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Title: **San Diego, City of and American Federation of State, County and Municipal Employees (AFSCME), AFL-CIO, Local 127 (2002) (MOA)**

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TABLE OF CONTENTS (10/18/02 8:30 AM)

Preamble .....  
Article 1 - Parties to the Agreement.....  
Article 2 - Term of Agreement.....  
Article 3 - Recognition.....  
Article 4 - Provisions of Law.....  
Article 5 - Implementation.....  
Article 6 - Reasonable Notice.....  
Article 7 - Renegotiation.....  
Article 8 - Management Rights.....  
Article 9 - Equal Opportunity Policy.....  
Article 10 - Grievance Procedure.....  
Article 11 - Stewards.....  
Article 12 - Access to Work Locations.....  
Article 13 - Employee Representation.....  
Article 14 - Disciplinary Actions and Appeals.....  
Article 15 - Out-of-Class Assignments.....  
Article 16 - Use of City Facilities.....  
Article 17 - Bulletin Boards.....  
Article 18 - Payroll Deductions.....  
Article 19 - Presidential Leave.....  
Article 20 - Rest Periods.....  
Article 21 - Local 127 Orientation.....  
Article 22 - Work Clothing.....  
Article 23 - Transportation Incentives.....  
Article 24 - Tools/Tool Allowance.....  
Article 25 - Mileage Reimbursement.....  
Article 26 - Personnel Regulations.....  
Article 27 - Weapons.....  
Article 28 - Shift Reassignment and Work Schedules.....  
Article 29 - Copies of the Agreement.....  
Article 30 - Employee Assistance Program.....  
Article 31 - Formal Representation.....  
Article 32 - Holidays.....  
Article 33 - Annual Leave and Compensatory Time.....  
Article 34 - Hazardous Duty.....  
Article 35 - Appendices.....  
Article 36 - Availability of Data.....  
Article 37 - Modification and Waiver.....  
Article 38 - Hours of Work.....  
Article 39 - Implementation of New Programs.....  
Article 40 - Probation.....  
Article 41 - Vacancies.....  
Article 42 - Employee Rights.....  
Article 43 - Retirement.....  
Article 44 - Salaries.....  
Article 45 - Flexible Benefits Plan.....  
Article 46 - Tuition Reimbursement.....  
Article 47 - Asbestos Containment Team.....  
Article 48 - Apprentices.....  
Article 49 - Home Addresses.....  
Article 50 - Contracting Out.....  
Article 51 - Labor Management Committee.....  
Article 52 - Department Work Rules.....  
Article 53 - Industrial Leave.....  
Article 54 - Stadium Stand Moves.....  
Article 55 - Supplemental Pension Savings Plan.....  
Article 56 - Time Off for Blood Donation.....  
Article 57 - Limited Appointments.....  
Article 58 - Performance Pay.....  
Article 59 - Vacation Schedules.....  
Article 60 - Personnel Practices.....  
Article 61 - Additional Pay.....  
Article 62 - Side Letters.....

Article 63 - Long Term Disability .....  
Article 64 - Transfers, Demotions and Status Change .....  
Article 65 - Substance Abuse .....  
Article 66 - Accident Reports .....  
Article 67 - 401K .....  
Article 68 - Executive Board Meetings.....  
Article 69 - Inter-Office Mail Distributions .....  
Article 70 - Refuse Collection Incentive Systems.....  
Article 71 - Catastrophic Leave Plan .....  
Article 72 - Performance Management (or Pay for Performance) Program .....  
Article 73 - Military Leave .....  
Article 74 - Reimbursement of Emergency Meals .....  
Exhibit A - Maintenance, Labor, Skilled Trades  
and Equipment Operator Unit .....  
Exhibit B - Shop Stewards.....  
Exhibit C - Smoking Policy .....  
Exhibit D - Classes Eligible For Voluntary Certification Pay.....

**SUBJECT INDEX**

401K (Article 67).....  
Access to Work Locations (Article 12).....  
Accident Reports (Article 66).....  
Additional Pay (Article 61).....  
Alternate Schedules (Article 38).....  
Annual Leave and Compensatory Time (Article 33) .....  
Appendices (Article 35).....  
Apprentices (Article 48).....  
Asbestos Containment Team (Article 47).....  
Availability of Data (Article 36).....  
Bilingual Pay (Article 61).....  
Bulletin Boards (Article 17).....  
Call Back Pay (Article 44).....  
Catastrophic Leave Plan (Article 71).....  
Cease to Accrue (Article 33).....  
Classes Eligible For Voluntary Certification Pay (Exhibit D) .....  
Contracting Out (Article 50).....  
Copies of the Agreement (Article 29).....  
Corporate Apparel Program (Article 22).....  
Department Work Rules (Article 52).....  
Disciplinary Actions and Appeals (Article 14) .....  
Discretionary Leave (Article 58) .....  
D.R.O.P. (Article 43).....  
Employee Assistance Program (Article 30).....  
Employee Representation (Article 13).....  
Employee Rights (Article 42) .....  
Equal Opportunity Policy (Article 9).....  
Executive Board Meetings (Article 68).....  
Fact Finding (Article 13).....  
Flexible Benefits Plan (Article 45).....  
Formal Representation (Article 31).....  
FMLA (Article 33).....  
Grievance Procedure (Article 10) .....  
Hazardous Duty (Article 34).....  
Holidays (Article 32) .....  
Home Addresses (Article 49).....  
Hours of Work (Article 38).....  
Implementation (Article 5).....  
Implementation of New Programs (Article 39).....  
Industrial Leave (Article 53).....  
Inter-Office Mail Distributions (Article 69).....  
Labor Management Committee (Article 51).....  
Last Chance Agreement (Article 14) .....  
Limited Appointments (Article 57).....  
Long Term Disability (Article 63).....

Local 127 Orientation (Article 21).....

Maintenance, Labor, Skilled Trades  
and Equipment Operator Unit (Exhibit A) .....

Management Rights (Article 8).....

Mileage Reimbursement (Article 25).....

Military Leave (Article 73).....

Modification and Waiver (Article 37).....

Out-of-Class Assignments (Article 15).....

Parties to the Agreement (Article 1) .....

Performance Management (or Pay for Performance) Program (Article 72) .....

Performance Reports (Articles 14, 60).....

Payroll Deductions (Article 18) .....

Performance Pay (Article 58).....

Personnel Practices (Article 60).....

Personnel Regulations (Article 26) .....

Presidential Leave (Article 19) .....

Probation (Article 40) .....

Provisions of Law (Article 4).....

Reasonable Notice (Article 6).....

Recognition (Article 3) .....

Reduction in Compensation (Article 14).....

Refuse Collection Incentive Systems (Article 70) .....

Reimbursement of Emergency Meals (Article 74).....

Renegotiation (Article 7) .....

Rest Periods (Article 20).....

Retirement (Article 43).....

Safety Shoes (Article 22).....

Salaries (Article 44) .....

Seniority, Use Of (Articles 32, 41) .....

Shift Reassignment and Work Schedules (Article 28) .....

Shop Stewards (Exhibit B).....

Side Letters (Article 62).....

Skelley Rights (Article 14) .....

Smoking Policy (Exhibit C).....

Special Salary Adjustments (Article 44) .....

Special Assignment Pay.....

Stadium Stand Moves (Article 54).....

Stewards (Article 11) .....

Substance Abuse (Article 65) .....

Supplemental Pension Savings Plan (Article 55).....

Term of Agreement (Article 2) .....

Time Off for Blood Donation (Article 56).....

Tools/Tool Allowance (Article 24).....

Transfers, Demotions and Status Changes (Article 64).....

Transportation Incentives (Article 23) .....

Tuition Reimbursement (Article 46).....

Use of City Facilities (Article 16).....

Vacancies (Article 41) .....

Vacation Schedules (Article 59) .....

Voluntary Certification (Article 44).....

Weapons (Article 27).....

Work Clothing (Article 22).....

**Preamble**

This Memorandum of Understanding entered into by the City of San Diego, herein referred to as the City, and Local 127, American Federation of State, County, and Municipal Employees, AFL-CIO, herein referred to as the Union, has as its purpose the promotion of harmonious labor relations between the City and the Union.

**ARTICLE 1**

**Parties to the Agreement**

This Memorandum of Understanding is entered into this 1st day of July 2002, by and between the City of San Diego, hereinafter referred to as the "City," and Local 127, American Federation of State, County, and Municipal Employees, AFL-CIO, hereinafter referred to as the "Union."

## **ARTICLE 2**

### **Term of Agreement**

The term of this Memorandum of Understanding commenced at 12:01 a.m. on July 1, 2002. This Memorandum of Understanding has been modified and extended and shall expire and otherwise be fully terminated at 12:00 a.m. (midnight) on June 30, 2005.

## **ARTICLE 3**

### **Recognition**

#### **A. RECOGNITION**

The City recognizes the Union as the exclusive representative of employees in the Maintenance, Labor, Skilled Trades and Equipment Operator Unit pursuant to the provisions of the Employer-Employee Relations Policy of the City, and applicable State Law.

#### **B. COVERAGE OF EMPLOYEES**

This memorandum applies to all classifications listed in Exhibit A, and to any new classifications added to Exhibit A during its term.

#### **C. No classification shall be removed from the bargaining units exclusively represented by Local 127 during the term of this agreement, and Management shall not entertain any employee petition which seeks removal from this "represented" status.**

## **ARTICLE 4**

### **Provisions of Law**

#### **Section 1.**

This Memorandum is subject to all current and future applicable federal, state and local laws and regulations. Provided, however, no local law which is enacted in contravention of the provisions of the Meyers-Milias-Brown Act shall affect the provisions of this agreement. Departments will not enact regulations which contravene the articles of this Memorandum of Understanding.

#### **Section 2.**

If any part or provision of this Memorandum is in conflict or inconsistent with such applicable provisions of federal, state or local laws or regulations, or is otherwise held to be invalid or unenforceable by any tribunal of competent jurisdiction, such part or provisions shall be suspended and superseded by such applicable law or regulations, and the remainder of the Memorandum shall not be affected thereby.

## **ARTICLE 5**

### **Implementation**

This Memorandum of Understanding constitutes a mutual recommendation by the Management Team and Local 127, AFSCME to be jointly submitted to the City Council and/or the Civil Service Commission. It is agreed that this Memorandum of Understanding shall be binding upon the parties upon:

- A. The City Council's and Civil Service Commission's formal approval by majority vote of the Articles of said Memorandum as appropriate. However, it is recognized that those articles requiring a change or alteration by the City Council or Civil Service Commission to ordinances, resolutions, rules, policies and procedures shall be given effect only upon completion of the required adoption procedure.

- B. Ratification by Local 127, AFSCME, as soon as practicable, following completion of negotiations. The City shall permit employees a reasonable amount of paid time off in order to vote on ratification of negotiations only during the scheduled work day. Local 127, AFSCME, shall notify Management of the result of the ratification process for the modification and extension of the agreement no later than June 5, 2002.

## ARTICLE 6

### Reasonable Notice

#### Section 1.

A reasonable effort will be made when it is practical, to provide 60, but not less than 30 calendar days written notice to Local 127 if affected by any ordinance, rule, resolution, or regulation directly relating to matters within the scope of representation proposed to be adopted by the City Council or by the Civil Service Commission or by appointing authorities and Local 127 shall be given the opportunity to meet with such body or person prior to adoption.

#### Section 2.

In cases of emergency pursuant to the City Charter, when the City determines that an ordinance, rule, resolution, or regulation must be adopted immediately without prior notice or meeting with Local 127, the City Council or the board or commission of the City shall provide such notice and opportunity to meet at the earliest practicable time following the adoption of such ordinance, rule, resolution, or regulation.

## ARTICLE 7

### Renegotiation

#### Section 1.

In the event Local 127 desires to meet and confer in good faith on the provisions of a successor agreement, it shall serve upon the City not later than March 1, 2005, its written request to commence meeting and conferring in good faith, as well as its written proposals for such successor agreements. Upon receipt of such written notice and proposals, meet and confer shall begin no later than April 1, 2005.

#### Section 2.

The City agrees to notify Local 127 by March 18, 2005 of its non-economic proposals and will submit its economic proposals not later than April 1, 2005. Notwithstanding the above, if federal or state governments take action that has direct effect upon the areas which fall within meet and confer, the City may submit proposals concerning these areas at later dates. The parties agree that this MOU shall be reopened for purposes of negotiating regarding the flexible benefits plan value. Any terms and conditions of the MOU, not subject to this reopener provision shall remain in force and effect. The impasse hearing will take place in advance of the first reading of the salary ordinance for FY2006.

#### Section 3.

Management will request the City Council to schedule an Impasse Hearing if necessary after 5 p.m. on a regular work day in order to permit Local 127 bargaining unit members the opportunity to attend and testify.

#### Section 4.

Unless otherwise agreed to, the parties agree that final offers by both parties will be made no later than May 6, **2005**. If an impasse hearing with the City Council is necessary, it will be scheduled for May 16, 2005. Local 127 agrees to provide the Management Team a written statement of its positions regarding any issues at impasse on May 10, 2005.

## ARTICLE 8

### Management Rights

The rights of the City include among others, the exclusive right to determine the mission of its constituent departments, commissions, and boards; set standards of service; determine the procedures and standards of selection for employment and promotion; direct its employees, take disciplinary action for just cause; relieve its employees from duty because of lack of work or for other lawful reasons; maintain the efficiency of governmental operations; determine the methods, means and personnel by which government operations are to be conducted; take all necessary actions to carry out its mission in emergencies; and complete control and discretion over its organization and the technology of performing its work.

The exercise of such rights shall not preclude Local 127 from consulting with management representatives about the practical consequences that decisions on these matters may have on wages, hours, and other terms and conditions of employment. Management decisions shall not supersede the provisions of this agreement.

## **ARTICLE 9**

### **Equal Opportunity Policy**

#### Section 1.

The parties mutually recognize and agree fully to protect the rights of all employees falling in the unit listed in Article 3 herein to join and participate in the activities of Local 127, or not to join and participate in such activities, and all other rights guaranteed by law.

#### Section 2.

No employees shall be interfered with, intimidated, restrained, coerced or discriminated against because of the exercise of these rights.

#### Section 3.

The provisions of this Memorandum shall be applied equally to all employees covered hereby without favor or discrimination because of race, color, sex, age, gender identification, sexual orientation, disability (as defined by the Americans with Disabilities Act), medical condition, national origin, political or religious opinions or affiliations, sexual orientation, or for any other unlawful reasons. In interpreting these terms, the City will be bound by State and Federal law.

#### Section 4.

The Union agrees to support affirmative action and equal opportunity plans and policies promulgated in accordance with procedures established by the City Council as consistent with State and Federal law.

#### Section 5.

If an employee files a complaint with the State or Federal authorities, the City shall cooperate fully with that agency's investigation if conducted.

## **ARTICLE 10**

### **Grievance Procedure**

#### I. Policy

- A. Employees have the right to file grievances without jeopardizing their positions.
- B. Employees may represent themselves or select a Local 127 representative to represent them at any or all steps in the grievance procedure.
  - (1) The employee has the right to the assistance of a Local 127 representative in the investigation, preparation and presentation of a grievance.
  - (2) Employees may have no more than one City employee and one non-City employee as representatives for grievance hearings. In the last three steps of the grievance procedure, an additional non-City employee may, at the discretion of the employee, represent the employee.

- (3) Notwithstanding any other provision of this agreement, an employee may not select as a representative, a supervisor in the employee's chain of command or a higher ranking supervisor. This does not preclude Stewards or officers of Local 127 from representing any employee in a grievance.
- C. Grievances may be initiated by the employee, or by the exclusive formally recognized employee organization on the employee's behalf. If an employee chooses to have representation on a grievance concerning a matter that directly involves the interpretation or application of the specific terms and provisions of this Memorandum of Understanding or wages, hours, and working conditions, such representation must come from Local 127.
- D. The employee's or employee organization's first contact regarding job and working conditions is with the immediate supervisor and supervisors shall attempt to settle grievances informally at this level.
- E. A grievance will normally be presented and processed on City time, and a grievant attending a grievance meeting in his/her own behalf on City time will not lose pay. In scheduling the time, place and duration of any grievance meeting, the employee, a Steward or Local 127 Representative and Management will give due consideration to all the participants' responsibilities in the essential operations of the department. Management has the unequivocal right to schedule grievance hearings as convenient. Hearings may or may not be held during an employee's normal shift. No overtime pay will be given to the grievant. Representatives, witnesses, or other participants will receive overtime pay if ordered to be present by the appointing authority.
- F. Waivers and Time Limits
  - (1) Failure by Management to reply to the employee's grievance within the time limits specified automatically processes the grievance to the next level.
  - (2) Any level of review, or any time limits established in this procedure, may be waived or extended by mutual agreement confirmed in writing.
  - (3) If an employee fails to appeal from one level to the next level within the time limits established in this grievance procedure, the grievance shall be considered settled on the basis of the last decision and the grievance shall not be subject to further appeal or reconsideration.
  - (4) By mutual agreement, the grievance may revert to a prior level for reconsideration.
  - (5) If a grievant fails to appear for a scheduled grievance meeting, such failure without an excuse approved by the appointing authority shall entitle Management to decide on the grievance without the presence of the grievant, or to schedule another meeting at that level (in which case the time requirements for hearing and decision are automatically waived). Failure to appear at two meetings on the same grievance without an approved excuse automatically terminates that grievance and it is deemed denied. The grievance shall then not be subject to further appeal or reconsideration.
  - (6) When a grievant is on approved leave the time limits established in this procedure shall be suspended for the period of the leave.
  - (7) No grievance shall be finally dismissed for an unexcused failure to appear at a scheduled hearing unless the grievant had been given 24 hours notice of the hearing.
- G. The Management Team shall provide Local 127 with copies of all grievances regarding this M.O.U. filed by employees, within the Local 127 Bargaining Units, who choose to represent themselves, within five working days.
- H. The Union agrees to pursue all claims of violation of this MOU through the grievance procedure. Resort to other remedies shall not be pursued until all steps of the grievance procedure have been exhausted. If Local 127 reasonably feels that it or an employee has suffered immediate and irreparable harm, the City and Local 127 agree that the Local shall directly contact the City Manager's Office to seek a resolution prior to pursuing remedies outside the City. If the City Manager's Office fails to address cases of immediate and irreparable harm within a reasonable period of time, Local 127 may initiate action outside the City. Utilization of this procedure shall be deemed to exhaust the grievance procedure.

## II. Definitions

- A. A grievance is a claim or charge of misunderstanding, or difference in interpretation, or violation of

provisions of the Civil Service Rules, the Personnel Manual, this Memorandum of Understanding, or management policy or regulations including but not limited to Administrative and Departmental Regulations, which affect wages, hours, or other terms and conditions of employment.

- B. Actions which are covered in the Management Rights Article of this Memorandum are not grievable, but this shall not preclude employees or their representatives from consulting with Management about the practical consequences such actions may have on wages, hours, and other terms and conditions of employment. In addition, actions covered by another appeals process as described in the Civil Service Rules, Personnel Manual, or this Memorandum are not grievable and shall not be processed through this Grievance Procedure.
- C. If the grievance system is abused by an unreasonable number of submittals by one individual or group and which is obviously designed to thwart orderly processing or if the grievances are patently irrelevant, or incomprehensible, such grievances shall be rejected as non-grievable. Such rejection shall be grievable.
- D. Wherever applicable, the term "working days" means the actual work days of the individual on whom the time limits are imposed.

### III. Procedures

#### A. General

- (1) Management of the department has the responsibility to inform an employee of any limitation of a given level of Management's authority to fully resolve the grievance. In this regard, Management shall:
  - (a) Supply the employee with the necessary information to process the grievance to the proper agency or authority.
  - (b) Advise an employee when any matter under submission is determined by Management as not grievable according to the definitions in Section II above. The "grievance" paperwork submitted by the employee shall be returned to the employee along with a memorandum explaining why the matter is not grievable and what alternative procedures, if any, the employee may follow to process his/her complaint. A copy of this "grievance" shall be forwarded to Local 127. If a grievance is determined to be nongrievable, that decision may be grieved. A decision favorable to the employee or the Union in this latter grievance shall serve to reinstate the original grievance in whole.
  - (c) At the request of Local 127, a fourth step hearing will be conducted to discuss the reasons for finding that a grievance is nongrievable. The decision at the fourth step may be appealed to the fifth step for final resolution.
- (2) When a group of identical grievances develop, only one grievance form shall be submitted. The grievants may select not more than two (2) spokespersons who thereafter will be their representative "grievants." The acceptance of the decision by the spokespersons at any step (or final decision if the grievance moves to the fifth step) will be binding on all parties.
- (3) A grievance shall be recognized if it is brought to the attention of the immediate supervisor either informally or formally within ten (10) working days of the incident's occurrence.
- (4) If the grievance is between the employee and any supervisor, the initial step may be to the next higher level supervisor.
- (5) To be recognized, a grievance must state which policy, rule, regulation, etc., is involved in the matter and the nature of the remedy sought by the employee or Local 127. In the event that the grievance is rejected for failure to state which policy, rule, regulation, etc., is involved, it may be amended by the grievant or the Union.

#### B. Steps:

- Step 1: At the employee's or employee organization's sole option, grievances may be presented to the supervisor either orally or in writing. If the complaint is presented orally, the procedure is informal and may be settled by an oral answer given within five (5) working days to the employee and Local 127 representative. If the grievance is presented in writing, the procedure is

formal and the answer must be given in writing within five (5) working days after submission.

- Step 2: If the problem cannot be solved at Step 1, the employee or employee organization may present the complaint in writing to the second level supervisor (if not done at Step 1) within five working days. Within five (5) working days of the receipt of the grievance, a hearing shall be held and the Management representative shall give written decision to the employee and the Local 127 representative.
- Step 3: If the problem is not resolved at Step 2, the employee or employee organization may submit the grievance to the division head within five (5) working days. Within five (5) working days of the receipt of the grievance, a hearing shall be held and the division head shall give a written decision to the employee and Local 127. In smaller departments, this step is deleted.
- Step 4: If the dispute is not solved in Step 3, the employee or employee organization may present the grievance to the Department Head within five (5) working days. Within ten (10) working days of the receipt of the grievance, a hearing shall be held and the Department Head (or designee) shall give a written decision to the employee or Local 127 representative. The designee cannot be an individual who previously heard the grievance at a lower level. In non-managerial departments, this shall constitute the final resolution of a grievance involving management policy or regulations.
- Step 5: Final Resolution of Grievance: If the grievance is still in dispute after Step 4, the employee or employee organization may request a further hearing, which at the discretion of the Management Team will take place before the Civil Service Commission, on matters over which the Commission has authority, or before the City Manager or his designee, by submitting the grievance within five (5) working days. (If it is determined that the hearing should be held before the Civil Service Commission, a fact-finding hearing to define the issues in the grievance will be held by the Personnel Director with the employee and/or employee organization, prior to the date set for the Commission hearing. The grievance may be settled during such fact-finding hearing, if a mutually acceptable solution is developed.) The decision of the Commission shall be issued at its next regularly scheduled meeting following the hearing by the Personnel Director. In grievances answered by the Manager, a hearing shall be held and a written response given within ten (10) working days from the date of receipt of the appeal from the fourth step. The employee or employee organization may only request a hearing before the Civil Service Commission, in matters solely involving Civil Service Rules or the Personnel Manual.
- Step 6: Grievances arising out of the disagreement on interpretation or application of this Memorandum shall follow the City-wide grievance procedure. Local 127 may formally request to continue the grievance, not later than ten (10) days following receipt of the answer at the final step of the grievance procedure (provided it was heard by the City Manager), by serving written notice upon the Management Team. The Management Team will refer the grievance to the City Council for hearing and decision. However, during the term of this agreement Step 6 of the grievance procedure shall be held in abeyance and a pilot program for mediation and non-binding arbitration will be implemented to replace Step 6. The City and Local 127 agree to explore alternative dispute resolution methods using the Sempra Energy's SDG&E model as a foundation for implementation. If the mediation/non-binding arbitration pilot program is withdrawn at the expiration of the agreement, Step 6 shall be reinstated.
- C. All grievances not responded to within the time limits in Steps 1 through 4 will be forwarded directly to Step 5.
- D. Management will ensure that grievances are properly handled in a timely manner and that any abuses of this grievance procedure are expeditiously corrected.

## ARTICLE 11

### Stewards

#### Section 1. GENERAL

The Union may designate Stewards to represent employees in the processing of grievances subject to the following rules and procedures:

- A. The Union may select Stewards for the Unit represented herein according to the attached Exhibit B. Additional Stewards may be named after agreement between the parties. The parties agree to discuss the addition of Stewards in the event of decentralization in a City department.
- B. The Union shall furnish Management representatives on July 1 of each year a written list identifying by name and assigned work areas all regular and alternate Stewards, and the list shall be kept current during the term of this Memorandum.
- C. The Union will designate as Stewards only employees who have passed their initial City probationary period. The Union will also designate as Stewards only employees currently assigned to classifications in the Unit represented by Local 127, as listed in Exhibit A of this Memorandum.
- D. The City agrees to allow no more than ten [10] Stewards to operate outside of their assigned work areas. Local 127 and Management agree to develop a system to identify those Stewards eligible to operate outside of their assigned work areas, subject to ongoing review and the approval of the Labor Relations Manager.

All other Stewards may only function within the boundaries of their City approved area of union assignment. Stewards who are not on a current union submitted and City-approved list of Stewards shall not be recognized as Stewards by the City and shall have none of the rights or privileges agreed to as a Steward.

- E. In an emergency, or if no job site Steward is available, then the Chief Steward or a designated Officer shall have the right to investigate a grievance, or represent an employee.
- F. Management will make every effort not to temporarily or permanently transfer a Steward from a geographic location, as in Exhibit B, without 5 days prior notice to the Union. A prior notice to the Union shall not be construed as limiting Management in its prerogatives to transfer or change the work shift of a Steward.
- G. Stewards are responsible for an accurate accounting of their City compensated time spent on Steward duties as indicated by the time card entries submitted for payroll purposes.
- H. Management agrees that Stewards shall not be penalized or discriminated against in any way for their participation as union Stewards.

#### Section 2. HANDLING GRIEVANCES

- A. When requested by an employee who has a grievance, a Steward, with permission of his or her supervisor, may investigate any grievance in his or her assigned work area and assist in its preparation and presentation.
- B. After notifying and receiving approval of the immediate supervisor a Steward shall be allowed reasonable time off during working hours, without loss of time or pay to investigate, prepare and present such grievances. The immediate supervisor will authorize the Steward to leave his or her work unless compelling circumstances require refusal of such permission in which case the immediate supervisor shall inform the Steward of the reasons for the denial and establish an alternate time within 24 hours, except in case of emergency, when the Steward can reasonably expect to be released from his or her work assignment.
- C. When a Steward desires to contact an employee at his or her work location, the Steward shall first contact the immediate supervisor of that employee, advise of the nature of the business, and obtain the permission of the supervisor to meet with the employee. The immediate supervisor will make the employee available promptly unless compelling circumstances prohibit the employee's availability, in which case the supervisor will notify the Steward within 24 hours, except in case of emergency, he or she can reasonably expect to contact the employee.
- D. A Steward's interview or discussions with an employee on City time will be handled expeditiously.
- E. A request by a Steward to investigate and process a grievance shall not be unreasonably withheld.

#### Section 3. DISCIPLINE

- A. Stewards will also be provided with a reasonable amount of time to represent employees in actual disciplinary meetings and hearings between Management and the employee being disciplined subject to the provisions of Article 13.

### ARTICLE 12

### **Access to Work Locations**

- A. Authorized Union business representatives, or the President of the Union or his or her authorized designee in the case of his or her absence after notification to the City Manager's Office, and one other member of the Executive Board of Local 127, who will not be on City time, shall be granted access to work locations in which employees covered hereby are employed, for the purpose of conducting grievance investigations and observing working conditions. Authorized Union representatives desiring such access to such work locations shall first inform the appropriate Management representative at that work site of the purpose of the visit. The Union representative shall not unduly interfere with the operations of the department during a visit. Representatives have the right to meet with employees on an individual basis during coffee, rest or lunch breaks at City facilities. Such access shall normally be granted by Management unless the visit will unduly interfere with the operation of the department. Such permission shall not be unreasonably withheld.
- B. When a class action grievance emerges, or when management requests to meet and confer during the term of the agreement, Local 127 representatives may request directly from the Labor Relations Manager, permission to have an opportunity to meet with affected employees for a reasonable amount of time during regular working hours for the purpose of discussing the grievance, or management proposals. The decision of the Labor Relations Manager shall be final.

## **ARTICLE 13**

### **Employee Representation**

- A. An employee may request representation from Local 127, not to exceed one City employee, who is not designated as a supervisory employee, and one non-City employee; or two City employees, who are not designated as supervisory employees; or two non-City employees. In addition, the President of Local 127 or a designated alternate may also attend if authorized by the Manager's Office. Such representation may be present:
  - 1. During any investigatory or fact-finding meeting where there is reasonable expectation that discipline might result. Such representation is not available in cases requiring immediate removal or suspension as defined in Civil Service Rule XI.
  - 2. During the required discussion of any document, including an "Unsatisfactory" or "Below Standard" Performance Evaluation, written warnings, reprimands or notes of counseling which are to be made a part of the employee's permanent record and/or which may be used as a basis for subsequent discipline.
  - 3. During any Skelly hearing prior to the imposition of discipline by a supervisor, reduction in compensation, demotion, or discharge.
  - 4. During the appeal of any disciplinary action.
  - 5. During Accident Review Committee meetings, Civil Service appeals, Long Term Disability and Industrial injury appeals and any other meeting in which representation is normally afforded employees.
  - 6. The employee will be provided an opportunity to notify Local 127's office in the event that the employee is required to submit to "for cause" drug or alcohol testing. This opportunity to notify Local 127 is at the employee's option and shall not be interpreted as a basis upon which any employee may refuse to submit to the required drug or alcohol testing. Local 127 shall utilize this notification to prepare for eventual investigations or fact findings as necessary. In no way shall this representation be interpreted as the right to an immediate appeal of the test.
- B. The City employee representative shall not be an employee subject to the same investigation or fact-finding.
- C. In all other instances, Management has the right to verbally counsel or interview employees as it deems appropriate without employee representation being present.
- D. The employee who is notified of a pending disciplinary action shall be given a reasonable time to consult with his/her representatives so that he/she may prepare a response to said action. All meetings between employees and their representatives on City work time shall take place in the immediate vicinity of the employee's worksite.
- E. An employee is also entitled to representation as outlined above in appeals of disciplinary actions and less

than satisfactory performance evaluations.

- F. If an employee subject to disciplinary action elects to have a City employee as a representative, such employee may attend disciplinary hearings or meetings with management on City time. If these meetings or hearings extend beyond the representative's normal work hours, no overtime will be paid.
- G. If during any unscheduled meeting in which the employee is informed that discipline may result an unrepresented employee may request representation. The meeting should be stopped and rescheduled affording the employee an opportunity to obtain representation.
- H. When feasible, management shall give an employee a five (5) day written prior notice of his or her right to representation.
- I. Management will encourage Appointing Authorities to schedule some representation matters at the Local 127 Union Hall.

## **ARTICLE 14**

### **Disciplinary Actions and Appeals**

- 1. The employee may appeal the placement of any disciplinary document in his/her permanent record by submitting an appeal letter within 10 working days of the employee being notified that any such document is to be placed in his or her file. This appeal letter should contain pertinent details of the basis for the appeal and should be submitted to the Department Head. Disciplinary documents which may be appealed include written warnings, reprimands, and less than satisfactory performance reports. It is mutually agreed that satisfactory and above employee performance evaluations are not eligible to be appealed. As soon as possible after receiving the appeal letter, the Department Head or his/her designee will schedule a hearing on the matter. The employee is entitled to representation at such hearing as specified under Article 12, Section A. After the hearing the Department Head or his/her designee will make a decision within 10 working days as to whether the written document will be retained in or removed from the employee's record. This decision shall be final and shall terminate the appeal procedure.
- 2. Disciplinary actions shall remain a permanent part of the employee's file, with the exception of the following:
  - a. When the employee has appealed the placement of a document in his or her file and the appeal has been upheld by the Department Head or his/her designee.
  - b. When a disciplinary action has been appealed to the Civil Service Commission in accordance with the appeal rights provided in Civil Service Rule XI and the Commission has directed that such record be removed from the employee's file.
- 3. The City and Local 127 ascribe to the principles of just and progressive discipline where warranted and appropriate. These principles include:

#### Performance Related Matters

- a. Performance Plan
- b. Oral Counseling
- c. Written Counseling
- d. Performance Evaluation
- e. Reduction in Compensation
- f. Demotion
- g. Termination

#### Misconduct Issues

- a. Oral Warning
- b. Written Warning
- c. Reprimand
- d. Suspension
- e. Demotion or reduction in compensation
- f. Termination

While these progressive steps are available, severity of the problems, circumstances and supervisory judgment dictate which disciplinary measure is appropriate.

4. The City Personnel Department and the Appointing Authority shall keep and maintain an official personnel file for employees, which shall contain all information relative to the employee.

Formal reprimands without further penalty more than two (2) years old, and those with additional penalty more than three (3) years old, will be destroyed, and will not be considered for purposes of promotion, transfer, special assignments and disciplinary actions, except as to disciplinary actions when such reprimands show patterns of specific similar misconduct. Reprimands may be retained in the employee's personnel jacket. Upon request of the employee, such reprimands will be destroyed on this basis. However, in the event that an employee fails to make such a request, on discovery by Management any reprimand will be destroyed in accordance with this provision.

Letters of counseling and letters of warning, more than one (1) year old will be destroyed and will not be considered for purposes of promotion, transfer, special assignments and disciplinary actions, except as to disciplinary actions involving specific similar misconduct as that addressed in the letter of counseling or letter of warning. Letters of counseling and letters of warning may be retained in the employee's personnel jacket. Upon request of the employee, such letters of counseling and letters of warning will be destroyed on this basis. However, in the event that an employee fails to make such a request, on discovery by Management any counseling or warning will be destroyed in accordance with this provision.

An employee will have an opportunity to rebut any detrimental material which is placed in his or her permanent personnel record by having a letter of rebuttal attached to the detrimental material.

Upon request, an employee is entitled to a copy of specific materials placed in their current personnel record. An employee will receive a copy of any material placed in their personnel record at the time the material is placed in the employee's personnel record.

All materials placed in the Appointing Authority's personnel record for an employee will be located in one central file.

An employee's supervisor may maintain an informal file of job related information on an employee. Any detrimental information will be discussed with the employee during counseling sessions or performance evaluations. Formal disciplinary documents will be maintained in the Personnel Department or Appointing Authority files. Both the City and Local 127 agree that an employee's failure to challenge any material in such file does not justify the conclusion that the employee is in agreement with any such material.

5. Less than satisfactory performance reports which are not resolved by the Department Head or his/her designee may be appealed by the employee to the Personnel Director. The Personnel Director will accept and take action on such appeals only when the employee has a valid complaint that:
  - a. the employee was not rated by the first-line (immediate) supervisor, or
  - b. the Employee Performance Report was not discussed with the employee, or
  - c. ratings were changed without the employee's knowledge, or
  - d. the Performance Plan was not discussed with the employee when the employee first began a job or when the plan was revised due to changes in the job. (This applies only to employees in departments/divisions which have implemented the new Employee Performance Review Program.)

If an appeal is accepted, the Personnel Director will investigate the facts and consult with all concerned before a change, if any, is made in the rating.

6. Less than satisfactory performance reports which are not resolved by the Department Head or his/her designee may be appealed to the City Manager or his designee if the rating was based on incidents that occurred outside of the rating time period.
7. Skelly Rights

The City agrees to observe the "Skelly" rights of employees in disciplinary actions. Where the City disciplines a permanent employee in the form of a suspension, demotion, discharge, or a reduction in compensation, the City agrees to provide written notice and an opportunity to respond to the Appointing Authority proposing the discipline. The employee will be given a reasonable opportunity to obtain

representation and will be provided with the factual basis and pertinent documents for the discipline. The employee will be permitted to have one City employee and one non-City employee as representatives at the Skelly hearing.

8. Reduction in Compensation

The compensation of any employee of the City may be reduced a maximum of 2 steps within the salary range of that employee's current classification. Such reduction in compensation may be put into effect upon finding that the employee's performance is unsatisfactory for the employee's classification and/or position.

It is the intent of both parties that a reduction in compensation is an intermediary step, normally preceded by progressive discipline and may normally precede more severe disciplinary action.

a. Procedure for Reduction in Compensation

An employee's compensation shall be reduced only upon the completion of the following steps:

- (1) The employee receives an unsatisfactory performance report.
- (2) Upon being notified of the proposed action to reduce the employee's compensation, such employee shall, within five working days, have the right to respond orally or in writing to the appointing authority.
- (3) After giving due consideration to the information provided by the employee, the appointing authority may elect to reduce the compensation of such employee.
- (4) At the time the employee is notified of such action, the employee will be informed of their representation and appeal rights.
- (5) The reduction in compensation may be in effect for only six months of active duty. At the end of that time the employee shall be reinstated to the previous salary step in the job classification or some other type of disciplinary action shall be taken.
- (6) At the end of 90 days the employee's job performance must be reevaluated by the appointing authority. If the employee's performance is unsatisfactory the reduction in compensation may continue. If the employee's performance is better than unsatisfactory, the employee will be reinstated to the previous salary step in the job classification.

b. Appeal of Reduction of Compensation

Within ten working days of receipt of notice of reduction in compensation, an employee may file a written appeal with the City Manager's Office. The decision of the City Manager or his designee will be final.

9. Except for the appeal process for reduction in compensation as stated above, members of the unit shall have all appeal rights currently provided in Civil Service Rule XI.
10. Unless there are extraordinary and extenuating circumstances, management shall begin the discipline process within thirty days of the conclusion of the investigatory process. Local 127 may grieve violations of this provision directly to the City Manager's Office.
11. The use of Last Chance agreements is recognized by Management as a possible alternative to termination of employment in select cases. Consideration by Management of this alternative will be conducted in a fair and equitable manner. When Management agrees to a Last Chance agreement, the agreement shall be fully binding and the duration of the agreement shall normally be one year.
12. The primary responsibility for conducting a disciplinary investigation and the resulting advance notice of disciplinary action when warranted will be delegated by the Appointing Authority to someone other than the individual prospectively responsible for hearing an appeal of such action. The individual delegated the primary responsibility will also sign the Advanced Notice. Exceptions may be granted by the Labor Relations Manager.

ARTICLE 15

### **Out-of-Class Assignments**

Employees represented by Local 127 shall be compensated for out-of-class assignments on the 31st continuous day of assignment or on the 31st day of cumulative out-of-class assignments in the same classification. Out-of-class assignments shall accrue on a fiscal year basis only. Accumulated days will not be carried into the next fiscal year.

Appointing Authorities should take into consideration all OCA time worked in a class when considering at what step to place an employee who is permanently promoted to a higher classification.

The City agrees that all out-of-class assignments, regardless of number of hours worked in a pay period, will be recorded in the employee's personnel file.

For employees in classifications in the Maintenance, Labor, Skilled Trades and Equipment Operator representation unit, appointing authorities will give first consideration for appointment to an out-of-class assignment to employees on the eligible list for the class in which a vacancy occurs, except in those cases in which the specialized needs of the assignment or a requirement for an employee with specialized skills necessitates appointment of an employee not on the eligible list.

Management has discretion to determine when out-of-class assignments will be made. Management agrees to provide equal opportunity on a rotational basis for such out-of-class assignments to persons on the eligible list and will consider the seniority, availability, training and job performance of employees when making such assignments. In the event that there is no eligible list, the appointing authority will provide equal opportunity on a rotational basis to eligible employees and will consider seniority, availability, training, and job performance in making such assignments. If the out-of-class assignment lasts over five (5) days, an employee's current shift or station assignment shall not preclude their eligibility for out-of-class assignment.

Out-of-class assignments shall not exceed thirty consecutive days nor shall a series of out-of-class assignments to any one vacant position exceed thirty calendar days without approval by the Personnel Director. The Personnel Department shall provide notice to Local 127 of assignments that are expected to last longer than thirty days when such assignments impact Local 127 represented employees. Out-of-class assignments shall not be made for the purpose of avoiding filling a position by a limited or permanent appointment.

Eligible City employees who are performing and compensated for out-of-class assignments both the last scheduled workday before and the first scheduled workday after a fixed holiday shall be compensated at the out-of-class rate.

### **ARTICLE 16**

#### **Use of City Facilities**

- A. The Union may, with the prior approval of the Management Team, be granted the use of City facilities during non-work hours for meetings of City employees provided space is available, and provided further that such meetings are not intended for such internal employee organizational meetings as soliciting membership, campaigning for office, and organizational meetings and elections. Such meetings in City facilities may not interfere with the efficiency, safety or security of City operations.
- B. Solicitation of membership and activities concerned with the internal management of the Union such as collecting dues, explaining benefits, holding membership meetings, campaigning for office, conducting elections, and distributing literature to individual employees, shall not be conducted during working hours without prior approval of the Manager's Office.
- C. Management agrees to study the feasibility of providing a small office in the City Hall complex to Local 127 for use in providing services to its members and facilitating access to its representatives at City Council, Committee, Labor Relations and Board meetings.
- D. Parkade parking stamps will be made available to a reasonable number of Local 127 representatives on official business for representation purposes at the Downtown City facilities. A monthly parking pass shall be provided to the President of Local 127.

### **ARTICLE 17**

#### **Bulletin Boards**

The City agrees to furnish suitable bulletin boards in mutually convenient places for each work area to be used by the Union. The Union shall limit its posting to such bulletin boards and to matters relating to Union affairs. Present locations and allocations of space are considered adequate. Union representatives shall not be unreasonably denied access to the bulletin boards.

Management shall ensure that the space on bulletin boards allocated to Local 127 is clearly designated as such. This will not preclude Management from using other space on these bulletin boards for City information.

Management agrees to provide additional security for bulletin boards in those areas where both parties agree.

## **ARTICLE 18**

### **Payroll Deductions**

- A. It is agreed that AFSCME Local 127 dues shall be deducted bi-weekly by Management from the salary of employees when authorized by Section VI (B) of the Employer-Employee Relations Policy, who file with the City a written authorization requesting that such deductions be made. Remittance of the aggregate amount of all dues shall be made to the Union by Management bi-weekly at the conclusion of each pay period in which said dues and deductions were deducted.
- B. Dues deduction shall be for a specified amount and shall be made only upon the voluntary written authorization of the member. Dues deduction authorization or cancellation shall be made upon clearly marked cards provided by the Management Team or the Union. If an employee submits a payroll deduction authorization change to the City which has not been processed by Local 127, the City will forward a copy of the notice to the Union promptly.
- C. When a member is in a nonpay status for an entire pay period, no dues withholding will be made to cover that pay period from future earnings nor will the members deposit (with the City) the amount that would have been withheld if the member had been in a pay status during that period. In case of an employee who is in a nonpay status during only a part of the pay period and the salary is not sufficient to cover the full withholding, no deduction shall be made.
- D. The Union shall indemnify, defend, and hold the City of San Diego harmless against any claims or suits instituted against the City of San Diego contesting the check-off of Union dues. In addition, the Union shall refund to the City of San Diego any amounts paid to it in error upon presentation of supporting evidence.
- E. Payroll authorization forms may, at the election of Local 127, include a provision that the authorization is for a specific term. The responsibility to enforce this provision lies solely with Local 127. The City will assume all costs for design and printing of the form with Union concurrence and make available sufficient quantities at Union request.
- F. During the term of this agreement the City and Local 127 shall collaborate and cooperate to encourage employees to fully utilize electronic deposit of their paychecks.

The City shall instruct its departments to issue payroll checks and statements in a confidential manner.

## **ARTICLE 19**

### **Presidential Leave**

#### **Presidential Leave**

The parties agree to a Presidential Leave Program for the President of Local 127 with the following elements:

- 1. The President will remain a full-time City employee receiving a salary equal to the salary the President is receiving at the time he or she takes office. This amount will reflect the base pay the President receives as calculated for retirement purposes and will not include any add-ons that are not part of the retirement calculation. During Presidential Leave, the President will receive raises commensurate to the raises of employees in his or her classification.
- 2. The President will maintain all the rights and benefits of a City employee. During normal work hours

the President shall be subject to all applicable provisions of law, including all the policies and procedures of the City, all terms and conditions contained in this Memorandum of Understanding, and the affidavit of adherence referenced in paragraph 7 below. Normal work hours means 8:00 a.m. to 5:00 p.m. Monday through Friday, or an equivalent schedule approved in advance by the City Manager.

3. The President will be covered by the City's Workers' Compensation Plan for any injuries incurred while the President is performing representational activities during normal work hours as defined in paragraph 2 above. Worker's compensation benefits will not cover travel time to and from the President's home to his or her primary workplace, or to and from social activities from any location, but will cover travel time to or from representational meetings during normal work hours.
4. Local 127 will indemnify, defend, and hold harmless the City, and its employees and agents, for any liabilities, including costs and attorneys' fees, resulting from any conduct by the President in violation of any federal, state, or local law, or any City policy or procedure, including but not limited to Council Policies, Administrative Regulations, Personnel Regulations, Administrative Manuals, or Department Directives, Policies and Procedures.
5. Local 127 will indemnify, defend, and hold harmless the City, and its employees and agents, for any liabilities resulting from the City's not withholding employment taxes pursuant to the Federal Insurance Contributions Act (FICA) from the President's wages, including but not limited to the obligation to pay those employment taxes determined to be due (both the employee and City portions), interest on the late payment of those taxes, penalties for failure to timely file, pay, withhold and remit the taxes, plus costs and attorneys' fees.
6. An employee on approved Presidential Leave will submit his/her bi-weekly time card in a timely manner to the Labor Relations Manager or his/her designee for authorization signature. The bi-weekly time card will then be forwarded to the Manager's Payroll Specialist for processing and transmission to Personnel for review and the Auditor and Comptroller for payment.
7. The Union President may enter Presidential Leave by providing a notice of such election to the City Manager/Labor Relations Office and executing an affidavit of adherence to the provisions of Presidential Leave outlined above.

## **ARTICLE 20**

### **Rest Periods**

- A. The City of San Diego endorses the practice of progressive management which recognizes that regular, authorized rest periods are beneficial both to employees personally and to the productivity of the organization.
- B. The following guides are established to assure that rest periods will be properly controlled and that maximum benefits will be derived from them. These guides also extend to personnel working on an overtime schedule.
  1. Two 15-minute rest periods (including "travel time" if the employee leaves the work area) may be allowed during each 8-hour work day ("travel time" means pedestrian travel or travel in the employee's private vehicle). Subject to work assignments and departmental requirements, a rest period or a meal break should be allowed near the end of each 2-hour period of work.

Employees who work more than ten hours a day shall be entitled to a third rest period of 15 minutes duration. Employees who work 12 or more hours a day shall be entitled to a third rest period of 30 minutes duration.

Certain constant staffing positions may be exempt from the third rest period. In no case shall an employee working more than ten hours be provided more than a third break.

2. Since the purpose of granting rest periods is to give relief from mental and/or physical fatigue, and consequently, to improve productivity, the following practices shall not be allowed:
  - a. combining two daily rest periods into one 30-minute period;

- b. "saving" rest period time to justify extended lunch hours or shortened work days;
  - c. accumulating rest period time from day to day;
  - d. applying rest period time to compensatory or other time off, or in the considerations or computations concerned with overtime compensation.
- C. Subject to work assignments and departmental requirements, department heads are authorized to provide rest periods for employees within the limits of the policy outlined above.

## ARTICLE 21

### Local 127 Orientation

The City agrees to provide Local 127 with an opportunity to make presentations to new employees during the City's New Employee Orientation Program. These presentations will not exceed one half hour, and will be restricted to employees in job classifications represented by Local 127. Local 127 will be given five working days written notice of New Employee Orientation meetings. Only Local 127 and no other employee organization will be provided with the opportunity to make presentations to employees in job classifications represented by Local 127.

Local 127 will be provided with a list of those employees required to attend and those who attended orientation. Local 127 will also be provided with the number of employees required to attend the orientation prior to the date of the orientation.

## ARTICLE 22

### Work Clothing

#### A. Work Clothing Issuance and Maintenance

The City agrees to continue to provide and maintain work clothing and protective equipment for those employee classifications represented by the Union currently receiving such benefit by the Management of each Department. This includes the provision of rain gear, as currently supplied by each Department, on an as-needed basis for those employees who are required by Management to work during rainy weather. Maintenance of work clothing shall not extend to the classifications listed in Exhibit E, in the departments covered by the Corporate Apparel Program. Management shall have the right to issue work clothing to employees in classifications in departments/divisions not specifically referenced in this article. Management will notify the union at least ten (10) working days in advance of its intent and upon request by the union will meet and confer for a reasonable period of time and implement only upon agreement or after an impasse opportunity.

The City agrees to provide all safety equipment as required by applicable State law.

The City shall put forth every effort to make available to employees represented by Local 127 a location where employees may purchase specialized footwear at an appropriate discount.

The City agrees to provide Equipment Division employees (including the Custodian) who are currently eligible for the uniform benefit with an option of having coveralls or shirts and pants. The City will make its best effort to provide these employees with an option to have both coveralls and pants and shirts.

The City agrees to provide and maintain a total of ten (10) sets of coveralls (or pants and shirts) for employees in the classification of Equipment Mechanic, Equipment Service Writer, Senior Motive Service Technician, Motive Service Technician, Motive Service Technician Trainee, Welder, Machinist, Equipment Painter, Body and Fender Mechanic and the Equipment Division Custodian. The City agrees to provide Sanitation Drivers I and II with five (5) sets of coveralls or pants and shirts. The City agrees to provide five (5) sets of shirts to Custodians working at the City Administration Building/City Operations Building complex.

The City agrees to provide to members of the Equipment Technician II, Equipment Operator II, Light Equipment Operator, Grounds Maintenance Worker III (Lead Cemetery Groundskeeper), Grounds Maintenance Worker II, and Grounds Maintenance Worker I classifications at Mt. Hope Cemetery five (5) sets of pants-shirts with no laundering service provided.

The City agrees to provide employees of the Wastewater Collection Division with ten (10) sets of coveralls (or pants and shirts). The City agrees to provide employees of the Streets Division eight (8) sets of coveralls (or pants and shirts). The City agrees to provide employees of the Plant Operator classification (including Power Plant Operators) one (1) jacket. The City also agrees to provide one (1) jacket each to a total of 13 additional positions, comprised of Equipment Operator I, Equipment Operator II, and Equipment Operator III classifications, assigned at the Aquaculture.

Plumbers will be provided with coveralls as necessary. Roofers will be provided with work shoes as necessary.

The City agrees to provide and maintain a total of ten (10) uniforms for members of the Grounds Maintenance Supervisor, Grounds Maintenance Worker II, Grounds Maintenance Worker I, Utility Supervisor, Equipment Operator II, Equipment Operator I, Heavy Truck Driver I, Light Equipment Operator, Carpenter, Utility Worker I and Laborer classifications in Coastline Park and Golf Division.

The City agrees to provide employees of the Wastewater Collection Division who are currently eligible for the uniform benefit with an option of having polo style or T-shirts or a mixture of the two up to the current maximum shirt issuance. Employees may switch from the current T-shirts to the polo style shirts as the T-shirts need replacing.

Carpenters and Carpenter Supervisors will be provided with two (2) sets of bib overalls.

The City agrees to provide and maintain members of the Landfill Equipment Operator classification optional overalls.

The City and Local 127 agree that the materials issued will be worn or used only during work hours. Employees who are issued work clothing will wear the issued clothing. Employees will have the same responsibilities to maintain work clothing as applies to other City issued property. Employees will be required to replace missing work clothing at their own expense if the work clothing is lost or stolen due to the employee's own negligence.

Painters, Plasterers and the Firearms Technicians will receive up to five (5) sets of pants and shirts each year at the employee's request.

Appropriate foot protection shall be required and provided as needed for employees who are exposed to foot injuries from hot, corrosive, poisonous substances, falling objects, crushing or penetrating actions, which may cause injuries or who are required to work in abnormally wet locations. Effective December 20, 2003 the City shall increase the dollar limit allocated for the purchase of safety footwear by 15%.

Footwear which is defective or inappropriate to the extent that its ordinary use creates the possibility of foot injuries shall not be worn.

Safety-toe footwear for employees shall meet the requirements and specifications in American National Standard for Men's Safety Toe Footwear, Z41.1-1981.

Management agrees to study, at the Department level, the feasibility of allowing the use of short pants for certain landfill and park employees, with emphasis on the health and safety issues relating to this.

The City agrees that consideration will be given to a uniform company's ability to provide appropriately fitted uniforms for women and employees with special fitting needs.

#### B. Uniform Reimbursement

1. The intent of this policy is to reimburse employees in certain designated classes who have completed probation and have attained permanent status, for the cost of a complete set of regulation uniform items.
2. Reimbursement shall be limited to items of a specialized nature, including items with permanent City insignia, to be worn exclusively in line of duty. Other items such as regular shirts, ties, belts and shoes are excluded from this provision. Each department with employees in these designated job classifications will maintain a price list of items for which reimbursement will be provided.
3. All personnel receiving uniform reimbursement will be required to wear the designated uniform. Failure to wear any of these items may result in discipline of the employee.

## **CORPORATE APPAREL PROGRAM**

1. During Fiscal year 1999, a Corporate Apparel Program was established which provides employees in the classifications listed in Exhibit E, working in the Water Department, Metropolitan Wastewater Department and Facilities Maintenance Division of the Real Estate Assets Department with corporate apparel consisting of 10 sets of pants and shirts and one jacket to employees who have not been previously been issued a jacket. On an annual basis, the departments shall provide two additional sets of pants and shirts. During the term of this agreement the City in consultation with the Union, may expand this program to other departments. The City shall meet with Local 127 to discuss implementation issues such as the classifications which participate, prior to any expansion.
2. Local 127 shall be given an opportunity to participate in and provide input into the selection of the style and color scheme of the uniforms. Employees will be allowed to choose their apparel from the approved style and color schemes which shall be determined by the Departments with input from the Union and will include options of both long and short sleeve dress shirts, polo style shirts, poly/cotton and cotton men's and women's slacks, pleated slacks and (for specifically approved classes) shorts. Color options shall include a choice from at least three basic colors for shirts and two basic colors for pants and slacks.
3. Employees have the option of purchasing additional garments of the approved style and color at their own cost from the designated vendor(s).
4. Maintenance of corporate apparel will be the responsibility of the employee.
5. Employees in the classes listed in Exhibit E are required to wear approved corporate apparel in good condition at all times while at work.
6. Employees in classes not listed in Exhibit E will have the option of purchasing approved apparel at their own cost from the designated vendor(s).
7. For the Water Department, employees in classes not listed in Exhibit E shall not wear alternative corporate apparel, which is defined as clothing with patches, logos or other City insignia bearing reference to the Water Department.
8. Employees under the Corporate Apparel Program shall continue to wear appropriate safety clothing pursuant to current policies and practices.
9. Employees in certain positions in the Metropolitan Wastewater Department involved in wastewater treatment and conveyance are provided uniforms and laundry services based on health and safety considerations. These employees will continue to receive uniforms and laundry services under current policies and practices, hereafter termed the "Safety Apparel Program", and will not be subject to the provisions of the Corporate Apparel Program. Upon an employee's request and management's review and approval, employees in the Safety Apparel program may be reallocated to the Corporate Apparel Program.
10. Employees in the Water Department will be provided laundry service in those situations where home laundry of garments would present a health risk due to the nature of chemicals and/or materials encountered on the job.
11. Employees who terminate service with the Water Department shall return uniform patches and insignia bearing reference to the Water Department.

### **Exhibit E**

#### **Water Department**

Assistant Plant Operator  
Assistant Reservoir Keeper  
Carpenter  
Cement Finisher  
Electrician  
Electronics Technician  
Equipment Mechanic  
Equipment Operator I  
Equipment Operator II

Equipment Operator III  
Equipment Tech I  
Equipment Tech II  
Equipment Tech III  
Grounds Maintenance Worker I  
Grounds Maintenance Worker II  
Heavy Truck Driver I  
Instrumentation and Control Tech  
Laborer  
Plant Operator Trainee  
Custodian II  
Plant Process Control Electrician  
Plant Tech I  
Plant Tech II  
Plant Tech III  
Reservoir Keeper  
Tank Service Technician I  
Tank Service Technician II  
Utility Worker I  
Water Distribution Operator  
Water Plant Operator  
Water Systems Technician I  
Water Systems Technician II  
Water Systems Technician III  
Water Utility Worker  
Welder

**Facilities Maintenance Division**

Building Service Technician  
Carpenter  
Electrician  
Heating Technician  
Locksmith  
Plumber  
Refrigeration Mechanic  
Roofer  
Construction Estimator

**ARTICLE 23**

**Transportation Incentives**

- A. Employees who utilize the Concourse Parkade and pay on a monthly basis will be charged 50% of the prevailing general public monthly rate.
- Participation in this program is limited, and available on a first-come first-serve basis.
- B. Employees participating in the Employee Transportation Incentive Program (ETIP) shall pay 50% of the public daily rate, for up to 52 instances per year.
- C. The City will provide 75% reimbursement up to \$100.00 to those employees who wish to purchase monthly passes for transportation on the public bus and/or trolley, and commuter rail service. Such passes will be for the exclusive use of the employee/purchaser. The City will provide an equal amount to employees who utilize the bay ferry and to employees participating in a City approved vanpool program. Employees must utilize these subsidized transportation services to commute to and from work at least three days a week to be eligible for reimbursement. Violation of these procedures may disqualify the employee from further participation in the TIP program.
- D. The City will provide reimbursement to employees who utilize the Concourse Parkade and carry riders. The rate of reimbursement will be calculated so that an employee who carries three riders will receive free parking.
- E. As new work stations are established, the City agrees to meet and consult or meet and confer as required by

the Meyers-Milias-Brown Act regarding parking arrangements; in either case, the City will make every effort to provide suitable parking arrangements for the employees affected.

- F. The City shall no longer require employees to deposit with the City Auditor fees due him or her from the Court.
- G. Management agrees to Meet and Confer with Local 127 without Impasse in the event the County Air Quality Control Board requires that parking spaces in non-pay status City work locations be converted to pay status.
- H. The City agrees to discuss at the Labor Management Committee employee concerns regarding the fair allocation, quality and security of job-site parking facilities.

**ARTICLE 24**

**Tools/Tool Allowance**

**A. BASIC POLICY-INITIAL OUTFITTING**

- 1. The City will provide outfitting of tools and tool boxes to employees except as detailed below.
  - a. Employees in the following job classifications shall provide and maintain the outfitting of tools and tool boxes at their own expense:
    - Equipment Service Writer
    - Equipment Mechanic
    - Body and Fender Mechanic
    - Carpenter
    - Apprentice - Equipment Mechanic
    - Apprentice - Body and Fender Mechanic
    - Apprentice - Carpenter
- 2. Current employees may elect to continue with City provided tools or to provide their own tools and new employees must provide their own tools. Outfitting is defined as those tools required by the employee upon being employed in the particular job class for the first time, and subsequently, additional tools required because of technological advances.
- 3. Outfitting, in the case of mechanics, shall be all hand tools.
- 4. The City provides power tools for all job classifications.

**B. TOOL REPLACEMENT POLICY-OUTFITTING BY THE CITY**

- 1. For those job classifications for which the City provides outfitting of tools, the City will replace in kind tools worn out, damaged, or broken through no fault of the employee.
- 2. Employees losing tools or causing damage to tools through negligence or willful conduct will be required to replace them at the employee's expense and/or be disciplined under Civil Service Rule XI, Section 3.
- 3. City furnished tools shall not be used for private purposes or private gain. (Administrative Regulation 45.50.)

**C. TOOL ALLOWANCE POLICY-OUTFITTING BY THE EMPLOYEE**

- 1. This paragraph applies to Equipment Service Writers, Equipment Mechanics, Body and Fender Mechanics, Carpenters, and Apprentice for the listed trades.
- 2. Employees meeting conditions set forth by the City will be provided a cash tool allowance as follows, provided the employee has shown by tool box inspection that he has a full inventory of tools as provided on the tool list.

	July 1, 2002	July 1, 2003	July 1, 2004
Carpenters and Apprentices	\$194	\$204	\$214

Equipment Service Writers	\$613	\$644	\$676
Equipment Mechanics and Apprentices	\$613	\$644	\$676
Body and Fender Mechanics and Apprentices	\$613	\$644	\$676

Other conditions may include requirements that (1) the initial outfit be complete and in serviceable condition initially, (2) tools purchased as replacements and additions be of the kind and size required for the job, (3) during each shift, each employee must have the complement of tools necessary to perform the work assigned or will be considered as not having reported to work, (4) and any other condition to fulfill the requirement that the purpose of the tool allowance is to benefit the City is subject to meet and confer.

3. Employees receiving a cash tool allowance shall not receive replacements in kind from the City. Except that, the employee's personal tools which have been recorded by the City on an inventory list will be replaced, at no cost to the employee, if they are lost due to fire, burglary or robbery of the City facility or some other catastrophe or accident not due to the employee's negligence or fault.
4. To qualify for the cash allowance the employee shall have 12 months service in the job classification authorized an allowance. Time served as a probationary employee will count toward meeting the 12 month requirement.
5. The allowance will be paid to eligible employees in active status in an eligible position on July 1 of each fiscal year and will be paid only once during each fiscal year.

The cash amount for tool allowance cannot be accumulated from one year to another.

6. Failure to maintain a proper set of tools in satisfactory condition may be grounds for disciplinary action of the employee.
7. Employees having tool outfitting provided by the City shall not qualify for the cash allowance.

**D. TOOL ALLOWANCE CALCULATION METHOD**

The tool allowance in this contract was established based on 10% of the average price list for items on the essential tool list.

1. The essential tool price list for Carpenters was based on the average of prices for these tools at Sears and Dixieline.
2. The essential tool price list for Equipment Service Writers, Equipment Mechanics, and Body and Fender Mechanics was based on the average of the retail discount for Proto tools and the retail list price for Snap-on tools. Where Proto tools were not available, the MAC price list was used.

- E. The City shall continue its current practice of making tool discounts available for employees.
- F. The tool allowances identified in Section C.2 shall be increased by 5% each fiscal year during the term of this agreement.

**ARTICLE 25**

**Mileage Reimbursement**

Mileage reimbursement for use of private vehicles on City business shall be in accordance with the provisions of Administrative Regulation 45.10. On July 1, 2000 this reimbursement rate shall be increased to \$.38 per mile for all miles driven unless the City determines after a review and evaluation that such rate shall be changed. Effective July 1, 2000 the City shall establish an additional mileage reimbursement program entitled "D" mileage. Effective July 1, 2003, the rate shall increase to \$.39 per mile. Effective July 1, 2004, the rate shall increase to \$.40 per mile. Effective July 1, 2003, the reimbursement rates for each category of the "D" mileage program shall increase by one cent (\$.01) and on July 1, 2004, the rate shall increase by an additional one cent (\$.01).

## ARTICLE 26

### Personnel Regulations

The following Personnel Manual Sections, Administrative Regulations, and other official regulations shall be included in this Memorandum as if fully set out at this point.

M-1, Apprenticeship Training  
L-5, Layoff  
G-7, Employee Performance Review Program  
H-1, Bilingual Pay  
H-2, Holidays  
H-3, Out-of-Class Assignments  
H-4, Overtime Compensation  
H-5, Salary Status of Part-Time Employees  
I-2, Annual Leave  
I-9, Court Leave  
63.00, Industrial Leave  
70.30, Tuition Refund Plan  
95.01, Overtime Compensation  
95.60, Conflict of Interest  
95.90, Unused Sick Leave and Accrued Annual Leave Reimbursement  
Civil Service Rule V, Layoff and Re-employment  
Long Term Disability Plan (on file with City Clerk)  
Smoking Policy (on file with City Clerk)  
Council Policy 300-6  
Appearance Guidelines

The City agrees to develop a procedure for liberty interest hearings during FY 96.

The City intends to make modifications to A.R.95.90, UNUSED SICK LEAVE AND ACCRUED ANNUAL LEAVE REIMBURSEMENT, to bring it into compliance with IRS regulations.

During the term of the agreement the City and Local 127 agree to review the provisions of the SLWOP as they affect seniority. Any modifications will be applied prospectively.

## ARTICLE 27

### Weapons

Employees shall not have on their person, or immediately available to them, deadly weapons while at work. Such deadly weapons shall include any instrument or weapon of the kind commonly known as a blackjack, slingshot, billy-sandclub, metal knuckles, any dirk, dagger, pistol, revolver, or any other firearm, any knife having a blade longer than five inches, any razor with an unguarded blade and any metal pipe or bar used or intended to be used

as a club unless specifically authorized by the Appointing Authority in each instance. Violations of this provision may be grounds for termination. For purposes of the Article, tools required or used on the job are not considered weapons.

The foregoing provisions of this Article shall not apply to items stored in the employee's personal vehicle.

## **ARTICLE 28**

### **Shift Reassignment and Work Schedules**

Management shall have the right to modify existing schedules and /or create new schedules during the term of this agreement. Management will notify the union at least ten working days in advance of its intent and upon request by the union prior to implementing the new schedule, will meet and confer for a reasonable period of time and implement only upon agreement or after an impasse opportunity. Except in an emergency, all employees in the units represented by Local 127 shall receive at least five working days notice prior to a permanent or extended shift change, or a permanent or extended work schedule change. Management will normally use seniority as the first and principal factor in such assignments. However, other factors may also be considered such as performance problems, disciplinary reasons, physical ability, punctuality, attendance and specialized skills and experience. If a change is ordered out of seniority, Management will discuss and explain its reasons with the Union if requested. Grievances related to seniority issues may be made directly to the Department Head or his/her designee.

Management agrees that shift and work schedules shall not be changed back and forth on an irregular basis for the sole purpose of avoiding overtime. This does not preclude Management from exercising its right to evaluate its responsibility to allocate resources, staff and material in an efficient manner which may result in irregular schedules such as split shifts, etc.

The parties agree to refer to the Labor Management Committee issues related to irregular changes in work schedules and/or shifts.

The City and Local 127 agree to continue to discuss the implementation of alternative work schedules and new shifts in the Water Department with Implementation occurring no later than January 1, 2003.

## **ARTICLE 29**

### **Copies of the Agreement**

The City agrees to provide 1000 free copies of the Memorandum of Understanding to Local 127. The Union may obtain additional copies from the City by reimbursing the City for their cost.

## **ARTICLE 30**

### **Employee Assistance Program**

The City agrees to continue the current Employee Assistance Program. The Employee Assistance Program will be assigned to the Risk Management Department, Executive Complex, 1010 Second Avenue, Suite 1325 [Telephone (619) 533-3460].

The purpose of this program is to assist the employees who have personal problems to obtain professional assistance and treatment where necessary. Participation in this program will be entirely voluntary. This program in no way affects the ability of Management to discipline employees with performance problems. Management and Local 127 agree that actual discussions between the employee and the Employee Assistance Counselor and treatment provided the employee through the Employee Assistance Program, will be kept confidential unless the employee consents to disclosure.

Local 127 and Management fully support this Program and both parties agree to use their best efforts to ensure that employees with personal problems are encouraged to participate in this program.

The City agrees to provide Local 127 with input regarding the administration of this Program through the Labor Management Committee.

## ARTICLE 31

### Formal Representation

- A. When formal meetings are scheduled, for the purpose of meeting and conferring, Local 127 may be represented by a reasonable number of employee members of the unit or units involved, and the President or his or her designee. These employees may attend said meetings during regular work hours without loss of compensation or other benefits. For purposes of meeting and conferring on a successor Memorandum of Understanding, six (6) representatives plus the President and one other officer are considered a reasonable number. However, additional representatives may attend upon mutual agreement of the parties. In addition, Local 127 may also select a representative to attend City Council, Council Committee, Retirement Board and Civil Service Commission meetings, during regular work hours without loss of compensation where subjects within the scope of representation are being discussed. Local 127 shall, whenever practicable, submit the names of all such representatives to the Management Team at least two (2) working days in advance of such meetings provided further that no representative shall leave the duty or work station or assignment without specific approval of the City Management Team. Such request will not be unreasonably or capriciously denied.
- B. Nothing herein shall limit or restrict said meetings to regular working hours.
- C. Local 127 will have a permanent Union designated representative on the Suggestion Awards Committee.
- D. Local 127 shall have two (2) permanent union designated representatives on the SPSP Advisory Committee.
- E. Local 127 shall have four (4) permanent representatives on the Joint Apprenticeship Advisory Committee.

## ARTICLE 32

### Holidays

- I. General
  - A. San Diego Municipal Code Section 21.04. Except where otherwise specifically defined and provided in this Code, the holidays in the City of San Diego are:
    - 1. Fixed Holidays:
      - A. January 1st;
      - B. Third Monday in January known as "Dr. Martin Luther King, Jr.'s Birthday";
      - C. Third Monday in February, known as "President's Day";
      - D. March 31, known as "Cesar Chavez Day";
      - E. Last Monday in May, known as "Memorial Day";
      - F. July 4;
      - G. First Monday in September, known as "Labor Day";
      - H. November 11, known as "Veterans' Day";
      - I. Fourth Thursday in November, known as "Thanksgiving Day";
      - J. December 25; and
      - K. Every day appointed by the City Council for a public fast, thanksgiving or holiday.

If January 1<sup>st</sup>, March 31<sup>st</sup>, July 4<sup>th</sup>, November 11<sup>th</sup>, or December 25<sup>th</sup> fall upon a Sunday, the Monday following is the observed holiday, and if they fall on a Saturday, the preceding Friday is the observed holiday.

- 2. Floating Holiday

Each eligible employee available for a duty assignment on the first day of the fiscal year (as defined in Personnel Regulation H-2) shall accrue credit to equal the hours worked in the employee's shift up to ten hours. Each employee accruing such time shall comply with the following conditions:

- a. Schedule prior to June 1 of the fiscal year earned.
- b. Take off in a one time absence before the last day of the last full pay period in June;
- c. Take at a time convenient to the employee's appointing authority.

- II. Work on Fixed Holidays

In the departments required to maintain minimum staffing on a fixed holiday, Management will attempt to fill necessary staffing needs by seniority on a voluntary basis. Where there are insufficient volunteers, Management will use inverse seniority in making mandatory assignments.

Employees who are scheduled to work a shift of nine or more hours on a fixed City holiday, shall be credited with one or more additional hours of floating holiday time respectively, for use on that holiday.

### III. Work on Fixed Holidays at City Landfills

- A. The parties recognize the City's right to operate the landfill on the following fixed holidays:
  - 1. Dr. Martin Luther King, Jr.'s Birthday
  - 2. President's Day
  - 3. Memorial Day
  - 4. July 4<sup>th</sup>
  - 5. Labor Day
  - 6. Veterans Day
  - 7. Cesar Chavez Day
- B. All employees that work on the above referenced holidays will be guaranteed their regular work shift at premium overtime rates so that they will receive holiday pay plus premium overtime pay for hours worked.
- C. Work on holidays shall be voluntary except where the number of volunteers is insufficient to meet the needs of the City. No employee shall be threatened, coerced or otherwise compelled to work on a holiday except as specified below. An employee who volunteers to work on a holiday may not change this schedule within 10 working days of the holiday unless the employee finds a replacement.
- D. Where the number of volunteers to work on a holiday is insufficient to meet the needs of the City, the City can compel employees in the landfill to work on said holidays on the basis of inverse seniority.
  - 1. The City shall maintain and have readily available to Local 127 and its members a seniority list of employees in the landfill. Said seniority list shall list employees in the landfill in order of overall City seniority.
  - 2. After the supply of volunteers to work on a holiday is exhausted, the City may require the least senior available employee(s) in the landfill (on the basis of overall City seniority) to work that holiday in order to fill its needs.
  - 3. With each succeeding holiday, those employees that have been required to work a holiday within the term of this agreement, shall not be required to work an additional holiday, unless and until all employees in the landfill have been required to work a holiday.
- E. If Management determines that the landfill must be open on additional holidays, it will meet and consult or meet and confer as required by law. Management also has a right to determine the appropriate staffing levels at the landfill.

## ARTICLE 33

### Annual Leave and Compensatory Time

- 1. Both parties agree to the current regulations provided in Personnel Regulations I-2 and I-3.
- 2. Employees on authorized leave shall have the option of using accumulated compensatory time prior to charging any time off with pay to any other account.
- 3. Employees shall be granted vacation and/or compensatory time off in increments of one (1) day or less with prior notice and Management approval.
- 4. Once a vacation has been requested and approved it shall not be changed except by mutual agreement or in case of emergency. In the case of rescheduling due to an emergency, the vacation will be rescheduled immediately.

5. In the event the employee terminates for any reason, the employee shall be paid in full for all unused annual leave credits.
6. Employees on approved annual leave, compensatory time off, or industrial leave, shall have time counted as time worked for purposes of benefit computations.
7. If a department should approve a scheduled leave request and subsequently deny it, resulting in an employee losing leave credits because of going beyond the accrual limit, credits lost would be reinstated for a period of three months during which the department would mandate a leave for the employee.
8. Insofar as practicable, employees should be permitted to schedule annual leave at times most acceptable to the employee. In larger departments or divisions, the choice of vacation times should be arranged according to seniority.
9. Overtime will be paid or compensatory time given at the discretion of the Department Head subject to the availability of funds and workload considerations, and in accordance with the provisions of Personnel Regulation H-4, Overtime.
10. Should the City for good and sufficient reason, judge that an employee is abusing the sick leave and/or family leave provision, the City may request a bona fide doctor's statement from the employee to substantiate an illness. The parties agree that the City will apply this sick leave policy in a fair and equitable manner City-wide.
11. Compensatory time shall be reduced to 45 hours as of June 30 each year unless an exception is granted by the City Manager's Office. This time frame may be modified in exceptional circumstances. Compensatory time may be accumulated up to a maximum of 120 hours during the fiscal year as long as the above provisions are complied with. However, based on workload and operational consideration Department Heads or their designees may set a lower midyear accumulation limit after meeting and discussing the proposed limit with Local 127. In any event overtime will be paid or compensatory time given as outlined in number 9 above. This time frame may be modified in exceptional circumstances. Compensatory time may be accumulated beyond 45 hours during the fiscal year as long as the above provisions are complied with.
12. The maximum accumulation of annual leave for employees with 15 or more years of service is 700 hours. For employees hired on or after July 1, 1993, the maximum accumulation of annual leave is 350 hours.  
  
Employees may receive a maximum pay-in-lieu of annual leave of 125 hours per fiscal year.
13. Effective July 1, 1997, employees who reach their maximum permitted accumulation of annual leave on their anniversary date shall cease to accrue additional annual leave. Employees who expect to be in this situation may submit a written plan by which to reduce excess leave which will include time off and pay-in-lieu up to 125 hours per fiscal year as necessary. If the Appointing Authority denies the specific time off requested and provides no alternative time off which is acceptable to the employee, this cease to accrue provision shall not apply until such time as the employee is granted and takes the time off. It is the City's intent to accommodate employees' requests to use annual leave and avoid any loss of this benefit. Once an employee reduces his or her annual leave to a level below the maximum permitted on their anniversary date, he or she shall immediately begin to accrue additional leave.
14. Leave provisions included under items 15 and 16 below will be accounted for separately.
15. Pre-approved annual, sick, or compensatory leave properly used for personal, family or dependent illnesses should not be subject to disciplinary action.
16. Approved unscheduled annual or sick leave properly used for family, dependent or significant other/co-tenant illnesses shall be considered as a separate category when reviewing employee performance with regard to attendance and/or absenteeism issues. Should the City, for good and sufficient reason, determine that an employee is abusing this leave provision, the City may request a bona fide doctor's statement from the employee to substantiate illness.
17. Employees are covered under the Family Medical Leave Act (FMLA) effective February 5, 1994. Eligible employees are entitled to take up to 12 weeks of leave each year for medically related reasons such as the birth or adoption of a child, to care for an immediate family member with a serious illness, or for the employee's own serious illness. Eligible employees are those with 12 months of cumulative service with the City who have worked at least half time for the past year. All FMLA eligible absences from work will count against the 12 week period. The City will be required to provide group health coverage to the employee at the same level and conditions as for similarly situated active employees. Hourly employees do not receive

paid health benefits.

18. The City agrees to conduct a comprehensive review of the current sick leave use policies in consultation with the Labor Management Committee, with a goal of improving consistency and equity.

#### **ARTICLE 34**

##### **Hazardous Duty**

1. The City shall abide by all OSHA, CAL-OSHA and all other applicable Federal and State codes relating to employee safety while on the job.
2. No employee will be disciplined for reasonably refusing to perform an unsafe act or job.
3. Upon the request of Local 127, the City's Safety Officer shall make available to the Union a copy of all applicable safety rules and regulations.
4. The City agrees to provide copies to Local 127 of any changes in written policies related to employee safety within ten working days of the effective date of the change. Copies may be provided 60 days prior to the effective date of the changes when it is practical and feasible to do so.
5. Within the guidelines of Federal, State and City safety regulations and operational requirements, the City agrees to make reasonable accommodations for currently bearded employees in assignments designated as respirator needed.

#### **ARTICLE 35**

##### **Appendices**

Local 127 may append any Civil Service Commission Rules or Personnel Manual sections it wishes to the Memorandum of Understanding it may distribute to its members.

#### **ARTICLE 36**

##### **Availability of Data**

- A. The City will make available to the Union information pertaining to employment relations as set forth in this rule and Government Code Sections 6250-6260.
- B. Such information shall be made available during regular office hours. Materials presently supplied to the Union at no cost shall continue to be supplied at no cost.
- C. Information which shall be made available includes regularly published data covering subjects under discussion. Data collected on a promise to keep its source confidential may be made available in statistical summaries but shall not be made available in such form as to disclose the source.
- D. City Personnel Department will provide Local 127 monthly with a list of all newly hired employees, their job classification, and date of hire, within the Union's recognized bargaining unit.
- E. The City agrees to inform, in writing, the Union in all instances when an employee represented by the Union retires from the City, giving the name, job classification and date of retirement. This information will be provided to the Union as early as is legally possible. The parties agree to meet to discuss and implement the most feasible method of providing this information.
- F. Nothing in this rule shall be construed as requiring the City to do research for an inquirer or to do programming or to assemble data in a manner other than customary.
- G. An authorized representative of the Union shall be allowed to review an employee's records upon the employee's written authorization.
- H. The City will provide the Union with a computer printout on a monthly basis, which will include the following information for each employee in the Maintenance, Labor, Skilled Trades and Equipment

Operator Unit: name, social security number, department, hire date, job classification, and birth date.

#### **ARTICLE 37**

##### **Modification and Waiver**

- A. Laws, regulations, or rules proposed during the life of this Memorandum of Understanding shall be reviewed by the City and the Union to determine their effect on this Memorandum of Understanding.
- B. It is agreed and understood that each party shall not be required to meet and confer with respect to any matter covered herein during the term of this Memorandum of Understanding, except as noted in Article 7 and Article 28 and other portions of the Memorandum of Understanding, or when ballot proposals are introduced or considered for introduction, which would have an effect on meet and confer matters, or unless required by a Federal or State law which mandates action by the City affecting the provisions herein.
- C. Any agreement, alteration, understanding, variation, waiver, or modification of any of the terms or provisions contained herein shall not be binding upon the parties unless agreed to in writing by all parties, and if required, approved and implemented by the appropriate body.

#### **ARTICLE 38**

##### **Hours of Work**

- A. Employees covered by this Agreement shall normally work a 5-day, 40-hour work week. The City agrees to Meet and Confer on the request of any changes to the current 40-hour work week schedule.
- B. A normal work day shall normally consist of eight (8) consecutive hours not including time for lunch.
- C. This does not preclude the City from using a 4-day, 10-hour per day weekly work schedule or a similar modified work schedule. Employees who are scheduled to work a shift of nine or more hours on a fixed City holiday, shall be credited with one or more additional hours of floating holiday time respectively, for use on that holiday.
- D. Except for emergency situations, as defined in Personnel Manual Index Code H- 4, II (B) 1-4, employees may not work more than 16 hours per day.
- E. At City landfills, when a worksite is closed for a holiday not formally recognized by the City (i.e. Easter) which falls on an employee's regularly scheduled work day, management may either provide work on that day, or make alternative hours available within that work week.

The parties agree to refer to the Labor Management Committee issues related to overtime and limitations on consecutive hours of work.

#### **ARTICLE 39**

##### **Implementation of New Programs**

Prior to implementation of any new programs, when it is practical and feasible, the City will give the Union 60, but not less than 30 working days advance notice in writing so that the parties may meet and consult and/or meet and confer as required by law with the Union on the impact of any such programs on wages, hours, and working conditions.

#### **ARTICLE 40**

##### **Probation**

Probationary employees in classifications represented by Local 127 shall normally receive at least five (5) working days notice of dismissal during probation, either through the performance report or other written notification.

Probationary employees and permanent employees serving a probationary period, may use the grievance

procedure in accordance with Article 10.

## **ARTICLE 41**

### **Vacancies**

Management will normally use seniority as the first and principal factor in reassigning employees within a classification within a division. However, other factors may also be considered such as performance, disciplinary reasons, physical ability, punctuality, attendance and specialized skills and experience. If a vacancy is filled out of seniority, Management will discuss and explain its reasons with the Union if requested.

## **ARTICLE 42**

### **Employee Rights**

It is agreed that neither the City nor the Union shall discriminate against any employee because of race, national origin, age, sex, gender identification, sexual orientation, disability (as defined by the Americans with Disabilities Act) or Union membership or activity, or for any other unlawful reasons. It is further agreed that no employee will be discriminated against because of exercising his/her rights specified in the Employer-Employee Relations Policy and this Memorandum of Understanding. The Union and Management agree that they support the current policies of the City of San Diego as to affirmative action and equal employment opportunity.

No employee shall be compelled to submit to a polygraph examination against his/her will. No disciplinary action or other recrimination shall be taken against any employee refusing to submit to a polygraph examination, nor shall any comment be entered anywhere in the investigator's notes or anywhere else that the employee refused to take a polygraph examination, nor shall any testimony or evidence be admissible at a subsequent hearing, trial, or proceeding, judicial or administrative, to the effect that the employee refused to take a polygraph examination.

Requests for covert video surveillance for the purpose of documenting misconduct shall be submitted to the Labor Relations Manager for review.

Employees have the right to expect professional supervision free of undue and/or unfair harassment.

## **ARTICLE 43**

### **Retirement**

#### **High One-Year Basis for Final Compensation**

Retirement benefits for General Members shall be based upon the "highest one-year" annual base compensation.

#### **Retirement Contribution Offset**

The City agrees that it will apply an amount that is approximately equal to 5.4% of the base salary of employees covered by this agreement into the City Retirement System, thereby reducing the amount deducted from employees' paychecks as the employees' retirement contribution by that amount. The employee, upon termination, will have no vested right in the amount so contributed by the City. Substitution of this portion of the employees' contribution by a City payment will not decrease the total amount applied towards the required retirement contribution, and will not affect retirement benefits. Provided, however, such payment shall not exceed any employees' total contribution to the system. Effective July 5, 2003 the City will increase the amount it pays to offset the employees' retirement contribution, which offset reduces the amount deducted from employees' paychecks, from 5.4% to 7.0% for General Members of CERS. These retirement offset increases to remain in effect until Employee Contribution Reserve is exhausted.

#### **IRC Section 415 Amnesty Provisions**

In order to preserve CERS' Tax qualified status, Local 127 and the City mutually agree to adopt the "amnesty" or "grandfather" provisions of IRC Section 415 (b) (10).

#### **2002 Benefit Changes**

The City and Local 127, having met and conferred, have agreed to benefit improvements to the City Employees Retirement System for health eligible retirees.

1. Effective July 1, 2002, a Health Eligible Retiree, as defined in the Municipal Code, will have the applicable Medicare eligible or non-Medicare eligible insurance premiums paid for the Health Eligible Retiree-only insurance, or the Health Eligible Retiree will be reimbursed the actual cost incurred from the Medicare eligible or non-Medicare eligible retiree-only premium up to the maximum amount allowed in Municipal Code Division 12. Municipal Code Division 12 will be amended to set the maximum amounts to be paid on behalf of or reimbursed to a Health Eligible Retiree for retiree-only Medicare eligible or non-Medicare eligible health insurance premiums base on the premium for the City-sponsored PPO plan for Fiscal Year (FY) 2003 and annually adjusted thereafter based on the Centers for Medicare & Medicaid Services, Office of the Actuary, projected increase for National Health Expenditures for the full year period ending in the January preceding the start of the new plan year; such adjustment shall not exceed 10% for any given year. The maximum amount of monies reimbursed to Health Eligible Retirees will be 100% of such Medicare-eligible or non-Medicare eligible retiree-only premium. Pursuant to this provision the based monthly maximums are established for FY 2003 as follows:
  - a) For Non-Medicare eligible retirees: \$489.16
  - b) For Medicare eligible retirees: \$460.67

Health Eligible Retirees may choose to participate in a City sponsored health insurance plan or any other health insurance plan of their choice.

Additionally, the Retirement System will reimburse the Part B Supplemental Medical Expense Premium for those Health Eligible Retirees enrolled in Medicare.

2. The Disability Income Offset provision is eliminated. There will be no reduction of retirement benefits if the retiree has other income.
3. A five year purchase of service credit provision is established effective January 1, 1997. Under this provision, the Member may purchase up to five years of service credit by paying both employee and employer contributions in an amount and manner determined by the San Diego City Employees Retirement System Board to make the System whole for such time. In addition, members retiring on or after January 1, 1997, may purchase probationary periods, military and veterans code leaves, waiting periods for the 1981 Pension Plan, actual time worked hourly or part time, special leaves without pay occurring prior to January 1, 1997, the difference in time between part time and full time prior to January 1, 1997, long term disability, vocational rehabilitation maintenance (VRMA) and temporary total disability (TTD), FMLA periods, special leaves of absence with job to be saved periods and any period preceding reinstatement by the Civil Service Commission following a termination appeal.
4. A Deferred Retirement Option Plan (DROP) is established effective April 1, 1997. DROP provides an alternative form of benefit accrual while allowing a Member to continue working for the City.

During the DROP period, a DROP Member retains all rights, privileges and benefits of being an active City employee, except as specifically modified in the DROP Plan Document, and is subject to the same terms and conditions of employment including disciplinary actions up to and including termination. The Member continues to be eligible for the active employee Flex Benefits Program for the classification and is not eligible for "retiree" health benefits until such time as the Member completes or terminates the DROP period.

Under DROP, a monthly service retirement allowance along with any COLA increases, Supplemental Benefit checks and any adjustments to such payments applicable to retirements effective on the date the Member entered the DROP are deposited into a trust account. These SDCERS benefits are calculated as if the Member were retiring on the date the Member enters the DROP. The Member's contributions to the Retirement System cease. The Member and the City each contribute 3.05% of the Member's salary each pay period that the Member participates in the DROP. The Member's contribution is made on a pre-tax basis pursuant to Internal Revenue Code Section 414(h) (2). These monies are placed in a trust account and are distributed to the DROP participant upon termination of employment or completion of the DROP period whichever occurs first. No withdrawals may be made from the DROP account until the Member completes or terminates his or her DROP period. Interest will be credited to the Member's DROP account at a rate determined by the Board. The Member is 100% vested in the DROP from its inception.

A DROP participant who becomes disabled may apply for conversion of their deferred retirement allowance to a disability allowance calculated at the date of entry into the DROP.

A Member who participates in DROP irrevocably designates a specific consecutive period of months for participation, not to exceed sixty months. The Member must terminate City service at the end of the designated period.

5. For retirements effective on or after January 1, 1997, the 50% continuance is available to the spouse to whom the Member was married on the date of retirement. The requirement that the member be married to his or her spouse at least one year prior to retirement for the spouse to receive the 50% continuance is eliminated.
6. The surviving spouse of a Member who is killed while in the performance of duty is entitled to continued health coverage as provided in California Labor Code Section 4856.
7. The Industrial Disability Benefit is increased from 33-1/3% to 50% of final compensation for retirements effective on or after January 1, 1997.
8. The modified special death benefit provided to the surviving spouse of a Member killed in the line of duty is amended to eliminate the requirement that the benefit be discontinued if the spouse remarries. Any benefit terminated to such spouse as a result of remarriage shall be reinstated effective January 1, 1997.

#### 1981 Pension Plan Credit for Service

Employees with 1981 Pension Plan credited years of service will be granted at no cost to the employee credit for past CERS service.

#### COLA Adjustments

Effective July 1, 1992, the cost of living adjustment (COLA) for retirees who retired before October 6, 1980, will increase from 1.5% to 2% per year.

#### IRS Section 414(H) 2

Implement pre-tax retirement contributions under IRS Section 414(H) 2, effective the first pay period in January, 1993, with the effect of reducing the employee's income tax base.

#### A. Change of Retirement Calculation Factors for City General Members

The Retirement Calculation Factors used to calculate a General Member's Allowance will increase to the levels shown below (the "New Factors") for all retirements effective on or after July 1, 2002, unless the General Member elects, before retirement, to have his or her Allowance calculated using the Old Factors (2% @ age 55, etc., with 10% added to the Member's Final Compensation) or the Corbett Factors (2.25% @ age 55, etc.). The New Factors will apply to all City employees who join the Retirement System after June 30, 2002, and their Allowances will be capped at 90%. The 90% cap will also apply to: (1) General Members who joined the Retirement System on or before June 30, 2002, except as provided below, and (2) General Members who participated in the Retirement System on or before June 30, 2002, who left City employment but are rehired by the City on or after July 1, 2002.

Retirement Age	Benefit
55-59	2.50%
60	2.55%
61	2.60%
62	2.65%
63	2.70%
64	2.75%
65 and older	2.80%

Any General Member whose Allowance as of July 1, 2002 is 90% or more using the New Factors may continue to accrue benefits above the 90% cap until December 31, 2002. The General Member's Allowance will be capped at that time.

1. Any General Member who joined the Retirement System before July 1, 2002 may continue to accrue benefits above the 90% cap using either the Old Factors or the Corbett Factors. If the Member selects one of these options, the Member's Allowance will not be capped, and the System will refund to the Member, at retirement, any excess contributions the Member made to fund the New Factors.
2. Any General Member who joined the System before July 1, 2002, and reaches the 90% cap by choosing the New Factors, may continue to accrue benefits above the 90% cap until December 31,

2002, at which time the Member's retirement calculation factor and Creditable Service are capped; the Member's Final Compensation is not capped. On January 1, 2003, the Member must choose one of the following options:

- a. If the Member is eligible for a service retirement on January 1, 2003, he or she may:
    - i. continue working and contributing to the Retirement System,
    - ii. enter DROP, or
    - iii. retire.
  - b. If the Member is not eligible for a service retirement on January 1, 2003, he or she may:
    - i. continue working and contributing to the Retirement System, or
    - ii. enter the Cap Program [subject to City Council authorization]. If the Member enters Cap Program, the Member will stop contributing to the Retirement System, and will instead contribute 3.05% of his or her Base Compensation, biweekly at the end of each pay period, to a Cap account established for the Member. The City will match these contributions. The Member may continue participating in Cap until he or she first becomes eligible to retire, at which time the Member must either enter DROP or retire.
    - iii. A Cap Program participant who becomes disabled while participating in the Cap Program is eligible to apply for disability retirement benefits. If the Cap participant's application for disability retirement is ultimately approved by the Board, his or her disability retirement benefit will be calculated using the participant's age, Creditable Service and Final Compensation as of the day he or she began participating in the Cap Program.
3. A General Member may exceed the 90% cap if the Member:
- a. applied to purchase Creditable Service on or before June 5, 2002, and thereafter signed the contract to purchase that time,
  - b. was hired at age 24 or younger, and
  - c. will exceed the 90% cap because of the Creditable Service he or she applied to purchase on or before June 5, 2002. The Member may not exceed the cap by Creditable Service that he or she applied to purchase after June 5, 2002.
4. When a Member who meets the conditions of paragraph 3 first becomes eligible for a service retirement, his or her retirement calculation factor and years of Creditable Service will be capped at that time, even if the Member continues to work and contribute to the Retirement System. The Member's Final Compensation will not be capped. When eligible to retire, the Member may:
- a. continue working and contributing to the Retirement System,
  - b. enter DROP; or
  - c. retire.

B. General Member's SDCERS Contribution Rate Change

- (1) On December 20, 2003, General Members' contribution rates to SDCERS will be increased by an approximate additional 0.53%.

Eligibility for Industrial Disability Retirement Change

A General Member may be eligible for an industrial disability retirement if it has been medically determined that the General Member has become psychologically or mentally incapable of performing his or her normal and customary duties as a result of a violent attack on the member with deadly force, such as a shooting or stabbing that causes great bodily injury, and that resulted in a nervous or mental disorder. The violent attack must occur on or after July 1, 2000, and such application for industrial disability retirement must be submitted before July 1, 2005. This provision shall sunset on June 30, 2005, and no such applications may

be made after that date.

## ARTICLE 44

### Salaries

#### A. General Increase

All classes in the unit represented by Local 127 shall receive the following increases:

Effective Date	Approximate Increase
December 21, 2002	1%
December 20, 2003	2%
June 19, 2004	2%
December 18, 2004	3%
June 30, 2005	3%

#### B. Special Salary Increases

The following special salary adjustment shall be implemented:

Effective December 21, 2002, Sanitation Driver II's base pay will be increased by \$2.00 per hour and all Sanitation Driver II or above and Sanitation Driver I's in a paid OCA status will no longer be eligible for the \$2.00 Special Assignment Pay for Sanitation Drivers.

Effective July 1, 2002

Body & Fender Mechanic	1% (to make salary equal to equipment mechanic)
Equipment Painter	1% (to make salary equal to equipment mechanic)

Effective December 20, 2003

Communications Technician	2.5%
Pump Station Operator	5%
Boat Operator	5%
Senior Boat Operator	5%
Senior Stable Attendant	10%
Water Plant Operator	10%
Tree Trimmer	5%
Tree Maintenance Crew Leader	10%
Ground Maintenance Worker I, II & III	2%
Instrument and Control Technician	2.5%
Plant Process Control Electrician	2.5%
Power Plant Operator	5%

Effective December 18, 2004

Plant Process Control Electrician	2.5%
Instrument and Control Technician	2.5%
Grounds Maintenance Worker I, II & III	2%

The Environmental Services Department agrees to support the establishment of a Sanitation Driver III class with limited population (20-25) with duties and responsibilities to be established through the Personnel Process. The Sanitation Driver III class shall be established at a pay scale 5% above Sanitation Driver II.

#### C. Special Assignment Pay

1. Sanitation truck, Recycling truck and Litter Collection truck Drivers, who are working alone without a partner and assigned to a one-person route, shall receive, in addition to regular salary, an additional \$2.00 per hour for such assignment. Effective December 20, 2002, Sanitation Driver III's, Sanitation Driver II's and Sanitation Driver I's in paid OCA status as a Sanitation Driver II or above shall not be eligible for Special Assignment Pay. Special Assignment Pay shall only accrue while the employee is actually performing this special duty, and not while on light duty or any other assignment. It is the goal

of labor and management to establish a Sanitation Driver III Class concurrent with the modification of both the Manual Incentive Program and eligibility for special assignment pay.

2. Effective July 1, 1997, a \$.77 per hour special assignment pay shall be paid to Painters during any pay period in which management assigns lead paint abatement work to be performed. On July 1, 1999 and July 1, 2000 this special assignment pay shall increase to \$.85 per hour and \$1.00 per hour respectively. Effective December 21, 2003, this pay shall increase to \$1.10 per hour. Effective December 18, 2004, the pay shall increase to \$1.25 per hour.
3. Effective July 1, 1997, a \$.77 per hour special assignment pay shall be paid to employees assigned to perform confined space entries. Such special assignment payment shall be for each pay period in which the employee was required to perform one or more confined space entries. On July 1, 1999 and July 1, 2000 this special assignment pay shall increase to \$.85 per hour and \$1.00 per hour respectively.
4. Effective July 1, 1998, a \$.77 per hour special assignment pay shall be paid to employees, except Pesticide Applicators, who are assigned to perform duties requiring a pesticide applicator's license. Special assignment pay shall be for each pay period in which the employee was required to apply pesticides. On July 1, 1999 and on July 1, 2000 this special assignment pay shall increase to \$.85 per hour and \$1.00 per hour respectively. Effective December 20, 2003, this special assignment pay shall increase to \$1.10 per hour. Effective December 18, 2004, this pay shall increase to \$1.25 per hour.
5. Effective July 1, 1998, a \$.50 per hour special assignment pay shall be paid to any employee who is directed to obtain a Class B license or who possesses a Class B license and is directed to drive a commercial vehicle requiring the Class B license when the possession of a Class B license is not a minimum requirement for the employee's classification. Employees in the Water Department, Water Systems Technician series will not be eligible for the Special Assignment Pay as the class B License is a requirement of the classifications and compensation for the license is included on the base salary. The special assignment pay shall be paid for each day the employee was directed to and did drive a commercial vehicle. The City agrees to pay for the medical and licensing fees required to obtain the Class B license. Effective December 23, 2000 this section, C5, shall also apply to the class A license. Effective July 1, 2002, Equipment Mechanics in Fire, Police, and General Services Departments become eligible to receive this pay.
6. Effective July 1, 2002 employees of the Mount Hope Cemetery who are directed to perform disinterments, shall receive \$125.00 special assignment pay for each occurrence.
7. Effective December 21, 2002, Equipment Operator I's in Metropolitan Wastewater Department, Collection Division, Sewer Maintenance Section who are directed to perform sewer main cleaning shall receive 5% Special Assignment Pay when actually performing sewer main cleaning.

Note: Special Assignment Pay shall only accrue while the employee is actually performing this special duty, and not while on light duty.

#### D. New Employee Salary Schedule

Effective 7/1/94, "B" step will be eliminated for new hires beginning 7/1/94. Employees hired after 7/1/94 will move from "A" step to "C" step after one [1] year at which time an approximate 10% increase will be granted. This salary schedule will remain in place for the duration of the employee's tenure with the City. Current employees will continue with the present five step salary schedule.

#### E. Voluntary Certification Pay

1. Certified Distribution Operator Certification Pay
  - a. Employees in the Water Department who obtain and maintain American Water Works Association (AWWA) Water Distribution Operator (WDO) certifications will not be eligible to receive voluntary certification pay for certification.
  - b. Employees in the Water Department in the classifications listed below under "Eligible Classifications" at the end of this section (b) who obtain and maintain a Certified Distribution Operator certification, from the State of California, Department of Health Services will be compensated at the following rates:

D3: \$.30/hour  
D4: \$.55/hour  
D5: \$.80/hour

Eligible Classifications:

Assistant Reservoir Keeper  
Equipment Technician I, II, III  
Laborer  
Plant Technician I, II, III  
Reservoir Keeper  
Tank Service Technician I, II  
Utility Worker I  
Water Utility Worker

- c. Employees in classifications which require a Certified Distribution Operator certification from the State of California, Department of Health Services will not be eligible for certification pay for Certified Distribution Operator certification at the level required for their position/classification.
- d. Employees in the Water Department in the classifications listed below under "Eligible Classifications" at the end of this section (d) whose positions require a Certified Distribution (CDO) Operator Grade D2 certification from the State of California, Department of Health Services, and obtain a (CDO) certification higher than that required for their position, will be compensated at the following rates:

D3: \$.30/hour  
D4: \$.55/hour  
D5: \$.80/hour

Eligible Classifications:

Water Systems Technician I  
Water Systems Technician II  
Water Systems Technician III

- e. Employees in the Water Department in the classifications listed below under "Eligible Classifications" at the end of this section (e) whose positions require a Certified Distribution Operator (CDO) certification, Grade D3, from the State of California, Department of Health Services, and obtain a CDO certification higher than that required for their position, will be compensated at the following rates:

D4: \$.55/hour  
D5: \$.80/hour

Eligible Classifications:

Assistant Water Distribution Operator  
Water Distribution Operator  
Water Distribution Operator Trainee

- f. To receive Certified Distribution Operator certification compensation, employees must hold permanent, full time status and be rated satisfactory or above at the time the certification pay is awarded.
  - g. Employees who hold either Temporary or Interim Distribution Operator certification from the State of California, Department of Health Services will not be eligible for compensation.
  - h. As of January 1, 2001, employees in the Water Department must maintain a Certified Distribution Operator, Temporary or Interim certification from the State of California, Department of Health Services as required for their positions and/or classifications. Employees with interim certifications must become certified Distribution Operators at the level appropriate for their classification/position no later than January 1, 2007.
  - i. Employees who are under filling a position will not be eligible for compensation for obtaining the Certified Distribution Operator certification required for the journey (top) level of their classification series.
  - j. Employees in the Water Department are required to provide a copy of their Certified Distribution Operator certification from the State of California, Department of Health Services to the appropriate staff as defined in Water Department policies to be eligible for and receive voluntary certification pay. Employees whose certifications expire will not be paid certification pay until a copy of the renewed Certified Distribution Operator certification is presented to the appropriate staff.
2. The City agrees to implement voluntary certification pay for employees in the Plant Technician Series. Employees in the Plant Technician Series who successfully complete Mechanical Technology Certification from the California Water Environment Association (CWEA), shall receive the following

certification pay. Effective December 20, 2003, the pay for each of the grades shall increase by \$.10 per hour. Effective December 18, 2004, the pay for each grade shall increase by \$.15 per hour.

Effective 12/23/00

Grade II Certification = \$.30/hour

Grade III Certification = \$.55/hour

Grade IV Certification = \$.80/hour

3. Effective July 1, 1996, employees in the classifications listed in Exhibit D (excluding those in sections 4 and 5 below) who obtain and maintain a Grade II certification in a job-related specialty from the California Water Environment Association (CWEA) will be eligible for an additional compensation of \$.25 per hour. Employees who obtain and maintain a Grade III certification will be eligible for \$.50 per hour maximum compensation. Employees who obtain and maintain a Grade IV certification will be eligible for \$.75 per hour maximum compensation. Effective December 23, 2000 the additional compensation shall increase by five cents per hour to \$.30 per hour; \$.55 per hour and \$.80 per hour respectively. The compensation for these certifications shall increase by \$.10 per hour, effective December 20, 2003, and by \$.15 per hour, effective December 18, 2004.
4. Employees in the classification of Instrumentation and Control Technician in the Water Operations or any other division within the Public Works Business Center in which the certificate is deemed job-related by management, who obtain and maintain a Level I certification from the International Society of Measurement and Control will be eligible for \$.25 per hour additional compensation. Employees who obtain and maintain a Level II certification will be eligible for additional compensation of \$.50 per hour maximum compensation. Effective December 23, 2000 the additional compensation shall increase by five cents per hour to \$.30 per hour and \$.55 per hour respectively. The compensation for these certifications shall increase by \$.10 per hour, effective December 20, 2003, and by \$.15 per hour, effective December 18, 2004.
5. Employees in the Power Plant Operator series will be eligible for \$.25 per hour compensation for the possession of the Class II Stationary Engineer Certification issued by the National Institute for Uniform Licensing of Power Engineers. Fifty (50) cents an hour maximum compensation will be paid to employees who obtain and maintain the Class I certification. Employees who obtain and maintain the Chief Stationary Engineer Certification will be eligible for additional compensation of \$.75 per hour. Effective December 23, 2000 the additional compensation shall increase by five cents per hour to \$.30 per hour; \$.55 per hour and \$.80 per hour respectively. The compensation for these certifications shall increase by \$.10 per hour, effective December 20, 2003, and by \$.15 per hour, effective December 18, 2004.
6. In order to be eligible for the additional compensation listed in 1 through 5 above, employees must hold permanent status (have passed initial City-wide probation), and be rated Satisfactory or better at the time the differential is awarded.
7. Possession of the Level II certification from the International Society of Measurement and Control may be required for classes listed in Section 4 above, three years from the date of implementation, prospectively from that date for new employees. The City and Local 127 will meet and confer on the impact of that change.
8. Possession of the Class I Stationary Engineer certification for classes listed in Section 5 above, may be required within three years from the date of implementation, prospectively from that date for new employees. The City and Local 127 will meet and confer on the impact of that change.
9. The City agrees to make available to employees study materials and provide reasonable assistance necessary for the successful acquisition and maintenance of certifications.
10. During the term of this agreement the City and Local 127 will jointly study health and safety issues related to employees who are required to enter confined spaces. The study will include consideration of "confined spaces entry" certification for future inclusion into this program, as well as recognition of these duties through existing City recognition and awards programs.
11. Compensation may be provided for multiple certifications subject to the following: a) The employee must request approval for multiple certification in writing to the Labor Relations Manager, via his or her Deputy Director; b) The request must describe the responsibilities and duties of his or her position that would be directly and significantly enhanced by multiple certification; c) The Labor Relations Manager will respond with an approval or denial. The decision of the Labor Relations Manager will be final.

12. Effective December 23, 2000, employees in the Equipment Service Writer, Equipment Mechanic, Motor Service Technician and Senior Motive Service Technician classifications shall be compensated incrementally for obtaining and maintaining their ASE certifications. The employee shall receive a total of \$.30 per hour upon obtaining the first two certifications toward the completion of the master level; a total of \$.60 per hour upon completing the next two and a total of \$.90 per hour after completing the next two. Upon obtaining the master level ASE certification for auto/light trucks or medium/heavy trucks, the additional pay shall be a total of \$1.50 per hour. Effective December 20, 2003, the compensation for this certification shall increase to \$.40 per hour for obtaining the first two, \$.70 per hour for the next two, \$1.00 per hour for the next two and \$1.70 upon obtaining the masters level. Effective December 18, 2004, the compensation shall increase to \$.55 per hour for obtaining the first two, \$.85 per hour for the next two, \$1.15 per hour for the next two, \$1.45 per hour for the next two and \$1.75 per hour upon obtaining the masters level.
13. Effective December 23, 2000 employees in the Water Department who obtain and maintain the backflow or cross connection certification shall be eligible to receive the additional compensation of \$.25 per hour. Employees must use the certification as part of their employment as determined by the department to be eligible for the additional compensation. The compensation for these certifications shall increase by \$.10 per hour, effective December 20, 2003, and by \$.15 per hour, effective December 18, 2004.
14. Effective December 23, 2000 Painters in the Public Works Business Center who perform corrosion

control painting and who obtain and maintain the corrosion control painter certification shall receive additional compensation of \$.50 per hour. The compensation for this certification shall increase by \$.10 per hour, effective December 20, 2003, and by \$.15 per hour, effective December 18, 2004.

15. Effective December 23, 2000 Wastewater Plant Operators in MWWD who obtain and maintain the CWEA grade III, grade IV or grade V certification shall be eligible to receive additional compensation of \$.25, \$.50 and \$.75 per hour respectively. Employees receiving this certification pay must agree to accept mandatory out of class assignments. The compensation for this certification shall increase by \$.10 per hour, effective December 20, 2003, and by \$.15 per hour, effective December 18, 2004.
16. Effective December 23, 2000 Water Plant Operators in the Water Department who voluntarily obtain and maintain a Certified Treatment Operator T-4 or T-5 certification from the State of California, Department of Health Services shall be eligible to receive additional compensation of \$.50 and \$.75 per hour respectively. Employees receiving this certification pay must agree to accept mandatory out of class assignments. The compensation for this certification shall increase by \$.10 per hour, effective December 20, 2003, and by \$.15 per hour, effective December 18, 2004.
17. Effective December 21, 2002, Welders who obtain and maintain certification from the American Welding Society shall be eligible to receive additional compensation of \$.40 per hour for each "process". Upon completion of all three "processes" the additional compensation shall be a total of \$1.50 per hour. Effective December 20, 2003, the compensation shall increase to \$.50 per hour for each "process" and \$1.70 per hour for completion of all three. Effective December 18, 2004, the additional compensation shall increase to \$.55 per hour per each "process", and \$1.75 per hour after obtaining all three.
18. Effective December 21, 2002, Body and Fender Mechanics and Equipment Painters who obtain and maintain the ASE certification for Collision Repair/Refinishing shall be eligible to receive additional compensation of \$.25 per hour for each of the four certifications/tests. Upon obtaining all four certifications, which is the Master's level, the compensation shall be a total of \$1.50 per hour. Effective December 20, 2003, the additional compensation shall increase to \$.35 per hour for each of the individual certifications, and \$1.70 for the Master's level, effective December 18, 2004, the additional compensation shall increase to \$.40 per hour for each of the individual certifications and \$1.75 for the Master's level. Effective December 21, 2002, Body and Fender Mechanics and Equipment Painters who obtain and maintain the ASE certification for Damage Analysis & Estimating shall be eligible to receive additional compensation of \$.30 per hour. This additional compensation shall increase to \$.40 per hour, effective December 20, 2003, and to \$.45 per hour effective December 18, 2004.
19. Effective December 21, 2002, Equipment Mechanics in the Fire Department who obtain and maintain the California Fire Mechanic Academy Master's Certification Level III, shall be eligible to receive additional compensation of \$.50 per hour.
20. Employees must use the certifications or be in a position where it may be utilized in the performance of their duties as determined by the department to be eligible for the additional compensation.

F. Call Back Pay

An employee who has been released from work and has left the work premises and is called back to duty, shall be paid for the reasonable estimate of the time required for said employee to travel from and to his or her residence and the work area and for the time the employee actually works. The total time of call-back pay, including travel time, shall not be less than four (4) hours, and shall be computed at the employee's premium overtime rate. This section does not allow for the stacking of pay for multiple calls back to duty within a single four hour period.

## ARTICLE 45

### Flexible Benefits Plan

An IRS qualified cafeteria-style benefits program is offered to all eligible employees called Flexible Benefits Plan (FBP). This plan provides a variety of tax-free benefit options. Eligible employee means any employee in one-half, three quarter, or full-time status. Eligible employee excludes all employees in an hourly status.

Eligible employees have \$4,725 to spend on Plan selections effective July 1, 2002. The Flexible Benefits Plan annual value for fiscal year 2004 will increase to \$5,125 and for FY 2005 to \$ 5,575.

On or about April 1, of each year during the term of this agreement, or earlier if mutually agreed, the parties will,

on an agreed date, exchange premium rates for the parties' respective plan offerings.

The benefits available through the Flexible Benefits Plan and the respective annual costs are reflected in the Flexible Benefits Summary Highlights booklet provided to each employee each year of this agreement.

Notes:

1. It is the intent of the parties that all plans comply with all applicable State and Federal Laws including IRS Regulations. All disputes over interpretation of the above shall be submitted to the appropriate agencies for interpretation.
2. The employee must select a life insurance and health insurance (unless covered under another comprehensive health plan). An employee may opt out of City health insurance if he/she has other comprehensive health insurance by selecting the "waiver" option.
3. With the remaining FBP monies, eligible employees may select from other optional benefits including dental, vision, cancer/intensive care protection, 401(k), Dental/Medical/Vision and Dependent Care reimbursement and/or cash payment.
4. After selecting required health and life insurance coverages, employees who are unable to enroll in their desired dental plan for which they are eligible may purchase such benefit by making an "out-of-pocket" payment for the cost difference. Only dental coverage may be obtained in this manner. Such "out-of-pocket" contribution must be made at the time of Open Enrollment and is non-refundable.
5. In addition to designating flexible benefits monies to pay for reimbursements, employees may designate a specific amount of pre-tax money (IRS restrictions may apply) to be withheld from their paycheck to reimburse eligible out-of-pocket medical, dental, or vision or dependent care expenses. These payroll deductions must be designated during the open enrollment period, are irrevocable, are subject to IRS regulations, and monies are forfeited if not used within the fiscal year.
6. Eligible employees are required to enroll for their benefits each year during the designated open enrollment period. If an employee fails to complete enrollment within the open enrollment period, the employee's current options for health (or comparable plan if unavailable), including dependent health offset, and life, will be automatically continued at the same level for the next year as if the employee had elected to keep them. All other benefits options will be cancelled. Any monies remaining from the FBP allotment will be paid out as taxable cash payment. All payroll deductions, including DMV and Dependent Care reimbursement, will continue and may not be eligible to be stopped until the following open enrollment period.
7. The City agrees that it will not arbitrarily or unreasonably deny LOCAL 127 the opportunity to offer a health insurance plan to active and/or retired employees. Such coverage must include mental health coverage at an equal or better level of coverage than that offered through the City's health plans. LOCAL 127 agrees to inform Employee Assistance Program (EAP) of any changes to the mental health coverage and/or provider in order for EAP to give input on the proposed changes to ensure that City employees are receiving adequate mental health coverage through their selected health plan.
8. LOCAL 127 agrees to indemnify the City against any and all claims arising out of the administration of its benefits plans.
9. Audit and Inspection of Records  

The City Auditor is authorized to audit all necessary documents pertaining to the health insurance plans offered by Local 127.
10. The parties agree that LOCAL 127 is authorized to audit the City's health plans, during the August through January period, to the extent that documents are requested and provided pursuant to state and federal public information laws.
11. Local 127 will be available to answer questions at the end of Open Enrollment and New Employee Orientation Sessions.

Significant Changes to Benefits for FY 2003

Health Insurance

- Increase PacifiCare HMO office visit copayment to \$10
- Increase Kaiser Office visit copayment to \$10; brand prescription copayment to \$10; emergency room copayment to \$50; hearing aid benefit of \$1,000 per ear every three years.

## **ARTICLE 46**

### **Tuition Reimbursement**

The City agrees to provide tuition reimbursement in the amount of \$900 annually, effective July 1, 2000. The revised Administrative Regulation 70.30 will govern the administration of this program.

Effective fiscal year 1995, Form CM-1578, Request for Approval of Tuition Reimbursement, will be revised for the purpose of clarifying that courses must be attended on the employee's own time.

#### Use of Tuition Reimbursement for Job-related Training

Effective 7/1/00, one half of the Tuition Reimbursement benefit may be used by an employee each fiscal year for reimbursement of seminars or other training / educational events which will maintain or enhance an employee's job-related skills or knowledge or contribute to the employee's broadening and diversification of his / her skills. An employee shall submit a request for approval of the proposed reimbursable event in advance of attendance and pre-approval by the Department is required for reimbursement. The employee must subsequently submit satisfactory evidence of attendance at the proposed event in order to receive reimbursement. The parties intend the general procedural requirements of the Tuition Reimbursement plan to be applicable except the requirement of a grade. It is the intent of the parties that this provision will supplement rather than replace training funds heretofore made available by departments for the benefit of employees. It is also the intent of the parties that this opportunity to avail oneself of one-half of the tuition reimbursement plan benefit shall be at the initiation of the employee based on his or her proposal for training or education.

## **ARTICLE 47**

### **Asbestos Containment Team**

Employees assigned to the Asbestos Containment Team shall receive, in addition to regular salary, an additional 77 cents (\$.77) per hour while performing asbestos containment work. This will include training and team meetings. Assignments to the Team will be made on a voluntary basis. Members of the Asbestos Team will receive the above premium pay for the entire pay period when assigned to the above activities. An officer of the Local 127 Board will be provided with input in the development of an Asbestos Containment Program and an opportunity to monitor the work of the Team on an occasional basis. Effective December 23, 2000 the additional pay will increase to \$1.00 per hour. Effective December 20, 2003, the additional pay shall increase to \$1.25 per hour.

Employees performing technical work only in an established containment area shall wear respiratory protection and any other safety equipment as directed by the Asbestos Management Program staff. In addition, assignments made under the aforementioned conditions shall be mandatory and said employees shall be eligible for the additional pay for time worked in containment areas. Prior to wearing a respirator, all employees shall receive respirator training and a medical clearance.

In addition, employees performing technical work only in non-containment areas where asbestos is present shall wear respiratory protection and any other safety equipment as directed by the Asbestos Management Program staff. These employees will be compensated the additional pay, and assignments will be mandatory.

## **ARTICLE 48**

### **Apprentices**

Upon successful completion of the Apprenticeship Program and the following probationary period, seniority in the journey level class shall be retroactive to the date of hire as an apprentice for the purposes of shift assignments, station transfers, and other intra-departmental purposes.

Apprentices required to attend school or enroll in correspondence courses as part of their required training shall not be required to use this program to pay tuition or enrollment fees. All such fees, the cost of required books and

supplies and any other fees required by the State, State approved agency, or the City for participation in the apprenticeship program shall be reimbursed in full by the City to the employee at the time of enrollment. If the apprentice fails or does not satisfactorily complete the course, the cost of the books and supplies shall be repaid to the City.

Apprentices will receive City mileage reimbursement when required to attend courses required as part of their apprenticeship program. Mileage will be calculated based on the round-trip distance between the worksite and school or actual distance traveled, whichever is less.

The City recognizes that the Apprenticeship Program is an effective EEO tool to bring people into the skilled trades, who have traditionally been excluded.

## **ARTICLE 49**

### **Home Addresses**

The City agrees to take the following actions with respect to home addresses:

1. During the Flexible Benefits open enrollment period and on an annual basis thereafter, the City will distribute a form to all employees represented by Local 127. This form will give these employees an opportunity to indicate that they wish or do not wish to disclose their home addresses to Local 127. The form shall also seek the employees' home e-mail address and telephone number. Local 127 will be given an opportunity for input into the design of this form. The form shall be approved by Local 127 prior to distribution. Employees will be required to return this form.
2. All employees who do not return this form will be re-contacted by the City. The City agrees to make its best efforts to ensure that these forms are returned.
3. Only those employees who sign and return the form indicating that they wish to disclose their home addresses to Local 127 will have that information disclosed to Local 127.
4. The City agrees to provide new employees with this same opportunity at the new employee orientation.

All employees represented by Local 127 must provide the City with a current mailing address including telephone number where they can be contacted. Employees shall have ten (10) days within which to notify the City of changes in this information. Nothing in this article shall be construed as a requirement that employees possess a phone.

## **ARTICLE 50**

### **Contracting Out**

The decision to contract out services by the City of San Diego is an exclusive Management right. The City however agrees to provide notice to Local 127 when studying the possibility of contracting out, and allowing Local 127 input prior to implementation. The City will refer Local 127's concerns regarding the outside bidders to the Competition Committee.

The City agrees that it will meet and confer, as required by law, with Local 127 regarding the practical consequences of contracting out for services in the event it becomes apparent that such action will result in the layoff or reduction in work hours of employees covered by this Memorandum of Understanding. In such a case, the City will provide Local 127 with 30 days notice of such action and a reasonable time to meet and confer, as required by law, with Local 127.

If employees represented by Local 127 are to be laid off, the City will make its best efforts to find alternative City employment for those employees affected. Management will attempt to find alternative City employment as close as possible to the employee's current salary level provided the employee meets the minimum qualifications for this alternative employment.

The City agrees to meet with Local 127 to explore and address Local 127's "Contracting Out" concerns.

## **ARTICLE 51**

### **Labor Management Committee**

The Management Team and Local 127 will establish a joint committee for the purpose of discussing common problems including safety problems, contract interpretation and administration, application and administration of the grievance procedure, and application and administration of the City's disciplinary procedures. The Committee shall meet at regular intervals when either side has an agenda to present. Generally, these meetings will be held on a monthly basis at a mutually satisfactory time for a duration of approximately two hours. Each side will appoint three permanent members. Meetings will be held during normal business hours. The City agrees to the shared responsibility of preparing the agenda and minutes for the Labor Management Committee meetings.

The Collection Services Division of the Environmental Services Department will maintain a Labor Management Advisory Committee to discuss common issues/problems. Each side will appoint three members. The Local 127 members of the committee will be permanent full time employees.

### **ARTICLE 52**

#### **Department Work Rules**

Management agrees to make available to Local 127 current written departmental policies and instructions. As reasonable additional departmental policies and instructions are developed and published, the City will make available copies to Local 127 and employees. Such policies shall be uniformly applied. However, the obligation to make available copies of current and future departmental policies and instructions shall not extend to ones which describe confidential or security procedures.

### **ARTICLE 53**

#### **Industrial Leave**

##### **1. PURPOSE**

To establish regulations and guidelines regarding the City of San Diego's Industrial Leave Program.

##### **2. SCOPE**

This regulation applies to all City of San Diego employees including those represented by bargaining agents. If a conflict occurs between this regulation and an existing Memorandum of Understanding for represented employees, the Memorandum of Understanding shall prevail.

##### **3. DEFINITIONS:**

3.1 Disability - the inability to perform the usual duties of one's classification.

3.2 Emergency - a sudden unexpected happening; an unforeseen occurrence or condition; specifically, perplexing contingency or complication of circumstances; a sudden or unexpected occasion for action; a pressing necessity.

3.3 Gross Negligence - the intentional failure to perform a manifest duty in reckless disregard of the consequence as affecting the life or property of oneself or another; such a gross want of care and regard for one's own well-being or the rights of others as to justify the presumption of willfulness and wantonness.

3.4 Hospitalization - the status of being admitted to a hospital institution on an inpatient basis.

3.5 Light Duty - work status with limitations as provided in the City's Light Duty Program.

3.6 Physician - as defined under 3209.3 of the California Labor Code.

##### **4. POLICY:**

###### **4.1 General:**

City-wide safety program exists to prevent accidents and resulting injuries involving employees.

Continuing efforts are made to eliminate, guard against, or protect employees from physical hazards in the work environment. Several types of benefits are available to employees who sustain disabilities arising out of their employment. The specific benefits available depend on the circumstances in each case.

This Article sets forth only the eligibility requirements and benefits for industrial leave. Procedures are set forth for industrial leave and in part for other programs available for injured employees. Employees may be eligible for benefits under the Workers' Compensation Act or the City's Annual Leave or Sick Leave Programs. Eligibility and benefits under the Workers' Compensation Act are established in State law (Division 4 of the California Labor Code). Eligibility and benefits under the City's Annual Leave and Sick Leave Programs are set forth in the Personnel Regulations, Index Code I-2 and I-3.

Nothing herein contained shall be deemed to affect the employee's entitlement to medical, surgical and hospital treatment as provided in Division 4 of the California Labor Code nor be deemed to affect the employee's entitlement to receive such temporary disability payments as also provided in Division 4. These rules define the granting of industrial leave only. Industrial leave is not within the jurisdiction of the California Labor Code nor the adjudication of the Workers' Compensation Appeals Board.

#### 4.2 Eligibility for Industrial Leave:

Employees shall be eligible for industrial leave benefits subject to the following provision

- a. The employee is unable to perform his or her assigned duties and is entitled to Worker's Compensation Temporary Disability under the provisions of Division 4 of the California Labor Code.
- b. The employee reported the injury or illness to his or her supervisor within 24 hours of the incident, except under extenuating circumstances. Extenuating circumstances under which an employee may report an injury beyond the 24 hour limit shall include but not be limited to a report at the time the employee realizes the injury is disabling and the medical evidence is consistent with the claim.
- c. Medical treatment is provided and maintained by a licensed physician acceptable to the City's Worker's Compensation Administration.
- d. The employee is medically incapacitated from the performance of light duty, or light duty is not available.
- e. Except in circumstances of obvious emergency, the disability did not result from the failure to:
  1. Wear prescribed safety or personal protective clothing or equipment.
  2. Use provided safeguards or safety equipment.
  3. Follow safety rules and regulations, or other departmental work rules.
- f. The disability did not result from an aggravation or recurrence of:
  1. A pre-employment, non-service connected medical condition or disability (either physical and/or mental), even if such condition is aggravated by on-the-job experience. It is the intent that industrial leave will not be approved when competent medical authority determines the disability to be a result of aggravation of, or caused by, a pre-employment or non-industrial medical condition.
  2. A medical condition for which the employee has received a Compromise and Release settlement pursuant to Division 4 of the Labor Code.
  3. An injury or illness previously denied industrial leave.

Therapy prescribed pursuant to Industrial Leave provisions shall be eligible for Industrial Leave. Therapy sessions shall normally be scheduled at the beginning or end of the day.

- g. The employee's gross negligence or willful misconduct was not the proximate cause of the disability.
- h. The request for industrial leave is submitted in form and detail as prescribed by Risk Management.

is recommended for approval by the appointing authority, and is approved by the City's Workers' Compensation Administration.

- i. The employee fulfills his or her responsibility as outlined in this Administrative Regulation.

#### 4.3 Industrial Leave Benefits

- a. The Industrial Leave Benefit shall be the employee's normal compensation, less current deductions for state and federal tax withholdings, and other payroll deductions authorized by the employee. The injured employee shall be prohibited from amending his or her claim of deductions from the date of injury until after they have returned to work and industrial leave benefits have discontinued.
  1. The term "normal compensation" includes extra compensation for night or unusual schedule work shifts, motorcycle pay, emergency ordinance disposal pay, and educational incentive pay, which the employee was receiving at the time of the injury, but does not include overtime, standby, or out-of-class pay.
  2. Employees may receive normal merit increases while on industrial leave if they are otherwise eligible as provided in Personnel Manual Index Code H-8.
- b. Industrial leave is granted in lieu of Workers' Compensation Temporary Disability.
- c. An employee cannot supplement industrial leave payments with accrued sick leave, annual leave, or compensatory time off.
- d. Employees shall earn annual leave credits while on industrial leave as if they were working. Employees shall be eligible to accrue and utilize annual and sick leave in accordance with the rules governing the accrual and usage of annual and sick leave respectively. (See Personnel Manual I-2 and I-3.)
- e. The City shall continue to make the contribution towards the employee's health and life insurance coverage as if the employee was working.
- f. Duration of Industrial Leave:
  1. An employee's maximum industrial leave benefit shall be the number of hours equivalent to the employee's scheduled work-year.
  2. Industrial leave shall commence on the first workday following the injury or illness for which the employee is medically disabled from working.
  3. An injury shall be deemed to continue through any recurrence or aggravation to the original injury. Claimed recurrences, aggravations, or sequel of any injury approved for industrial leave shall be charged to the balance, if any, of the maximum allowance of such leave for the original injury.
  4. Industrial leave will terminate when one of the following occurs:
    - a. The employee fails to follow the advice of the treating physician and pursue a course of treatment which will lead to recovery in as short a period of time as possible.
    - b. The employee's condition becomes medically permanent and stationary.
    - c. It is medically determined that the employee will never be capable of performing the duties of his or her classification.
    - d. The employee no longer qualifies for industrial leave.
    - e. The employee is engaged in outside employment which would medically impede recovery and prolong his/her return to work.
    - f. The employee uses the maximum benefits available.
  5. If industrial leave is terminated upon the basis of medical evidence and at a later date, the City relies on further medical evidence which is inconsistent with the earlier medical evidence, the

employee shall receive industrial leave benefits which are consistent with the subsequent report relied on by the City.

6. Industrial leave provides only the benefits enumerated herein.

7. Return to Duty:

- a. The employee shall return to duty when ordered by the department head, based upon medical reports and other reliable information.
- b. Determination of the proper time for the employee's return to duty will be based on reliable medical advice.
- c. In cases of suspected malingering, when it appears that the employee and/or the employee's personal physician are not cooperating toward return to limited or full duty within a reasonable period of recovery, the department head or the Workers' Compensation Administration will order an investigation and take proper action.
- d. If further remedial action is indicated, the employee must follow a course of treatment which will enable return to full employment at the earliest possible time. This does not mean that the employee should be carried on industrial leave until completely able to perform every duty of the position. All reasonable efforts shall be made to return the employee to work, even in a light-duty status, as soon as, based upon authoritative medical advice, it is safe to do so.
- e. Prior to soliciting information from an employee's treating physician concerning that employee's ability to return from industrial leave to a selective placement position, the treating physician shall be furnished with a written statement describing the duties of such selective placement position. The City will allow the treating physician five (5) days to respond in writing. If the treating physician fails to respond in writing within five (5) days, the City may receive information from the treating physician orally. The City may extend the time for response for good and sufficient reason.

5. PROCEDURE

Responsibilities                      Action

Employee

- 5.1 Each employee is responsible for reporting the job related injury or illness to his or her supervisor within 24 hours of the incident, except under extenuating circumstances. The initial report should be made to the employee's immediate supervisor, or if unavailable, to the next supervisor in the chain of command. The initial report may be made verbally, but must be followed by completion as soon as possible of the necessary forms outlined below.
- 5.2 For injuries which result in absence from work at any time following the day of the injury, the employee must complete Form CS-14-25B, Request for Leave of Absence for on-the-job disability, within 24 hours of the disability and have the attending physician complete the appropriate portion of the form. If, because of injuries, the employee is physically unable to comply with this requirement, it shall be the supervisor's responsibility to complete and submit the form for the employee.
- 5.3 The employee must complete Form ES-1531A, Employee-Employer Report of Occupational Injury or Illness.
- 5.4 The employee and others concerned, shall provide the department head, City Manager or his representative with any additional evidence necessary to elaborate on or substantiate injury and medical reports.
- 5.5 When necessary, the employee must report as soon as possible to a licensed physician.
  - a. In doubtful and/or controversial cases, the employee shall be required to report to a physician who is acceptable to the Workers' Compensation Administration.
  - b. The employee, if dissatisfied with the treatment received from the first approved physician, has the right to ask for a change of physicians; however, the physician selected must always be acceptable

to the Workers' Compensation Administration.

- 5.6 The employee must obtain a medical diagnosis and prognosis for light duty with all applicable work restrictions, since industrial leave cannot be granted if light duty is available and can be performed.
- 5.7 The employee must follow a course of treatment which will lead to recovery in as short a period of time as possible.
- 5.8 If requested during prolonged disability, a fully completed set of Form CS-14-25B, including the physician's certification, shall be provided by the employee for each pay period in order to obtain up-to-date medical information.
- 5.9 Each employee is responsible to cooperate with Risk Management in their function of determining eligibility and returning the employee to work.

#### Operating Department Supervisor

- 5.10 Each supervisor concerned must thoroughly investigate each accident within 24 hours after it is reported and complete the applicable "Employee Injury Investigation Report". The supervisor must also fill out the supervisor's portion of the Employee-Employer Report of Occupational Injury or Illness, and make sure the employee completes the employee portion of both that form and the Request for Leave of Absence form. All required forms must be promptly forwarded to the appointing authority for processing.

#### Operating Department - Appointing Authority

- 5.11 To make sure that the injury is promptly and thoroughly investigated, shall recommend whether or not industrial leave should be granted, shall determine the availability of light duty, and shall forward all required forms to the Workers Compensation Administration within one workday of receipt from the supervisor.
- 5.12 To promptly notify the Workers' Compensation Administration of any potentially controversial case, and all instances of suspected malingering, or where the cause of injury is doubtful.
- 5.13 To cooperate in determining eligibility and returning the employee to duty.

#### Operating Department - Payroll

- 5.14 The day of injury is to be reported on time sheets as a day of work. Necessary leave due to disability shall start with the first part or full scheduled workday of required absence after the day of injury.
- 5.15 Necessary leave for medical treatment or granted because of recurrence, aggravation, or sequel of an injury previously approved for industrial leave shall be charged to the balance, if any, of the one-year maximum allowance of such leave for said original injury.
- 5.16 Any holiday falling during a period of industrial leave shall be charged as industrial leave and not be paid as a holiday. Industrial leave will be charged rather than holiday if industrial leave is paid the scheduled workday before or after the holiday. If an employee is scheduled to work on a holiday and is injured, the holiday credit will be granted.
- 5.17 In those cases where the appointing authority recommends industrial leave, the employee's absence will be charged to industrial leave pending a determination of eligibility by the Workers' Compensation Administration. If the employee is later determined to be ineligible by the Workers' Compensation Administration, the employee will be required to reimburse the City for the number of industrial leave hours used. Reimbursement will be made by charging the employee's accumulated sick leave, annual leave and/or compensatory time credits. If sufficient leave credits are unavailable, the employee will be required to make a direct monetary reimbursement to the City.
- 5.18 In those cases where the appointing authority does not recommend industrial leave, the employee's absence shall be deemed sick leave to the extent the employee has sick leave credits pending a determination of eligibility by the Workers' Compensation Administration. However, the employee may decline to use sick leave and, with the approval of the appointing authority, may instead take other leave or compensatory time off to which the employee may be entitled. In the event paid leave

is not utilized, the employee may receive Workers' Compensation temporary disability to the extent he or she may be entitled under Division 4 of the California Labor Code. If it is subsequently determined that the employee is eligible for industrial leave, the industrial leave shall be deemed to commence pursuant to Section 4.3(f)(2) of this Regulation, and any sick leave, compensatory time off or other leave credits expended shall be restored to the employee's balance. In the event temporary disability has been paid, the employee shall be paid the difference between temporary disability and the industrial leave amount.

- 5.19 The use of sick leave or annual leave credits may be requested if the requirements for industrial leave are not met, or in cases where the employee has exhausted the maximum industrial leave credits. The employee's sick leave or annual leave credits will not be charged for the amount of temporary disability payments made under Workers' Compensation Act provisions.

An employee shall not receive payment in excess of full salary through a combination of Workers' Compensation temporary disability payments and paid sick leave or annual leave or compensatory time off.

- 5.20 When sick leave is used for an on-the-job injury, the employee's sick leave account will be reimbursed in hours, by the equivalent amount due from temporary disability payments.
- 5.21 If a disabled employee is receiving Workers' Compensation temporary disability benefits, but is not receiving payment for industrial leave, or annual leave, the appropriate payroll symbol is "green C". It is unnecessary for an employee in this status to request a leave of absence from the Civil Service Commission since the City has a legal obligation under Workers' Compensation laws to return the employee to gainful employment.
- 5.22 Leave without pay (payroll symbol "red A") may be used if the employee is not receiving Workers' Compensation benefits, annual leave, sick leave, industrial leave, or compensatory time credits. Employees in this status must request a leave of absence from the Civil Service Commission if their absence extends for more than 30 calendar days.
- 5.23 When sick leave, annual leave or leave without pay is used under these circumstances, a set of Form CS-14-25B shall be completed, routed and processed in the same manner as for industrial leave.

Workers' Compensation Administration

- 5.24 All requests for industrial leave will be reviewed by the Workers' Compensation Administration for a decision on whether the circumstances qualify the employee for industrial leave, under the requirements of this Administrative Regulation.
- 5.25 Workers' Compensation Administration shall inform the employee and the department as to the employee's eligibility for industrial leave.
- 5.26 Denial of industrial leave shall be in writing, shall contain information as to the specific reason for the denial, and shall clearly indicate the appeal procedure.
- 5.27 Workers' Compensation Administration shall inform each applicant for industrial leave of his/her responsibilities under the Industrial Leave Program and of the right to appeal the denial of industrial leave.
- 5.28 When it appears from competent medical advice that a disability is permanent, and precludes the employee from returning to his or her regular job classification, the Workers' Compensation Administration will refer the employee to its Rehabilitation Unit for consideration of vocational rehabilitation. All officials concerned will cooperate actively to assist the employee in rehabilitation consistent with proper position classification and compensation. The Rehabilitation Unit, in addition to providing vocational evaluation, training, and other assistance to the eligible employee, will initiate with the Personnel Department and appointing authority, consideration of class transfer, voluntary demotion and other appropriate personnel actions as alternatives to employee termination or disability retirement.

6. APPEAL PROCEDURE

Responsibility	Action
Employee	

6.1 An employee may appeal the denial of industrial leave by the Workers' Compensation Administration. The appeal shall be in writing, submitted to the City Manager within ten (10) working days of receipt of the notice of denial and shall state the specific reasons for the employee's appeal and the issues upon which the appeal is based.

City Manager

6.2 The City Manager or his designee shall review the entire case and announce an intended decision indicating his rationale. In the event of an intended denial, the City Manager or his designee shall arrange a meeting in which the affected employee may present his or her appeal. The employee shall have the opportunity to confront the information relied on by the City Manager or his designee and submit additional information as desired for consideration by the City Manager or his designee. Such meeting shall be as informal as is compatible with justice.

6.3 The City Manager or his designee shall render a decision which shall be final and shall include the reasons for the decision.

6.4 The City Manager may grant the employee an extension of time beyond the appropriate appeal period if it is determined that the employee is so disabled as to be physically unable to perfect the appeal within the allocated time.

Addendum:

Employees shall not be granted Industrial Leave if the employee fails to wear lap and shoulder restraints when involved in a vehicular accident.

Industrial Leave Benefits may be terminated if an employee misses a medical appointment.

Employees shall not be prevented from working light duty assignments outside their departments providing that light duty is not offered within their own department and the Risk Management workers' compensation administrator has reviewed the employee's work restrictions to ensure that the light duty assignment is appropriate.

## ARTICLE 54

### Stadium Stand Moves

1. Available positions on the Stadium Stand Moves will be made on the following basis; full-time status will have priority over hourly; past experience on stand moves; attendance and job performance; and seniority at the Stadium.
2. All full-time employees who work a full stand move [one way move of the stands] shall receive 15 hours of regular time plus 7.5 hours of premium time for a total of 22.5 hours. Hourly employees will receive 15 hours and the standard procedure for calculating premium overtime shall be utilized, i.e. if employee works more than 40 hours in the work week then they will receive premium time. Employees who do not work a complete stand move shall be paid for the actual hours worked plus the appropriate premium overtime, except employees who are late shall be compensated per the guidelines stated in item #8.
3. Employees shall be provided a meal and a one hour meal break. Employees are not permitted to leave the Stadium premises during this meal break or at any other times.
4. Employees shall be provided with safety shoes, hard hat, and gloves and shall be required to wear them at all stand moves. Employees must also wear long pants. Failure to be properly dressed or follow proper safety procedures will result in appropriate disciplinary action being taken. Employees shall immediately report any unsafe conditions to the Stand Move Manager[s].
5. Employees scheduled to work a stand move, wherever possible, may have their regular work schedule adjusted so that they do not work at least eight hours prior to or eight hours after a stand move. This may result in an employee being scheduled to work four ten-hour days.
6. All employees who are on the Stand Move crew shall be required to work all of the stand moves, except in the case of illness which is covered in item #9. Employees who fail to report for a stand move shall be given

appropriate disciplinary action which may include removal from all future stand moves. Employees may request to be excused from a stand move provided that five days notice is given, however the final determination shall be at the sole discretion of the Stand Move Manager[s].

7. The work performance of an employee during a stand move shall be reflected on an employee's regular performance evaluation. Employees shall follow and take direction from the Stand Move Manager[s] and the appointed crew leader. Any employee that displays behavior that is disruptive to the stand move shall be appropriately disciplined.
8. Stand move employees shall report to work at the East Tunnel field floor entrance at the assigned time and shall sign in with the Stand Move Manager[s]. Employees who are late more than one hour and eventually report to work may be sent home without pay, or may be given a written reprimand that shall be placed in their personnel file, or may have the number of hours paid for the stand move reduced. The number of hours to be reduced shall be a ratio of the time late to the actual hours worked on the stand move multiplied by the standard 15 hours pay.
9. Employees who are ill and cannot report to work must contact the Stadium Security Office at 525-8267 and speak with either the Stand Move Manager[s] or the Stadium General Manager as soon as possible. Employees who are ill, and do not give at least eight hours notice prior to the start of the stand move and this is the second illness, must provide a doctor's note to the Stand Move Manager[s] when they return to work which indicates that they were unable to work on that day. Failure to bring in a doctor's note will result in an employee being given appropriate disciplinary action which may include removal from all future stand moves.
10. Employees shall not leave the field area until the Stand Move Manager[s] have determined that all work has been completed. Employees will then be required to sign out.

#### **ARTICLE 55**

##### **Supplemental Employee Pension Savings Plan [SPSP]**

The Supplemental Pension Savings Plans have been established pursuant to the City of San Diego's withdrawal from the Federal Social Security System in 1981 with the purpose of providing eligible employees a convenient method of saving and to provide supplemental pension benefits. The minimum and maximum contributions are determined by the employee's hire date and participation in the City's defined benefit plan. These contribution limits, along with all other plan provisions, are reflected in the separate Plan Documents.

The parties agree that the Supplemental Pension Savings Plans currently offered to all eligible employees will be amended to comply with the provision of the Economic Growth Tax Relief and Reconciliation Act (EGTRRA) that became effective January 1, 2002 and other administrative changes presented during the FY 2003 Meet and Confer process.

#### **ARTICLE 56**

##### **Time Off for Blood Donation**

An employee shall receive paid release time, not to exceed two hours, when he or she donates blood at the annual City blood drive and/or in response to an emergency request from the Blood Bank. The City shall release the employee for the actual time the employee spends in any travel to and from the Blood donation site, as well as for the time spent at the site, in any event not to exceed a maximum of two hours of release time. The employee shall submit his or her "blood receipt" to the payroll clerk as verification of the donation. This article shall also apply to bone marrow testing.

#### **ARTICLE 57**

##### **Limited Appointments**

Management agrees not to fill permanent, full-time, one-half time, or three-quarter time budgeted positions with employees serving on limited appointments except in extraordinary circumstances. Management intends to use limited appointments to fill hourly positions, positions funded by the State and Federal Government, and full-time budgeted positions in which the incumbent employee is on a leave of absence.

Local 127 and Management agree to discuss the use of limited and hourly employees at the Labor Management Committee.

## **ARTICLE 58**

### **Performance Pay**

#### **A. Performance Pay**

1. The City may grant an exceptional merit cash payment to any employee at "E" step that receives a satisfactory or above rating on their most recent performance report within the units represented by Local 127. It is understood and expressly agreed to by the parties to this agreement that any employee receiving a payment under this provision shall not acquire any future rights to receive any future payment beyond that employee's base salary.
2. The appointing authority may grant an employee with a satisfactory or above rating on their most recent performance report up to three (3) days special leave with pay in recognition of a specific instance of outstanding performance.

#### **B. Exceptional Merit Increase**

Employees with a performance report rating above satisfactory may be granted an Exceptional Merit Increase to any step within the salary range.

Local 127 may discuss problems in the Exceptional Merit Cash Payment Program with the City Manager's Office.

## **ARTICLE 59**

### **Vacation Schedule**

1. Appointing authorities are responsible for arranging vacations so that adequate personnel are available to carry on necessary City work.
2. Insofar as is practicable, employees should be permitted to schedule vacations at times most acceptable to the employee. Vacations shall be selected by employees within each division, section, or unit, as is applicable, based upon their seniority by class within the Department. Employees who are transferred at their request, or promoted, may be required to modify their scheduled vacations.
3. Employees should be encouraged to take regular annual vacations but they shall not be required to take vacations against their will. Employees may accumulate vacation time in accordance with this agreement.
4. Any existing vacation scheduling method that is satisfactory with the employees shall remain in effect for the duration of the contract. This is in lieu of the above-mentioned scheduling method.

## **ARTICLE 60**

### **Personnel Practices**

#### **Citizen Complaints and Route Slips**

Employees will be notified of any citizen complaint or route slip in which they are identified by name or in which they can be identified by management from the information received. If the complaint is resolved in the employee's favor, the complaint, together with all related documents, shall be removed immediately from the employee's personnel file(s), unless the employee requests in writing that the document be retained.

#### **Performance Reports**

Performance Reports will normally be given to the employee within 14 calendar days after the close of the rating period. However, in no case shall the Department give a performance report to an employee later than 30 working days after the close of the rating period without the prior approval of the City Manager's Office or non-managerial Department Head. Approval is required for the presentation of the performance report more than 30

working days after the due date, not for the content of the report. Failure to obtain such prior approval gives rise to a grievance which Local 127 may present directly to the City Manager's Office or to the non-managerial Department Head.

Management agrees to Meet and Confer with Local 127 without impasse on enhancements to Performance Report practices and procedures.

## **ARTICLE 61**

### **Additional Pay**

This Article lists all additional pay provisions for which employees in Local 127 bargaining units may be eligible. The contents of this Article are presented as a matter of information only and may not be construed to constitute a contract between the City and Local 127. For purposes of implementation and negotiations, the appropriate article, regulation, ordinance or policy referenced herein must be referred to where applicable.

1. Bilingual Pay - sixty cents (\$.60) per hour and increased effective 12/23/00 to seventy cents per hour in addition to regular salary; refer to the Annual Salary Ordinance and Personnel Manual Index Code H-1.
2. Tool Allowance - refer to Article 24 of this Memorandum.
3. Shift Differential - 5% [general] and 10% [special]; refer to Personnel Manual Index Code H-6.
4. Standby Pay - 5%; refer to Personnel Manual Index Code H-7.
5. Special Assignment Pay:
  - a. One Person Sanitation Truck Pay - refer to Article 44 of this Memorandum.
  - b. Asbestos Containment Team Pay - refer to Article 47 of this Memorandum.
  - c. Painters - Lead paint abatement - refer to Article 44 of this Memorandum.
  - d. Confined Space Entries - refer to Article 44 of this Memorandum.
  - e. Pesticide Application - refer to Article 44 of this Memorandum
  - f. Class A and B license - refer to Article 44 of this Memorandum
  - g. Disinterment – refer to Article 44 of this Memorandum
  - h. Sewer main cleaning – refer to Article 44 of this Memorandum
6. Voluntary Certification Pay - refer to Article 44 of this Memorandum.
7. Call Back Pay - refer to Article 44 of this Memorandum.

## **ARTICLE 62**

### **Side Letters**

Effective July 1, 1994, all side letters, verbal agreements, and/or any other outstanding agreements not represented by the current Memorandum of Understanding expire. The current M.O.U. will represent all agreements between the Local 127 and the City including agreements in effect at the departmental level. Additional agreements may be made between Local 127 and the City, only with the approval of the City Council.

## **ARTICLE 63**

### **Long Term Disability**

Article II, 2.07

Elimination Period is the thirty [30] day period from the date following the date of disability until the date benefit payments commence.

#### Article II, 2.17

##### Treatment and Care

Treatment and care shall mean the treating physician must furnish treatment which is necessary to cure or relieve the effects of the disabling condition.

#### Article III, 3.01

##### Participation

Participation shall continue for as long as the Participant remains an Eligible Employee. Participation shall continue while a Participant is on a medical leave of absence of up to thirty [30] days. Participation shall not be deemed continuous if an Eligible Employee is on a non-medical leave of absence or has retired. Participation shall cease upon the effective date of retirement.

Participation shall cease upon termination of employment, or absence of more than 30 days on a leave of absence unless such termination or leave of absence is due to Total Disability as defined in Section 4.03. If participation ceases as a result of a leave of absence, eligibility will begin again upon return to work. There is no requirement for repeating the twelve [12] month eligibility.

For the purpose of this section, plan participation will cease on the day the participant fails to return to active employment as scheduled.

#### Article V, 5.09 [F] [G] [H]

##### Benefit Exclusions

The benefit provisions do not provide for:

(F) Any industrial disability occurring on or after July 1, 1994 caused by employment with the City of San Diego unless:

1. A period of twelve (12) months of Industrial Leave coverage has been exhausted for such disability. LTD coverage may then be approved for a maximum period of twelve (12) months while the Participant is medically certified as totally disabled as defined in Section 4.03.

(G) Any disability caused by employment with the City of San Diego.

(H) Any disability caused by mental or nervous disorders.

#### Article V, 5.10

##### Flexible Benefits

[A] The City will continue to pay the Participant's flexible benefits. Flexible benefits will be paid up to a maximum of one year of combined industrial leave and/or Long Term Disability, if applicable. These premiums will be paid from the Long Term Disability Fund.

[B] The City shall pay the Participant's flexible benefits while the Participant is receiving Long-Term Disability Benefits even if the LTD benefit is 100% offset by other income benefits.

[C] Participants who are in a Long Term Disability status during the City's annual open enrollment for its Flexible Benefits Plan shall be enrolled in Flexible Benefits as required during open enrollment. Participants shall keep their current health and life insurance coverage, while receiving Long Term Disability. Participants will be allowed to change health care plans provided the health care plans so stipulate.

[D] The City shall pay the Participant's health and life insurance for a maximum of one year of combined industrial leave, and/or Long Term Disability. After one year, the Participant will be referred to COBRA for health insurance.

**ARTICLE 64**

**Transfers, Demotions and Status Changes**

Transfers shall be revised to permit employees with less than satisfactory performance ratings to be placed on transfer eligible lists. It is the responsibility of the appointing authority to verify an employee's performance rating through the employee's current department or by reviewing the employee's personnel file prior to making a selection.

**ARTICLE 65**

**Substance Abuse**

The City of San Diego implemented an expanded substance abuse policy on 7/1/91.

**ARTICLE 66**

**Accident Reports**

Local 127 and City agree to refer the issue of the sealing or separate filing of obsolete accident reports to the Labor Management Committee for resolution.

Employees involved in accidents determined to be "non-preventable" shall not be subject to any penalty.

Local 127 may have a non-voting representative on the Accident Review Board (ARB). The representative cannot be a party to, or subject of a review.

**ARTICLE 67**

**401 K**

The 401 (k) plan, established July 1, 1985, provides employees the opportunity to save for retirement in a tax efficient manner. The plan allows each participant to determine the type and mix of his or her investments in the Plan from those offered as determined by the Defined Contribution Plans Trustee Board. The provisions of the plan, including eligibility and maximum contributions, are stated in the separate 401 (k) Plan Document. The parties agree that the Supplemental Pension Savings Plans currently offered to all eligible employees will be amended to comply with the provisions of the Economic Growth Tax Relief and Reconciliation Act (EGTRRA) that became effective January 21, 2002 and other administrative changes presented during the FY 2003 Meet and Confer process.

**ARTICLE 68**

**Executive Board Meetings**

The City agrees to release Local 127 elected Executive Board Members on City time to attend Board meetings.

**ARTICLE 69**

**Inter-Office Mail Distributions**

The City and Local 127 agree that Local 127 may use the City's inter-office mail system to distribute its newsletter or equivalent communication to employees in its bargaining unit. Management shall provide Local 127 with a current list of employees in its bargaining unit and their mail stations. This list will be provided in July of each year in the term of this agreement.

**ARTICLE 70**

**Refuse Collection Incentive System**

Effective December 21, 2002, once manual refuse collection crews have completed their assigned collection routes, they may be released by their supervisors a maximum of one (1) hour prior to the end of the shift, they shall be paid for the entire shift once all of the following have been completed: the section's daily collection assignments and any service requests have been completed, all employee post trip requirements including fueling, cleaning, and reporting any mechanical problems to an equipment service writer have been completed, and that "help" is not required to complete any other collection assignment remaining as a result of unusually heavy set outs, seasonal requirements, labor or equipment availability, effects of natural forces, traffic or other unforeseen causes. This includes "help" on other routes, service requests, seasonal collection programs, etc. Routes are designed based on target average tonnages. When unavoidable shortages of equipment or personnel occur, crews are expected to complete collection of all refuse routes assigned for the day. This incentive system shall apply only to manual collection processes and shall not apply to automated collection or semi-automated collection processes.

There is currently an automated and semi-automated residential collection incentive system pilot program in effect.

## ARTICLE 71

### Catastrophic Leave Plan

#### Purpose

Establish a City of San Diego administered Catastrophic Leave Bank permitting City employees to assist other City employees who face extended leaves without pay due to a catastrophic occurrence in their lives. For the purpose of this plan, a catastrophic occurrence is defined as any event that would qualify the employee under the Family Medical leave Act as determined by the City Manager. Catastrophic Leave coverage shall be extended to events affecting domestic partners provided that a City of San Diego Affidavit of Domestic Partnership has been submitted. Catastrophic Leave determinations are non-grievable.

#### Procedures

- A. 1. The employee must have exhausted or expect to exhaust his/her accrued leave (to be verified by the department payroll specialist), as a result of a qualifying event in order to establish a leave bank.  
  
If an employee is diagnosed as terminally ill, a leave bank may be established without meeting this requirement. In such cases, the donated leave will be paid out at termination. A recipient's total annual leave balance including donated leave cannot exceed 2080 hours.
2. The employee has received approval for an unpaid leave of absence from his/her Department Head.
- B. Requests to establish a Catastrophic Leave Bank for receipt of donations will be processed by the City Manager's office.
  1. An eligible employee will submit a completed "Request to Establish Catastrophic Leave Bank" form to the Labor Relations Manager, accompanied by:
    - a. A medical statement from the attending physician, including a brief statement of the nature of the illness or injury and an estimated time the employee will be unable to work, or other appropriate documentation supporting the request.
    - b. Evidence of the Department Head's approval of leave of absence.
- C. Donations of annual leave may be made to an employee eligible for catastrophic leave. The Donor Department will be billed for the dollar amount of the Donor's Annual Leave donation.
  1. Donations of leave will be strictly voluntary; the identity of leave donors will be held in absolute confidence.
  2. Employees may only donate accrued annual leave.
  3. Donations may be made in whole hour increments. There is no tax benefit to the donor.
  4. Donors must have an overall annual leave balance of 160 hours remaining after donated time has been deducted.

5. Once donated to an individual, donated leave cannot be reclaimed by the donor.
6. Employees wishing to donate time shall complete a “Confidential Authorization for Catastrophic Leave Donation” form and submit to their Department Payroll Specialist who will:
  - a. verify that donating employee has the minimum required leave balance (160 hours),
  - b. convert the donated time to dollars at the hourly rate of the donor and subtract from designated leave category, and
  - c. forward to the Labor Relations Manager for tracking and submission to the Auditor-Controller.

Donation authorization forms which do not contain all requested information shall not be processed.

- D. Upon receipt of donation authorizations, the Auditor-Controller shall take the following action:
  1. Convert donated dollars as computed above to hours at the hourly rate of the recipient, and add to recipient’s annual leave balance. Recipient will be taxed for the leave when taken.
  2. Retain a confidential file of donation authorizations.
  3. All deductions (e.g. health premiums, parking, credit union, union dues, etc.) which have previously been authorized by the recipient will be made unless notified in writing by the recipient to cancel deductions.
- E. Donated time is treated as annual leave accrued by the recipient of the donation. Payments up to 80 hours per pay period will be made to the recipient until the donated leave has been exhausted.
  1. Donated time does not alter the employment rights of the City or the recipient, nor extend or alter limitations otherwise applicable to Leaves of Absence or Annual Leave, except as noted in this Article.
  2. Employees who are utilizing donated annual leave hours will continue to accrue annual leave in accordance with Personnel Manual Section I-2, Annual Leave.

## ARTICLE 72

### Performance Management (or Pay for Performance) Program

Should the City propose to implement a Gainsharing program pursuant to the MWWD Bid to Goal program, Local 127 agrees to meet and confer for a reasonable period of time prior to implementation.

A Pay for Performance Program was piloted in the Operations and Maintenance Division of the Metropolitan Wastewater Department in FY 97, then refined and expanded Department-wide over succeeding years utilizing lessons learned from the pilot. This program is designed to utilize incentive pay to benefit both employees and taxpayers/ratepayers by promoting the following:

1. High levels of productivity (effective and efficient performance)
2. Appropriate creative/entrepreneurial initiatives
3. Teamwork/cross-functional cooperation
4. Best practices and safety behaviors

The following are rules and guidelines for program administration.

- This program is self-funded. That is, incentive payments are funded from a 50% share of savings achieved.
- Individual incentive payments for eligible employees are capped at \$1000/year (net of taxes).
- Incentive payments are team-based (i.e. distributed among eligible employees regardless of classification and rate step).
- Payments for this program are separate from and in addition to other discretionary award programs and award caps for City employees.
- Goals are set by Management with input from employees.
- Levels of savings and goal achievement are subject to independent review by the City Auditor.

This program may be expanded with appropriate meet and confer processes.

#### **ARTICLE 73**

##### **Military Leave**

Military Leave for members of Local 127 will be administered in accordance with Personnel Manual Section I - 10, MILITARY LEAVE. Local 127 agrees that the City Council may determine to extend these benefits beyond what is provided in I-10 in cases of national emergencies without an obligation to first meet and confer.

#### **ARTICLE 74**

##### **Reimbursement of Emergency Meals**

Effective July 1, 2002, employees who ordinarily qualify for a meal during the performance of after hours emergency work shall, with the proper receipts, be reimbursed up to \$12.00. Effective July 1, 2003, the reimbursement amount shall increase up to \$13.50 and effective July 1, 2004, it shall increase up to \$15.00.

#### **EXHIBIT A**

##### **Maintenance, Labor, Skilled Trades and Equipment Operator Unit**

Aircraft Mechanic  
Airport Operations Assistant  
Apprentice  
Aquatics Technician I  
Aquatics Technician II  
Assistant Reservoir Keeper  
Assistant Wastewater Plant Operator  
Assistant Water Distribution Operator  
Assistant Water Plant Operator  
Bindery Worker I  
Bindery Worker II  
Bindery Worker III  
Boat Operator  
Body and Fender Mechanic  
Building Service Technician  
Carpenter  
Cement Finisher  
Cement Gun Operator  
Communications Technician  
Construction Estimator  
Custodian I  
Custodian II  
Custodian III  
Electrician  
Electronics Technician  
Equipment Mechanic  
Equipment Operator I  
Equipment Operator II  
Equipment Operator III  
Equipment Painter  
Equipment Service Writer  
Equipment Technician I  
Equipment Technician II  
Equipment Technician III  
Firearms Technician  
Greenskeeper  
Grounds Maintenance Worker I  
Grounds Maintenance Worker II  
Grounds Maintenance Worker III

Heating Technician  
Heavy Truck Driver I  
Heavy Truck Driver II  
Instrumentation and Control Technician  
Irrigation Specialist  
Laborer  
Landfill Equipment Operator  
Lead Cemetery Groundskeeper  
Light Equipment Operator  
Lithographic Technician  
Locksmith  
Machinist  
Motive Service Technician  
Motive Service Trainee  
Motor Sweeper Operator  
Nursery Gardener  
Offset Press Operator  
Painter  
Parking Meter Technician  
Pesticide Applicator  
Plant Operator Trainee  
Plant Process Control Electrician  
Plant Technician I  
Plant Technician II  
Plant Technician III  
Plasterer  
Plumber  
Power Plant Operator  
Public Service Career Trainee  
    (if target class is in this unit)  
Pump Station Operator  
Pump Station Operator Trainee  
Refrigeration Mechanic  
Reservoir Keeper  
Roofer  
Sanitation Driver I  
Sanitation Driver II  
Sanitation Driver III  
Sanitation Driver Trainee  
Senior Airport Operations Assistant  
Senior Boat Operator  
Senior Communications Technician  
Senior Locksmith  
Senior Motive Service Technician  
Senior Offset Press Operator  
Senior Parking Meter Technician  
Senior Refrigeration Mechanic  
Senior Stable Attendant  
Senior Stadium Groundskeeper  
Senior Wastewater Plant Operator  
Seven Gang Mower Operator  
Sign Painter  
Stable Attendant  
Stadium Groundskeeper  
Stadium Maintenance Technician  
Tank Service Technician I  
Tank Service Technician II  
Traffic Signal Technician I  
Traffic Signal Technician II  
Tree Maintenance Crew Leader  
Tree Trimmer  
Utility Worker I  
Utility Worker II  
Wastewater Plant Operator  
Water Distribution Operator

Water Distribution Operator Trainee  
 Water Plant Operator  
 Water Systems Technician I  
 Water Systems Technician II  
 Water Systems Technician III  
 Water Utility Worker  
 Welder  
 Work Service Aide

**EXHIBIT B**

**Shop Stewards**

For Maintenance, Labor, Skilled Trades and Equipment Operator Unit

City Administration and Operations Buildings	1
Mt. Hope Cemetery.....	1
Equipment Division:	
Day Shift.....	3
Night Shift.....	3
Print Shop.....	1
Qualcomm Stadium.....	2
Refuse Collection Division:	
Miramar Operations.....	4
Refuse Disposal Division.....	1
Street Division:	
Chollas Operations.....	2
Water Department:	
Rose Canyon.....	1
Chollas.....	1
Miramar Filtration Plant.....	1
Alvarado Filtration Plant.....	1
Otay Filtration Plant.....	1
Metropolitan Wastewater Department:	
Point Loma Treatment Plant.....	2
MBC/NCWRP/SBWRP.....	2
Wastewater Collection.....	2
Central Support MOC III.....	1
Police Department - Fleet	
Maintenance Division.....	1
Facilities Maintenance Division.....	2
Fire Department.....	1
Park and Recreation Department:	
Metro Parks Division.....	2
Inland Parks Division.....	2
Coastline Parks Division.....	2

Alternates may be designated to act if the Steward is absent from work (such as vacation or sick leave).

If the City consolidates work locations or creates new work locations, the Union and the City shall consult on the appropriate number of Stewards for the new or consolidated work locations. The Union may maintain the total number of Stewards designated in this article for the life of this agreement.

**EXHIBIT C**

**Smoking Policy**

No smoking in the workplace.

**EXHIBIT D**

**Classes Eligible For Voluntary Certification Pay**

Utility Worker I  
Utility Worker II  
Water Utility Worker

Water Systems Technician I  
Water Systems Technician II  
Water Systems Technician III  
Water Distribution Operator  
Assistant Water Distribution Operator  
Water Distribution Operator Trainee

Equipment Operator I (Sewer Rodder)  
Equipment Operator I (Flusher Vactor)

Equipment Painter  
Equipment Technician I  
Equipment Technician II  
Equipment Technician III

Plant Technician III  
Plant Technician II  
Plant Technician I

Tank Service Technician II  
Tank Service Technician I

Power Plant Operator

Plant Process Control Electrician  
Electrician  
Instrument and Control Technician  
Electronics Technician

Reservoir Keeper  
Assistant Reservoir Keeper

Equipment Service Writer  
Equipment Mechanic  
Motive Service Technician  
Senior Motive Service Technician

Machinist  
Welder  
Body and Fender Mechanic

**APPEARANCE GUIDELINES FOR  
EMPLOYEES REPRESENTED BY LOCAL 127**

All City employees shall maintain a professional appearance through appropriate attire reflecting the specific requirements of his/her job duties.

All employees shall report to work in clean clothing.

Each employee shall maintain an unoffensive level of personal hygiene.

Each employee shall wear any required safety equipment.

For office personnel, shorts, tank or midriff tops, see-through clothing and flip-flops or thongs are inappropriate.

For office personnel whose job assignments include contact with the public, sweat or jogging outfits or T-shirts of any kind are inappropriate.

Field personnel shall wear full shirts and pants or approved shorts, as well as sturdy, enclosed shoes for safety reasons. For field personnel, inappropriate apparel includes tank or midriff tops, see-through clothing and cut-off shorts.

Hats, shirts, and jackets are not to include references to alcohol or drugs, contain sexually explicit language, contain profane language, or, in the reasonable judgment of the supervisor, be inappropriate, unprofessional dress for a field employee.

Sunglasses are not to be worn in indoor meetings.

Exceptions to these guidelines include the following or similar circumstances:

1. Uniformed personnel.
2. Special occasions designated by the Department Director or designee.
3. Employees relocating offices, or performing other atypical or unusual job duties.
4. An offensive level of personal hygiene which results from an employee performing his or her duties during the work shifts.

These guidelines establish minimum standards normally applicable. They will be reasonably applied in order to accommodate the various situations not susceptible to enumeration.

No disciplinary action may be taken when a violation of this dress code agreement is caused by the performance of the employee's duties during the work shifts.

A reasonable amount of time will be given to employees to clean-up and/or change their clothing to conform with the Appearance Guidelines, whenever extraordinary circumstances dictate.

