

**MEMORANDUM OF UNDERSTANDING
BETWEEN THE
CITY OF VACAVILLE
AND THE
VACAVILLE CITY EMPLOYEES' ASSOCIATION**

November 1, 2024 - October 31, 2025

Approved by Council: October 22, 2024

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BETWEEN THE
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Council Approved October 22, 2024

This agreement adopted on the 22nd day of October 2024 between the City of Vacaville, hereinafter referred to as the "City", and "Vacaville City Employees' Association" hereinafter referred to as the "Association". Pursuant to Government Code, Section 3500 et seq. and the City of Vacaville Employee/Employer Relations Resolution 2008-92 as amended, the following represents an agreement reached between representatives of the Association and the City, which shall become effective upon ratification of the Memorandum by the Association membership and the Vacaville City Council.

PURPOSE:

It is the purpose of this Memorandum of Understanding to achieve and maintain harmonious relations between the City and the Association, to provide for equitable and peaceful adjustment of differences which may arise, and to establish proper standards of wages, hours and other conditions of employment.

UNDERSTANDINGS AND AGREEMENTS

Section 1. Term

The parties agree to a term commencing on November 1, 2024 and ending October 31, 2025.

Section 2. Recognition

The Association is hereby acknowledged by the City as the recognized Employee Organization representing the employment classifications within this unit. The unit as presently constituted by agreement of the City and the Association consists of the classifications listed in Appendix A.

Section 3. Association Representatives

3.1 Association Representative

City employees who are official representatives of the Association shall be given reasonable time off with pay to attend meetings with management representatives, or to be present at hearings where matters within the scope of representation or grievances are being considered. The use of official time for this purpose shall be reasonable and shall not interfere with the performance of City services as determined by the City. Such employee representatives shall submit a written request for excused absence to their

respective Department Heads, with an information copy to the City Manager, at least two (2) working days prior to the scheduled meeting whenever possible. Except by mutual agreement, the number of employees excused for such purposes shall not exceed five (5). In order to reflect the diversity of the Association's workforce, each of the five (5) representatives shall be from different departments and work locations.

3.2 Dues Deduction

The City will deduct, bi-weekly, the amount of Association's regular and periodic dues as specified by Association under the authority of an authorization card furnished by the Association to the employee and signed by the employee. Association will provide a certified list of current members, and will certify that Association possesses, and will maintain, a signed authorization for dues deduction (and/or voluntary political contribution deductions where applicable) from each individual on the list.

Such deductions, together with a list of the names and amount deducted, will be forwarded on a monthly basis to the Association office or designee. If after all other involuntary and/or insurance premium deductions are made in any pay period, the balance is not sufficient to pay the deduction of Association dues required by this Section, or if the employee was in an unpaid status during the applicable pay period, no such deduction shall be made for the applicable pay period.

Association will indemnify, defend, and hold the City harmless against any and all claims, demands, suits, orders, or judgments, or other forms of liability that arise out of or by reason of this Association security Article, or action taken or not taken by the City under this Article. This includes, but is not limited to, the City's attorney's fees and costs.

Section 4. Hours of Work

The workweek will be 37.5 hours per week for all employees except the Community Service Officers and the Community Policing Outreach Specialist. Their workweek will be 40 hours per week. Community Service Officers workday shall include a one-half hour (30 minute) lunch period to be taken as the workload permits. Emergency overtime will be granted at time and one-half for all hours worked in excess of the normal workday and workweek. Compensatory time off, at the time and one-half rate, may be granted in lieu of pay at the employee's request and with the approval of the supervisor.

Compensatory Time, not to exceed the maximum as specified in Section 10 of this MOU, and Vacation, not to exceed the maximum as specified in Section 9 of this MOU, will be accrued in separate accounts. Employees will designate use of appropriate accounts when taken.

4.1 Modified Work Schedules

Modified Work Schedules may be implemented and continued at the discretion of the Department Head, with the concurrence of the City Manager, if they are consistent with operational needs and improve customer service. Modified Work Schedules take the form of "flextime" or alternative work schedules, in which the standard workday hours are modified but the total hours in the normal work period remain the same.

For employees who want occasional changes in their schedules, these will continue as before to be arranged with their supervisor. This is not considered flex time.

An employee interested in a flex work schedule may so advise his/her supervisor and request consideration for such a schedule.

4.2 Temporary Reduced Work Schedules

Temporary Reduced Work Schedules may be requested by a regular full-time employee with a minimum of two years of continuous full-time service with the City. The two-year service requirement must be completed immediately prior to submission of the request. Temporary Reduced Work Schedules may be implemented and continued at the discretion of the Department Head, with the concurrence of the City Manager, if they are consistent with operational needs, maintain customer service, and do not result in increased operating costs. All Temporary Reduced Work Schedules are made for an established time period with a minimum of three months and a maximum of two years and are subject to Department Head review at regular intervals during that period to determine continuance.

Temporary Reduced Work Schedules take the form of voluntary reduced work time, in which an employee in a full-time budgeted position requests a temporary reduction in total compensation in exchange for a corresponding percentage reduction in the normally scheduled workweek. Employees must be scheduled for a minimum of twenty (20) hours per week.

Employees on Temporary Reduced Work Schedules shall be required to sign an agreement approved by the Director of Human Resources or designee detailing the specific conditions and restrictions of the arrangement. Employees on Temporary Reduced Work Schedules continue to be paid on a salary basis.

Section 5. Salaries

5.1 Rates of Pay

Effective the pay period that includes November 1, 2024, all employee classifications shall receive a 4% wage increase. These pay rates are set forth in Appendix A.

5.2 Acting Pay/Out of Rate Assignment

All out-of-rate (OOR) assignment requests shall be submitted in writing to Human Resources for approval, with a detailed listing of higher level or full-scope duties to be performed.

Higher Level Duties (5%)

An employee who is temporarily assigned by the Department Head to perform higher level duties¹ at least 30% of their work-time, shall receive five percent (5%) above the employee's base pay, for all work performed in that capacity effective the date of the assignment. If the work is sporadic in nature, the 5% out-of-rate pay shall be granted only for the time performing the higher-level duties. An employee assigned to do higher level duties shall not be required to meet the Minimum Qualifications (MQ's) as stated in a class specification for any specific job, as the duties may or may not be from one particular job, they must simply be of a higher level than that in which the employee is currently classified.

Time spent working in a higher level (5%) out-of-rate capacity shall not be counted as fulfilling any future probationary period.

Full Scope of Vacant Position (10%)

An employee who is temporarily assigned by the Department Head to act in the capacity of his/her direct supervisor's vacant² position, shall receive ten percent (10%) above the employee's base pay for all worked performed in that capacity effective starting one (1) month after the assignment. The employee must meet the minimum qualifications of the position at time of assignment and must be performing the full scope of duties.

An employee working in a full scope out-of-rate (10%) assignment for a period of 12 months, and subsequently reclassified or promoted into the position, shall not be required to complete a probationary period for the position.

Full scope acting assignments should not exceed one (1) year in duration.

¹Examples of higher-level duties include special project work, providing coverage for a supervisor on vacation, performing duties of a higher-level classification, taking on higher level responsibilities during a department re-org, etc.)

²A vacant position may include situations where the supervisor has left employment or retired, is out on an extended leave (and may/may not return) or has been reassigned temporarily to another position.

5.3 Call Back/Court Overtime

If an employee is called back to work after the employee's regular work hours, or called back on a day when the employee is not scheduled to work, or is subpoenaed to appear in court on City business when the employee is not scheduled to work, the employee shall, upon reporting, receive a minimum of two (2) hours work, or if two (2) hours work is not furnished, a minimum of two (2) hours pay at time and one-half (1-1/2). An employee may be assigned multiple tasks during a callback. Subsequent Call Backs or Court Appearances initiating after the initial event minimum within the same 24-hour calendar day shall be compensated for a minimum of thirty (30) minutes, with any service beyond such being logged on a minute-to-minute basis, at time and one-half (1-1/2) the employee's regular rate of pay.

In the event an employee is not called back as defined above, but rather provides service via electronic means (telephone, remote personal computer, etc.), the employee shall be compensated for a minimum of thirty (30) minutes, with any service beyond such being logged on a minute to minute basis, at time and one-half (1-1/2) the employee's regular rate of pay.

To qualify for the minimums identified, the employee must have completed their duty for the day, and left City property. However, under no circumstances shall such premium compensation continue beyond the employee's regular starting time, nor shall premium compensation be compounded as a result of overlapping events. The maximum rate of compensation payable to an employee under any circumstances shall not exceed time and one-half (1-1/2) the employee's regular rate of pay.

5.4 Standby Time

Standby time, for IT Specialists and Systems Administrators, may be scheduled by the Department Head or the Department Head's designated representative according to the needs of the City. The City shall pay three (3) hours at the time and one-half (1-1/2) rate per twenty-four (24) hour period for standby time.

Evidence Technicians assigned to standby status shall receive \$10 per day/\$70 per week standby pay. Call back for personnel on standby shall be as articulated in the Call Back section of this MOU.

5.5 Use of Salary Ranges

Movement within salary ranges shall be administered in accordance with Section 3.00 of the Personnel Policies and Procedures. On an exception basis, upon written recommendation of the Department Head and approval by the Director of Human Resources, an employee may be advanced two steps within the salary range.

Section 6. Health and Welfare

6.1 Health Insurance

The City will contribute eighty-five percent (85%) of the CalPERS Kaiser premium cost applicable to the City for the selected plan level (single, double, family), with the balance to be paid by the employee on a pre-tax basis. An employee selecting a non-Kaiser plan shall receive the same City dollar contribution as an employee selecting the Kaiser plan, but in no event shall the contribution exceed 100% of the plan premium cost.

Effective July 1, 2018, no new enrollments will be allowed into the waiver (opt-out) benefit. Those grandfathered in prior to this date will receive an annual cash benefit in the amount of \$3,000 (paid at the rate of \$115.38 per pay period.) If a grandfathered employee enrolls in City medical, therefore forfeiting their waiver benefit, they will not be able to opt back in at a later date.

6.2 Dental Insurance

The City will contribute an amount sufficient to cover one hundred percent (100%) of the cost of Dental premiums for the selected plan level (single, double, family).

6.3 Vision Insurance

The City will contribute an amount sufficient to cover one hundred percent (100%) of the cost of Vision premiums for the selected plan level (single, double, family).

6.4 Life Insurance

The City shall provide a life insurance policy in the amount of \$50,000.

The City shall make available the opportunity for full-time employees to purchase additional term life insurance for themselves, their spouses and their dependents through a vendor specified by The City. Purchase of additional life insurance and/or spousal and dependent life insurance shall be voluntary. Elections shall be allowed upon hire and during open enrollment once per year as determined by The City. Premiums shall be paid through payroll deduction.

6.5 Long Term Disability

The City will pay the full cost of a Long Term Disability insurance plan through a vendor specified by the City.

6.6 Short Term Disability

The City does not currently participate in the State's Short Term Disability program (SDI). The City shall make available the opportunity for full-time employees to purchase Short Term Disability through a vendor specified by The City. Purchase of Short Term Disability insurance shall be voluntary. Elections shall be allowed upon hire and during open enrollment once per year as determined by The City. Premiums shall be paid through payroll deduction.

6.7 Flexible Spending Account

The City will maintain a plan whereby employees may elect to voluntarily contribute to a dependent care assistance program (as prescribed by and within the meaning of Section 125 of the Internal Revenue Code) or an employee welfare benefit plan that provides for health benefits (which are "qualified benefits" within the meaning of Section 125 of the Internal Revenue Code). Such contributions shall be made solely from pre-tax payroll deductions, with no contribution from the City.

6.8 OPEB Trust

The City established a Trust with CalPERS for purposes of funding City-wide retiree health care costs. Employees will make direct contributions to the Trust in the following annual amounts:

Tier 1 employees = \$600.00 (contribution rate of \$23.08 per pay period)

Tier 2 employees = \$600.00 (contribution rate of \$23.08 per pay period)

Tier 3 employees = \$0.00

Employee contributions to the Trust shall be discontinued upon full funding of the City's actuarial liability for retiree medical costs.

6.9 Postretirement Health Benefits

Tier 3: Employees hired on or after December 1, 2018 will receive the minimum monthly employer contribution as required by CalPERS under the Public Employees' Medical and Hospital Care Act (PEMHCA) upon CalPERS retirement from the City of Vacaville. In addition, the following amounts will be paid directly to retired employees when they are enrolled in a CalPERS offered plan;

Completion of year 10 through year 14 = \$100/month

Completion of year 15 through year 19 = \$150/month

Completion of 20 years of service or more = \$200/month

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In no event shall the PEMHCA minimum plus the additional City paid amount exceed 100% of the single rate premium of the CalPERS plan chosen by the retired employee.

In addition, the City shall establish a “Bridge Gap” plan via an RHS account through a qualified vendor chosen by the City for Tier 3 employees while active with the following contributions:

- Upon completion of initial probationary period through 5th year of City service:
 - Employee contribution = \$600/year (\$23.08/pay period)
 - Employer contribution = \$600/year (\$23.08/pay period)
- Upon completion of 5 years of City service:
 - Employee contribution = \$720/year (\$27.69/pay period)
 - Employer contribution = \$840/year (\$32.31/pay period)
- Upon completion of 7 years of City service:
 - Employee contribution = \$840/year (\$32.31/pay period)
 - Employer contribution = \$960/year (\$36.92/pay period)
- Upon completion of 10+ years of City service:
 - Employee contribution = \$960/year (\$36.92/pay period)
 - Employer contribution = \$1,200/year (\$46.15/pay period)
- Employees shall “vest” in the plan upon completion of five (5) years of City service. An employee that separates from City service prior to completion of five (5) years shall be entitled to only the employee contribution amount in their individual account.
- Initial probationary period is defined as that probationary period when an employee is first hired and does not apply to probationary periods upon promotion.

Tier 1 and Tier 2: Employees hired prior to December 1, 2018 are covered under Resolution No. 2018-093 or Resolution No. 2018-094.

Section 7. Retirement Plan

7.1 PERS Retirement

City does not participate in Social Security, but 1.45% for Medicare is a mandatory payroll deduction. City participates in the California Public Employees Retirement System (CalPERS) and Public Agency Retirement Systems (PARS).

The Public Employees’ Pension Reform Act (PEPRA) of 2013 applies to all public employers and public pension plans which include CalPERS.

Hire date on or after January 1, 2013 and deemed “new” member

(New member = no prior CalPERS/reciprocal employment or a break in service greater than 6 months)

Benefits include:

- Section 7522.20 (2% @ 62 Formula for Non-Safety Members)
- Section 20037 (Three Year Final Compensation)
- Employee contribution (Section 7522.30) = 50% of Total Normal Cost. Contribution amount is recalculated each year by CalPERS actuarial study.

Hire date on or after January 1, 2013 and deemed “classic” member

(Classic member = prior CalPERS/reciprocal employment with less than 6 month break in service)

Benefits include:

- Section 21354 (2% @ 55 Formula for Local Miscellaneous Members)
- Section 20042 (One-Year Final Compensation)
- Employee contribution (Section 20677) = 7%

Hire date on or before December 31, 2012

Benefits include:

- Equivalency of 2.7% @ 55 formula
- PERS Section 21354 (2% @ 55 Formula for Local Miscellaneous Member) plus;
- Supplemental PARS plan of 0.7% @ 55
- Section 20042 (One-Year Final Compensation)
- Employee contribution (Section 20677) = 7% to CalPERS and 2% to PARS

All Miscellaneous retirements also include the following contracted CalPERS provisions:

- Section 20903 (Two Years Additional Service Credit – if “Golden Handshake” activated)
- Section 20965 (Credit for Unused Sick Leave)
- Section 21024 (Military Service Credit as Public Service)
- Section 21027 (Military Service Credit for Retired Persons)
- Section 21427 (Improved Non Industrial Disability Allowance)
- Section 21548 (Pre-Retirement Option 2W Death Benefit)
- Section 21574 (Fourth Level of 1959 Survivor Benefits)

7.2 Deferred Compensation

1% City contribution to an active 457 deferred compensation account (no employee match required).

The City contribution will be made directly to the deferred compensation provider selected by the employee.

Section 8. Holidays

CSOs and Community Policing Outreach Specialist (CPOs) assigned a 4/10 work schedule shall accrue 5.769 hours of holiday credit each pay period (including floaters; one hundred fifty (150) hours annualized), to be added to their vacation balance in lieu of holidays. All other employees shall be entitled to take all authorized holidays at full pay, not to exceed their regularly scheduled hours for anyone (1) day, provided they are in a paid status on both their regularly scheduled workdays immediately preceding and following the holiday. Occasionally, all other employees other than CSOs and CPOs may be scheduled to work on a holiday, when this occurs employees will observe the holiday on another scheduled workday during the same pay period. Recognized holidays shall be as follows:

- Independence Day
- Labor Day
- Veteran's Day
- Thanksgiving Day
- Day after Thanksgiving
- Memorial Day
- Christmas Eve
- Christmas Day
- New Year's Eve
- New Year's Day
- Martin Luther King's Birthday
- President's Day
- Juneteenth
- 2 Floating Holidays

All recognized holidays falling on Saturday will be celebrated on the preceding Friday; holidays falling on Sunday will be celebrated on the following Monday.

The crediting of the two (2) floating holidays as vacation leave will occur on July 1 of each year. The amount to be credited will be based on the employees currently assigned normal scheduled hours (i.e., 7.5, 8, 8.5, 9, 10, etc.).

New employees hired between July 1 and December 31 shall receive one hundred percent (100%) of floating holiday credits.

New employees hired between January 1 and June 30 shall receive fifty percent (50%) of floating holiday credits. These employees, however, will not receive floating holiday credits for New Year's Eve or Christmas Eve of the previous year.

8.1 Holidays and Non-Shift Days

When a natural or observed holiday (as described above) falls on a non-shift day (example: non-shift day is Friday and the holiday falls on the same Friday) all employees other than CSOs and CPOs will receive the number of hours equivalent to the majority of their normally scheduled shift (7.5, 8, 8.5, 9, 10, etc.) for the holiday in their Vacation Bank.

When a natural or observed holiday (as described above) falls on the day before or the day after a non-shift day employees, other than CSOs and CPOs, will be off for the holiday and the non-shift day.

Section 9. Vacation

Employees shall accrue vacation each pay period on a pro-rated basis in accordance with the following schedule:

	<u>37.5 Hour</u>	<u>40 Hour</u>
Years 0 through 5 years	75 hours	80 hours
Years 6 through 10 years	112.5 hours	120 hours
Year 11	120 hours	128 hours
Year 12	127.5 hours	136 hours
Year 13	135 hours	144 hours
Year 14	142.5 hours	152 hours
Year 15	150 hours	160 hours

The maximum accrual shall be:

- 37.5 hour employees = 300 hours
- 40 hour employees = 320 hours
- CSOs and Community Policing Outreach Specialists receiving additional vacation accrual as described in Section 8 = 424 hours

Bonus at completion of 5 and 15 years = lump sum credit:

- 37.5 hour employees = 37.5 hours
- 40 hour employees = 40 hours

Upon adoption of this agreement, employees may elect to cash out their vacation leave balance as follows:

- Employees may cash out up to eighty (80) hours of their vacation leave balance in January of each calendar year, provided that they have taken a minimum of three (3) weeks (37.5 hour employees = 112.5 hours and 40 hour employees = 120 hours) of vacation leave during the preceding twelve (12) months (January 1 – December 31). An election notification will be sent to eligible employees showing their vacation balance in mid-January of each year. Employees must elect whether or not they want vacation cash out and how much. The vacation will be paid out on the first pay check in the month of February.
- If an employee reaches their cap, they will not accrue any further vacation until the vacation hours are at or less than the stated cap. However, an employee will be allowed to temporarily accrue vacation in excess of their cap if the City cancels the employee’s scheduled vacation within four pay periods of the employee reaching their cap. The employee and the City shall promptly work together after the City cancels the employee’s vacation to schedule alternative vacation time to prevent the employee from reaching their cap or at least minimize the extent to which the employee exceeds the cap.

Any cash-out of vacation time shall be paid at the Fair Labor Standards Act regular rate of pay.

Section 10. Compensatory Time

Overtime will be paid at time and one-half for all hours worked in excess of the normal workday and workweek. Compensatory time off, at the time and one-half rate, may be granted in lieu of pay at the employee's request and with the approval of the supervisor.

Compensatory Time, not to exceed one hundred (100) hours, will be accrued in a separate account.

An employee may elect to cash out up to one hundred percent (100%) of their accrued balance of compensatory time once each year. Any cash-out of compensatory time shall be paid at the Fair Labor Standards Act regular rate of pay. An election notification will be sent to eligible employees showing their compensatory time balance in early October. Employees must elect whether or not they want compensatory time cash out and how much. The compensatory time will be paid out on the first paycheck in the month of November.

Section 11. Sick Leave

The City provides twelve (12) days (90 hours for 37.5/7.5 hour employees or 96 hours for 40/8 hour employees) sick leave per year with no maximum accrual. This sick leave includes the legally required sick leave days mandated by Assembly Bill 1522 (AB1522). The City will comply with AB1522 in the administration of the legally mandated sick leave days.

Employees retiring shall be entitled to elect to receive twenty-five percent (25%) of their sick leave in cash or one hundred percent (100%) paid to the employee's estate upon death.

The City offers the following program as an incentive to employees who have conserved their sick leave. This program is available to employees who have a sick leave balance of at least thirty (30) days (225 hours for 37.5/7.5 hour employees or 240 hours for 40/8 hour employees):

Employees who use four (4) or fewer days (30 hours for 37/7.5 hour employees or 32 hours for 40/8 hour employees) of their annual sick leave accrual of twelve (12) days may elect to receive fifty percent (50%) of the remainder in cash. The other fifty percent (50%) will remain on the employee's sick leave balance.

Any cash-out of sick leave shall be paid at the current base rate. Base rate is the straight-time rate of pay per hour paid to an employee by the City pursuant to the salary scale of the employee's classification. Base salary does not include premiums, bonuses, benefits, or any other potential compensation from the City.

When an employee is compelled to be absent due to the serious illness or injury of a member of the employee's immediate family, the employee may utilize up to six (6) scheduled work days of the employee's sick leave for such purpose. For the purpose of this Section, the following are considered members of the employee's immediate family: parent, brother, sister, spouse, registered domestic partner, child, parent of a spouse, or anyone residing in a household who is a dependent or relative.

For the purpose of this section only, "Child" means a biological, foster, or adopted child, a stepchild, a legal ward, or a child of a person standing in loco parentis.

For the purpose of this section only, "Parent" means a biological, foster, or adoptive parent, a stepparent, or a legal guardian.

Section 12. Leaves of Absence

12.1 Bereavement Leave

Department Heads may grant their employees up to five (5) scheduled workdays (for 7.5, 8, 10, and 12 hour employees) of bereavement leave in the event of death of an immediate family member.

For the purposes of this Section, "immediate family" shall include spouse, registered domestic partner, children, parent, brother, sister, grandparents, grandchildren, mother-in-law, father-in-law, or anyone residing in a household who is a dependent or a relative.

The hours will not be taken from the employee's leave banks and will not become a vested property right.

This provision does not apply if the death occurs while the employee is on leave of absence or layoff.

12.2 Catastrophic Leave Program

The Catastrophic Leave Program is for employees who have exhausted all accrued leaves due to a serious or catastrophic illness, injury, or condition. The Catastrophic Leave Program allows employees to donate time to any qualifying City employee, so that he/she can remain in a paid status for a longer period of time, thus partially ameliorating the financial impact of the illness, injury or condition.

Eligibility

To be eligible for this benefit, the receiving employee must: 1) Be a full-time employee who has passed his/her initial City probationary period; 2) Have personally sustained, or have an immediate family member who has sustained a life threatening or debilitating illness, injury or condition certified by a physician, 3) Have exhausted all accumulated paid leave, 4) Be unable to return to work for at least 30 days, or in the case of the condition affecting the immediate family member, that the member must be in need of prolonged and significant personal care, and 5) Conform with the qualifying criteria of the Family and Medical Leave Act.

Benefits

Accrued vacation, administrative leave, and compensatory time off hours donated by other employees will be converted to sick leave and credited to the receiving employee's sick leave time balance on an hour-for-hour basis and shall be paid at the rate of pay of the receiving employee. For as long as the receiving employee remains in a paid status, seniority, and all other benefits will continue, with the exception of paid leave accruals.

Guidelines For Donating Leave Credits

- a. Accrued vacation, administrative leave, and compensatory time off may be donated by any full-time employee who has completed his/her initial City probationary period (if applicable).
- b. Time donated will be converted to sick leave hours and credited to the receiving employee's sick leave balance on an hour-for-hour basis and shall be paid at the rate of pay of the receiving employee.

- c. The total amount of time donated to one employee by another employee shall not exceed fifty-six (56) hours. The total leave credits received by the employee shall not exceed six (6) months.
- d. Leave donations must be in a minimum increment of one (1) hour. An employee cannot donate leave hours that would reduce his/her total leave balances (vacation + administrative leave + compensatory time off) to less than fifty-six (56) hours.
- e. Donated leave hours will be used in consecutive hour/day increments necessary to keep the employee whole.
- f. While an employee is on leave using donated leave hours, no vacation, administrative leave, sick leave, or other paid leave hours will accrue.
- g. Donated leave is only transferred from the donor to the receiving employee as needed and chronologically by date of donation (i.e., first donated, first used). Time donations are irrevocable by the donor once the time has been used by the receiving employee. In the event that the receiving employee does not need to use all donated leave for the catastrophic illness or injury, any unused donations will not be deducted from the original donor's balance.
- h. Taxability of leave donated or received under this program is governed by Internal Revenue Service guidelines.
- i. For the purposes of this Section, "immediate family member" is defined as: mother, father, child, spouse, registered domestic partner, or sibling of the employee. "Child" means a biological, foster, or adopted child, a stepchild, a legal ward, or a child of a person standing in loco parentis; and "Parent" means a biological, foster, or adoptive parent, a stepparent, or a legal guardian.
- j. Under extenuating and extraordinary circumstances, the Director of Human Resources may grant exceptions on a case-by-case basis. Such exceptions shall not establish practice or precedence.

12.3 Industrial Disability Leave

The daily rate for workers' compensation will begin on the first day of industrial leave.

Section 13. Probation

Employees shall be required to serve a twelve (12) month initial probationary period and a six (6) month promotional probationary period for promotions within the bargaining unit. The probationary period shall be regarded as part of the testing process and shall be utilized for closely observing the employee's work, for securing the most effective adjustment of a new employee to the employee's position and for rejecting any probationary employee whose performance does not meet the required standards of work during the probationary period, an employee may be rejected at any time by the Department Head, or designee, without cause and without the right of appeal.

If a Department Head requests an extension of an established probationary period prior to expiration, the Director of Human Resources, or designee, may extend the probationary period in intervals of three (3) months beyond the end of the normal probationary period. The probationary period may be extended for two three (3) month intervals (six (6) months total); If the probationary period is extended, a written notice shall be provided to the employee prior to the expiration of the probationary period.

Section 14. Layoff and Re-employment

Layoff is the separation of employees from service due to a reduction in workforce or elimination of one or more positions.

Order of Layoff

Whenever a determination has been made to reduce the workforce, the reduction in the workforce shall be in the following order:

If a regular employee is targeted for layoff and there is a non-full time employee in the same classification in the same department, the non-full time employee shall be laid off first. The City Manager shall separate from service any person employed on a non-full time basis or temporary basis according to classification within a department. The order of separation of any non-regular employees will be determined within the sole discretion of either the City Manager or Department Head, based upon merit and competency in relation to program need.

When a decision is made to eliminate a position in a department, regular employees in that classification shall be laid off by a bumping process in the inverse order by length of employment with the City, and so long as the person bumping is qualified as determined by testing for the position into which he/she is going. Bumping rights between departments are authorized by this section.

Determination in Case of Tie

In case two or more employees in the same position are equal standing for a place in the order of layoff (based on City service, classification service and department service), the City Manager (or designee) and the Department Head shall determine which of such employees shall be laid off.

Bumping Limitations

Regardless of seniority within a classification, an employee may be bumped only one classification level within a career ladder.

Notice of Layoff

The City Manager shall notify each employee to be laid off in writing, and mail by certified mail to the employee's last known address, or the notice may be delivered to the employee in person.

An informational effort (via announcements, bulletin boards, etc.) shall be made to assist laid off employees to find relocation opportunities at other cities.

Pursuant to EBMUD 3 Cal App 3d 578, the City will notify the Association sixty (60) days prior to the effective date of the layoff.

The notice shall also specify the effective date of layoff and, whenever possible, give the employee affected thirty (30) days' notice prior to the effective date of the layoff.

When anticipated changes in departments are to be made, those who will be laid off will normally be notified at least one year in advance.

Acceptance of Layoff

An employee to be laid off may elect to accept such layoff prior to the date named in the Notice of Layoff. If an employee elects early layoff, he/she should give as much notice as possible.

Compensation on Demotion

Any employee who is demoted to a position in a class with a lower salary range shall have his/her salary reduced to the salary step in the range for the lower class which is closest to the employee's current salary. He/she shall retain his/her current anniversary date.

Transfer in Lieu of Layoff

In lieu of being laid off, a regular employee with seniority can elect transfer to any vacancy city wide for which he/she is qualified.

Seniority - In the event an employee elects demotion or transfer, he/she shall notify the City Manager (or designee) in writing of his/her election within five (5) calendar days after receipt of the Notice of Layoff.

Re-employment Rights

Re-employment Lists - The City Manager shall establish and maintain a re-employment list of all regular employees laid off during the preceding two-year period. Laid off regular employees shall have the first right to a position in a class which he/she is qualified. Qualifications will be proven through an examination process.

Offer for Re-employment - A person shall deliver or cause to be delivered, his/her acceptance of an offer within seven (7) days after receipt of offer by certified mail.

Reasonable efforts shall be made to contact the person eligible for re-employment, but it is the responsibility of that person to keep the office maintaining the re-employment list informed of where he/she may be reached readily.

Effect of Failure To Reply - Any person on a re-employment list who does not respond within ten (10) days from deposit of the offer in the United States Mail shall be deemed to have declined the offer and removed from the re-employment list. Such failure by any person may be excused by the City Manager at his/her discretion. If the failure is excused, the person may be re-employed or his/her name may be continued on the re-employment list if the vacancy has already been filled.

Level of Re-Employment - Any employee may elect to accept a position in a lower class for which he/she is qualified, without being removed from list for higher position.

Grievance Procedures For Layoffs

Regular employees who are to be laid off shall have full access to the grievance procedures relative to the lay-off process.

Section 15. Disciplinary Appeals Process Alternative

Appeals of Disciplinary Actions. All disciplinary actions (i.e. dismissal, demotion, or suspension without pay) must be in writing and signed by the appointing authority or designee. The employee will receive a written notice of proposed discipline which will include the nature of the discipline, the facts upon which the discipline is based, and

VCEA

the effective date of the proposed disciplinary action. Each employee will, upon request, receive copies of all materials that relate to the proposed discipline.

The failure of a Department Head to follow this procedure shall not render the action void nor constitute a defense by an employee to a disciplinary action.

“Skelly”. In the case of dismissals, demotions or suspensions without pay, as provided for in the law and applicable court decisions, the employee shall be offered a “Skelly” opportunity pursuant to which the employee shall be furnished written notice containing the nature of the proposed action, the reasons therefore, all materials and statements related to the action and the right to address the charges, orally or in writing. This notice shall be furnished at least one calendar week prior to the proposed effective date of the action and a copy of such notice will be sent to VCEA.

In the event of dismissal, after receiving notice, but prior to the proposed effective date of dismissal, the employee may be retained in duty status, or suspended with pay at the discretion of the Department Head.

If the employee fails to respond to the advance notice of the proposed action, the action of the Department Head shall be effective on the date specified for final action. Should the employee respond orally or in writing, the Department Head shall consider any comments of the employee before making a final decision, and shall transmit to the employee a letter containing the decision within ten (10) calendar days.

The only exception to giving prior notice for dismissal or suspension without pay, as provided for in the law, is in an emergency where it is deemed necessary to remove the employee from his/her employment immediately for the safety of the public, the employee, or other City employees, provided a Skelly opportunity is afforded at the earliest reasonable opportunity available and the disciplinary action is still appealable. An employee removed on an emergency basis will be placed on paid administrative leave pending receiving the notice and an opportunity to respond.

Disciplinary Appeals. In the case of suspension without pay, demotion, or dismissal, the employee may appeal the decision of the Department Head to the City Manager. An employee shall have ten (10) calendar days from the date of the Department Head’s decision to notify the City Manager in writing of the appeal. If the employee fails to appeal the Department Head’s decision, the intended discipline shall be imposed on the day specified therein. If the employee appeals within the specified time, the Department Head will determine if the employee can remain on his/her normal work schedule or be placed on leave with pay until the appeal to the City Manager has been completed.

Appeal of suspension without pay up to a maximum of forty (40) hours. In the case of suspension without pay up to a maximum of forty (40) hours, the decision of the City Manager shall be final.

Appeal of suspension without pay exceeding forty (40) hours, demotion, or dismissal. In the case of suspension without pay exceeding forty (40) hours, demotion, or dismissal, the employee may appeal the decision of the City Manager to an arbitrator. A written notice of appeal must be received by the City Manager no later than five (5) calendar days following the date of the City Manager’s decision.

Upon receipt of the appeal, the City Manager shall contact the State Mediation and Conciliation Service (SMCS) to provide, in accordance with its normal customary procedures, a list of names of neutral parties who may serve as an arbitrator. Upon receipt of the list from SMCS, the City and the Organization shall meet and alternately strike names from the list until the name of one individual remains, who shall serve as the arbitrator.

The employee and the City shall share the fees and expenses of the arbitrator equally. A court reporter may be included in the proceedings upon mutual agreement of the parties, the cost of which shall be shared equally between the parties. All other expenses shall be borne by the party incurring them and neither party shall be responsible for the cost or expenses of witnesses called by the other party. A party requesting a transcript of the arbitration shall bear the cost thereof.

The decision rendered by the arbitrator shall be final and binding and not appealable to the City Council or a court of law.

Section 16. Grievance Procedure

Purpose: The purpose of this grievance procedure is to provide all employees covered by the Memorandum of Understanding the opportunity to settle problems in the course of their employment in a fair and orderly fashion if such problems cannot be settled informally.

Application: This procedure shall apply to employees of the City covered by the MOU. A grievance may be on behalf of an individual employee or all employees affected.

Time Limits: All time periods specified herein may be extended by written agreement of the VCEA and the City Manager or designated representative.

Scope: This procedure may be used whenever an employee believes he/she has been personally adversely affected by any action taken by his/her supervisor in the following matters:

- A. Violation of City policies/employee group Memoranda of Understanding governing working conditions.
- B. Promotion
- C. Layoff
- D. Discrimination prohibited by law

Informal Resolution of Complaints. Before filing a grievance, an employee who has a complaint should attempt to resolve the matter through informal discussion with the appropriate supervisor without undue delay. It is the policy of the City to settle complaints at the first stage of complaint. Informal resolution shall not constitute the establishment of a "practice", "past practice" or a modification or interpretation of the MOU unless it is in writing approved by the Director of Human Resources and the City Attorney.

Grievance Review Process. A grievance does not exist until reduced to writing, on a grievance form provided by the City, and filed at both the first level of review and with the Director of Human Resources. If at any time in the proceedings it is determined that (a) grievant is not entitled to use the procedures or (b) the matter grieved is outside the scope of this procedure, the grievance shall be returned to the grievant with a written explanation and the proceedings shall be terminated.

First Level of Review. Within ten (10) calendar days after the occurrence of the act or omission giving rise to the grievance, the grievant must present his/her grievance in writing to his/her Immediate Supervisor.

This statement shall be a clear concise statement of the grievance, the circumstances involved, the decision rendered at the informal conference, and the specific remedy sought.

Following the supervisor's review of the grievance, discussion with the employee if necessary, and consultation with the Director of Human Resources, the supervisor shall communicate his/her decision to the employee in writing within seven (7) calendar days after receiving the grievance. If the supervisor does not respond within the time limits, the grievant may appeal to the next level.

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Within the above time limits, either party may request a personal conference. This meeting is a most effective way to discuss and resolve grievances.

Second Level of Review. In the event the grievant is not satisfied with the decision at Level 1, he/she may appeal the decision in written form to the Division Head within seven (7) calendar days from the receipt of the response from Level 1. This statement should include a copy of the original grievance, the decision rendered, and a clean concise statement of the reasons for the appeal.

The Division Head shall communicate his/her decision within seven (7) calendar days after receiving the appeal. Either grievant or the Division Head may request a personal conference within the above limits. If the Division Head does not respond within the time limits, the grievant may appeal to the next level.

Third Level of Review. In the event the grievant is not satisfied with the decision at the Second Level of review, he/she may appeal the decision in a manner similar to the Second Level of review to the Department Head. The Department Head shall communicate his/her decision within seven (7) calendar days after receiving the appeal. If the Department Head does not respond within the time limits, the grievant may appeal to the next level. The Third Level of Review shall include the following Department Head step for investigating grievances.

Department Head Investigatory Step

- A. Convene a meeting with the employee and the VCEA and the affected supervisor(s) at a mutually agreed upon time and place.
- B. The VCEA will present the issue, uninterrupted, to the Department Head along with any documentation.
- C. The Department Head will take notes, summarize the VCEA's main points and obtains any necessary clarification.
- D. The Supervisor will present the issue, uninterrupted, to the Department Head along with any documentation.
- E. The Department Head prepares a list of the items that are in dispute.
- F. The Department Head will facilitate a discussion between the parties in an attempt to resolve the grievance. If a solution is arrived at that is acceptable to the parties, it will be recorded in writing and signed by the parties.
- G. In the absence of a resolution at the meeting, the Department Head will render a decision after taking the following steps;
 1. Conduct an independent investigation to confirm the facts that were presented at the meeting.
 2. Meet with the Director of Human Resources to share the facts of the dispute and to review possible solutions.
 3. Consult with the VCEA to explore the possibility of a mutually acceptable solution prior to issuing a final decision.
 4. In the absence of an agreed upon resolution, prepare a report summarizing the meetings that have been held, any subsequent investigation and or meetings by the Department Head and set forth the decision along with supporting justification.

In the event the Department Head's decision is appealed to the City Manager, a complete record of the above will be provided before the hearing to the City Manager.

Fourth Level of Review. If the grievant is not satisfied with the decision at the third level he/she may within seven (7) calendar days appeal the decision in written form to the City Manager or his/her designee. This statement shall include a copy of the original grievance and appeal, the decision rendered, and a clear concise statement of the reasons for the appeal.

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The City Manager or his designee shall communicate his/her decision to the grievant within seven (7) calendar days. The City Manager's decision shall be the final determination.

Representation. The employee may request the assistance of another person (e.g., VCEA) of his/her own choosing in preparing and presenting his/her appeal at any level of review.

Access to Information. At each level of review the grievant shall have access to the materials comprising the record of the grievance.

City Time for Preparation and Meetings. The grievant and any representative (if employed by the City) are entitled to use a reasonable amount of work time in preparing and presenting the grievance.

No Reprisals. No employee will be discriminated against in his/her employment because of the employee's utilization of this procedure. Complaints regarding allegations of reprisals should be submitted to the City Manager.

Reconsideration of a Grievance. Once a grievance has been reviewed under this procedure, it shall not be reopened or reconsidered except by mutual consent of the grievant and the City Manager.

Section 17. Miscellaneous

17.1 Personnel Policies & Procedures

The parties agree to the Association being covered by the City of Vacaville Personnel Policies and Procedures dated February, 1993.

17.2 Bilingual Pay

Employees when required and assigned by the Department Head to utilize bilingual skills as a condition of their employment, shall receive Eighteen Hundred Dollars (\$1,800) per year (paid at a rate of \$69.23 per pay period) skills pay, providing they have passed a City-approved bilingual exam for the language required. The exam shall evaluate oral and/or basic reading/writing skills. The City will administer the exam as needed when there are candidates to be tested. The test may be given in conjunction with the certification of applicants for any recruitment requiring or giving preference to persons with bilingual skills. Bilingual pay, for those who pass the exam, shall begin the following pay period. An employee who does not pass a bilingual exam may be retested within six (6) months at their request and with the approval of their Department Head. CalPERS makes the final determination of the reportable status of this pay. Currently it is PERS reportable under Section 571 of the California Public Employees' Retirement Law (PERL) for Classic and PEPRAs members.

17.3 Tuition Reimbursement

The City shall provide up to two thousand dollars (\$2,000) per fiscal year per employee for repayment of current student loans and/or to reimburse registration/tuition/book costs for job-related college course work or vocational/technical training taken with prior City approval if employee earns a "pass" (pass/fail) or "B" grade or better. Student loan repayment will be based on City Policy.

17.4 Uniform Allowance

Uniform allowance for the classifications of Community Service Officer (all levels), Community Policing Outreach Specialist, Evidence Technician, Fire Prevention Specialist, Police Records Specialist (all levels),

Fire Plans Examiner/Inspector, and Code Compliance Technician (all levels when required to wear Department specified full uniform) will be One Thousand Four Hundred Dollars (\$1,400 annually, paid on a pay period basis. An employee's uniform allowance will be reduced on a pro-rated basis for days in an unpaid status. CalPERS makes the final determination of the reportable status of this pay. Currently it is PERS reportable under Section 571 of the California Public Employees' Retirement Law (PERL) for Classic members only. This pay is not reportable for PEPRAs members.

17.5 Protective Clothing and Equipment

Each Department shall establish procedures for provision or reimbursement of required protective clothing and equipment.

17.6 Safety Shoe Allowance

The parties agree to the Safety Shoe policy as included in Appendix B. CalPERS makes the final determination of the reportable status of this pay. Currently it is NOT PERS reportable under Section 571 of the California Public Employees' Retirement Law (PERL) for Classic and PEPRAs members.

17.7 License and Certification Fees

The City shall reimburse employees for the actual cost of any license or certification required by the City.

17.8 Certified Access Specialist

Any Building Inspector position in the Community Development Department that is required by the Director to possess a valid and current California Division of the State Architect Certified Access Specialist certification shall receive a differential of five percent (5%) of base pay. CalPERS makes the final determination of the reportable status of this pay. Currently it is PERS reportable under Section 571 of the California Public Employees' Retirement Law (PERL) for Classic and PEPRAs members.

17.9 Reinstatement

An employee who has resigned with a good record may be rehired, if a vacancy exists, to the same or similar position by the same department from which he/she resigned within one year of the date of the resignation without qualifying in competitive examination. Reinstatements are subject to department head approval.

An employee may be reinstated at the same step in the pay range which he/she had received or may revert to a lower step within the range at the discretion of the Department Head and with the approval of the Director of Human Resources. He/she cannot be reinstated to a higher step or the reinstatement cannot be made if the City has a layoff list for the position. Reinstated employees will not be considered new employees for the purposes of seniority and benefits. However, reinstated employees will not be credited for seniority or benefits for the period of time between their resignation and their reinstatement. Employees on a layoff list will not be considered new employees (for the sake of benefits) until two years of being laid off.

17.10 Notification of Reclassifications and New Hires

Human Resources will notify the current Association president at least once a month of any new hires or reclassifications that affect positions governed by the Association.

Reclassification requests will be submitted pursuant to Section 1.100, Reclassification, of the Personnel Policies and Procedures. Decisions will be made no later than April 1 with implementation the next fiscal year.

17.11 Safety – No Lost Time Accident Awards

Public Works and Utilities Departments currently recognize safe work behavior for employees who have field service responsibilities in the form of yearly *No Lost Time Accident (LTA) Awards*. Eligibility is specified in respective Public Works and Utilities Department policies. No LTA Awards are based on the number of consecutive years an employee has gone without incurring a Lost Time Accident.

The incentive for reaching the milestones of ten (10), fifteen (15), and twenty (20) years without a Lost Time Accident will each be one additional day of vacation added to the employee's vacation balance by the first pay check in the month of April. For the purposes of this section, a day means 7.5 hours.

17.12 Facility Canine Pay

The City and VCEA agree that the amount of off-duty compensable working time attributable to all ordinary aspects of canine care (including without limitation; handling, caring, feeding, exercising, grooming, kennel cleaning, cleaning of City vehicles and ordinary transport to the veterinarian) by employees assigned to Facility Canine duty amounts to twenty minutes per day seven days a week. This amount is a good faith estimate, intended to be comprehensive, accurate and inclusive of all pertinent facts.

The rate of pay for all off-duty canine care performed by employees assigned to Facility Canine duty is 1 ½ times the employee's regular rate of pay per hour. CalPERS makes the final determination of the reportable status of this pay. Currently it is NOT PERS reportable under Section 571 of the California Public Employees' Retirement Law (PERL) for Classic and PEPRA members.

ENTIRE AGREEMENT

This agreement constitutes the complete and entire agreement between the parties and concludes collective bargaining between the parties for its term. This Agreement supersedes and cancels all prior practices and agreements related to the benefits herein, whether written or oral, unless expressly stated in this Agreement. The parties acknowledge that during the negotiations that resulted in this Agreement, each had the unlimited right and opportunity to make demands and proposals with respect to any subject or matter not removed by law or ordinance from the area of collective bargaining, and that the understanding and agreements arrived at by the parties after the exercise of that right and opportunity are set forth in this Agreement. On the request of either party, both sides shall meet and confer regarding any proposed changes in wages, hours or working conditions within the scope of bargaining.

If the foregoing is in accordance with your understanding, please indicate by signing below. Made and entered into this 22nd day of October 2024.

**VACAVILLE CITY EMPLOYEES
ASSOCIATION**

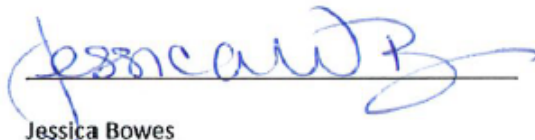


Brandi Cook
VCEA President

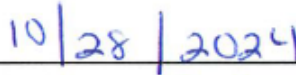


Signature Date

CITY OF VACAVILLE



Jessica Bowes
Director of Human Resources



Signature Date

VCEA

APPENDIX A VACAVILLE CITY EMPLOYEES' ASSOCIATION Salary Schedule

Effective: Pay period including 11/01/2024

BU CODE	CLASS CODE	CLASSIFICATION	Step 1	Step 2	Step 3	Step 4	Step 5	Hrs/Year
5100	1110	ADMIN TECHNICIAN I	\$60,230.01	\$63,241.74	\$66,403.95	\$69,723.65	\$73,210.09	1950
5100	1115	ADMIN TECHNICIAN II	\$66,263.27	\$69,576.03	\$73,055.62	\$76,707.61	\$80,543.26	1950
5100	3005	ASSISTANT PLANNER	\$77,926.44	\$81,823.06	\$85,914.85	\$90,209.42	\$94,720.70	1950
5100	3085	ASSOCIATE PARK PLANNER	\$85,728.38	\$90,014.63	\$94,515.12	\$99,240.02	\$104,202.08	1950
5100	3010	ASSOCIATE PLANNER	\$85,728.38	\$90,014.63	\$94,515.12	\$99,240.02	\$104,202.08	1950
5100	3015	BUILDING INSP/PLANS EXAMINER	\$90,113.55	\$94,619.68	\$99,350.04	\$104,317.79	\$109,534.37	1950
5100	3020	BUILDING INSPECTOR	\$84,872.30	\$89,116.06	\$93,571.65	\$98,249.73	\$103,162.05	1950
5100	3069	BUILDING PLANS EXAMINER	\$90,113.55	\$94,619.68	\$99,350.04	\$104,317.79	\$109,534.37	1950
5100	1920	BUYER I	\$62,155.17	\$65,264.32	\$68,526.75	\$71,952.88	\$75,551.18	1950
5100	1925	BUYER II	\$68,660.00	\$72,092.92	\$75,697.49	\$79,482.88	\$83,456.59	1950
5100	7005	CODE COMPLIANCE TECH I	\$63,188.42	\$66,347.94	\$69,664.77	\$73,148.24	\$76,806.30	1950
5100	7010	CODE COMPLIANCE TECH II	\$69,507.42	\$72,982.75	\$76,632.44	\$80,464.40	\$84,487.10	1950
5100	8020	COMMUNITY POLICING OUTRCH SPEC	\$76,374.30	\$80,192.91	\$84,202.64	\$88,412.81	\$92,833.40	2080
5100	8025	COMMUNITY SERVICE OFFICER I	\$60,257.35	\$63,270.25	\$66,433.76	\$69,755.44	\$73,243.46	2080
5100	8030	COMMUNITY SERVICE OFFICER II	\$66,412.50	\$69,733.05	\$73,219.67	\$76,880.71	\$80,724.36	2080
5100	3040	COMPLIANCE SPECIALIST/INSPECTR	\$85,783.37	\$90,073.07	\$94,576.57	\$99,305.38	\$104,271.19	1950
5100	5315	CONSTRUCTION COORDINATOR	\$111,010.35	\$116,560.87	\$122,388.91	\$128,508.36	\$134,909.89	1950

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5100	5025	CONTRACT COMPL SPECIALIST I	\$67,363.38	\$70,731.54	\$74,268.31	\$77,980.80	\$81,880.25	1950
5100	5030	CONTRACT COMPL SPECIALIST II	\$74,099.56	\$77,804.96	\$81,694.58	\$85,779.40	\$90,068.24	1950
5100	8035	CRIME ANALYST ASSISTANT	\$53,272.42	\$55,935.80	\$58,732.13	\$61,668.80	\$64,752.49	1950
5100	8040	CRIME ANALYST TECHNICIAN	\$65,851.70	\$69,143.88	\$72,601.85	\$76,231.18	\$80,043.00	1950
5100	5045	ENGINEERING AIDE	\$56,812.38	\$59,653.25	\$62,635.72	\$65,767.47	\$69,056.34	1950
5100	5050	ENGINEERING DESIGNER	\$88,573.78	\$93,002.62	\$97,652.54	\$102,534.63	\$107,661.18	1950
5100	6235	ENGINEERING PROJECT COORDINATOR	\$111,010.35	\$0.00	\$0.00	\$0.00	\$134,909.89	1950
5100	5055	ENGINEERING SPECIALIST I	\$93,001.28	\$97,651.90	\$102,534.33	\$107,661.04	\$113,044.66	1950
5100	5060	ENGINEERING SPECIALIST II	\$102,301.52	\$107,417.50	\$112,787.71	\$118,427.24	\$124,349.22	1950
5100	5065	ENGINEERING TECHNICIAN I	\$62,453.82	\$65,576.38	\$68,855.31	\$72,298.50	\$75,913.48	1950
5100	5070	ENGINEERING TECHNICIAN II	\$68,685.75	\$72,120.04	\$75,726.24	\$79,511.60	\$83,487.59	1950
5100	5075	ENGINEERING TECHNICIAN III	\$75,553.18	\$79,331.01	\$83,297.68	\$87,462.22	\$91,835.61	1950
5100	8050	EVIDENCE TECH I	\$66,412.50	\$69,733.19	\$73,219.81	\$76,880.86	\$80,724.36	1950
5100	8055	EVIDENCE TECH II	\$73,053.60	\$76,706.44	\$80,541.75	\$84,568.72	\$88,797.38	1950
5100	4005	FACILITIES MAINT COORD	\$61,193.83	\$64,253.18	\$67,466.64	\$70,840.44	\$74,382.30	1950
5100	8060	FAMILY SUPPORT WORKER I	\$66,412.50	\$69,733.12	\$73,219.76	\$76,880.76	\$80,724.36	1950
5100	8061	FAMILY SUPPORT WORKER II	\$73,053.60	\$76,706.29	\$80,541.61	\$84,568.69	\$88,797.38	1950
5100	1930	FINANCE ASSISTANT I	\$53,272.42	\$55,935.80	\$58,731.57	\$61,668.25	\$64,751.67	1950
5100	1935	FINANCE ASSISTANT II	\$59,576.94	\$62,556.03	\$65,683.96	\$68,967.66	\$72,416.29	1950

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5100	1950	FINANCE TECHNICIAN	\$69,205.22	\$72,665.56	\$76,298.77	\$80,113.65	\$84,136.31	1950
5100	7045	FIRE PLANS EXAMINER/INSPECTR	\$88,426.29	\$92,847.72	\$97,490.02	\$102,364.87	\$107,482.43	1950
5100	7055	FIRE PREVENTION SPECIALIST	\$82,377.57	\$86,496.36	\$90,821.32	\$95,361.84	\$100,130.39	1950
5100	7060	FIRE SAFETY COORDINATOR I	\$57,643.91	\$60,527.73	\$63,552.73	\$66,730.58	\$70,066.30	1950
5100	7065	FIRE SAFETY COORDINATOR II	\$62,183.14	\$65,292.15	\$68,557.35	\$71,985.56	\$75,584.42	1950
5100	5285	FLEET OPERATIONS SPECIALIST	\$73,387.07	\$77,056.84	\$80,909.06	\$84,954.59	\$89,202.20	1950
5100	3530	HOUSING/COMMUNITY SERVICES SPEC I	\$71,697.64	\$75,283.01	\$79,046.70	\$82,999.13	\$87,149.20	1950
5100	3535	HOUSING/COMMUNITY SERVICES SPEC II	\$76,179.29	\$79,987.49	\$83,987.21	\$88,185.96	\$92,595.42	1950
5100	3505	HOUSING/COMMUNITY SERVICES TECH I	\$57,283.26	\$60,147.47	\$63,154.25	\$66,312.07	\$69,628.46	1950
5100	3510	HOUSING/COMMUNITY SERVICES TECH II	\$63,029.62	\$66,180.91	\$69,490.61	\$72,964.73	\$76,613.24	1950
5100	1520	IT SPECIALIST I	\$70,502.29	\$74,027.76	\$77,728.96	\$81,615.60	\$85,696.22	1950
5100	1525	IT SPECIALIST II	\$77,552.52	\$81,430.54	\$85,501.85	\$89,777.17	\$94,265.84	1950
5100	3050	LEAD BUILDING INSPECTOR	\$90,113.55	\$94,619.68	\$99,350.04	\$104,317.79	\$109,534.37	1950
5100	8070	LEAD POLICE RECORDS SPECIALIST	\$60,287.54	\$63,301.96	\$66,466.88	\$69,790.49	\$73,280.31	1950
5100	1450	MEDIA PRODUCTION COORDINATOR I	\$62,183.14	\$65,292.15	\$68,557.35	\$71,985.56	\$75,584.42	1950
5100	1451	MEDIA PRODUCTION COORINDATOR II	\$68,401.83	\$71,821.92	\$75,413.02	\$79,183.68	\$83,142.86	1950
5100	1170	OFFICE ASSISTANT I	\$48,313.42	\$50,728.94	\$53,266.02	\$55,928.69	\$58,725.02	1950
5100	1175	OFFICE ASSISTANT II	\$54,160.90	\$56,868.50	\$59,712.13	\$62,697.76	\$65,832.64	1950
5100	3055	PERMIT TECHNICIAN	\$63,029.62	\$66,180.91	\$69,490.61	\$72,964.73	\$76,613.24	1950

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5100	3060	PLANNING TECHNICIAN	\$69,332.47	\$72,799.21	\$76,439.38	\$80,261.21	\$84,274.55	1950
5100	8110	POLICE RECORDS SPECIALIST I	\$50,734.79	\$53,271.03	\$55,935.09	\$58,731.29	\$61,667.98	1950
5100	8115	POLICE RECORDS SPECIALIST II	\$55,309.75	\$58,075.38	\$60,979.35	\$64,027.98	\$67,229.48	1950
5100	1135	PROGRAM COORD I	\$54,160.90	\$56,868.50	\$59,712.13	\$62,697.76	\$65,832.64	1950
5100	1140	PROGRAM COORD II	\$57,643.91	\$60,527.73	\$63,552.73	\$66,730.58	\$70,066.30	1950
5100	5175	PW CONSTRUCTION INSPECTOR I	\$84,872.30	\$89,116.06	\$93,571.65	\$98,249.73	\$103,162.05	1950
5100	5180	PW CONSTRUCTION INSPECTOR II	\$89,114.76	\$93,571.06	\$98,249.44	\$103,161.90	\$108,320.54	1950
5100	4010	RECREATION COORD I	\$62,183.14	\$65,292.15	\$68,557.35	\$71,985.56	\$75,584.42	1950
5100	4011	RECREATION COORD II	\$68,401.84	\$71,821.93	\$75,413.02	\$79,183.69	\$83,142.86	1950
5100	7090	SR CODE COMPLIANCE TECHNICIAN	\$76,630.20	\$80,461.70	\$84,484.78	\$88,709.00	\$93,144.47	1950
5100	5230	SR ENGINEERING DESIGNER	\$90,113.55	\$94,619.68	\$99,350.04	\$104,317.79	\$109,534.37	1950
5100	1452	SR MEDIA PRODUCTION COORDINATOR	\$75,242.02	\$79,004.13	\$82,954.34	\$87,102.06	\$91,457.16	1950
5100	8155	SR PROGRAM COORD	\$62,183.14	\$65,292.15	\$68,557.35	\$71,985.56	\$75,584.42	1950
5100	5245	STORES SPECIALIST	\$62,155.17	\$65,264.32	\$68,526.75	\$71,952.88	\$75,551.18	1950
5100	1505	SYSTEMS ADMINISTRATOR I	\$79,019.02	\$82,969.92	\$87,118.65	\$91,474.54	\$96,048.32	1950
5100	1510	SYSTEMS ADMINISTRATOR II	\$86,921.11	\$91,267.07	\$95,830.30	\$100,621.63	\$105,652.93	1950
5100	6120	UTILITIES ASSET COORDINATOR	\$93,001.28	\$97,651.90	\$102,534.33	\$107,661.04	\$113,044.66	1950
5100	8160	YOUTH DEVELOPMENT PROGRAM COORD I	\$54,160.90	\$56,868.50	\$59,712.13	\$62,697.76	\$65,832.64	1950
5100	8161	YOUTH DEVELOPMENT PROGRAM COORD II	\$57,643.91	\$60,527.73	\$63,552.73	\$66,730.58	\$70,066.30	1950

APPENDIX B SAFETY BOOT/SHOE POLICY

1.0 PURPOSE

To define the procedure which must be utilized by applicable VCEA bargaining unit employees when purchasing safety boots or shoes.

2.0 APPLICABILITY

2.1 Any department whose employees are required to wear safety type work boots or shoes are eligible for reimbursement as covered by this policy.

3.0 DEFINITION

3.1 In conjunction with Section 17.6 of the MOU between the City of Vacaville and VCEA boot/shoe allowance check of \$250 per year toward the purchase of safety boots or shoes.

4.0 POLICY

4.1 Departments will submit a list of employees who are required to wear safety shoes or boots to the Director of Human Resources for approval annually in June.

4.2 Employees who are required to wear safety type shoes or boots will be provided a boot allowance check annually in July.

4.3 Any new employee starting work between July 1, and December 31 will receive \$250 per year boot allowance check. Any new employee starting work between January 1 and June 30 will received \$125 per year boot allowance check. These requests will be processed by the department designee within thirty (30) days after the employee starts work.

4.4 If an employee reports for work without appropriate footwear, he/she may be sent home and may be subject to disciplinary action.

5.0 PROCEDURE

5.1 Departments will notify Human Resources to begin or end a safety boot allowance for an employee. Allowance will be added to the employee's next paycheck in an amount determined by timing listed in Section 4.3. Thereafter, the allowance will be paid annually on the last pay check in the month of July. Departments will notify Human Resources of any boot allowance change as they occur.

5.2 Subsequent checks for new employees as provided in Section 4.3 will be issued within thirty (30) days after the employee starts work.

6.0 RESPONSIBILITY

6.1 It is the responsibility of each department designee to notify Human Resources in a timely manner to begin or end an allowance.

6.2 It is the employee's responsibility to purchase proper fitting boots with appropriate soles for the type of work he/she is performing.