

EXHIBIT "A" TO RESOLUTION NO. _____

MEMORANDUM OF UNDERSTANDING

BETWEEN

CITY OF SANTA ROSA

AND THE

SANTA ROSA CITY EMPLOYEES ASSOCIATION

FOR AND ON BEHALF OF THE EMPLOYEES IN THE

CITY'S UNIT #4 – SUPPORT SERVICES

CITY'S UNIT #6 – PROFESSIONAL

CITY'S UNIT #7 - TECHNICAL

OCTOBER 7, 2014 – JULY 31, 2016

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ARTICLE 1 **DESIGNATION OF THE PARTIES**

1.1 This Agreement is by and between the City of Santa Rosa, hereinafter referred to as "City," and the Santa Rosa City Employees' Association, hereinafter referred to as "Association."

ARTICLE 2 **RECOGNITION**

2.1 Pursuant to Ordinance No. 1515, the Employer-Employee Relations Ordinance of the City of Santa Rosa and applicable state law, the Santa Rosa City Employees' Association was designated by the City of Santa Rosa City Council as the representative of employees in City's Unit #4 - Support Services, Unit #6 - Professional and Unit #7 - Technical, (hereinafter "Unit").

ARTICLE 3 **MUTUAL RESPONSIBILITY**

3.1 The City and Association recognize their mutual responsibility to provide the citizens those municipal services deemed appropriate by the City.

ARTICLE 4 **TERM**

4.1 This Agreement shall become effective October 7, 2014 except where otherwise provided and all its provisions shall terminate at twelve (12) midnight on July 31, 2016.

ARTICLE 5 **RENEGOTIATION**

5.1 No later than March 15, 2016, the City and the Association shall exchange written requests to begin negotiations for a successor agreement

5.2 Once the requests are exchanged negotiations shall begin within fifteen (15) days.

ARTICLE 6 **DEFINITIONS**

6.1 The term "City" shall mean the City Manager and/or other appropriate Management staff or, if required, the City Council.

6.2 The term "day" shall mean a calendar day with each day commencing at 12:01 a.m. and ending at 12:00 midnight.

6.3 The term "employee" or "employees" shall mean a person or persons employed in a full-time permanent or part-time permanent position by the City whose classification is assigned to the bargaining units listed in Article 2. Part-time permanent employees shall be members of the classified service.

6.4 The term "work week" shall mean any consecutive seven (7) day period, as determined by the City, beginning at 12:01 a.m. on the first day and ending at 12:00 midnight on the seventh day.

6.5 "Domestic Partner" means a person who is in a domestic partnership that meets the criteria of California Family Code Section 297 and is formalized through registration with the California Secretary of State pursuant to California Family Code Sections 197, et seq., and/or City domestic partners registered with the Human Resources Department prior to October 7, 2014.

6.6 The term "retirement" shall mean separation from the City and filing and qualifying with PERS.

ARTICLE 7 **CITY RIGHTS**

7.1 The City reserves, retains and is vested with any management rights not expressly granted to the Association by this Agreement, the Personnel Rules and Regulations or the Employer-Employee Relations Ordinance. These City rights include

the right to:

7.1.1 Determine and modify the organization of City government and its constituent work units.

7.1.2 Determine the nature, standard, levels and mode of delivery of City services.

7.1.3 Determine the methods, means, number and kind of personnel by which services are provided.

7.1.4 Lay off employees, subject to the Personnel Rules and Regulations and the City's Layoff Procedures dated August 8, 2008.

7.2 Should the City desire to exercise any of these rights, it shall, except in cases of emergencies, give the Association advance, written notice of its intentions thereof and shall afford the Association an opportunity to meet and confer on the impact of the exercise of such rights upon represented employees before the decision is implemented.

ARTICLE 8 **EMPLOYEE AND ASSOCIATION RIGHTS**

8.1 The City shall consult with the Association on matters of pay, hours and working conditions in accordance with State law and City policies, rules and regulations.

8.2 Employees shall be free to participate in Association activities without interference, intimidation or discrimination in accordance with State law and City policies, rules and regulations, including provisions of this Agreement.

8.3 Association Security

8.3.1 Dues Deduction

The City shall deduct from the pay of Association members, the amount of Association regular and periodic membership dues and any special membership assessments as may be specified by the Association under the authority of an authorization card furnished by the Association and signed by the unit member.

The pro-rated monthly deductions, together with a written statement of the names and amounts deducted, shall be forwarded promptly to the Association office each month. Dues shall be deducted only for members of the Association within the represented unit.

At the time of initial employment, the City shall distribute to new unit members Association-prepared information about Association membership, agency fee, and Association-prepared payroll deduction authorization forms. Each pay period, the City shall provide the Association with a list of newly hired unit members.

8.3.2. Agency Fee/Agency Shop

(a) Condition of Employment

Any bargaining unit member who is not a member of the Association, or who does not apply for membership within ten (10) working days from the date of commencement of assigned duties

within the bargaining unit, shall as a condition of continued employment in the City, become a member of the Association or pay the Association an agency fee. A unit member may authorize payroll deduction for the amount of the agency fee as described in Section 8.3.1 of this Agreement. If a bargaining unit member has not authorized a payroll deduction within thirty (30) working days from the date of commencement of the employee's assigned duties within the bargaining unit, the City shall immediately begin automatic pro-rated payroll deduction of the agency fee.

(b) Agency Fee Exemption

Unit members who are members of a bona fide religion, body, or sect that has historically held conscientious objections to joining or financially supporting public employee organizations shall not be required to join or financially support the Association as a condition of employment. In lieu of the agency fee, or Association dues obligation, these unit members shall be required to contribute an amount equal to the agency fee to one of the following non-religious, non-labor charities exempt from taxation under IRS Section 501(c)(3): (1) Sonoma County United Way; (2) Redwood Empire Food Bank; or (3) Sonoma County Humane Society.

(c) City's Obligations

If the Association notifies the City that a unit member has not executed a payroll deduction authorization form within thirty (30) working days from the date of commencement of the employee's assigned duties within the bargaining unit, the City shall immediately begin automatic payroll deduction of the agency fee.

(d) Association's Obligations

The amount of the service fee shall be established annually by the Association, provided that such agency shop service fee will be used by the Association only for the purposes of collective bargaining, contract administration and matters authorized by law.

The Association will comply with all applicable agency fee laws and regulations including, but not limited to Government Code Section 3502.5(f).

(e) Indemnification

The Association shall indemnify and hold harmless the City, its officers and employees, from and against any and all loss, damages, costs, expenses, claims, attorney fees, demands, actions, suits, judgments, and other proceedings arising out of any action relating to this provision 8.3, Association Security.

8.4 Agency Fee/Agency Election

The provisions of Article 8.3 shall be implemented because a majority of bargaining unit members voted in favor of the agency shop agreement, during a secret ballot election conducted between September 8, 2014 and September 16, 2014.

ARTICLE 9 **ASSOCIATION LEAVE**

9.1 The Association shall have forty (40) hours of unpaid leave during each fiscal year to be used for Association business.

9.2 The forty (40) hours of unpaid leave is the total amount of Association Leave that may be distributed among its members. The unused portion of the forty (40) hours is not cumulative from one year to the next.

9.3 The Association President shall designate the employees who may use unpaid Association Leave time.

9.4 For an employee to be eligible to use Association Leave, the President shall make a written request to the Employee Relations Manager. If such a request is approved by the Employee Relations Manager, the affected employee shall use his/her department's normal procedure for requesting time off.

ARTICLE 10 **LEAVE OF ABSENCE**

10.1 Employees may request a leave of absence, without pay, in writing to their respective Department Heads upon the exhaustion of their accumulated paid leave time. These requests may be approved as follows unless otherwise required by law:

10.1.1 By the Department Head for a time not exceeding twenty-four (24) working hours.

10.1.2 By the City Manager's Office for any time exceeding twenty-four (24) working hours.

10.2 If the continuous period of absence is confined within one (1) calendar month and is less than the full calendar month, insurance benefits shall be continued by the City. In all other instances, the employee shall make arrangements to prepay the appropriate monthly premiums if insurance benefit coverage is to continue.

ARTICLE 11 **JURY LEAVE**

11.1 Every City employee who serves as a trial juror shall be entitled to be absent from his/her duties with the City during the period of such service.

11.2 The employee shall be paid the difference between his/her full salary and any payment received, excepting travel pay, for such duty.

11.3 Time served as a juror for irregular shift employees shall be considered as time worked so that an irregular shift employee shall not be required to appear in court and also work a shift for the City during any twenty-four hour (24) period. (Prior Code 2.160)

ARTICLE 12 **BEREAVEMENT LEAVE**

12.1 Employees may take up to forty (40) hours of bereavement leave because of death in the immediate family.

12.2 For purposes of bereavement leave, immediate family shall mean spouse, qualified domestic partner, father, father-in-law, mother, mother-in-law, brother, sister, child (including stepchildren), stepparents, grandparents and grandchildren of the employee and parents and children of the employee's qualified domestic partner.

12.3 Payment for bereavement leave shall only be authorized by the City

Manager's Office.

12.4 Employees taking bereavement leave shall certify to the City at the time leave is taken (1) name, date of death and relation of the relative; (2) anticipated length of the leave; and (3) if the notice cannot be given in writing at commencement of the leave, the employee shall give telephone notice and make written notice on the first work day back from bereavement.

ARTICLE 13 **MILITARY LEAVE**

13.1 An employee may be absent on military leave as authorized in Section 395 through 395.8 of the Military and Veterans Code of California, the Federal Uniformed Services Employment and Re-employment Rights Act and City policies.

13.2 The employee shall furnish to the City Manager's Office satisfactory proof of his/her orders to report for duty and of his/her actual service pursuant to such orders.

13.3 Employees with less than one (1) year of City service shall take such leave without compensation from the City as provided in the Military and Veterans Code.

ARTICLE 14 **INDUSTRIAL INJURY OR ILLNESS LEAVE**

14.1 Industrial injury or illness benefits shall be payable in situations where employee absence is due to industrial injury or illness as provided in California Workers' Compensation law and City policies.

14.2 Employees may select one (1) of the two (2) plans outlined below to receive benefits upon suffering an industrial injury or illness. Employees who do not specifically choose one (1) of the two (2) plans shall be compensated in accordance with the City Supplemental Workers' Compensation Plan.

14.3 City Supplemental Workers' Compensation Plan

This plan supplements the State plan and provides:

14.3.1 The employee shall receive full salary from the City.

14.3.2 This plan provides for full salary continuation with the employee's sick leave accrual being charged at the rate of one half (1/2) for each day of absence for an employee making over thirty dollars (\$30.00) per hour and one fourth (1/4) for each day of absence for an employee earning thirty dollars (\$30.00) per hour or less.

14.3.3 Payments shall be based on a seven (7) day week.

14.3.4 The employee shall not be charged sick leave on the day of injury or for the subsequent three (3) days.

14.3.5 Once sick leave is exhausted, compensation shall be made in accordance with the State Workers' Compensation Plan.

14.4 State Workers' Compensation Plan

This plan is the state-wide plan which shall be strictly adhered to and provides:

14.4.1 The employee shall receive sixty-six and two-thirds (66-2/3) of salary to a maximum prescribed by State law per week from the City's insurance carrier.

14.4.2 No sick leave shall be charged the employee.

14.4.3 Salary payments shall be based on a seven (7) day week.

14.4.4 No regular City salary shall be paid.

14.4.5 No compensation shall be paid for the day of injury or for the subsequent three (3) days unless the employee was hospitalized or lost time exceeds twenty-one (21) days.

ARTICLE 15 **SICK LEAVE**

15.1 Each employee shall earn and may accumulate sick leave as follows:

HOURS EARNED MONTHLY	HOURS EARNED ANNUALLY	MAXIMUM HOURS OF ACCUMULATION
8	96	No Limit

15.1.1 Part-time employees shall accrue sick leave on a prorated basis based on hours in paid status.

15.2 Sick leave shall not be considered as a right which an employee may use at his/her discretion and shall be allowed only in case of actual sickness or disability.

15.3 Also, employees may use sick leave when they are unable to work because of disability due to a non-industrial sickness or injury.

15.4 For the purpose of charging sick leave, the minimum sick leave chargeable shall be one quarter (.25) working hour.

15.5 No sick leave shall be payable for any sickness, disability or injury which results or occurs as follows:

15.5.1 Participating in a criminal act;

15.5.2 Participating in a riot;

15.5.3 Working for an employer other than the City;

15.5.4 During vacation unless the employee was confined to a hospital or other fixed location under written doctor's orders;

15.5.5 During a layoff, leave of absence or disciplinary suspension;

and/or,

15.5.6 After a termination date.

15.6 On taking sick leave time, employees shall notify their appropriate

department either prior to or within one (1) hour after the time set for beginning daily duties or by another time specified by the City.

15.7 No punitive actions shall be imposed on employees for taking justifiable sick leave.

15.8 The City shall revoke pay, sick leave time and take appropriate disciplinary action if the employee is not using sick leave as authorized or has engaged in private or other public work while on sick leave.

15.9 The Supervisor may require an employee to provide a health care provider's statement verifying that the employee's absence was due to illness. The supervisor must consult with the department's Administrative Services Officer or designee or the Human Resources Department prior to making this request.

15.10 If an employee has not recovered by the time his/her accumulated sick leave has been exhausted, the employee may request a leave of absence, without pay, pursuant to Article 10.

15.11 Sick leave shall continue to be earned while an employee is on vacation or sick leave.

15.12 Sick Leave - Reinstatement

Sick leave reinstatement shall be administered in accordance with Rule 4, Section 1 of the Personnel Rules and Regulations.

15.13 Sick Leave - Initial Probationary Period

The City Manager's Office may allow a probationary employee up to forty-eight (48) hours' sick leave with pay before it has been earned. An employee must exhaust all existing leave balances prior to receiving the sick leave advance. This article does

not apply to promotional, extended or disciplinary probationary periods.

15.14 Sick Leave - Family Illness

Employees may use hours of accumulated sick leave during the fiscal year for the serious illness of their spouse, qualified domestic partner, child, step-child, child of employee's domestic partner, parents and grandparents. With prior approval of the City Manager or his/her designee an employee may use accumulated sick leave to care for the serious illness of other members of the household or family. The City may require an employee to provide a medical professional's statement which outlines the severity of the illness and expected duration or treatment prior to approving the use of sick leave under this article.

15.15 Sick Leave - Retirement

Any employee who retires or whose position is eliminated and who has completed ten (10) consecutive years of employment with the City has the option to receive payment for one-half (1/2) of any accumulated but unused sick leave up to a maximum of six hundred (600) hours. The rate of pay shall be the regular hourly rate of pay at the time the position is vacated. Sick leave shall not be used to extend a date of retirement. An employee, upon retirement, may convert his/her unused sick leave balance to service credit as provided by Government Code Section 20965 (See 31.7). An employee may elect to convert all unused sick leave to service credit.

15.16 Sick Leave - Employee Death

If an employee dies, then all of the employee's accumulated sick leave shall be paid at the regular hourly rate of pay at the time of the employee's death. Such payment shall be made to the person named by the employee as beneficiary in the

employee's City provided life insurance policy.

ARTICLE 16 **HOLIDAYS**

16.1 Employees shall receive the following twelve (12) holidays:

HOLIDAYS	DATE
New Year's Day	January 1
Martin Luther King Day	Third Monday in January
Presidents' Day	Third Monday in February
Memorial Day	Last Monday in May
Independence Day	July 4
Labor Day	First Monday in September
Veterans' Day	November 11
Thanksgiving Day	Fourth Thursday in November
Day After Thanksgiving	Friday After Thanksgiving
Christmas Day	December 25
Floating Holiday	By Agreement Between Employee and Supervisor
Floating Holiday	By Agreement Between Employee and Supervisor

16.2 Floating Holidays may be taken in increments of not less than one (1) hour.

16.3 Floating Holidays must be taken during the fiscal year in which they are earned. During the first year of employment employees hired between July 1 and December 31 shall receive sixteen (16) hours and employees hired between January 1 and June 30 shall receive eight (8) hours of Floating Holiday time.

16.4 Beginning July 1, 2006, following twenty (20) years of City service,

employees shall receive one (1) additional full time equivalent Floating Holiday each fiscal year for a total of three (3) full time equivalent Floating Holidays.

16.5 Holiday pay shall be paid based on the number of hours in the employee's regular work shift, multiplied by the employee's regular hourly rate of pay. A regular work shift is considered to be eight (8), nine (9) or ten (10) hours per day for full-time employees. A full-time employee assigned to a regular work shift of eight (8) hours shall be eligible for eight (8) hours of holiday pay. A full-time employee assigned to a 4/10 schedule shall be eligible for ten (10) hours of holiday pay. A full-time employee assigned to a 9/80 work schedule shall be eligible for nine (9) hours of holiday pay. If the number of hours a full-time employee is regularly scheduled to work is changed, holiday pay shall be changed accordingly.

16.6 When an employee is assigned to a Monday through Friday schedule, and when any of the aforementioned holidays fall on Saturday, the holiday shall be observed on the preceding Friday. If any of the aforementioned holidays fall on Sunday, the following Monday shall be observed.

16.6.1 Employees assigned to a 4/10 or 9/80 work schedule, whose work week normally includes three consecutive days off, shall observe the preceding work day when a holiday falls on the first day off. If the holiday falls on either of the last two days off, the following work day shall be observed. If the holiday falls on a single regular day off, the following day shall be observed.

16.7 Employees who work schedules where Saturday and Sunday are not normal days off and the holiday falls on the normally scheduled off-duty day shall observe a holiday on the immediately preceding work day.

16.8 Employees required to work holidays shall be compensated at the overtime rate for the hours worked. Employees assigned to a 4/10 schedule, and are required to work a holiday, shall be compensated at the overtime rate for eight (8) hours and shall be required to use two (2) hours of vacation or compensatory time as provided in Article 16.5, unless otherwise entitled to overtime pay in accordance with FLSA.

16.9 Employees who are not on a paid status the day before and the day after a holiday shall not be paid for the holiday.

16.10 Part-time employees shall receive holiday leave on a prorated basis based on FTE.

ARTICLE 17 VACATION

17.1 Until the effective date of Section 17.2 below, employees shall earn and may accumulate vacation time as indicated below:

YEARS OF SERVICE	HOURS EARNED MONTHLY	HOURS EARNED ANNUALLY	MAXIMUM HOURS
1 – 4	6-2/3	80	160
5 – 11	10	120	240
12 – 24	13 1/3	160	320
25+	16 2/3	200	400

17.2 Effective the first day of the first pay period in January 2015, employees shall earn and may accumulate vacation time as indicated below.

YEARS OF SERVICE	HOURS EARNED MONTHLY	HOURS EARNED ANNUALLY	MAXIMUM HOURS OF ACCUMULATION
1 to 4	6 2/3	80	160

5 – 9	10	120	240
10 – 14	13 1/3	160	320
15 - 19	14 1/6	170	340
20 – 24	15	180	360
25+	16 2/3	200	400

Years of service must be continuous except as provided by Rule 4, Section 1 reinstatement of the Personnel Rules and Regulations.

17.3 No employee may accumulate, nor have current credit for, more hours than provided above. Management may not unreasonably deny a request to take vacation. The employee is responsible to request vacation in a reasonably timely manner. When an employee is denied vacation time which causes his/her accumulation to reach the maximum accrual limit and the employee requested the vacation ninety (90) days in advance of the vacation period, then any excess accrual caused by the denial shall be paid in cash.

17.4 Vacation scheduling shall be approved by the City prior to being taken with due regard for the employee's needs and the City's need to provide services.

17.5 Vacation shall not be used for industrial injury leave or to extend a date of retirement.

17.6 Part-time employees shall accrue vacation time on a prorated basis based upon years of service.

ARTICLE 18 **WORK SCHEDULE**

18.1 Nothing herein shall be considered a guarantee of a minimum number of hours of work per day or per week.

18.2 Employees shall be scheduled to work on regular work shifts, having a regular starting and quitting time, which consists of eight (8), nine (9) or ten (10) consecutive hours, exclusive of the meal period provided below.

18.2.1 See Unit #7 Appendix

18.2.2. See Unit #7 Appendix

18.2.3 See Unit #7 Appendix

18.3 Except as otherwise currently provided, each shift shall include a non-paid meal period scheduled approximately at the mid-point of the shift.

18.4 For Permanent Part-Time employees where the work period per day is no more than six (6) hours, the meal period may be waived by mutual consent of both the City and the employee.

18.5 In the event an employee is required to work more than five (5) hours in any shift without a lunch period, or more than six (6) hours on a ten (10) hour day without a lunch period, the City shall pay the employee thirty (30) minutes at the overtime rate for that shift in addition to the regular wages (see 21.4).

18.6 Each employee shall be given a rest period at a time, place and manner which does not interfere with the efficiency of the work being performed as follows:

18.6.1 The rest period shall be with pay;

18.6.2 The rest period shall not exceed fifteen (15) minutes for each four (4) hours of work;

18.6.3 The rest period is a recess to be preceded and followed by an extended period of work;

18.6.4 The rest period shall not be used in conjunction with late arrival to

work, early departure from work or lunch period; and

18.6.5 Rest periods shall not accumulate if not taken.

18.7 Except for emergencies, an employee's work schedule shall not be changed without five (5) working days' notice. The overtime rate shall be paid for all hours worked on the new schedule prior to the expiration of the proper five (5) day notice period.

18.7.1 Except for emergencies, the work schedule for a majority of a classification shall not be changed without ten (10) working days' notice. The City shall notify the Association and at the request of the Association shall meet and confer concerning the change. Such meet and confer shall be completed within the ten (10) day notice period.

18.7.2 Neither overtime, call-back, nor regular shift rotation shall be considered a change in the work schedule.

18.7.3 See Unit #7 Appendix

ARTICLE 19 **SALARIES**

19.1 2014-2015 Salary Schedule

19.1.1 COLA

Effective at the beginning of the first pay period after the Council approves this MOU, the City shall increase the current salary schedules for unit employees by one and seventy-two hundredths percent (1.72%) to reflect a cost of living increase (COLA).

19.1.2 Equity Adjustment

In addition to the COLA provided in Section 19.1.1, effective at the

beginning of the first pay period after the Council approves this MOU, the City shall increase the salary schedules described in Section 19.1.1 for unit employees in the following three classifications by an additional one and one half percent (1.5%): Recreation Coordinator, Recreation Specialist, and Economic Development and Housing Technician. This equity adjustment is based on the total compensation survey prepared by the City in August 2014.

19.2 2015-2016 Salary Schedule

19.2.1 COLA

Effective July 12, 2015, the City shall increase the 2014-2015 Salary Schedules described in Section 19.1 by two and twenty-nine hundredths percent (2.29%) to reflect the cost of living increase (COLA).

The salary schedule increases provided in this Section 19.2.1 and the additional Retiree Health Stipend contributions specified in Article 31.9.12 are subject to and contingent upon SRCEA's agreement to the pension cost sharing arrangement described in Sections 31.2.3, 31.3.3, and 31.4.3, and its fulfillment of all obligations stated in those sections.

19.2.2 Equity Adjustment

In addition to the COLA provided in Section 19.2.1, effective July 12, 2015, the City shall increase the salary schedules described in Section 19.2.1 for unit employees in the following three classifications by an additional one and one half percent (1.5%): Recreation Coordinator, Recreation Specialist, and Economic Development and Housing Technician. This equity adjustment is based on the total compensation survey prepared by the City in August 2014.

19.2.3 Benchmarks and Potential Equity Adjustments

The City and the Association will select up to 10 classifications to study for potential equity adjustments. The studies will be completed in time for possible equity adjustments in July of 2015.

19.3 2016-2017 Salary Schedule

Effective the first day of the first full pay period in January of 2016, the City shall increase the 2015-2016 Salary Schedules described in Section 19.2 by two and thirty-six hundredths percent (2.36%) to reflect the cost of living increase (COLA).

The 2.36% salary schedule increase provided in this Section 19.3 and the additional Retiree Health Stipend contributions specified in Article 31.9.12 are subject to and contingent upon SRCEA's agreement to the pension cost sharing arrangement described in Sections 31.2.3, 31.3.3, and 31.4.3, and its fulfillment of all obligations stated in those sections.

19.4 Salary Schedule Information

The current Salary Schedules are available at:

<http://cityweb.srcity.org/departments/hr/Forms/Salary%20Plan.pdf>

ARTICLE 20 **IMPLEMENTATION OF INTERNAL REVENUE CODE SECTION 414(h)(2).**

As permitted by law, including Internal Revenue Code Section 414(h)(2) and Government Code Section 20516, each unit member shall pay through payroll deductions the PERS contributions described in Article 31 with state and federal income tax on the PERS member contribution deferred to the extent permitted by law, including Internal Revenue Code, 26 USC Section 414(h)(2).

ARTICLE 21 **OVERTIME**

21.1 Overtime is defined as all hours actually worked by the employee in excess of forty (40) hours worked in a workweek unless an employee is on an alternate work schedule then overtime shall be paid in accordance with the alternative work agreement. An employee shall not work hours in excess of his/her regularly scheduled hours unless requested or approved by his/her supervisor or in case of an emergency.

21.2 Payment for overtime shall either be in cash at one and one-half (1½) times the employee's regular rate of pay, or in compensating time off (CTO) earned at the rate of one and one-half (1½) hours of CTO for each hour of overtime worked.

21.3 Selection and use of CTO shall be as provided in Article 22 - CTO.

21.4 In the event an employee is required to work more than five (5) hours in any shift without a lunch period, or more than six (6) hours on a ten (10) hour day without a lunch period, the City shall pay the employee thirty (30) minutes at the overtime rate for that shift in addition to the regular wages (see 18.4).

21.5 See Article 48, "Overtime for Night Meetings."

ARTICLE 22 **COMPENSATORY TIME OFF (CTO)**

22.1 Selection of CTO

An employee may select CTO as payment for overtime only if the added CTO does not exceed one hundred (100) hours of accrued CTO.

22.2 Use of CTO

Use of CTO shall be governed by the rules used for taking of vacation.

22.3 Payment of CTO

If an employee terminates from the City, all remaining accrued CTO shall be paid

at the employee's regular rate of pay.

22.3.1 A CTO “cash out” program is available. This program provides an employee with the option to “cash out” some or all of his/her accrued CTO. Procedures for “cashing out” CTO can be found at the following link:

http://cityweb.srcity.org/departments/hr/policies_procedures/Pay-out%20for%20Accrued%20Compensatory%20Time%20Units%204-6-7%20and%2012.pdf

ARTICLE 23 **INSURANCE PROGRAMS**

23.1 The City shall provide the insurance programs described in this Agreement.

23.2 The parties agree that the City has the right to provide these insurance programs by self-insurance, through an insurance company or by any other method which provides the coverage outlined.

ARTICLE 24 **HEALTH INSURANCE**

24.1 The City shall offer employees and their dependent(s), including qualified domestic partners, a health insurance program under the terms set forth below.

24.1.1 Effective January 1, 2015, employees shall have access to all three City health care plans (EPO, PPO, and Kaiser), and employee contributions toward the monthly health insurance premiums shall be as follows:

a) Employees shall pay twelve and one half percent (12.5%) of the cost of the health premium for the health plan with the least expensive monthly premium. If the other health plans remain at or below six percent (6%) of the least expensive monthly premium, employees with those plans shall also contribute twelve and one half percent (12.5%).

b) For the next most expensive monthly health premium (the “mid-range” plan), employees shall contribute fifteen percent (15%) of the cost of the premium if the average premium difference is higher than six percent (6%) of the least expensive plan.

c) For the most expensive monthly health premium, employees shall contribute twenty percent (20%) of the cost of the premium if the average premium difference is twelve and one half percent (12.5%) or more than the least expensive premium. If the most expensive premium has an average premium difference greater than six percent (6%) and less than twelve percent (12%), the employee shall pay fifteen percent (15%).

24.1.2 Deductions for the costs of health plan premiums shall be made through payroll deduction, and shall occur semi-monthly. Current contributions can be found on the Employee Services web page.

24.2 Prior to open enrollment the City shall publish new rates and employee contributions to the premium payment for the next calendar year.

24.3 Applicable monthly premium contributions for this program can be found at the following link:

<http://cityweb.srcity.org/EmployeeServices/webpartpagelibrary1/Health%20Plans.aspx>

See attached Exhibit A.

24.4 The City shall provide each subscriber under this coverage with a summary description of the program.

24.5 Part-time employees may elect to participate in health insurance plans and the City will contribute a percentage of the employer’s portion of the premium

equaling the employee's authorized position full-time equivalent (FTE) towards the selected coverage. The part-time employee will be responsible for the balance of the premium through payroll deductions. If the part-time employee does not select coverage, no cash payment will be made in lieu of the insurance. Part-time employees who do not initially choose health insurance are eligible to elect at a later date through open enrollment or if eligible due to a certain qualifying event as defined by law.

ARTICLE 25 **DENTAL AND VISION INSURANCE**

This Article 25 shall be effective only through December 31, 2014.

25.1 Through December 31, 2014, the CITY shall offer an employee and dependents, including qualified domestic partners, a dental insurance program under the terms as set forth below. The parties agree that the CITY has the right to provide these insurance programs by self-insurance, through an insurance company or by any other method.

The CITY shall contribute the full amount of the premium at each level (employee only, employee plus one, and family) for Delta Dental Plan #3066-0015 for the term of this contract.

A description of benefits for this program can be found at the following link:

<http://cityweb.srcity.org/departments/riskmanage/Pages/Dentalplan.aspx>

Please see attached Exhibit A.

25.2 Through December 31, 2014, the CITY shall offer an employee and dependents, including qualified domestic partners, a vision care program under the terms set forth below. The parties agree that the CITY has the right to provide these insurance programs by self-insurance, through an insurance company, or by any other

method. The CITY shall contribute the full amount of the premium at each level (employee only, employee plus one, and family) through December 31, 2014. Effective January 1, 2015, the vision benefit will be covered under Article 26.

A summary description of the program is posted on the City's website at <http://cityweb.srcity.org/departments/riskmanage/Pages/VisionPlan.aspx>

Please see attached Exhibit A. An individual copy will be provided upon request.

ARTICLE 26 **COMBINED DENTAL AND VISION INSURANCE**

This Article shall become effective January 1, 2015.

26.1 The City shall offer employees and their dependent(s), including qualified domestic partners, a dental insurance program under the terms as set forth below: dental plan 3066-0015, and vision care insurance under the Vision Service Plan C, Division 29.

26.2 Effective January 1, 2015, enrollment for dental and vision benefits shall be combined. Employees shall be required to elect both dental and vision insurance benefits or neither insurance benefits. Employees may enroll for a minimum of two (2) years in combined dental and vision care insurance at time of hire, within sixty (60) days of a qualifying event, or during annual open enrollment. Employees may drop coverage because of a qualifying event or any time after two (2) years of continuous coverage. Employees dropping coverage will be allowed to re-enroll in the program during annual open enrollment or when a qualifying event occurs.

26.3 Employees' adult children up to age twenty six (26) shall be permitted coverage under dental and vision insurance without proof of student status.

26.4 The City shall contribute one hundred percent (100%) toward the

combined dental and vision benefit premium for full time employees.

26.5 Applicable monthly premium contributions and the benefits description for this program can be found at the following link:

<http://cityweb.srcity.org/departments/riskmanage/Pages/Dentalplan.aspx>

26.6 The City shall pay increased premium costs, if any, during the term of this Agreement.

26.7 Part-time employees may elect to enroll in the combined dental and vision insurance plans and the City will contribute the percentage of the premium equaling the employee's authorized position full-time equivalent (FTE) toward the selected coverage. The part-time employee will be responsible for the balance of the premium through payroll deductions. If the part-time employee does not select coverage, no cash payment will be made in lieu of the insurance. Part-time employees shall participate in accordance with guidelines set forth by Human Resources.

ARTICLE 27 **LIFE INSURANCE**

27.1 The City shall provide term life insurance coverage in the amount of twenty thousand dollars (\$20,000) for each full time and permanent part-time employee.

27.2 Additional term life insurance up to two hundred thousand dollars (\$200,000) may be purchased by each employee at his/her cost through a payroll deduction system. Proof of good health may be required for employee paid life insurance subject to the rules of the insurance carrier. Optional spouse or domestic partner life insurance up to fifty thousand dollars (\$50,000) may also be purchased through payroll deduction. Effective October 1, 2004, the amount of spouse or domestic partner life insurance may not exceed fifty percent (50%) of the supplemental insurance

amount the employee has on himself or herself. Proof of good health may be required for spouse or domestic partner life insurance subject to the rules of the insurance carrier.

27.3 The City shall provide each employee under this program with a certificate of coverage and a summary description of the program.

ARTICLE 28 **LONG-TERM DISABILITY INSURANCE**

28.1 The City shall offer employees a long-term disability insurance program and pay the monthly premium costs during the term of this Agreement.

28.2 The City shall provide each employee under this program with a certificate of coverage and a summary description of the program.

28.3 The City shall provide the long-term disability insurance for part-time employees.

ARTICLE 29 **ADDITIONAL INSURANCE PLANS**

29.1 The City shall deduct premium costs from an employee's paycheck for additional insurance plans in amounts and for plans that have been approved by the City at the employee's request.

ARTICLE 30 **RETIRED EMPLOYEES HEALTH INSURANCE**

30.1 Employees who retire from the City may continue their health insurance coverage by enrolling in the retiree Health Plan that corresponds to the active plan they are enrolled in at the time of retirement. Employees who retire from the City must pay appropriate premiums to the City or its designated administrator in advance of such coverage on a monthly basis. The premiums shall be determined by the City. The City shall provide enrolled retired employees a description of the plan. Plans become a

Medicare supplement for enrollees and/or their spouse or domestic partner at age sixty five (65). The employee and the spouse or domestic partner must be enrolled under the respective Health Insurance Program at the time of retirement in order to qualify for the conversion privilege.

30.2 Employees enrolled in the health plan, in the month prior to retirement, who have access to another employer provided insurance plan, may exercise a waiver that allows them a one-time option to re-enroll in the waived health plan within thirty (30) days of termination of that other employer provided insurance plan.

30.3 If the City institutes a program where it pays all or any portion of the health insurance costs for retired employees, then such program shall be extended on the same basis and at the same time to the employees in this Unit who retire during the term of this Agreement. See Article 30.1.

30.4 The City has the right, at its option, to separately experience rate the retirees.

ARTICLE 31 **RETIREMENT**

31.1 Employees are provided retirement benefits under the California Public Employees Retirement System (CalPERS) as described in this Article 31.

31.2 Tier One: Enhanced 3% at 60 Retirement Program – Bargaining Unit Members Hired Before July 8, 2012

Effective July 8, 2012, this Section 31.2 (including subsections) shall apply to bargaining unit members hired before July 8, 2012.

31.2.1 3% at 60 Pension Formula

The “3% at 60” enhanced retirement program will be available to

bargaining unit members covered by this Section 31.2.

31.2.2 Final Compensation Based On Twelve Month Period

For purposes of determining a retirement benefit, final compensation for bargaining unit members covered by this Section 31.2 shall mean the highest twelve (12) consecutive month period as specified in Government Code Section 21362.2.

31.2.3 Required Bargaining Unit Member Contribution

31.2.3.1 2014-2015 Pension Contributions

For the 2014-15 fiscal year, bargaining unit members covered by this Section 31.2 shall continue to pay, through payroll deduction, the previously required eight percent (8.0%) bargaining unit member contribution.

31.2.3.2 2015-2016 Pension Cost Sharing

Effective July 12, 2015, bargaining unit members covered by this Section 31.2 shall pay, through payroll deduction, the eight percent (8.0%) member contribution and an additional one percent (1.0%) of PERSable compensation for a total contribution of nine percent (9.0%) toward the normal cost of pension benefits as permitted by Government Code Section 20516. Effective the first day of the first full pay period in January 2016, bargaining unit members covered by this Section 31.2 shall pay, through payroll deduction, the eight percent (8.0%) member contribution and an additional two and one half percent (2.5%) of PERSable compensation for a total contribution of ten and one half percent (10.5%) toward the normal costs of pension benefits as permitted by Government Code Section 20516. The parties acknowledge that CalPERS mandates an election of unit members, separate from ratification of this MOU, to provide for this cost sharing pursuant to Government Code Section 20516. As

soon as practicable after the effective date of this MOU, the CITY will initiate the contract amendment process. Upon approval and agreement from the bargaining unit and completion of the City's amendment to the CalPERS contract, employee contributions will be made pursuant to Government Code Section 20516, Employee Cost Sharing of Additional Benefits. If the contract amendment is not complete before the effective date of the cost sharing described in this Section 31.2.3.2, the cost sharing shall be implemented outside of a CalPERS contract amendment as authorized by Government Code Section 20516(f), and shall extend beyond the expiration of this MOU. The Association and the City will take all actions necessary to implement the pension cost sharing agreement described in this section 31.2.3.2.

31.3 Tier 2: 2.5% at 55 Retirement Program – Bargaining Unit Members Hired On or After July 8, 2012, and Before January 1, 2013

Effective July 8, 2012, this Section 31.3 (including subsections) shall apply to bargaining unit members hired on or after July 8, 2012, and before January 1, 2013. In addition, this Section 31.3 shall apply to bargaining unit members hired on or after January 1, 2013, who are qualified for pension reciprocity as stated in Government Code Section 7522.02(c) and related CalPERS reciprocity requirements:

31.3.1 2.5% at 55 Pension Formula

The “2.5% @ 55” retirement program will be available to bargaining unit members covered by this Section 31.3.

31.3.2 Final Compensation Based On 12-Month Period

For the purposes of determining a retirement benefit, final compensation for bargaining unit members covered by this Section 31.3 shall mean the highest twelve

(12) consecutive month period as specified in Government Code Section 21362.2.

31.3.3 Required Bargaining Unit Member Contributions

31.3.3.1 2014-2015 Pension Contributions

For the 2014-2015 fiscal year, bargaining unit members covered by this Section 31.3 shall continue to pay, through payroll deduction, the previously required eight percent (8.0%) bargaining unit member contribution.

31.3.3.2 2015-2016 Pension Cost Sharing Beginning 2015-2016

Effective July 12, 2015, bargaining unit members covered by this Section 31.3 shall pay, through payroll deduction, the eight percent (8.0%) member contribution and an additional one percent (1.0%) of PERSable compensation for a total contribution of nine percent (9.0%) toward the normal cost of pension benefits as permitted by Government Code Section 20516. Effective the first day of the first full pay period in January 2016, bargaining unit members covered by this Section 31.3 shall pay, through payroll deduction, the eight percent (8.0%) member contribution and an additional two and one half percent (2.5%) of PERSable compensation for a total contribution of ten and one half percent (10.5%) toward the normal costs of pension benefits as permitted by Government Code Section 20516. The parties acknowledge that CalPERS mandates an election of unit members, separate from ratification of this MOU, to provide for this cost sharing pursuant to Government Code Section 20516. As soon as practicable after the effective date of this MOU, the City will initiate the contract amendment process. Upon approval and agreement from the bargaining unit and completion of the City's amendment to the CalPERS contract, employee contributions

will be made pursuant to Government Code Section 20516, Employee Cost Sharing of Additional Benefits. If the contract amendment is not complete before the effective date of the cost sharing described in this Section 31.3.3.2, the cost sharing shall be implemented outside of a CalPERS contract amendment as authorized by Government Code Section 20516(f), and shall extend beyond the expiration of this MOU. The Association and the City will take all actions necessary to implement the pension cost sharing agreement described in this Section 31.3.3.2.

31.4 Tier Three: PEPR Retirement Tier Required For Bargaining Unit Members Hired On or After January 1, 2013 and Not Qualified For Reciprocity

Effective January 1, 2013, this Section 31.4 (including subsections) shall apply to bargaining unit members who were hired on or after January 1, 2013, and who do not qualify for pension reciprocity as stated in Government Code Section 7522.02(c).

31.4.1 2 at 62 Pension Formula

The “2% @ 62” retirement program will be available to bargaining unit members covered by this Section 31.4.

31.4.2 Final Compensation Based On 36-Months

Effective January 1, 2013, for the purposes of determining a retirement benefit, final compensation for bargaining unit members covered by this Section 31.4 shall mean the highest annual average pensionable compensation earned during thirty six (36) consecutive months of service.

31.4.3 Required Bargaining Unit Member Contributions

31.4.3.1 2014-2015 Contributions

As required by Government Code Section 7522.04(g), effective January 1,

2013, bargaining unit members covered by this Section 31.4 shall pay, through payroll deduction, fifty percent (50%) of normal costs.

31.4.3.2 2015-2016 Pension Cost Sharing Beginning 2015-2016

Effective July 12, 2015, in addition to paying fifty percent (50%) of normal costs as described above, bargaining unit members covered by this Section 31.4 shall pay, through payroll deduction, an additional one percent (1.0%) of PERSable compensation toward the City's normal cost of pension benefits. Effective the first day of the first full pay period in January of 2016, in addition to paying fifty percent (50%) of normal costs as described above, bargaining unit members covered by this Section 31.4 shall pay, through payroll deduction, an additional two and one half percent (2.5%) of PERSable compensation (this is a total of the one percent (1.0%) from July 2015 plus an additional one and one half percent (1.5%) beginning January 2016) toward the City's normal cost of pension benefits. The parties acknowledge that CalPERS mandates an election of unit members, separate from ratification of this MOU, to provide for this cost sharing pursuant to Government Code Section 20516. As soon as practicable after the effective date of this MOU, the CITY will initiate the contract amendment process. Upon approval and agreement from the bargaining unit and completion of the City's amendment to the CalPERS contract, employee contributions will be made pursuant to Government Code Section 20516, Employee Cost Sharing of Additional Benefits. If the contract amendment is not complete before the effective date of the cost sharing described in this Section 31.4.3.2, the cost sharing shall be implemented outside of a CalPERS contract amendment as authorized by Government

Code Section 20516(f), and shall extend beyond the expiration of this MOU. The Association and the City will take all actions necessary to implement the pension cost sharing agreement described in this Section 31.4.3.2.

31.5 Specific details regarding this retirement plan are available to employees from the Human Resources Department.

31.6 The City shall provide each employee a description of this retirement plan, and information is available on the CalPERS web site at www.CalPERS.ca.gov.

31.7 An employee who retires may convert his/her unused sick leave balance to service credit as provided by Government Code Section 20965 (see 15.15). An employee may elect to convert all unused sick leave to service credit.

31.8 After this MOU terminates at twelve o'clock midnight on July 31, 2016, the status quo ante for all purposes shall be defined as the current language of Article 31.

31.9 The City has established a retiree health stipend benefit plan and trust. It is intended that, under this plan and trust, benefits paid to employees will be tax free, contributions will be pre-tax and trust income will be tax exempt. The City and Association will take all steps necessary to achieve these goals including an amendment to this MOU if necessary.

31.9.1 The terms and conditions of eligibility and the amount of the stipend payments will be as provided in the plan documents. An Actuarial analysis of the plan shall be performed no less than every two (2) years. The cost of the actuary shall be paid for by the plan.

31.9.2 The plan funds shall be held by the City in accordance with the

Trust Agreement unless otherwise specified in the plan or an amendment thereto.

31.9.3 The City reserves the right to contract the administrative duties of this program and pass the cost of the administrative duties to the plan as provided in the plan documents.

31.9.4 Plan Adoption: The approved plan is adopted effective January 1, 2008 and all employees leaving the bargaining unit that date or thereafter are subject to the terms of the plan.

31.9.5 Employees are eligible to receive benefits when they terminate City employment, reach the age of fifty five (55), and have four (4) or more years of service within the unit as defined in the Plan. For employees covered by this Agreement as of January 1, 2008, all time in service with the City prior to that date is considered in computing years of service in the plan. After January 1, 2008, only time in service within the bargaining unit is considered in computing years of service for the Plan.

31.9.6 The intent of this plan is for the eligible retiree payments to remain at the amount specified when the retiree first became eligible. However, based on actuarial recommendations and in accordance with the Plan, benefit amounts may be decreased or increased proportionately to all recipients. Increases to recipients' benefits will only occur if active employees in the respective bargaining unit make that decision.

31.9.7 Employees who were in the bargaining unit and retired at a minimum age of fifty five (55), between July 1, 1998 and December 31, 2007 with at

least fifteen (15) consecutive years of service with the City shall receive eighty dollars (\$80) per month.

31.9.8 Employees eligible for benefits effective January 1, 2008 currently receive benefits as shown below:

WHOLE YEARS OF SERVICE	ACCRUED BENEFIT PERCENTAGE	AMOUNT OF MONTHLY STIPEND in Jan 2008
Less than 4 years' service	None	0
4 years	8.33%	\$8.33
5	16.66%	\$16.66
6	25%	\$25.00
7	33.33%	\$33.33
8	41.66%	\$41.66
9	50%	\$50.00
10	58.33%	\$58.33
11	66.66%	\$66.66
12	75%	\$75.00
13	83.33%	\$83.33
14	91.66%	\$91.66
15 or more	100%	\$100.00

31.9.9 All stipend payments are made monthly or upon receipt of reimbursement request according to rules of the plan.

31.9.10 Retiree benefit shall **NOT** transfer to spouse, qualified domestic partner other beneficiary or estate upon death of retiree;

31.9.11 The City will contribute, In lieu of a one-half of one percent (1/2%)

cost of living adjustment commencing July 1, 1998 and an additional twelve hundredths of one percent (0.12%) for a total of sixty two hundredths of a percent (0.62%) of salary commencing at midnight June 30, 2000, on behalf of employees to this Plan.

31.9.12 In addition to the contributions set forth in Article 31.9.11, the City will make the following contributions in lieu of COLA increases:

- Effective October 5, 2014, the City will contribute an additional twenty-eight hundredths of a percent (.28%) on behalf of employees to this Plan.
- Effective July 12, 2015, the City will contribute an additional twenty-one hundredths of a percent (.21%) on behalf of employees to this Plan.
- Effective the first day of the first full pay period of January 2016, the City will contribute an additional fourteen hundredths of a percent (.14%) on behalf of employees to this Plan.

31.9.13 The contribution shall be calculated monthly based upon the total regular hours labor costs for the unit and deposited in the trust by the fifteenth (15th) of the following month.

ARTICLE 32 **UNIFORMS**

32.1 If the City requires an employee to wear a uniform, the City will provide, and employees shall wear at all times when on duty, full uniforms to include shirt, tee shirts, pants, jacket and baseball cap, as weather conditions dictate.

32.2 Employees provided uniforms or a uniform allowance by the City shall receive them by the first day of November each fiscal year. Employees shall be responsible for the normal maintenance and upkeep of uniforms and work clothes in accordance with City policy. Annual uniform allowance shall be one hundred and ninety dollars (\$190).

32.3 City shall replace uniforms for normal wear and tear resulting from City work activities.

32.4 See Units # 6 Appendix and Unit #7 Appendix for details regarding Footwear.

32.5 See Unit #7 Appendix for details regarding uniforms for Parking Enforcement Officers, Parking Operations Aides and Parking Operations Coordinators.

ARTICLE 33 **CALL BACK**

33.1 An employee who has completed his/her work day, has left the work site, and is ordered to return to duty following the normal work day shall receive pay for actual work performed or a minimum payment of two (2) hours at the overtime rate if each of the following conditions is met:

33.1.1 The order to return to work occurs following the termination of

his/her normal work shift on the day the return is required;

33.1.2 The return is necessitated by unanticipated work requirements; and

33.1.3 The employee actually returns to work.

33.2 An employee who is ordered to begin his/her shift up to two (2) hours prior to normal starting time shall not be eligible to call back pay for that early call back.

33.3 Civilian employees of the Police Department, who provide support services

for the Special Response Unit and the Crisis Negotiations Unit, and are required to return to duty to provide said support, shall receive call back pay as provided in Article 33.1.

33.4 Civilian employees of the Police Department, who provide support services for the Special Response Unit and the Crisis Negotiations Unit, and are required to return to duty to provide said support, shall receive a shift differential of one dollar and forty cents (\$1.40) for all hours actually worked between 6:00 p.m. and 12:00 a.m., and one dollar and eighty cents (\$1.80) per hour for all hours actually worked between 12:00 a.m. and 6:00 a.m.

ARTICLE 34 **COURT APPEARANCES**

34.1 Employees subpoenaed by or on behalf of the City, to appear in court during off-duty hours shall receive a minimum of two (2) hours' pay at the regular hourly rate.

34.2 Court appearances in excess of two (2) hours shall be compensated at the regular hourly rate of pay. However, if employees have completed their regularly scheduled work shift and then are required to be in court during the same day, the overtime rate shall be used to compute pay.

34.3 Time served under subpoena for irregular shift employees shall be considered as time worked so that an irregular shift employee shall not be required to appear in court under service of process and also work a shift for the City during any twenty-four hour (24) period. (Prior Code 2.160)

ARTICLE 35 **STANDBY ASSIGNMENT**

See Unit #7 Appendix for details

ARTICLE 36 **SHIFT DIFFERENTIAL**

See Unit #4 Appendix and Unit #7 Appendix

ARTICLE 37 **RULES AND REGULATIONS**

37.1 The following rules and regulations, as they exist now or as they may be amended through the meet and confer process, shall be applicable to employees and the Association unless superseded by any provision of this Agreement:

37.1.1 For Personnel Rules and Regulations, click on the following link:

<http://cityweb.srccity.org/departments/hr/Personnel%20Rules%20and%20Regulations%20Library/Forms/AllItems.aspx>

37.1.2 Employer-Employee Relations Ordinance can be found at the following link:

<http://cityweb.srccity.org/departments/hr/Personnel%20Rules%20and%20Regulations%20Library/Rules%20and%20Regulations%20to%20the%20Employer-Employee%20Relations%20Ordinance.pdf>

37.2 Classification Change Notification: The Association shall be notified of classification changes proposed by the Human Resources Department.

ARTICLE 38 **WORK CURTAILMENT**

38.1 Under no conditions or circumstances shall the Association or any of the employees it represents individually or collectively cause, sanction, honor or engage in any strike, sit-down, stay-in, sick-out, slow-down, speed-up, work to rule or in any other type of job action, curtailment of work, restriction of production or restriction of service during the term of this Agreement.

ARTICLE 39 **CONTRAVENTION OF LAWS**

39.1 The provisions of this Understanding shall be subordinate to any present or subsequent Federal law, State law or City Charter provisions.

ARTICLE 40 **SEVERABILITY**

40.1 Should any part of this Understanding be rendered or declared illegal or invalid by legislation or decree of a court of competent jurisdiction, this invalidation shall not affect the remaining portions of this Understanding.

ARTICLE 41 **FULL UNDERSTANDING, MODIFICATION, WAIVER**

41.1 This Agreement sets forth the full and entire understanding of the parties regarding the matters set forth herein and any other prior or existing understanding or agreements by the parties, whether formal or informal, regarding any such matters are hereby superseded or terminated in their entirety.

41.2 It is agreed and understood that each party hereto voluntarily and unqualifiedly waives its right to negotiate and agrees that the other party shall not be required to negotiate, with respect to any matter covered herein.

41.3 It is further agreed and understood that, except in cases of emergency, the City shall not implement any changes to any matter within scope, as defined by the Meyers, Milias, Brown Act, as amended, not covered herein without first having met and conferred with the Association. For purposes of this Agreement, emergency means any sudden and unforeseeable incident or occurrence.

41.4 No agreement, alteration, understanding variation, waiver, or modification of any of the terms or provisions contained herein shall in any manner be binding upon the parties hereto unless made and executed in writing by all parties hereto and, if

required, approved by the City and ratified by the membership of the Association.

41.5 The waiver of any breach of any term or condition of this Agreement by either party shall not constitute a precedent in the future enforcement of all its terms and provisions.

ARTICLE 42 CATASTROPHIC LEAVE

42.1 Employees may donate accrued leave to other employees suffering from a catastrophic illness or injury either to themselves, a spouse, a qualified domestic partner, a parent or a dependent minor child. See the Catastrophic Leave Policy on the Employee Services Web page for more information.

42.2 Catastrophic leave is a paid leave of absence due to life threatening verifiable long-term illness or injury such as, but not limited to, cancer and heart attack which clearly disables the individual.

42.3 Employees who have successfully completed two thousand eighty (2,080) hours or one (1) year in paid status shall be eligible for catastrophic leave due to their own catastrophic illness or injury or catastrophic illness or injury to spouse, qualified domestic partner, parent or dependent minor child.

42.4 The employee must first exhaust all accrued sick leave, vacation leave and compensatory time before qualifying for catastrophic leave.

42.5 Catastrophic leave shall be additional paid leave available from vacation, compensatory leave or administrative leave hours donated by other employees to a specific qualified employee.

42.6 Employees donating vacation or compensatory time must donate in increments of whole hours. The donating employee must have a vacation leave

balance of at least forty (40) hours after the donation of vacation time. Employees may donate all of their accrued compensatory time. Effective July 1, 2006, employees may also donate sick leave up to twenty four (24) hours in a fiscal year. Employees donating sick leave must have a balance of eighty (80) hours after the donation of sick leave.

42.7 An employee requesting catastrophic leave must receive the recommendation of his or her Department Head and the approval of the City Manager or his/her designated committee. Such leave may initially be approved up to a maximum of three hundred and forty (340) donated hours. If the catastrophic illness or injury continues, up to an additional three hundred and forty (340) donated hours may be recommended and approved.

42.8 The Finance Department shall account for the donation and disbursement of catastrophic leave hours. All time donated will be credited on an hour-to-hour basis regardless of hourly pay differentials between donating employee and recipient.

42.9 Catastrophic leave shall not be used in conjunction with any long or short-term disability benefits or Workers' Compensation Leave.

42.10 While an employee is on catastrophic leave, using donated hours, the employee shall not accrue any vacation or sick leave.

ARTICLE 43 **ACTING SENIOR WASTEWATER PLANT OPERATOR**

See Unit #7 Appendix for details

ARTICLE 44 **GRIEVANCE REPRESENTATIVE**

44.1 Number of representatives

44.1.1 There shall be a reasonable number of grievance representatives in this Unit.

44.1.2 In instances where the designated grievance representative is unable to represent a grievance, the President shall represent or designate a representative who is on the current list as provided below, to act as a substitute.

44.1.3 Both the grievance representative and either the Association President or Vice President will be allowed to represent an employee in a formal grievance procedure.

44.2 Release Time

44.2.1 The grievance representative shall receive reasonable release time to process grievances including time before and after meetings.

44.2.2 The grievance representative shall operate within their designated area.

44.2.3 The grievance representative desiring to leave his/her work location to process a grievance shall first obtain permission from his/her immediate supervisor. Permission to leave will be granted promptly unless such absence will have an undue impact on the operation of the Department. In this event, his/her release from work shall be made as soon as practical.

44.2.4 The grievance representative desiring to enter the work location of a grievant to process a grievance shall first obtain permission from the grievant's supervisor. Permission to enter will be granted promptly unless it will have an undue impact on the operation of the Department. If the grievant cannot be made available, his/her release from work shall be made as soon as practical.

44.2.5 The Association agrees that whenever a grievance representative is processing a formal grievance during working hours, only that amount of time

necessary to bring about a prompt disposition of the matter will be utilized.

44.3 Recognized Representative

44.3.1 The Association shall give the City Manager a list of the names of employees selected as grievance representative.

44.3.2 Only those employees whose names are on the current list shall be granted release time to serve as grievance representatives.

ARTICLE 45 **ASSOCIATION/MANAGEMENT MEETINGS**

45.1 The parties agree to meet quarterly to discuss matters of mutual interest.

45.2 The Association may bring a reasonable number of representatives as agreed upon in advance with the City.

45.3 The agenda shall be prepared by the City after discussion with the Association.

ARTICLE 46 **TIME SAVINGS PLAN**

46.1 The City shall continue the implementation of Administrative Services Accounting Procedure II-10 outlining a program (Time Savings Plan) that would allow employees to buy time off for supplementing vacation, holiday, or other compensatory leave except as provided in Article 47.2.

ARTICLE 47 **OVERTIME FOR NIGHT MEETINGS**

47.1 Any employee covered under this Agreement shall receive a minimum of two (2) hours of overtime pay for hours actually worked any time he/she is required by the City to attend and, in fact, does attend an evening meeting.

ARTICLE 48 **RECORDING SECRETARY**

See Unit #4 Appendix for details.

ARTICLE 49 **ADVANCED COMPUTER SYSTEMS ADMINISTRATION**

See Unit #4 Appendix for details.

ARTICLE 50 **3% PREMIUM PAY TO COORDINATE DEPARTMENT'S TECHNOLOGY PLAN**

See Unit #6 Appendix for details.

ARTICLE 51 **BILINGUAL PAY**

51.1 Additional pay of two percent (2%) shall be received by employees designated by their department head as a proficient in Spanish in accordance with the criteria established in the Bilingual Customer Service Program established by the Human Resources Department.

ARTICLE 52 **PARKING OPERATIONS AIDE PREMIUM**

See Unit #7 Appendix for details.

ARTICLE 53 **BUILDING INSPECTOR ACTING PAY**

See Unit #7 Appendix for details.

ARTICLE 54 **AUTHORIZED AGENTS**

54.1 For the express purpose of administering the terms and provisions of this Agreement:

54.1.1 Management's principal authorized agent shall be the City Manager's designee, the Employee Relations Manager (address: City Hall, 100 Santa Rosa Avenue, Room 1, Santa Rosa, CA 95404; telephone (707) 543-3060, FAX (707) 543-3064), except where a particular management representative is specifically designated in the Agreement.

54.1.2 Association's principal authorized agent shall be the President or

his/her duly authorized representative (address: P. O. Box 3182, Santa Rosa, CA 95402; telephone (707) 546-3782, FAX (707) 546-4879), except where a particular representative is specifically designated in the Agreement.

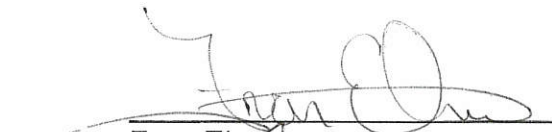
ARTICLE 55

RECOMMENDATION

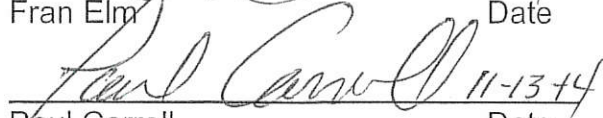
55.1 The City and the Association shall recommend the ratification of this Agreement to the City Council and the Association shall recommend the ratification of this Agreement to the employees in the City's Unit #4 - Support Services, Unit #6 - Professional and Unit #7 - Technical.

FOR THE CITY OF SANTA ROSA:


FOR SRCEA:




Fran Elm Date 12/3/14



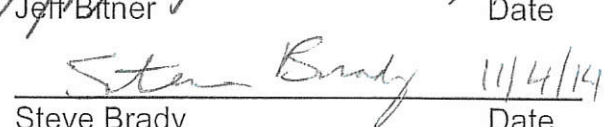
Paul Carroll Date 11-13-14



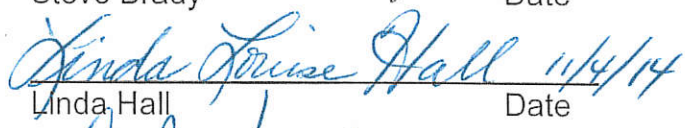
Mike Reynolds Date 11/17/14



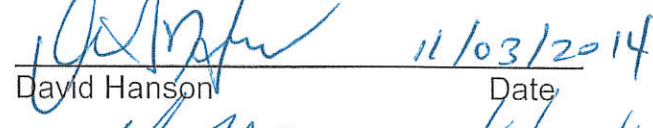
Jeff Bitner Date 11/4/14



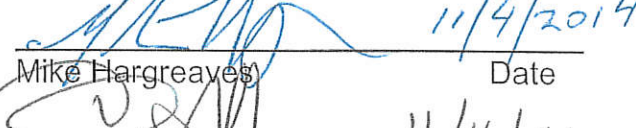
Steve Brady Date 11/4/14



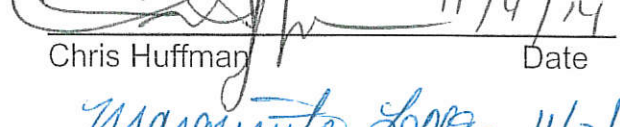
Linda Hall Date 11/4/14



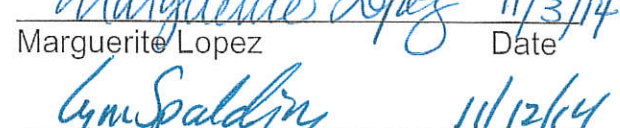
David Hanson Date 11/03/2014



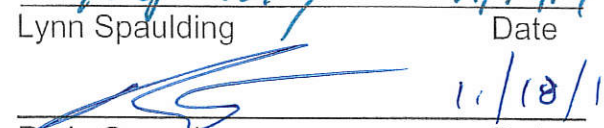
Mike Hargreaves Date 11/4/2014




Chris Huffman Date 11/4/14



Marguerite Lopez Date 11/3/14



Lynn Spaulding Date 11/12/14



Rudy Gonzalez Date 11/18/14

RATIFICATION

Ratified:


Santa Rosa City Employees Association

By 
Mike Reynolds
President, SRCEA

Date
11/4/14

Ratified:

City of Santa Rosa

By 
John J. Sawyer
Mayor

Date
12/10/14

Resolution No.: 28566

UNIT 4
APPENDIX

ARTICLE 37 **SHIFT DIFFERENTIAL**

37.1 Employees employed in the classification of Data Entry Operator shall receive a shift differential as provided below.

37.2 Employees shall receive a shift differential of one dollar and forty cents (\$1.40) per hour for all hours actually worked between 6:00 p.m. and 12:00 a.m. and one dollar and eighty cents (\$1.80) per hour for all hours actually worked between 12:00 a.m. and 6:00 a.m.

ARTICLE 49 **RECORDING SECRETARY**

49.1 Employees in the classification of Senior Administrative Assistant assigned in writing by their Department Head to serve as Recording Secretary to a City Council appointed board or commission shall receive a payment of one dollar and twenty cents (\$1.20) per hour for all hours so worked. This work shall include but not be limited to being responsible for preparing the agenda, notification, assembling background materials and taking care of minutes and processing post-meeting documents.

ARTICLE 50 **ADVANCED COMPUTER SYSTEMS ADMINISTRATION**

50.1 Employees in the class of Senior Administrative Assistant who are assigned in writing by the Department Head and who spend at least twenty-five percent (25%) of their time performing advanced computer program administrative duties, such as development of screens, applications and scripts; and software and hardware installation, maintenance and troubleshooting shall receive a premium pay of seven and one-half percent (7.5%) above his/her salary.

**UNIT 6
APPENDIX**

ARTICLE 32 UNIFORMS

32.4 Footwear

32.4.1 Each fiscal year the City shall provide a safety footwear allowance for the purchase of footwear for employees required by the City to wear safety footwear. Each employee may choose to accept or refuse the allowance.

32.4.2 Employees required by management to wear safety toe footwear meeting ASTM F2413-05 requirements shall receive an additional fifteen dollars (\$15) to be used toward the purchase of safety toe footwear.

32.4.3 The annual footwear allowance shall be two hundred dollars (\$200).

**ARTICLE 51 3% PREMIUM PAY TO COORDINATE DEPARTMENT'S
TECHNOLOGY PLAN**

Employees in classifications in the unit other than Departmental Technology Coordinator or Programmer/Analyst, who, in addition to their regular duties, are assigned in writing by their Department Head to develop and administer the department's technology and by spending thirty percent (30%) or more of their time planning, researching, preparing budgets coordinating and implementing computer and related technologies outline in the departmental technology plan; coordinating and participating in the maintenance of computer related equipment within the department; and acting as liaison while coordinating the department's computer technology efforts with the Information Services Division; shall receive a three percent (3%) premium pay above their current salary.

UNIT 7

APPENDIX

ARTICLE 18 WORK SCHEDULE

18.2.1 Full time employees in the classifications of Recreation

Coordinator and Recreation Specialist shall be scheduled to work between six (6) and ten (10) hours in a day. Hours worked less than six (6) or more than ten (10) shall be by mutual agreement between the supervisor and the employee. The workday may be split, by a minimum of two (2) hours, by mutual agreement between the employee and the supervisor.

18.2.2 Individual schedules shall be prepared in advance by the supervisor and provided to the employee. Changes in the schedule with less than five (5) days notice shall be by mutual agreement, except that, if the supervisor determines it is operationally necessary to make the change and is unable to provide the notice, the overtime rate shall be paid for all hours worked on the new schedule prior to the expiration of the five (5) day notice period.

18.2.3 The provisions of the articles 18.2.1 and 18.2.2 shall be reviewed at least every four (4) months. This flexible schedule program is intended to be a trial program. After it has been in effect for one (1) year, the program shall be reviewed by Management and labor to determine if it continues to meet the interests of the parties.

18.7.3 Wastewater Operators currently report to work fifteen (15) minutes before their shift begins to coordinate with those working the previous shift. To compensate, the City pays for fifteen (15) minutes of their thirty (30) minute lunch break.

ARTICLE 32 **UNIFORMS**

32.4 Footwear

32.4.1 Each fiscal year the City shall provide a safety footwear allowance for the purchase of footwear for employees required by the City to wear safety footwear. Each employee may choose to accept or refuse the allowance.

32.4.2 Employees required by management to wear safety toe footwear meeting ASTM F2413-05 requirements shall receive an additional fifteen dollars (\$15) to be used toward the purchase of safety toe footwear.

32.4.3 The annual footwear allowance shall be two hundred dollars (\$200).

32.5 Parking Division Employees

The City shall provide a uniform allowance for Parking Enforcement Officers, Senior Parking Enforcement Officers, Parking Operations Aides and Parking Operations Coordinators as follows:

32.5.1 Employees, except new employees, shall receive an annual uniform allowance during the month of August for the purchase of uniforms as specified by the City.

32.5.2 New employees shall receive the uniform allowance during their first month of employment and annually thereafter during the month of August.

32.5.3 Employees shall wear the uniform while at work and shall be responsible for their purchase, maintenance and replacement in accordance with City policies.

32.5.4 The uniform allowance shall be five hundred dollars (\$500.00) and shall be prorated for part-time employees.

32.6 Effective July 1, 2008 the City shall provide a uniform allowance for Administrative Technicians required by the Police Department to wear a uniform.

32.6.1 Employees, except new employees, shall receive an annual uniform allowance during the month of August for the purchase of uniforms as specified by the City.

32.6.2 New employees shall receive the uniform allowance during their first month of employment and annually thereafter during the month of August.

32.6.3 Employees shall wear the uniform while at work and shall be responsible for their purchase, maintenance and replacement in accordance with City policies. When employees are not required to wear a uniform, the employees shall follow the Police Department General Order for appropriate business attire.

32.6.4 The uniform allowance shall be six hundred dollars (\$600.00).

ARTICLE 36 **STANDBY ASSIGNMENT**

36.1 Any employee within a classification specified by the City who is required by the City to perform standby assignment on either a voluntary or mandatory basis shall be paid for such assignment as follows:

36.1.1 Seventy eight dollars (\$78.00) per twenty-four (24) hour period on standby.

36.1.2 The overtime rate for all hours actually worked on a job when called out while on standby.

36.2 An employee on standby assignment shall be available to return to work at any time and shall refrain from activities which might impair the ability to perform duties. To achieve a rapid response, the City shall provide an employee on standby

assignment with a communication device which allows for instant contact with the employee. In addition, if practical, the City shall provide an employee on standby assignment with an appropriate City vehicle as determined by the City.

ARTICLE 37 SHIFT DIFFERENTIAL

37.1 Employees in the classifications of Senior Wastewater Plant Operator and Wastewater Plant Operator, including trainees assigned to these classifications, shall receive a shift differential as provided below.

37.2 Employees specified in Article 37.1 shall receive a shift differential of one dollar and forty cents (\$1.40) per hour for all hours worked during swing shift and a shift differential of one dollar and eighty cents (\$1.80) per hour for all hours worked during graveyard shift.

37.3 Employees shall not receive shift differential pay for hours worked on dayshift. Dayshift is defined as that work schedule whose hours most closely match the traditional eight to five schedule. Swing shift is the work schedule which follows dayshift. Graveyard is the work schedule which follows swing shift.

37.4 Employees in the classification of Stores Clerk and Store Keeper who are assigned to work in the City Garage shall receive shift differential as provided below.

37.5 Employees shall receive the shift differential provided herein below for all hours actually worked. Between four (4) p.m. and twelve (12) a.m. it shall be one dollar and forty cents (\$1.40). Between twelve (12) a.m. and six (6) a.m. it shall be one dollar and eighty cents (\$1.80) per hour.

37.6 Civilian employees of the Police Department, who provide support services for the Special Response Unit and the Crisis Negotiations Unit, and are required to

return to duty to provide said support, shall receive a shift differential of one dollar and forty cents (\$1.40) for all hours actually worked between 6:00 p.m. and 12:00 a.m., and one dollar and eighty cents (\$1.80) per hour for all hours actually worked between 12:00 a.m. and 6:00 a.m.

37.7 Employees within the classification of Parking Operations Coordinator and Parking Operations Aide, who are assigned to work in the City Parking Garages, shall receive shift differential provided herein for all hours actually worked as outlined below:

37.7.1 Graveyard Shift – Effective July 1, 2009, employees shall receive a shift differential of one dollar and eighty (\$1.80) per hour for all hours worked between twelve (12) a.m. and eight (8) a.m.

37.7.2 Swing Shift – Effective August 2, 2009, employees shall receive a shift differential of one dollar and forty cents (\$1.40) per hour for all hours worked between four (4) p.m. and twelve (12) a.m.

ARTICLE 43 **ACTING SENIOR WASTEWATER PLANT OPERATOR**

43.1 Wastewater Operator I/II assigned as Acting Senior Wastewater Plant Operator shall be paid thirty five dollars (\$35) per shift while so assigned.

ARTICLE 52 **PARKING OPERATIONS AIDE PREMIUM**

52.1 Effective July 1, 2011, Parking Operations Aides (POAs) shall receive a premium of five percent (5%) of the POA base hourly pay rate per hour when designated by the Department to act as a back-up in the absence of the Parking Operations Coordinator for periods of four (4) hours or more. This premium pay does not apply during Parking Operations Coordinator absences of less than four (4) hours. For Parking Operations Coordinator absences exceeding four hours, this premium shall

apply to all hours worked in a back-up capacity.

ARTICLE 53 **BUILDING INSPECTOR ACTING PAY**

53.1 Effective July 1, 2008 employees in the classification of Building Inspector who are assigned, in writing, by the Director of the Department of Community Development, to the ongoing responsibility of assuming those duties normally associated with the Senior Building Inspector position, shall receive a premium pay of up to five percent (5%) above his/her current salary.

EXHIBIT A -INSURANCE PLANS

DENTAL INSURANCE

In general, the program includes for employees, and their dependents, including qualified domestic partners, basic dental insurance coverage of payment of the indicated percentage up to the maximum of two thousand (\$2,000) (Twenty one hundred (\$2100) for employees choosing a premier preferred provider under the current dental program) for each eligible person per year for the following benefits:

<u>BENEFITS</u>	<u>PROGRAM PAYS</u>	<u>EMPLOYEE PAYS</u>
Preventive Services	100%	0%
Basic Services	80%	20%
Major Services	80%	20%
Prosthodontic Services	50%***	20%
Orthodontic Services	50%	50%

*Two thousand dollars (\$2,000) lifetime maximum per person for orthodontics.

*** Prosthodontic Services – Program will pay eighty percent (80%) effective January 1, 2010.

VISION INSURANCE

The CITY shall offer employees and their dependents, including qualified domestic partners, a vision care program which provides an eye examination, and allowance for lenses, and frames once each twelve (12) months. The deductible shall not exceed twenty dollars (\$20.00). Effective January 1, 2014 the vision allowance for frames shall increase from one hundred twenty dollars (\$120) to one hundred fifty dollars (\$150), and the allowance for contact lenses shall increase from one hundred five dollars (\$105) to one hundred twenty five dollars (\$125). Summary description of the program and the current premium costs can be found at the following link:

<http://cityweb.srcity.org/departments/riskmanage/Pages/VisionPlan.aspx>

MEDICAL INSURANCE

Current medical rates can be found online at
<http://ci.santa-rosa.ca.us/departments/hr/benefits/Pages/default.aspx>