Separation of Employment..... | 10 |
| Article 12 – Compensatory Time | | 10 |
| 12.1 | Maximum Accumulation | 10 |
| 12.2 | Maximum Cash Out | 10 |
| Article 13 – Counseling Memorandum | | 10 |
| Article 14 – Incentives | | 11 |
| 14.1 | Water Certificate Pay | 11 |
| 14.2 | Callback and Stand-by Time | 11 |
| 14.3 | Personnel Eligibility for Stand-by | 12 |
| 14.4 | Assignment Period..... | 13 |
| Article 15 – Term of Agreement | | 14 |
| Appendix A – Represented Classifications..... | | 15 |
| The First Level Managers represents the following classifications:..... | | 15 |
| Appendix B — 5 Step Salary Schedule | | 16 |
| Appendix C – 9 Step Salary Schedule | | 17 |
| Appendix D – Bilingual Classifications | | 18 |

Preamble

This agreement between the City of Yuba City (City) and the First Level Managers (FLM), is to promote harmonious labor relations between the City and the FLM and the establishment of rates of pay, hours of work, and other conditions of employment. The City recognizes the First Level Managers as the exclusive representative for full-time and regular part-time employees in the classifications in Appendix "A" as amended.

Article 1 - Salary

1.1 Salary Increase

Effective July 1, 2023, all classifications will receive a cost-of-living increase of one and a half percent (1.5%) salary increase.

1.2 Wage Reopeners

The parties will meet to discuss the City's financial position no later than the end of January 2025 on the issue of wage, to determine if an agreement can be reached on wage increases only with any changes to be effective the first full pay period in January 2025, unless agreed otherwise.

The parties will meet to discuss the City's financial position no later than the end of May 2025 on the issue of wage, to determine if an agreement can be reached on wage increases only with any changes to be effective the first full pay period in July 2025, unless agreed otherwise.

The parties will meet to discuss the City's financial position no later than the end of May 2026 on the issue of wage, to determine if an agreement can be reached on wage increases only with any changes to be effective the first full pay period in July 2026, unless agreed otherwise.

If the parties cannot agree on a wage increase during a discussion, there shall be no salary adjustment for that year.

1.3 New 9-Step Salary Schedule

Employees hired in any FLM position after November 25, 2017, will be on the 9-step salary schedule, attached as Appendix "C". The 9-step salary schedule has both the first step and last step the same as the 5-step salary schedule. The 5-Step salary schedules are attached as Appendix "B".

1.4 Bilingual Pay

Effective November 18, 2023, employees in classifications identified in Appendix "D" Bilingual Classifications who are proficient in speaking a foreign language as determined by the City receive bilingual pay incentive in the amount of one point four percent (1.4%) of their base rate of pay.

1.5 Animal Services Standby Pay

When the Animal Services Manager is on vacation or off duty due to injury or illness:

- The Animal Services Supervisor shall maintain phone availability during the hours between 7:45 am and 6:45 pm, seven days each week, which correlates to the duty hours of the Animal Control Officers.
- The Animal Services Supervisor is available only to Animal Control Officers who are on probation. Animal Control Officers who have successfully passed probation are expected to work independently and make sound judgements relative to field calls and shelter operations in the absence of a supervisor.
- Unless there is an extreme emergency, the stand-by call-out for the Animal Services Supervisor shall be for phone consultation to provide directions. Rarely would the Animal Services Supervisor be required to respond to a location to give directions to Animal Control Officers, however, the possibility is that it could occur at some point. The Animal Services Supervisor is responsible for determining whether responding to a location is warranted. In some cases, the Animal Services Supervisor will receive direction from Animal Services Manager to report to a location.
- If the Animal Services Supervisor is required to stand-by during otherwise off-duty hours, stand-by pay shall be compensated at \$2.45 per hour.
- The Animal Services Manager and Animal Services Supervisor will alternate planned time off to ensure management staff is available for phone consultation by subordinate staff. No other staff member will fill in for management consultation in the absence of the Animal Services Manager or Animal Services Supervisor with the exception of the Executive Director.
- The Animal Services Supervisor will not be issued a take-home vehicle.
- The Animal Services Supervisor will utilize their Department issued cellphone as needed for any phone consultation work performed while on stand-by.
- The Animal Services Supervisor shall be compensated in the same manner as the stand-by Animal Control Officer. When responding to a stand-by phone consultation or call-out, the Animal Shelter Supervisor shall receive a minimum of two (2) hours at time and one-half the employees' regular rate of pay. Multiple callouts within a two (2) hour minimum period (starting from the time of the first call) are not compensable separately. If continuous work hours exceed the two (2) hour minimum, the actual time worked is paid at time and one - half the employees' regular pay. When responding to a location, callback pay is from portal to portal when calculating actual hours worked.
- When on stand-by, the Animal Services Supervisor must refrain from the use of alcohol, medication or substances that may interfere with their ability to effectively

respond to any call for service. The Animal Services Supervisor must be available by phone and, if needed, be physically able to respond within 45 minutes to an incident location within Animal Control's jurisdiction.

- The Animal Services Supervisor must maintain a current California Driver's License.

1.6 Work Schedule

Assigned work schedule may be changed at sole discretion of the Department Head subject to written notice to the employee including the duration of work schedule no less than one (1) week prior to the implementation.

Article 2 – Public Employees' Retirement System

2.1 Retirement Terminology

Employees will receive retirement benefits from the California Public Employees' Retirement System (CalPERS).

The use of terms "classic member" and "new member" shall be as defined by CalPERS and the Public Employee Pension Reform Act of 2013 (PEPRA).

A new member is defined as:

- An individual who becomes a member of any public retirement system for the first time on or after January 1, 2013, and has no prior membership in any other public retirement system; or
- An individual who becomes a member of any public retirement system for the first time on or after January 1, 2013, and is not eligible for reciprocity with another public retirement system; or
- An individual who established prior membership in a retirement system and after a break in service of more than six months, returns to active membership in that system with a new employer.

2.2 Miscellaneous Member Retirement Formulas

- A. Employees hired before August 2, 1991, receive the 2.7% at 55 miscellaneous CalPERS formula with the one (1) year final average compensation period. The City pays 100% of the employee's contribution to CalPERS and reports the employer payment of the member contributions to CalPERS as additional compensation for retirement purposes only. These members pay eight percent (8%) of the employers' contribution via a CalPERS contract amendment on a pre-tax basis.

- B. Employees hired between August 1, 1991, and July 1, 2012, receive the 2.7% at 55 miscellaneous CalPERS formula with the three (3) year final average compensation period. The City pays 100% of the employee's contribution to CalPERS and reports the employer payment of the member contributions to CalPERS as additional compensation for retirement purposes only. These members pay eight percent (8%) of the employers' contribution via a CalPERS contract amendment on a pre-tax basis.
- C. Employees hired after June 30, 2012, who are not classified as a new member receive the 2% at 55 miscellaneous CalPERS formula with the three (3) year final average compensation period. The City pays 100% of the employee's contribution to CalPERS and reports the employer payment of the member contributions to CalPERS as additional compensation for retirement purposes only. These members pay seven percent (7%) of the employers' contribution via a CalPERS contract amendment on a pre-tax basis.
- D. Employees hired after December 31, 2012, who are classified as new members receive the 2% at 62 miscellaneous CalPERS formula with the three (3) year final average compensation period. These employees pay one half the total normal cost as determined annually by CalPERS on a pre-tax basis.
- E. All miscellaneous retirement formulas have the following optional CalPERS retirement benefits:
- Non-Industrial Disability Improved
 - Optional Settlement 2
 - 1959 Survivor Benefit Level Indexed
 - Post-Retirement Death Benefits \$500 lump sum
 - Survivor Allowance (PRSA)
 - 3% Retirement COLA

Article 3 –Holidays

3.1 Recognized Holidays

Employees are entitled to holidays with pay. Holidays are paid on an eight (8) hour basis. The City recognizes following holidays:

- a. New Year's Day (the first day of January)
- b. Martin Luther King Day (the third Monday in January)
- c. Washington's Birthday (the third Monday in February)
- d. Memorial Day (the last Monday in May)
- e. Independence Day (the fourth day of July)
- f. Labor Day (the first Monday in September)
- g. Veterans Day (observed on the day established by the Yuba City Unified School District)
- h. The Week of Thanksgiving, effective 2024

- i. Christmas Day (the 25th day of December)
- j. Eight hours of holiday time to be used on either Christmas Eve or New Year's Eve, or a combination on both days as approved by the department head.

Whenever a holiday falls on Sunday, the following Monday is observed as a holiday, and whenever a holiday falls on a Saturday, the preceding Friday is observed as a holiday.

Employees are entitled to holiday with pay only if (i) the employee would have been regularly scheduled to work and (ii) the employee is in a paid status on the date immediately preceding or succeeding the holiday.

Employees required to work during the week of Thanksgiving will be allowed to take those holiday hours off during the months of October, November, or December.

3.2 Floating Holidays

Effective July 1, 2024, employees receive one (1) floating holiday annually on July 1. If an employee does not use their floating holiday during the fiscal year the holiday will be cashed out on the final check of the fiscal year. Scheduling/approval of use of the floating holiday must be in accordance with the requirements of Rules.

Article 4 – Benefits

4.1 Health Plans

- A. Employee Contributions:
Employee contributions are on a pre-tax basis.
- B. Health Care Premium Cost:
The City pays 80% of the lowest cost health plan available to the majority of City employees.
- C. Cash-in-lieu Payment:
Cash-in-Lieu payments are when an employee reduces the level of health care coverage rather than entire coverage shall be as follows:
 - Employees, who reduce the level of health care coverage to which they are entitled, i.e., from full family coverage to employee plus one, or employee only coverage, or from employee plus one to employee only coverage, shall be entitled to a Cash-in-Lieu benefit. The Cash-in-Lieu benefit is based upon the lowest cost health plan available to the majority of City Employees.

The employee making the election covered above, shall receive the difference between the Cash-in-Lieu benefit they would have been entitled had they waived coverage at their present coverage level and Cash-in-Lieu benefit for the lower level elected.

- The Cash-in-Lieu of medical insurance bonus for employees electing to forego health insurance coverage will be based on the below percentages of the current lowest cost health plan available to the majority of City employees:

| | |
|-----------------------------|-----|
| Employee only | 25% |
| Employee plus one dependent | 25% |
| Family coverage | 30% |

4.2 Dental and Vision Plans

For calendar year 2023, the City pays for enhanced dental/vision benefits. The enhanced dental/vision are as follows: annual deductible is \$25 (individual) and \$75 (family), calendar year maximum benefit is \$2,000, basic coverage is 90%, major coverage is 60%, and vision allowance is \$800 in 24-month period.

For each following year, through calendar year 2027, the City will annually evaluate the dental and vision fund excess reserve. The City will make a discretionary determination, that is not subject to bargaining requirements or the grievance process, and then communicate the determination in writing as to whether the City will pay for the enhanced dental/vision benefits set forth above the coming calendar year. In any year when enhanced benefits are not able to be funded, benefit levels will automatically revert to the levels below.

City pays 90% of the dental and vision premiums for covered employees. The maximum annual dental benefit is \$1750. The vision benefit is \$600 every 24 months. Premiums are based on periodic actuarial conducted by an outside consultant. Employees must participate in the City’s Dental and Vision Plan in a manner provided in the adopted Dental and Vision Plan Agreement.

4.3 Life Insurance

A life insurance benefit amount of fifty thousand dollars (\$50,000) shall be maintained for employees.

4.4 Employee Assistance Program (EAP)

The EAP is an employee benefit that assists employees with personal problems and/or work-related problems that may impact their job performance, health, mental and emotional well-being. The EAP provides free and confidential assessments, short-term counseling, referrals, and follow-up services for employees and their household members. For details about the EAP program, please see the Human Resources Department.

4.5 Health Benefits Committee

The First Level Managers shall designate one (1) representative to the committee. The general purpose of the committee is to address benefit plan design and cost containment. The committee consists of members from each employee association and serves in an advisory capacity to management.

4.6 Long Term Disability

The City provides a long-term disability program for employees.

4.7 Tuition Reimbursement

Employees may receive up to five thousand dollars (\$5,000) per fiscal year for tuition reimbursement, subject to the Rules.

Article 5 – Deferred Compensation

Employees receive fifty dollars (\$50.00) a month paid into their deferred compensation account.

Article 6 - Insurances

The City pays the costs associated with obtaining and maintaining special certificates or licenses that are required by the State of California, the City of Yuba City or any governmental agency to obtain and maintain as a condition of employment. (Note: if the certificate or license is required prior to employment, the City will only reimburse post-hire expenses.)

Article 7 – Dept. of Transportation Commercial Drivers Testing

It is mutually agreed that the Addendum to Alcohol and Drug Abuse Policy implementing the Omnibus Transportation Employee Testing Act of 1991 (Exhibit A) shall remain in effect.

Article 8 – Commercial Driver's License Examination

Physical examinations for employees who are required to maintain a Class A or B California driver's license as a job requirement shall have the expense paid by the City. Employees may elect to go to their own personal physician or to the medical center designated by the City. Employees electing to go to their own personal physician will be reimbursed upon submission of an itemized receipt to the Human Resources Department. The maximum amount eligible for reimbursement is the amount the City has contracted for with the designated medical center.

Article 9 – Vacation Leave

9.1 Vacation Accrual Rate

Employees will accrue vacation will be as follows:

| <u>Years of Service</u> | <u>Bi-Weekly Rate</u> |
|-----------------------------|-----------------------|
| 0 – Completion of 4 years | 4.0 hours |
| 5 – Completion of 10 years | 5.5 hours |
| 11 – Completion of 15 years | 6.5 hours |
| 16 or more years | 7.1 hours |

9.2 Returning Former Employees

At the City Manager's discretion, employees who are returning, or who have returned, to City employment may be allowed to accrue vacation leave based upon the total years of service to the City or as otherwise agreed upon, under the following guidelines:

- A. They must have worked for the City at least five years previously;
- B. They must be hired into a First Level Management position upon return;
- C. The department head must make a written request to the City Manager and the City Manager must provide written instructions to Human Resources to take this action.

9.3 Vacation Accrual and Post-Separation Contributions of Accrued Leave Hours

With respect to accrued vacation leave hours (as well as other leave hours described below) that are on the books at the time of an employee's separation, the City will make mandatory contributions of such hours as follows:

Upon separation from employment, for retirement from City service or otherwise, 100% of eligible leave, including sick, vacation, administrative and comp time, (determined in accordance with City Rules and Regulations, applicable MOU and based upon length of service) shall be contributed on a mandatory basis for the benefit of the employee to the City's 457(b) plan by the City subject to the annual limitations on contributions to such plan, including catch up contribution limits if applicable. The eligible and remaining leave balance (determined in accordance with City Rules and Regulations, applicable MOU and based upon length of service) after the mandatory allocation to the 457(b) plan, shall be paid out to the employee in taxable compensation; provided that the total amount allocated to the 457(b) plan and paid as taxable compensation does not exceed the applicable limits as set forth in the MOU.

Example 1: An employee has 2500 hours of accrued sick leave and 300 hours of accrued vacation hours and is separating from service (whether to retire or otherwise). If the employee is subject to the 50% limit of total accrued sick leave based on their MOU and

length of service, the employee would only have 1250 sick leave hours eligible for allocation. As such, only 1250 sick leave hours are considered eligible. The 1250 sick leave hours would be contributed to the City's 457(b) plan, subject to the applicable contribution limits, and any remaining hours would be paid out as taxable compensation. 100% of accrued vacation hours are eligible for allocation. As such, 300 hours would be contributed to the City's 457(b) plan, subject to the applicable contribution limits, and any remaining hours of the 1250 would be paid out as taxable compensation.

Example 2: An employee has 2500 hours of accrued sick leave and 300 hours of accrued vacation hours and is separating from service (whether to retire or otherwise). If the employee is subject to the 30% limit of total accrued sick leave based on their MOU and length of service, the employee would only have 750 sick leave hours eligible for allocation. As such, only 750 sick leave hours are considered "eligible". All 750 sick leave hours would be contributed to the City's 457(b) plan, subject to the applicable contribution limits, and any remaining hours would be paid out as taxable compensation. 100% of accrued vacation hours are eligible for allocation. As such, all 300 hours would be contributed to the City's 457(b) plan, subject to the applicable contribution limits, and any remaining hours would be paid out as taxable compensation. For clarification of a related note, the PERS Sick Leave Conversion is not available for the miscellaneous employees in this unit.

Article 10 – Catastrophic Illness and Injury Leave Donation Program

The Catastrophic Illness and Injury Leave Donation Program remains in effect (Exhibit B).

Article 11 – Administrative Leave

11.1 Exempt Classification

Employees whose job classification is declared exempt from overtime under the FLSA guidelines receive 80 hours administrative leave with the first payroll period of each calendar year in lieu of compensatory time and overtime. Employees may use leave subject to the approval of their department head, except that leave cannot be used prior to separation of employment to delay the separation date. New hires receive a pro-rated amount of administrative leave for their first year based upon the month of hire.

11.2 Maximum Cash Out

Employees who receive administrative leave can elect once a year to cash out a maximum of 40 hours that will be accrued the following year. By December 1 of each year, an employee may annually make an irrevocable advance election to cash out a maximum of 40 hours of administrative leave that will be accrued in the next calendar year. The election shall be made on the form provided by the City for this purpose. The hours selected for cash-out will be paid in the first non-payroll week of January of the following year. (For example, if an employee elects in December 2018 to cash-out forty (40) hours that will be earned in 2019, those hours will be paid in January 2020).

11.3 Maximum Carry Over

Employees are allowed to carry over unused administrative leave to the next calendar year, subject to a maximum carryover balance of eighty (80) hours.

11.4 Additional Allotment

At the discretion of the City Manager, an additional allotment of administrative leave not to exceed forty (40) hours per calendar year may be approved. Requests for additional leave allocation must be based on an excessive number of hours worked beyond normal management expectations during the calendar year to the date of the request. Requests for additional leave must be resubmitted by the department head to the City Manager each year, if needed.

11.5 Separation of Employment

In the event of separation of employment, employees will be paid for unused administrative leave.

Article 12 – Compensatory Time

12.1 Maximum Accumulation

Compensatory time for non-exempt employees may be accumulated to a maximum of eighty (80) hours.

12.2 Maximum Cash Out

Upon written request, employees who receive compensatory time can elect, once each year, to cash out a maximum of forty (40) hours of future compensatory time. By January 1 of each year, an employee may annually make an irrevocable advance election to cash out a maximum of forty (40) hours of compensatory time that will be accrued by November 30 of that calendar year. The election shall be made on the form provided by the City for this purpose. The hours selected for cash-out will be paid in the first non-payroll week in December. (For example, if an employee elects in January 2019 to cash-out 40 hours of CTO that will be accrued later that year, those hours will be paid in December 2019). An employee can only cash-out hours that are earned/accrued. For example, if a FLM elects, in January 2019, to cash-out forty (40) hours of CTO that will be earned before November 30, but only earns thirty-two (32) hours in CTO in that timeframe, then only thirty-two (32) hours will be paid out in December. Separate and apart from the employee's ability to make an irrevocable advance election, the City, at its option, may pay out up to forty (40) accrued hours of compensatory time at the end of each calendar year.

Article 13 – Counseling Memorandum

The attached policy on Counseling Memos (Exhibit C) shall remain in effect.

Article 14 – Incentives

14.1 Water Certificate Pay

The City's water distribution system is classified as a D4 system. Due to this D4 system classification, the Chief Operator is required to have a minimum of a D4 certificate, and shift operators are required to have a minimum of a D3 certificate. To meet the intent of this drinking water regulation, the City must have employees working in water distribution who possess water distribution certifications. Water Distribution Certificate pay is for employees who work with or have the potential to work with the City's water system, possess D-1 through D-4 certification, and is included in the employee's base hourly rate.

For this section, employees who are assigned to work in water distribution are referred to as "Water employees". employees who are not assigned to the area of water distribution are referred to as "Non-Water employees".

The chart below reflects how water distribution certificate pay is applied to Non-Water employees. Total amount of certification pay (when reduced to an hourly rate based on regularly scheduled hours) cannot under any circumstances exceed 10% of the employees' base hourly rate (this includes bilingual pay).

| |
|---|
| Non-Water (i.e., Maintenance Supervisor-Streets): If multiple certifications, only receive \$50 per month (cap). |
| \$50 per month (D-1) |
| \$50 per month (non-cumulative) (D-2) |
| \$50 per month (non-cumulative) (D-3) |
| N/A |

Water Treatment FLMS who are required to have a treatment (T-1 through T-4) or distribution (D1 through D-4) certificate shall have the certification pay included in their hourly rate.

14.2 Callback and Stand-by Time

This section addresses employees assigned to supervise the Water Distribution Division and Electrical/Instrumentation Division staff on stand-by for after hours and weekend/holidays for a seven-day period.

- A. There are three (3) types of stand-by time: General, Electrical, and Water Distribution. The General stand-by employee is responsible for any after-hours calls except for Water Distribution and Electrical related calls. The Water Distribution Supervisor is the designated Chief Operator for stand-by for the water system and must respond to water distribution calls while on stand-by duty. The Electrical/Instrumentation Supervisor on standby is responsible for the City's electrical infrastructure, including, but not limited to, traffic signals, streetlights,

City facilities, the Water Treatment Plant, and the Wastewater Treatment facility, and must respond to electrical calls while on stand-by duty.

- B. Stand-by pay is \$2.45 per hour for all hours occurring between the end of the shift and the beginning of the next regular shift. A rotation stand-by list will be created and posted in January each year. Only supervisors assigned to Water Distribution and Electrical/Instrumentation are eligible for stand-by pay on an "as needed basis".

For the Water Distribution Supervisor an "as needed basis" is dependent upon the number of D-3 or D-4 certified Water Distribution Operators in the stand-by rotation. If needed, the Water Distribution Supervisor must work on stand-by for water calls until it is determined that sufficient Water Distribution Operator staffing levels exist to respond to water stand-by calls.

For the Electrical/Instrumentation Supervisor an "as needed basis" is dependent upon the number of Electrical Technicians in the stand-by rotation. If needed, the Electrical/Instrumentation Supervisor must work on stand-by for electrical calls until it is determined that sufficient Electrical Technician staffing levels exist to respond to electrical stand-by calls.

- C. The Water Distribution and Electrical/Instrumentation Supervisors are allowed to trade stand-by weeks or individual days to stand-by eligible employees with written notice to their supervisor for approval at least two (2) days in advance of their scheduled stand-by week.
- D. The Water Distribution and Electrical/Instrumentation Supervisors are provided designated take home vehicles for the purpose of responding to callouts. Take-home vehicles may not be driven for any purpose other than driving to and from service calls and traveling to and from work. Employees required to use their personal vehicle while on stand-by shall receive the current IRS mileage rate for personal vehicle mileage while responding to callouts. Personal vehicle usage must have pre-approval of insurance coverage in accordance with the City's policy.
- E. When a Water Distribution or Electrical/Instrumentation Supervisor is called back to work they receive a minimum two (2) hours at time and one-half the employee's regular rate of pay. Multiple callouts within a two (2) hour minimum period are not separately compensable. If continuous work hours exceed the two (2) hour minimum, the actual time worked is paid at time and one-half the employees' regular pay. The stand-by pay is from portal-to-portal or when a call is received from dispatch until the employee has returned to their residence.

14.3 Personnel Eligibility for Stand-by

- A. The Water Distribution Supervisor must have a valid California Water Distribution D-4 or higher certification.

- B. Supervisors must have a minimum of a Class A California Driver's License.
- C. Supervisors must be within forty-five (45) minutes response time using an internet mapping site.
- D. Supervisors must remain physically able to respond within forty-five (45) minutes to the incident and refrain from the use of alcohol, medications or substances that may interfere with their ability to effectively respond to any call for service while on stand-by.

14.4 Assignment Period

The stand-by period is one (1) week beginning on Thursday at the conclusion of the workday and continuing to the following Thursday at conclusion of the workday.

14.5 Assignment Limits

Supervisors are limited to two (2) weeks stand-by at a time in a row, however the supervisors may be required to work more than two (2) weeks in a row should extenuating circumstances occur. Should a supervisor cover both their specialty stand-by and any other stand-by simultaneously, they will not collect any additional pay.

14.6 Coverage for Supervisors

- A. The supervisor is responsible for finding qualified employees when necessary. When a substitute is found, the stand-by employee must notify a supervisor and police dispatch.
- B. Stand-by is typically filled on a voluntary basis. In the event that no employees volunteer to cover stand-by, the Department Head or designee will assign a employee. The stand-by employee substituting for the supervisor must meet the applicable qualifications.

14.7 Shift Differential

A shift differential of five percent (5.0%) of employee's base pay is paid to those supervisors who are assigned to work an operator shift from 7:00 p.m. to 7:00 a.m. If a supervisor who is assigned to an operator shift elects to utilize vacation, sick leave, CTO or any other paid leave time (jury duty, military duty, etc.), then they shall not be paid shift differential while on such leave.

Article 15 – Term of Agreement

The term of this agreement is July 1, 2023, through June 25, 2027.

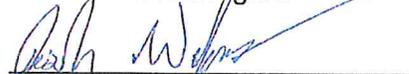
Date: Nov 27, 2023

Date: 10/31/2023

City of Yuba City

First Level Managers

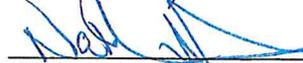
Diana Langley
Diana Langley (Nov 27, 2023 11:54 PST)



Diana Langley, City Manager

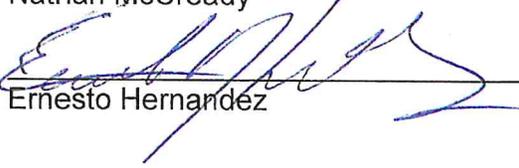
Joshua Wolfe





Michael W. Jarvis, Liebert Cassidy Whitmore

Nathan McCready



Ernesto Hernandez

Appendix A – Represented Classifications

The First Level Managers represents the following classifications:

Accountant II
Administrative Analyst II
Animal Shelter Supervisor
Construction Inspector – Senior
Customer Service Manager
Development Liaison
Electrical/Instrumentation Supervisor
Engineer – Associate Civil
Environmental Compliance Coordinator
Facilities Maintenance Supervisor
Fleet Maintenance Supervisor
Information Technology Analyst
Information Technology Analyst, Senior
Laboratory Supervisor
Maintenance Supervisor – Streets
Park Maintenance Supervisor
Planner – Associate
Plant Maintenance Supervisor – Water
Plant Maintenance Supervisor – Wastewater
Recreation Supervisor I/II/III
Wastewater Collections Supervisor
Wastewater Treatment Facility Chief Operator
Wastewater Treatment Facility Supervisor
Water Distribution Supervisor
Water Treatment Facility Chief Operator
Water Treatment Facility Supervisor

Appendix B - 5 Step Salary Schedule

10/30/20239:45 AM

**CITY OF YUBA CITY
SALARY SCHEDULE AND GENERAL COMPENSATION PLAN
EFFECTIVE JULY 1, 2023**

First Level Management - EMPLOYEES HIRED PRIOR TO NOVEMBER 25, 2017

| JCN | CLASSIFICATION | Bargaining Group | SALARY STEPS | | | | | |
|-------|---------------------------------------|------------------|--------------|-------|-------|-------|-------|---------|
| | | | 1 | 2 | 3 | 4 | 5 | |
| 6069 | ACCOUNTANT II | FLM | 6,394 | 6,714 | 7,050 | 7,403 | 7,773 | Monthly |
| | | | 36.89 | 38.73 | 40.67 | 42.71 | 44.84 | Hourly |
| 6060 | ADMINISTRATIVE ANALYST II | FLM | 6,750 | 7,087 | 7,441 | 7,813 | 8,203 | Monthly |
| | | | 38.94 | 40.89 | 42.93 | 45.08 | 47.33 | Hourly |
| 6015 | ANIMAL SHELTER SUPERVISOR | FLM | 5,042 | 5,294 | 5,559 | 5,837 | 6,129 | Monthly |
| | | | 29.09 | 30.54 | 32.07 | 33.68 | 35.36 | Hourly |
| 6090 | CONSTRUCTION INSPECTOR-SENIOR | FLM | 6,708 | 7,043 | 7,395 | 7,765 | 8,153 | Monthly |
| | | | 38.70 | 40.63 | 42.66 | 44.80 | 47.04 | Hourly |
| 6044 | CRIME ANALYST | FLM | 4,706 | 4,941 | 5,188 | 5,447 | 5,720 | Monthly |
| | | | 27.15 | 28.51 | 29.93 | 31.43 | 33.00 | Hourly |
| 6063 | CUSTOMER SERVICE MANAGER | FLM | 6,528 | 6,854 | 7,197 | 7,557 | 7,936 | Monthly |
| | | | 37.66 | 39.54 | 41.52 | 43.60 | 45.79 | Hourly |
| 6215 | DEVELOPMENT LIAISON | FLM | 6,950 | 7,298 | 7,663 | 8,046 | 8,448 | Monthly |
| | | | 40.10 | 42.10 | 44.21 | 46.42 | 48.74 | Hourly |
| 6220 | ELECTRICAL/INSTRUMENTATION SUPERVISOR | FLM | 8,164 | 8,572 | 9,001 | 9,451 | 9,923 | Monthly |
| | | | 47.10 | 49.45 | 51.93 | 54.53 | 57.25 | Hourly |
| 6120 | ENGINEER - ASSOCIATE CIVIL | FLM | 8,130 | 8,537 | 8,964 | 9,412 | 9,883 | Monthly |
| | | | 46.90 | 49.25 | 51.72 | 54.30 | 57.02 | Hourly |
| 6225 | ENVIRONMENTAL COMPLIANCE COORDINATOR | FLM | 6,937 | 7,284 | 7,648 | 8,030 | 8,431 | Monthly |
| | | | 40.02 | 42.02 | 44.12 | 46.33 | 48.64 | Hourly |
| 6042 | FACILITIES MAINTENANCE SUPERVISOR | FLM | 6,025 | 6,326 | 6,642 | 6,974 | 7,322 | Monthly |
| | | | 34.76 | 36.50 | 38.32 | 40.23 | 42.24 | Hourly |
| 6050 | FLEET MAINTENANCE SUPERVISOR | FLM | 6,051 | 6,354 | 6,672 | 7,006 | 7,357 | Monthly |
| | | | 34.91 | 36.66 | 38.49 | 40.42 | 42.44 | Hourly |
| 6064* | INFORMATION TECHNOLOGY ANALYST | FLM | 7,150 | 7,508 | 7,883 | 8,277 | 8,689 | Monthly |

| | | | | | | | | |
|-------|---|-----|-------|-------|--------|--------|--------|---------|
| | | | 41.25 | 43.32 | 45.48 | 47.75 | 50.13 | Hourly |
| 6142* | SENIOR INFORMATION TECHNOLOGY ANALYST | FLM | 7,864 | 8,257 | 8,670 | 9,103 | 9,558 | Monthly |
| | | | 45.37 | 47.64 | 50.02 | 52.52 | 55.14 | Hourly |
| 6085 | LABORATORY SUPERVISOR | FLM | 7,061 | 7,414 | 7,785 | 8,174 | 8,582 | Monthly |
| | | | 40.74 | 42.77 | 44.91 | 47.16 | 49.51 | Hourly |
| 6040 | MAINTENANCE SUPERVISOR-STREETS | FLM | 6,025 | 6,326 | 6,642 | 6,974 | 7,322 | Monthly |
| | | | 34.76 | 36.50 | 38.32 | 40.23 | 42.24 | Hourly |
| 6043 | PARKS MAINTENANCE SUPERVISOR | FLM | 6,025 | 6,326 | 6,642 | 6,974 | 7,322 | Monthly |
| | | | 34.76 | 36.50 | 38.32 | 40.23 | 42.24 | Hourly |
| 6061 | PLANNER-ASSOCIATE | FLM | 6,619 | 6,950 | 7,298 | 7,663 | 8,046 | Monthly |
| | | | 38.19 | 40.10 | 42.10 | 44.21 | 46.42 | Hourly |
| 6065 | PLANT MAINTENANCE SUPERVISOR | FLM | 8,492 | 8,917 | 9,363 | 9,831 | 10,324 | Monthly |
| | | | 48.99 | 51.44 | 54.02 | 56.72 | 59.56 | Hourly |
| 6030* | RECREATION SUPERVISOR I | FLM | 5,794 | 6,084 | 6,388 | 6,707 | 7,042 | Monthly |
| | | | 33.43 | 35.10 | 36.85 | 38.69 | 40.63 | Hourly |
| 6045* | RECREATION SUPERVISOR II | FLM | 6,373 | 6,692 | 7,027 | 7,378 | 7,746 | Monthly |
| | | | 36.77 | 38.61 | 40.54 | 42.57 | 44.69 | Hourly |
| 6046* | RECREATION SUPERVISOR III | FLM | 7,011 | 7,362 | 7,730 | 8,116 | 8,522 | Monthly |
| | | | 40.45 | 42.47 | 44.60 | 46.82 | 49.17 | Hourly |
| 6210 | WASTEWATER COLLECTIONS SUPERVISOR | FLM | 6,816 | 7,157 | 7,515 | 7,891 | 8,285 | Monthly |
| | | | 39.32 | 41.29 | 43.36 | 45.53 | 47.80 | Hourly |
| 6096 | WASTEWATER TRT FACILITY CHIEF OPERATOR | FLM | 8,648 | 9,080 | 9,534 | 10,011 | 10,511 | Monthly |
| | | | 49.89 | 52.38 | 55.00 | 57.76 | 60.64 | Hourly |
| 6111 | WASTEWATER TRT FACILITY SUPERVISOR | FLM | 9,512 | 9,988 | 10,487 | 11,011 | 11,563 | Monthly |
| | | | 54.88 | 57.62 | 60.50 | 63.53 | 66.71 | Hourly |
| 6041 | WATER DISTRIBUTION SUPERVISOR | FLM | 7,730 | 8,116 | 8,522 | 8,948 | 9,396 | Monthly |
| | | | 44.60 | 46.82 | 49.17 | 51.62 | 54.21 | Hourly |
| 6160 | WATER TREATMENT FACILITY CHIEF OPERATOR | FLM | 8,648 | 9,080 | 9,534 | 10,011 | 10,511 | Monthly |
| | | | 49.89 | 52.38 | 55.00 | 57.76 | 60.64 | Hourly |
| 6110 | WATER TREATMENT FACILITY SUPERVISOR | FLM | 9,512 | 9,988 | 10,487 | 11,011 | 11,563 | Monthly |
| | | | 54.88 | 57.62 | 60.50 | 63.53 | 66.71 | Hourly |

Pensionable Compensation for New Members (PEPRA)

MOU Article 1.4 - Bilingual Pay - effective November 18, 2023

Employees who are proficient in speaking a foreign language, as determined by the City receive bilingual pay in the amount of 1.4% of the base rate of pay

MOU Article 14.7 - Shift Differential

A shift differential of 5% of base pay shall be paid to those supervisors who are assigned to work an operator shift from 7:00pm to 7:00am. If a supervisor who is assigned to an operator shift elects to utilize vacation, sick leave, CTO or any other paid leave time, shall not be paid shift differential while on such leave.

MOU Article 14.1 - Water Certificate Pay

Non-Water FLM employees possessing a D-1, D-2 or D-3 certificate will receive an additional \$50, non cumulative (cap)

* Indicates classifications which are not eligible for overtime compensation and are exempt from the Fair Labor Standards Act (FLSA).

EMPLOYEE BARGAINING GROUPS

CON - Confidential
PUE, Local #1 - General Employees
DH - Department Head
MM - Middle Manager
FM - Fire Management

FLM - 1st Level Manager
PD - Police Department
FIRE - Fire Department
PSMM - Police Sworn Mid Manager
PS - Police Sergeant

Appendix C - 9 Step Salary Schedule

10/30/2023 9:46 AM

**CITY OF YUBA CITY
SALARY SCHEDULE AND GENERAL COMPENSATION PLAN
EFFECTIVE JULY 1, 2023**

First Level Management - EMPLOYEES HIRED ON OR AFTER NOVEMBER 25, 2017

| JCN | CLASSIFICATION | Bargaining Group | SALARY STEPS | | | | | | | | | |
|-------|---------------------------------------|------------------|--------------|-------|-------|-------|-------|-------|-------|-------|-------|---------|
| | | | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | |
| 6469 | ACCOUNTANT II | FLM | 6,394 | 6,554 | 6,714 | 6,882 | 7,050 | 7,227 | 7,403 | 7,588 | 7,773 | Monthly |
| | | | 36.89 | 37.81 | 38.73 | 39.70 | 40.67 | 41.69 | 42.71 | 43.78 | 44.84 | Hourly |
| 6460 | ADMINISTRATIVE ANALYST II | FLM | 6,750 | 6,919 | 7,087 | 7,264 | 7,441 | 7,627 | 7,813 | 8,007 | 8,203 | Monthly |
| | | | 38.94 | 39.92 | 40.89 | 41.91 | 42.93 | 44.00 | 45.08 | 46.19 | 47.33 | Hourly |
| 6415 | ANIMAL SHELTER SUPERVISOR | FLM | 5,042 | 5,168 | 5,294 | 5,427 | 5,559 | 5,698 | 5,837 | 5,983 | 6,129 | Monthly |
| | | | 29.09 | 29.82 | 30.54 | 31.31 | 32.07 | 32.87 | 33.68 | 34.52 | 35.36 | Hourly |
| 6490 | CONSTRUCTION INSPECTOR-SENIOR | FLM | 6,708 | 6,876 | 7,043 | 7,219 | 7,395 | 7,580 | 7,765 | 7,958 | 8,153 | Monthly |
| | | | 38.70 | 39.67 | 40.63 | 41.65 | 42.66 | 43.73 | 44.80 | 45.91 | 47.04 | Hourly |
| 6444 | CRIME ANALYST | FLM | 4,706 | 4,824 | 4,941 | 5,065 | 5,188 | 5,318 | 5,447 | 5,583 | 5,720 | Monthly |
| | | | 27.15 | 27.83 | 28.51 | 29.22 | 29.93 | 30.68 | 31.43 | 32.21 | 33.00 | Hourly |
| 6463 | CUSTOMER SERVICE MANAGER | FLM | 6,528 | 6,691 | 6,854 | 7,026 | 7,197 | 7,377 | 7,557 | 7,746 | 7,936 | Monthly |
| | | | 37.66 | 38.60 | 39.54 | 40.53 | 41.52 | 42.56 | 43.60 | 44.69 | 45.79 | Hourly |
| 6515 | DEVELOPMENT LIAISON | FLM | 6,950 | 7,124 | 7,298 | 7,481 | 7,663 | 7,855 | 8,046 | 8,247 | 8,448 | Monthly |
| | | | 40.10 | 41.10 | 42.10 | 43.16 | 44.21 | 45.32 | 46.42 | 47.58 | 48.74 | Hourly |
| 6420 | ELECTRICAL/INSTRUMENTATION SUPERVISOR | FLM | 8,164 | 8,368 | 8,572 | 8,787 | 9,001 | 9,226 | 9,451 | 9,688 | 9,923 | Monthly |
| | | | 47.10 | 48.28 | 49.45 | 50.69 | 51.93 | 53.23 | 54.53 | 55.89 | 57.25 | Hourly |
| 6520 | ENGINEER - ASSOCIATE CIVIL | FLM | 8,130 | 8,334 | 8,537 | 8,751 | 8,964 | 9,188 | 9,412 | 9,648 | 9,883 | Monthly |
| | | | 46.90 | 48.08 | 49.25 | 50.49 | 51.72 | 53.01 | 54.30 | 55.66 | 57.02 | Hourly |
| 6425 | ENVIRONMENTAL COMPLIANCE COORDINATOR | FLM | 6,937 | 7,111 | 7,284 | 7,466 | 7,648 | 7,839 | 8,030 | 8,230 | 8,431 | Monthly |
| | | | 40.02 | 41.03 | 42.02 | 43.07 | 44.12 | 45.23 | 46.33 | 47.48 | 48.64 | Hourly |
| 6442 | FACILITIES MAINTENANCE SUPERVISOR | FLM | 6,025 | 6,176 | 6,326 | 6,484 | 6,642 | 6,808 | 6,974 | 7,148 | 7,322 | Monthly |
| | | | 34.76 | 35.63 | 36.50 | 37.41 | 38.32 | 39.28 | 40.23 | 41.24 | 42.24 | Hourly |
| 6450 | FLEET MAINTENANCE SUPERVISOR | FLM | 6,051 | 6,203 | 6,354 | 6,513 | 6,672 | 6,839 | 7,006 | 7,180 | 7,357 | Monthly |
| | | | 34.91 | 35.79 | 36.66 | 37.58 | 38.49 | 39.46 | 40.42 | 41.42 | 42.44 | Hourly |
| 6464* | INFORMATION TECHNOLOGY ANALYST | FLM | 7,150 | 7,329 | 7,508 | 7,696 | 7,883 | 8,080 | 8,277 | 8,483 | 8,689 | Monthly |
| | | | 41.25 | 42.28 | 43.32 | 44.40 | 45.48 | 46.62 | 47.75 | 48.94 | 50.13 | Hourly |

| | | | | | | | | | | | | |
|------|--|-----|----------------|----------------|----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-------------------|
| 6542 | SENIOR INFORMATION TECHNOLOGY ANALYST | FLM | 7,864 45.37 | 8,061 46.51 | 8,257 47.64 | 8,464 48.83 | 8,670 50.02 | 8,887 51.27 | 9,103 52.52 | 9,331 53.83 | 9,558 55.14 | Monthly Hourly |
| 6485 | LABORATORY SUPERVISOR | FLM | 7,061 40.74 | 7,238 41.76 | 7,414 42.77 | 7,600 43.85 | 7,785 44.91 | 7,980 46.04 | 8,174 47.16 | 8,378 48.33 | 8,582 49.51 | Monthly Hourly |
| 6440 | MAINTENANCE SUPERVISOR-STREETS | FLM | 6,025 34.76 | 6,176 35.63 | 6,326 36.50 | 6,484 37.41 | 6,642 38.32 | 6,808 39.28 | 6,974 40.23 | 7,148 41.24 | 7,322 42.24 | Monthly Hourly |
| 6443 | PARKS MAINTENANCE SUPERVISOR | FLM | 6,025 34.76 | 6,176 35.63 | 6,326 36.50 | 6,484 37.41 | 6,642 38.32 | 6,808 39.28 | 6,974 40.23 | 7,148 41.24 | 7,322 42.24 | Monthly Hourly |
| 6461 | PLANNER-ASSOCIATE | FLM | 6,619 38.19 | 6,785 39.14 | 6,950 40.10 | 7,124 41.10 | 7,298 42.10 | 7,481 43.16 | 7,663 44.21 | 7,854 45.31 | 8,046 46.42 | Monthly Hourly |
| 6465 | PLANT MAINTENANCE SUPERVISOR | FLM | 8,492 48.99 | 8,705 50.22 | 8,917 51.44 | 9,140 52.73 | 9,363 54.02 | 9,597 55.37 | 9,831 56.72 | 10,076 58.13 | 10,324 59.56 | Monthly Hourly |
| 6430 | RECREATION SUPERVISOR I | FLM | 5,794 33.43 | 5,939 34.26 | 6,084 35.10 | 6,236 35.98 | 6,388 36.85 | 6,548 37.78 | 6,707 38.69 | 6,875 39.66 | 7,042 40.63 | Monthly Hourly |
| 6445 | RECREATION SUPERVISOR II | FLM | 6,373 36.77 | 6,533 37.69 | 6,692 38.61 | 6,860 39.58 | 7,027 40.54 | 7,203 41.56 | 7,378 42.57 | 7,562 43.63 | 7,746 44.69 | Monthly Hourly |
| 6446 | RECREATION SUPERVISOR III | FLM | 7,011 40.45 | 7,187 41.46 | 7,362 42.47 | 7,546 43.53 | 7,730 44.60 | 7,923 45.71 | 8,116 46.82 | 8,319 47.99 | 8,522 49.17 | Monthly Hourly |
| 6610 | WASTEWATER COLLECTIONS SUPERVISOR | FLM | 6,816 39.32 | 6,987 40.31 | 7,157 41.29 | 7,336 42.32 | 7,515 43.36 | 7,703 44.44 | 7,891 45.53 | 8,088 46.66 | 8,285 47.80 | Monthly Hourly |
| 6496 | WASTEWATER TRT FACILITY CHIEF OPERATOR | FLM | 8,648 49.89 | 8,864 51.14 | 9,080 52.38 | 9,307 53.69 | 9,534 55.00 | 9,773 56.38 | 10,011 57.76 | 10,260 59.19 | 10,511 60.64 | Monthly Hourly |
| 6511 | WASTEWATER TRT FACILITY SUPERVISOR | FLM | 9,512 54.88 | 9,750 56.25 | 9,988 57.62 | 10,238 59.07 | 10,487 60.50 | 10,749 62.01 | 11,011 63.53 | 11,286 65.11 | 11,563 66.71 | Monthly Hourly |

| | | | | | | | | | | | | |
|------|---|-----|----------------|----------------|----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-------------------|
| 6441 | WATER DISTRIBUTION SUPERVISOR | FLM | 7,730 44.60 | 7,923 45.71 | 8,116 46.82 | 8,319 47.99 | 8,522 49.17 | 8,735 50.39 | 8,948 51.62 | 9,172 52.92 | 9,396 54.21 | Monthly Hourly |
| 6560 | WATER TREATMENT FACILITY CHIEF OPERATOR | FLM | 8,648 49.89 | 8,864 51.14 | 9,080 52.38 | 9,307 53.69 | 9,534 55.00 | 9,773 56.38 | 10,011 57.76 | 10,260 59.19 | 10,511 60.64 | Monthly Hourly |
| 6510 | WATER TREATMENT FACILITY SUPERVISOR | FLM | 9,512 54.88 | 9,750 56.25 | 9,988 57.62 | 10,238 59.07 | 10,487 60.50 | 10,749 62.01 | 11,011 63.53 | 11,286 65.11 | 11,563 66.71 | Monthly Hourly |

Pensionable Compensation for New Members (PEPRA)

MOU Article 1.4 - Bilingual Pay - effective November 18, 2023

Employees who are proficient in speaking a foreign language, as determined by the City receive bilingual pay in the amount of 1.4% of the base rate of pay

MOU Article 14.7 - Shift Differential

A shift differential of 5% of base pay shall be paid to those supervisors who are assigned to work an operator shift from 7:00pm to 7:00am. If a supervisor who is assigned to an operator shift elects to utilize vacation, sick leave, CTO or any other paid leave time, shall not be paid shift differential while on such leave.

MOU Article 14.1 - Water Certificate Pay

Non-Water FLM employees possessing a D-1, D-2 or D-3 certificate will receive an additional \$50, non cumulative (cap)

* Indicates classifications which are not eligible for overtime compensation and are exempt from the Fair Labor Standards Act (FLSA).

EMPLOYEE BARGAINING GROUPS

| | |
|-----------------------------------|---------------------------------|
| CON - Confidential | FLM - 1st Level Manager |
| PUE, Local #1 - General Employees | PD - Police Department |
| DH - Department Head | FIRE - Fire Department |
| MM - Middle Manager | PSMM - Police Sworn Mid Manager |
| FM - Fire Management | PS - Police Sergeant |

Appendix D – Bilingual Classifications