

Jose R. Gonzalez, Mayor
Elizabeth Alcantar, Vice Mayor
Chris Garcia, Council Member
Jack M. Guerrero, Council Member
Blanca Lozoya, Council Member



CUDAHY CITY
COUNCIL CHAMBERS
5240 Santa Ana Street
Cudahy, CA 90201
Phone: (323) 773-5143
Fax: (323) 771-2072

REMOTE TELECONFERENCE

LOCATION:
Bedwell Hall
5240 Santa Ana Street
Cudahy, CA 90201

AGENDA

**A REGULAR MEETING
OF THE CUDAHY CITY COUNCIL
and JOINT MEETING of the
CITY OF CUDAHY AS SUCCESSOR AGENCY and HOUSING SUCCESSOR AGENCY
TO THE CUDAHY DEVELOPMENT COMMISSION
Tuesday, January 7, 2020 – 6:30 P.M.**

Written materials distributed to the City Council within 72 hours of the City Council meeting shall be available for public inspection in the City Clerk's Office at City Hall located at 5220 Santa Ana Street, Cudahy, CA 90201.

In compliance with the Americans with Disabilities Act (ADA) if you need special assistance to participate in this meeting, you should contact the City Clerk's Office at (323) 773-5143 at least 72 hours in advance of the meeting.

Rules of Decorum

*"Members of the Public are advised that all **PAGERS, CELLULAR TELEPHONES** and any **OTHER COMMUNICATION DEVICES** are to be **turned off** upon entering the City Council Chambers." If you need to have a discussion with someone in the audience, kindly step out into the lobby.*

Under the Government Code, the City Council may regulate disruptive behavior that impedes the City Council Meeting.

Disruptive conduct may include, but is not limited to:

- Screaming or yelling during another audience member's public comments period;
- Profane language directed at individuals in the meeting room;
- Throwing objects at other individuals in the meeting room;
- Physical or verbal altercations with other individuals in the meeting room; and
- Going beyond the allotted three-minute public comment period granted.

When a person's or group's conduct disrupts the meeting, the Mayor or presiding officer will request that the person or group stop the disruptive behavior, and WARN the person or group that they will be asked to leave the meeting room if the behavior continues.

If the person or group refuses to stop the disruptive behavior, the Mayor or presiding officer may order the person or group to leave the meeting room, and may request that those persons be escorted from the meeting room. Any person who, without authority of law, willfully disturbs or breaks up a City Council meeting is guilty of a misdemeanor. (Pen. Code, § 403.)

It should also be noted that any person who WILLFULLY disturbs or breaks up the City Council meeting may be arrested for a misdemeanor offense. (Penal Code, § 403.)

1. CALL TO ORDER

2. ROLL CALL

Council / Agency Member Garcia
Council / Agency Member Guerrero
Council / Agency Member Lozoya
Vice Mayor / Vice Chair Alcantar
Mayor / Chair Gonzalez

3. PLEDGE OF ALLEGIANCE

4. PRESENTATIONS

5. PUBLIC COMMENTS

(Each member of the public may submit one comment card if he or she wishes to address the City Council. Only speakers that submit a comment card within the first 20 minutes of the meeting will be permitted to speak for three (3) minutes concerning items under the City Council's jurisdiction, including items on the agenda and closed session items.)

(Any person who, without authority of law, willfully disturbs or breaks up a City Council meeting is guilty of a misdemeanor. (Pen. Code, § 403).)

6. CITY COUNCIL COMMENTS / REQUESTS FOR AGENDA ITEMS (Each Council Member is limited to three minutes.)

(This is the time for the City Council / Agency to comment on any topics related to "City Business," including announcements, reflections on city / regional events, response to public comments, suggested discussion topics for future council meetings, general concerns about particular city matters, questions to the staff, and directives to the staff (subject to approval / consent of the City Council majority members present, regarding staff directives). Each Council / Agency Member will be allowed to speak for a period not to exceed three (3) minutes. Notwithstanding the foregoing, the City Council Members shall not use this comment period for serial discussions or debate between members on City business matters not properly agendized. The City Attorney shall be responsible for regulating this aspect of the proceeding.)

7. CITY MANAGER REPORT (information only)

8. REPORTS REGARDING AD HOC, ADVISORY, STANDING, OR OTHER COMMITTEE MEETINGS

9. WAIVER OF FULL READING OF RESOLUTIONS AND ORDINANCES

(Consideration to waive full text reading of all Resolutions and Ordinances by single motion made at the start of each meeting, subject to the ability of the City Council / Agency to read the full text of selected resolutions and ordinances when the item is addressed by subsequent motion.)
(COUNCIL / AGENCY)

Recommendation: Approve the Waiver of Full Reading of Resolutions and Ordinances.

10. CONSENT CALENDAR

(Items under the Consent Calendar are considered routine and will be enacted by one motion. There will be no separate discussion of these items unless a Council / Agency Member so requests, in which event the item will be removed from the Consent Calendar and considered separately.)

- A. Adoption of Proposed Resolution No. 20-01 Superseding and Repealing Resolution No. 19-02, and Amending the Fringe Benefits and Salary Plan Establishing Provisions for All Full-time Employees, Hourly Employees, and Appointed Officials (*page 5*)

Presented by Human Resources Manager

Recommendation: The City Council is requested to approve proposed Resolution No. 20-01 superseding and repealing Resolution No. 19-02, fringe benefits and salary plan establishing provisions for all full-time employees, hourly employees, and appointed officials.

11. PUBLIC HEARING - NONE

12. BUSINESS SESSION

- A. Authorize the Acting City Manager to Execute a Regulatory Process Review Letter for Glo Green, LLC on behalf of the City of Cudahy (*page 211*)

Presented by City Attorney's Office

Recommendation: The City Council is requested to authorize the Acting City Manager to execute a Regulatory Process Review Letter for Glo Green, LLC on behalf of the City of Cudahy.

B. City Council Reorganization - Selection of Mayor and Vice Mayor for a One-Year Term

Presented by Assistant City Clerk

Recommendation: It is recommended that the City Council:

1. Select a Mayor and Vice Mayor for a one-year term; and
2. Receive presentations for the outgoing Mayor.

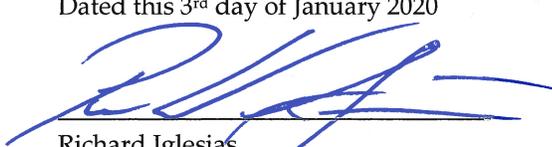
13. COUNCIL DISCUSSION - NONE

14. CLOSED SESSION - NONE

15. ADJOURNMENT

I, Richard Iglesias, hereby certify under penalty of perjury under the laws of the State of California that the foregoing agenda was posted at Cudahy City Hall, Bedwell Hall, Clara Park, Lugo Park, and the City's Website not less than 72 hours prior to the meeting. A copy of said Agenda is on file in the City Clerk's Office.

Dated this 3rd day of January 2020


Richard Iglesias
Assistant City Clerk



Item Number 10A

STAFF REPORT

Date: January 7, 2020

To: Honorable Mayor/Chair and City Council/Agency Members

From: Santor Nishizaki, Acting City Manager/Executive Director
By: Jennifer Hernandez, Human Resources Manager

Subject: **Adoption of Proposed Resolution No. 20-01 Superseding and Repealing Resolution No. 19-02, and Amending the Fringe Benefits and Salary Plan Establishing Provisions for All Full-time Employees, Hourly Employees, and Appointed Officials**

RECOMMENDATION

The City Council is requested to approve proposed Resolution No. 20-01 superseding and repealing Resolution No. 19-02, fringe benefits and salary plan establishing provisions for all full-time employees, hourly employees, and appointed officials.

BACKGROUND

1. On June 8, 2015, the City Council approved the Fringe Benefit and Salary Plan (FBSP) plan establishing provisions for all full-time employees, hourly employees, and appointed officials.
2. On September 14, 2015, the FBSP was updated to include the positions of Community Development Manager and Public Safety and Services Manager.
3. On January 1, 2016, State of California's Minimum Wage Order (MW-2016) went into effect raising the minimum wage rate from \$9.00 to \$10.00, shifting the salary schedule for Hourly employees.
4. On January 22, 2016, the FBSP was updated to include the State of California's Minimum Wage Order for 2016, as well as include language from the newly approved Cudahy Miscellaneous Employee Association's Memorandum of Understanding for 2015-19.

5. On April 4, 2016, the Governor of California signed legislation passed by the California Legislature, raising the minimum wage rate (MW-2017) from \$10.00/hr. to \$10.50/hr., shifting the salary schedule for Hourly employees.
6. On January 1, 2018, the California Minimum Wage Rate (MW-2018) increased from \$10.50/hr. to \$11.00/hr., again calling for a shift in the salary schedule for Hourly employees.
7. On October 16, 2018, the City Council approved the most recent version of the Fringe Benefit and Salary Plan to ratify three (3) newly proposed classifications (2 Confidential/1 Management) and update the salary schedule for the City Manager classification, in accordance with Council approved employment agreements.
8. On January 1, 2019, the California Minimum Wage Rate (MW-2019) increased from \$11.00/hr. to \$12.00/hr., once again calling for a shift in the salary schedule for Hourly employees.
9. On November 19, 2019, the City Council approved a Memorandum of Understanding between the City of Cudahy and the Cudahy Miscellaneous Employee Association (CMEA) for the period of July 1, 2019 to June 30, 2022.

ANALYSIS

The City of Cudahy's labor negotiation representatives and the CMEA's labor negotiations team conducted negotiation sessions between the months of May through November 2019. The City and CMEA exchanged approximately 14 proposals and counter-proposals during that time. A tentative agreement on a successor MOU was reached on November 7, 2019. The successor MOU was subsequently approved by the City Council on November 19, 2019.

Major items that have been tentatively agreed upon for the successor MOU are as follows:

- Term – 3 Years; July 1, 2019 – June 30, 2022;
- Short Term Disability Plan (STD) – The City will join a STD plan through carrier Reliance Standard;
- CalPERS Contribution – A "me too" provision will be included whereby CMEA would receive Employer Paid Member Contributions (EPMC) should any other employee groups prospectively receive the EPMC benefit;

- Accrual of Sick Leave – Sick Leave will accrue at a rate based upon the current number of hours that employees are regularly scheduled to work during a workday. The current City work schedule would call for accrual of 10 hours per month;
- Holidays – Cesar Chavez Day will be added to the list of paid holidays;
- Salary – All CMEA Members were granted a 7% salary increase over a three-year period (i.e., 2% - July 1, 2019, 2.5% - July 1, 2020, and 2.5% - July 1, 2021);
- Health Insurance – The City and employees shall equally share the difference between the Blue Shield HMO and Kaiser Permanente HMO Plans, as it corresponds to the employee's coverage type (i.e., Employee Only, Employee + 1 Dependent, etc.). This shall only occur when an employee opts to receive health coverage under the Blue Shield HMO Plan and when that monthly premium is higher than the Kaiser Permanente HMO plan. Kaiser Permanente HMO coverage shall remain at 100%;
- Education Incentive: The City is currently reviewing its Education Incentive Policy on a City-wide basis. It intends to provide education incentive in the revised policy in a manner that is consistent across all eligible employee groups.

All changes in salaries and benefits negotiated through the bargaining process have been updated to be reflected under the Fringe Benefit and Salary Plan. The updating of this document is not intended to govern existing employment agreements. It is merely intended to reflect what is contained within the agreement.

In addition to the aforementioned changes, California's MW-2019, which went into effect on January 1, 2019, mandates that every employer with 26 or more employees shall pay mandated employees no less than \$13.00 per hour commencing January 1, 2020. This minimum wage act prompts the need for adjustment to the salary schedule for hourly employees contained in the FBSP. Accordingly, this change will require changes to the salary schedule as a whole in order to accommodate the implementation of the new minimum wage threshold commencing in 2020.

CONCLUSION

Not updating the current Fringe Benefits and Salary Plan will prevent the updating of the FBSP to reflect current salaries and benefits approved through the CMEA's MOU. Additionally, it will inhibit Personnel and Finance staff from implementing the California MW-2019 in accordance

with Cudahy Municipal Code Section 2.04.070(2).

FINANCIAL IMPACT

The anticipated financial impact for the implementation of the 2019-2022 MOU is approximately \$101,600 over a three-year period to the General Fund, as well as Special Revenue Sources. These costs were reflected in the staff report previously presented to the City Council on November 19, 2019.

Updates to the salary schedule for hourly employees will result in an additional fiscal impact to the General Fund in the amount of approximately \$4,701. All other fiscal impacts have been previously been appropriated as part of the FY 2019-20 City Budget.

ATTACHMENTS

- A. Proposed Resolution No. 20-01 Superseding and Repealing Resolution No. 19-02, and Amending the Fringe Benefits and Salary Plan Establishing Provisions for All Full-time Employees, Hourly Employees, and Appointed Officials
- B. Resolution No. 19-02
- C. CMEA Memorandum of Understanding for FY 2019-2022
- D. Minimum Wage Order 2019 (MW-2019)
- E. Updated Fringe Benefit Salary Plan (Redlined)
- F. Updated Fringe Benefit Salary Plan (Clean)

RESOLUTION NO. 20-01

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CUDAHY, CALIFORNIA, SUPERSEDING AND REPEALING RESOLUTION NO. 19-02, AND AMENDING THE FRINGE BENEFITS AND SALARY PLAN ESTABLISHING PROVISIONS FOR ALL FULL-TIME EMPLOYEES, HOURLY EMPLOYEES, AND APPOINTED OFFICIALS

WHEREAS, the salaries and compensation of officers and employees of the City of Cudahy (“City”) shall be fixed and determined by resolution of the City Council in accordance with Municipal Code Section 2.04.070; and

WHEREAS, the City had previously proposed and adopted Resolution No. 19-02 to consolidate compensation and benefit provisions for all Management, Miscellaneous, and Hourly employees as well as Appointed Officials under one comprehensive Fringe Benefits and Salary Plan document; and

WHEREAS, the City Council proposes to amend the Fringe Benefit and Salary Plan to update the salary schedules for 2019 through 2022.

BASED UPON THE ABOVE RECITALS, THE CITY COUNCIL OF THE CITY OF CUDAHY, CALIFORNIA, DOES HEREBY FIND, DETERMINE AND RESOLVE AS FOLLOWS:

SECTION 1. The recitals set forth above are true and correct and incorporated herein by this reference.

SECTION 2. The City Council hereby approves the Fringe Benefits and Salary Plan (the “Plan”), attached hereto as Exhibit “A” and incorporated herein by reference.

SECTION 3. This Resolution and Exhibit “A” shall repeal and replace Resolution No. 19-02. This Resolution and Exhibit “A” amend the Fringe Benefits and Salary Plan solely to ratify the Cudahy Miscellaneous Employee Association (CMEA) Memorandum of Understanding for FY 2019 – 2022 and the California Minimum Wage Order (MW-2019) increase taking effect on January 1, 2020. Although all other parts of the Fringe Benefits and Salary Plan, which were previously adopted to consolidate current compensation and benefit provisions for all Management, Miscellaneous, and Hourly employees as well as Appointed Officials under one comprehensive document remain unchanged, Exhibit “A”, attached hereto, is the currently applicable version of the Fringe Benefits and Salary Plan; all previously adopted versions of the Plan are null and void.

SECTION 4. Notwithstanding the benefits and salary described in the Fringe Benefits and Salary Plan for individuals under employment agreements with the City, City employees with employment agreements shall only be entitled to those benefits and salary amounts identified in their individual employment agreements. The Fringe Benefits and Salary Plan identifies benefits and salaries of employees under employment agreements with the City for administrative convenience purposes only, and the Plan shall not supersede any employment agreement provisions or control the benefits and salary provided to employees with employment agreements with the City. To the extent that any benefits described in the Plan conflict with the applicable employment agreements, and as the employment agreements and memorandums of understanding may be amended from time to time, the employment agreements and memorandums of understanding control.

SECTION 5. This Resolution serves as ratification of the terms and salary schedules approved under the new Memorandum of Understanding for FY 2019 – 2022 between the City of Cudahy and the Cudahy Miscellaneous Employee’s Association.

SECTION 6. This Resolution further serves as ratification of the new salary schedules for Hourly Employees as they relate to the California Minimum Wage Order (MW-2019) increase taking effect on January 1, 2020.

SECTION 6. If any part of this Resolution, or the application thereof, is held to be invalid, the remainder of this Resolution shall not be affected thereby, and this Resolution shall otherwise continue in full force and effect. To this end, the provisions of this Resolution, and each of them, are severable.

SECTION 7. This Resolution shall take effect retroactively to November 19, 2019 upon its adoption by the City Council and the City Clerk shall certify to the passage and adoption of this Resolution and enter it into the book of original Resolutions.

PASSED, APPROVED, AND ADOPTED by the City Council of the City of Cudahy at its regular meeting on this 7th day of January 2020.

Jose R. Gonzalez
Mayor

ATTEST:

Richard Iglesias
Assistant City Clerk

CERTIFICATION

STATE OF CALIFORNIA)
COUNTY OF LOS ANGELES) SS:
CITY OF CUDAHY)

I, Richard Iglesias, Deputy City Clerk of the City of Cudahy, hereby certify that the foregoing Resolution No. 20-01 was passed and adopted by the City Council of the City of Cudahy, signed by the Mayor and attested by the City Clerk at a regular meeting of said Council held on the 7th day of January , 2020, and that said Resolution was adopted by the following vote, to-wit:

AYES:

NOES:

ABSENT:

ABSTAIN:

Richard Iglesias
Assistant City Clerk

EXHIBIT "A"
FRINGE BENEFITS AND SALARY PLAN

RESOLUTION NO. 19-02

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CUDAHY AMENDING RESOLUTION NO 18-48, FRINGE BENEFITS AND SALARY PLAN ESTABLISHING PROVISIONS FOR ALL FULL-TIME AND HOURLY EMPLOYEES, AND APPOINTED OFFICIALS

WHEREAS, the salaries and compensation of officers and employees of the City of Cudahy ("City") shall be fixed and determined by resolution of the City Council in accordance with Municipal Code Section 2.04.070; and

WHEREAS, the City had previously proposed and adopted Resolution No. 18-48 to consolidate compensation and benefit provisions for all Management, Miscellaneous, and Hourly employees as well as Appointed Officials under one comprehensive Fringe Benefits and Salary Plan document; and

WHEREAS, the City Council proposes to amend the Fringe Benefit and Salary Plan to update the salary schedules for 2019.

BASED UPON THE ABOVE RECITALS, THE CITY COUNCIL OF THE CITY OF CUDAHY, CALIFORNIA, DOES HEREBY FIND, DETERMINE AND RESOLVE AS FOLLOWS:

SECTION 1. The recitals set forth above are true and correct and incorporated herein by this reference.

SECTION 2. The City Council hereby approves the Fringe Benefits and Salary Plan (the "Plan"), attached hereto as Exhibit "A" and incorporated herein by reference.

SECTION 3. This Resolution and Exhibit "A" shall amend Resolution No. 18-48. This Resolution and Exhibit "A" amend the Fringe Benefits and Salary Plan solely to ratify the California Minimum Wage Order for 2019. Although all other parts of the Fringe Benefits and Salary Plan, which was previously adopted to consolidate current compensation and benefit provisions for all Management, Miscellaneous, and Hourly employees as well as Appointed Officials under one comprehensive document, remain unchanged, Exhibit "A" herein is the currently applicable version of the Fringe Benefits and Salary Plan; all previously adopted versions of the Plan are null and void.

SECTION 4. Notwithstanding the benefits and salary described in the Fringe Benefits and Salary Plan for individuals under employment agreements with the City, City employees with employment agreements shall only be entitled to those benefits and salary amounts identified in their individual employment agreements. The Fringe

Benefits and Salary Plan identifies benefits and salaries of employees under employment agreements with the City for administrative convenience purposes only, and the Plan shall not supersede any employment agreement provisions or control the benefits and salary provided to employees with employment agreements with the City. To the extent that any benefits described in the Plan conflict with the applicable employment agreements, and as the employment agreements and memorandums of understanding may be amended from time to time, the employment agreements and memorandums of understanding control.

SECTION 5. This Resolution further serves as ratification of the new salary schedules for Hourly Employees as they relate to the California Minimum Wage Order for 2019.

SECTION 6. If any part of this Resolution, or the application thereof, is held to be invalid, the remainder of this Resolution shall not be affected thereby, and this Resolution shall otherwise continue in full force and effect. To this end, the provisions of this Resolution, and each of them, are severable.

SECTION 7. This Resolution shall take effect retroactively to January 1, 2019 upon its adoption by the City Council and the City Clerk shall certify to the passage and adoption of this Resolution and enter it into the book of original Resolutions.

PASSED, APPROVED, AND ADOPTED by the City Council of the City of Cudahy at its regular meeting on this 15th day of January 2019.



Jose Gonzalez
Mayor

ATTEST:



Richard Iglesias
Deputy City Clerk

CERTIFICATION

STATE OF CALIFORNIA)
COUNTY OF LOS ANGELES) SS:
CITY OF CUDAHY)

I, Richard Iglesias, Deputy City Clerk of the City of Cudahy, hereby certify that the foregoing Resolution No. 19-02 was passed and adopted by the City Council of the City of Cudahy, signed by the Mayor and attested by the City Clerk at a regular meeting of said Council held on the 15th day of January, 2019, and that said Resolution was adopted by the following vote, to-wit:

AYES: Garcia, Alcantar, and Gonzalez

NOES: None

ABSTAIN: Guerrero, and Lozoya

ABSENT: None


Richard Iglesias
Deputy City Clerk

EXHIBIT "A"
FRINGE BENEFITS AND SALARY PLAN



FRINGE BENEFITS AND SALARY PLAN
(Exhibit A to Resolution No. 19-02

Effective January 1, 2019

CITY OF CUDAHY CALIFORNIA

Incorporated November 10, 1960

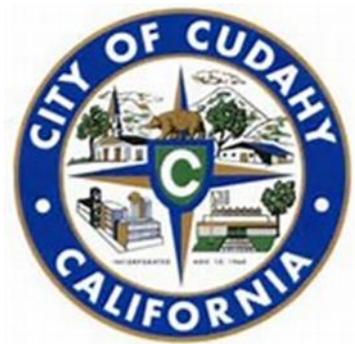


TABLE OF CONTENTS

| | |
|---|-----------|
| PART I – THE FRINGE BENEFIT PLAN | 6 |
| Section 1. Purpose..... | 6 |
| Section 2. Applicability..... | 6 |
| Section 3. Holidays | 7 |
| Section 4. Vacation..... | 8 |
| Section 5. Sick Leave..... | 9 |
| Section 6. Car Allowance..... | 10 |
| Section 7. Reimbursement for Expenses | 10 |
| Section 8. Health Insurance | 11 |
| Section 9. Health Insurance for Retirees | 13 |
| Section 10. Life Insurance..... | 14 |
| Section 11. Disability Insurance..... | 15 |
| Section 12. Dental Insurance | 16 |
| Section 13. Vision Insurance..... | 17 |
| Section 14. Deferred Compensation (457 or 401a) Plan..... | 18 |
| Section 15. Retirement Contribution | 19 |
| Section 16. Severance Allowance..... | 21 |
| Section 17. Relocation Allowance..... | 21 |
| Section 18. Uniform Allowance | 22 |
| Section 19. Cell Phone Stipend | 22 |
| Section 20. Bereavement Leave | 22 |
| Section 21. Miscellaneous Leaves of Absence..... | 23 |
| Section 22. Education Reimbursement | 24 |
| Section 24. The Extension of Benefits to Other Classifications | 25 |
| Section 25. Hourly Employees..... | 25 |
| PART II - THE SALARY PLAN | 28 |
| Section 1. Purpose | 28 |
| Section 2. The Classification Plan..... | 28 |
| Section 3. Basic Compensation Plan..... | 29 |
| Section 4. Pay Philosophy..... | 29 |
| Section 5. Plan Maintenance | 30 |
| Section 6. Eligibility for Salary Advancement | 30 |

| | |
|---|-----------|
| Section 7. Merit Ranges | 31 |
| Section 8. Compaction Rule | 32 |
| Section 9. Salaries Above Market Rate – Use of "Y" Rating Method..... | 32 |
| Section 10. Trainee Positions..... | 32 |
| Section 11. Salary Differentials/Stipends | 33 |
| a. (5%) Salary Differential | 33 |
| b. (10%) Salary Differential | 33 |
| c. Bi-lingual Pay..... | 33 |
| Section 12. Overtime..... | 34 |
| Section 13. Compensatory Time Off | 35 |
| Section 14. Executive Leave..... | 36 |
| Section 15. On-Call (Standby) Pay | 36 |
| Section 16. Call Back Pay | 36 |
| Section 17. Additional Approved Increases in Compensation and Changes to the Salary and Classification Plans | 37 |
| Section 18. The Provisions of This Plan Shall Be Operative on the Date of Its Adoption. | 37 |
| ADDENDUM: | 37 |
| 1. HOURLY RANGE TABLES | 37 |
| 2. ASSOCIATION RANGE TABLES | 37 |
| 3. MANAGEMENT/CONFIDENTIAL RANGE TABLES | 37 |
| 4. SALARY SCHEDULES | 37 |

PART I
THE FRINGE BENEFITS
PLAN

PART I – THE FRINGE BENEFIT PLAN

Section 1. Purpose

This Exhibit to Resolution No. 19-02 is enacted pursuant to Section 2.04.070 of the Cudahy Municipal Code to provide for the fringe benefits of City officers and employees.

The City of Cudahy has established a number of benefit programs for its eligible employees. This Plan does not restate all of the features of these benefit programs. The purpose of this Plan is to identify the coverage amounts, costs and limitations of specific benefits as applied and approved by the City Council for specific employee groups. Additional terms, conditions, and limitations regarding program eligibility and benefit entitlement are included in official plan documents, which, notwithstanding the foregoing, shall control in determining coverage amounts, costs and limitations of specific benefits. Additional administrative guidelines may also be found in the City's Personnel Rules, and other terms and conditions of employment within the Cudahy Miscellaneous Employees' Memoranda of Understanding. The Fringe Benefit and Salary Plan shall not change the nature of any employee's status as an at-will employee.

Section 2. Applicability

This exhibit defines the various benefits provided to City officers and employees. Each category covered herein indicates the specific group and/or classification of employee for which the benefit applies (e.g. Appointed Officials, Management/Confidential Employees, and Miscellaneous Employees).

Hourly employees shall not be entitled to any City benefits except as otherwise provided herein, and defined specifically under Section 23 below.

City employees with employment agreements shall only be entitled to those benefits and salary amounts identified in their individual employment agreements. The Fringe Benefits and Salary Plan identifies benefits and salaries of employees under employment agreements with the City for administrative convenience purposes only, and the Plan shall not supersede any employment agreement provisions or control the benefits and salary provided to employees with employment agreements with the City. To the extent that any benefits described herein conflict with the applicable employment agreement, and as the employment agreements and memorandums of understanding may be amended from time to time, the employment agreement controls.

Section 3. Holidays

a) Appointed Officials (Non-represented)

The City Clerk, City Treasurer and City Manager shall be entitled to the same holidays that Management/Confidential employees receive, unless changed by an amendment to this Resolution by the City Council.

Notwithstanding the above, provisions of an employment agreement shall supersede and control over any description of benefits/salary that may be contained in this Fringe Benefits and Salary Plan.

b) Management/Confidential Employees (Non-represented)

Management/Confidential employees shall be entitled to the same holidays that Miscellaneous employees are entitled to, unless changed by an amendment to this Resolution by the City Council.

c) Miscellaneous Employees (Cudahy Miscellaneous Employees' Association)¹

Every employee shall be entitled to the following paid holidays each year and such other as may be designated by action of the City Council:

1. New Year's Day – January 1st
2. Martin Luther King Jr. Day - The third Monday in January
3. President's Day - The third Monday in February
4. Memorial Day - The last Monday in May
5. Independence Day - July 4th
6. Labor Day - The first Monday in September
7. Veteran's Day – November 11th
8. Thanksgiving Day
9. Christmas Eve – December 24th
10. Christmas Day – December 25th
11. One Floating Holidays (Pro-rated for New Employees based on hire date)

The observance of holidays, work on a holiday, and other related rules as applied to holiday compensation shall be administered consistent with the City's Personnel Rules and as defined in the Cudahy Miscellaneous Employees' Association MOU.

If the Friday after Thanksgiving or Good Friday fall on a regularly scheduled work day, it shall be considered a designated holiday; alternatively, if the Friday after Thanksgiving or Good Friday fall on the employees day off, it shall not be considered a designated holiday.

¹ See Memorandum of Understanding By and Between Cudahy Miscellaneous Employees' Association and The City of Cudahy, July 1, 2015-June 30, 2019 (hereinafter "CMEA MOU"), pg. 15.

Section 4. Vacation

a) Appointed Officials (Non-represented)

The City Clerk and City Treasurer shall be entitled to the same Vacation benefits that Miscellaneous Employees are entitled to, including buy-back provisions unless changed by an amendment to this Resolution by the City Council.

The City Manager shall receive a maximum of eighty (80) hours of vacation leave per year, and may carry over unused leave from year to year, not to exceed a total of 320 hours, at which time accruals shall cease. On December 31st of each year, accumulated and unused vacation leave may be sold back to the City at the regular hourly rate, provided that fifty (50) hours of accrued vacation time remains on the books.

Notwithstanding the above, provisions of an employment agreement shall supersede and control over any description of benefits/salary that may be contained in this Fringe Benefits and Salary Plan.

b) Management/Confidential Employees (Non-represented)

Management/Confidential employees shall be entitled to the same Vacation benefits that Miscellaneous employees are entitled to including buy-back provisions, unless changed by an amendment to this Resolution by the City Council.

c) Miscellaneous Employees (Cudahy Miscellaneous Employees' Association)²

1) Accrual of Vacation Leave

Full-time employees shall accrue paid vacation leave on the following scheduled basis.

| <u>Years of Service</u> | <u>Hours Per Year</u> | <u>Bi-Weekly Accrual</u> | <u>Maximum Accrual</u> |
|-------------------------|-----------------------|--------------------------|------------------------|
| 0-5 | 80 | 3.077 hours | 160 hours |
| 6-10 | 120 | 4.616 hours | 240 hours |
| 11+ | 160 | 6.154 hours | 320 hours |

2) Vacation Buy Back

At the end of each calendar year, provided that fifty (50) hours of accrued vacation time remains on the books, employees may request pay in lieu of time off for accrued and unused vacation time. Upon separation from City employment, all accrued but unused vacation time is eligible to be sold back at full value based on the employee's rate of pay at the time of separation.

² See CMEA MOU, pp. 8-10.

3) Vacation Policy

Vacation Leave shall be administered consistent with the City's Personnel Rules and as defined in the Cudahy Miscellaneous Employees' Association MOU.

Section 5. Sick Leave

a) Appointed Officials (Non-represented)

The City Clerk, City Treasurer and City Manager shall be entitled to twelve (12) days of sick leave per year (96) hours, and may sell back at full rate of pay accrued but unused sick leave on the same terms and conditions as established for other employees, unless changed by an amendment to this Resolution by the City Council.

Notwithstanding the above, provisions of an employment agreement shall supersede and control over any description of benefits/salary that may be contained in this Fringe Benefits and Salary Plan.

b) Management/Confidential Employees (Non-represented)

Management/Confidential employees shall be entitled to the same Sick Leave benefits that Miscellaneous employees are entitled to, unless changed by an amendment to this Resolution by the City Council.

c) Miscellaneous Employees (Cudahy Miscellaneous Employees' Association)³

1) Accrual of Sick Leave

Employees shall be granted sick leave with pay at the rate of eight (8) hours for each full month of service for a total of ninety-six (96) hours per year, which shall accrue at 3.70 hours per pay period that the employee remains active on the payroll. Any sick leave accrued but unused in any year shall be accumulated to a maximum accumulation of 480 hours. Once this maximum accrual is reached, all additional accrual will stop until usage brings it below the 480.0 hour maximum.

The granting of any leave of absence without pay exceeding fifteen (15) consecutive calendar days shall cause the employees' normal rate of sick leave accumulation to be extended by the number of calendar days for which such leave of absence has been granted less the first fifteen (15) calendar days of such leave. Observed holidays occurring during sick leave shall not be counted as a day of sick leave.

2) Sick Leave Buy-Back

On July 1 of each year, employees may sell back at 50% value of the maximum 96 hours of sick leave that they have accrued but did not utilize during the previous fiscal year. This is subject to the condition that an employee must leave at least 58 hours of sick leave on

³ See CMEA MOU pp. 10-11.

the books prior to being eligible for any sick leave buy back. Sick leave buy-back shall be based on the employee's actual rate of pay on June 30 of the fiscal year in which it was accumulated. Employees who are eligible to sell back unused sick leave retain the option of maintaining all or a portion of their accumulated sick leave on the books. Upon retirement from employment with the city, all accumulated sick leave is eligible to be sold back at 50% value of the maximum of 192 hours of sick leave that they have accrued but did not utilize based on the employee's rate of pay at the time of separation.

3) Sick Leave Policy

The use of Sick Leave shall be administered consistent with the City's Personnel Rules and as defined in the Cudahy Miscellaneous Employees' Association MOU.

Section 6. Car Allowance

The City recognizes that various Appointed Officials and Department Heads may require extensive use of an automobile in the ordinary course of performing duties for the City. Accordingly, the City, as added compensation, shall provide an automobile allowance to the following classifications, in the amounts defined below, unless changed by an amendment to this Resolution by the City Council.

| <u>POSITION</u> | <u>MONTHLY AMOUNT</u> |
|------------------------------------|-----------------------|
| City Clerk | \$350.00 |
| City Manager | \$400.00 |
| City Treasurer | \$350.00 |
| Finance Manager | \$350.00 |
| Community Development Manager | \$350.00 |
| Public Safety and Services Manager | \$350.00 |
| Assistant City Clerk | \$350.00 |
| Human Resources Manager | \$350.00 |

Notwithstanding the above, provisions of an employment agreement shall supersede and control over any description of benefits/salary that may be contained in this Fringe Benefits and Salary Plan.

Section 7. Reimbursement for Expenses

The City will reimburse employees for reasonable and authorized expenses incurred on behalf of the City of Cudahy. All travel and other business expenses must be pre-approved by the department head and the City Manager, and must follow the Travel/Training Expense Policy and be reported within one (1) month from the time they are incurred. Every attempt will be made to issue reimbursement for approved expenses within two (2) weeks from the time the expense report forms received by Finance. Failure to report expenses in a timely manner may jeopardize timely reimbursement for expenses or lead to disciplinary action.

Employees shall be reimbursed for the use of their vehicle for City Business at the allowable IRS Standard Mileage Rate for each year. Employees shall be reimbursed upon submittal of a monthly reimbursement form with Department Head approval.

Section 8. Health Insurance

a) Appointed Officials (Non-represented)

For the City Treasurer and City Clerk, the City shall contribute towards the coverage in a health insurance program available through the Public Employees' Retirement System as provided under the Public Employees' Medical and Hospital Care Act. The City's maximum contribution shall be consistent with the contribution paid by the City for Management/Confidential employees, unless changed by an amendment to this Resolution by the City Council.

For the City Manager, the City shall contribute towards the coverage in a health insurance program available through the Public Employees' Retirement System as provided under the Public Employees' Medical and Hospital Care Act. The City's maximum contribution shall be 100% of plan cost for City Manager and Dependent's Coverage.

Notwithstanding the above, provisions of an employment agreement shall supersede and control over any description of benefits/salary that may be contained in this Fringe Benefits and Salary Plan.

b) Management/Confidential Employees (Non-represented)

For Management/Confidential Employees, the City shall contribute towards the coverage in a health insurance program as provided by the City. The City's maximum contribution shall be consistent with the contribution paid by the City for Miscellaneous employees, unless changed by an amendment to this Resolution by the City Council.

c) Miscellaneous Employees (Cudahy Miscellaneous Employees' Association)⁴

⁴ See CMEA MOU p. 20.

The City shall contribute toward the coverage of employees and their dependents in the medical insurance program available through the Public Employee's Retirement System as provided for under the Public Employee's Medical and Hospital Care Act as follows:

Effective January 11, 2016, the City shall contribute an amount up to 100% of the coverage amount for the Kaiser Permanente plan that corresponds to the employee's coverage.

Section 9. Health Insurance for Retirees

a) Vesting of Medical Benefits for Appointed Officials (Non-represented)

Appointed officials including the City Clerk, City Treasurer and City Manager may be eligible for vesting of medical benefits under the CalPERS Plan for life-time coverage, including spouse and eligible dependents consistent with CalPERS rules. The City's maximum contribution shall be that amount that is offered to top management employees, unless changed by an amendment to this Resolution by the City Council.

Appointed officials shall vest with life-time benefits for Dental Insurance and Vision Insurance upon the fifth anniversary of continuous service with the City. The City's maximum contribution shall be that amount that is offered to top management employees, unless changed by an amendment to this Resolution by the City Council.

Notwithstanding the above, provisions of an employment agreement shall supersede and control over any description of benefits/salary that may be contained in this Fringe Benefits and Salary Plan.

b) Vesting of Medical Benefits for Management/Confidential Employees (Non-represented)

Management/Confidential Employees may be eligible for vesting of medical benefits under the CalPERS Plan for life-time coverage, including spouse and eligible dependents consistent with CalPERS rules and upon retirement from the City of Cudahy. The City's maximum contribution shall be that amount that is offered to Miscellaneous employees, unless changed by an amendment to this Resolution by the City Council.

Management/Confidential Employees shall vest with life-time benefits for Dental Insurance and Vision Insurance upon the fifth anniversary of continuous service with the City. The City's maximum contribution shall be that amount that is offered to Miscellaneous employees, unless changed by an amendment to this Resolution by the City Council.

c) Vesting of Medical Benefits for Miscellaneous Employees (Cudahy Miscellaneous Employees' Association)

Miscellaneous Employees may be eligible for vesting of medical benefits under the CalPERS Plan for life-time coverage, including spouse and eligible dependents consistent with CalPERS rules. The City's maximum contribution is \$1,200.00 of the plan cost.

Section 10. Life Insurance

a) Appointed Officials (Non-represented)

The City Clerk and City Treasurer shall receive City paid term life insurance benefits that Miscellaneous employees are entitled to, unless changed by an amendment to this Resolution by the City Council.

The City Manager shall receive City paid term life insurance policy in the amount of \$1,000,000.00.

Notwithstanding the above, provisions of an employment agreement shall supersede and control over any description of benefits/salary that may be contained in this Fringe Benefits and Salary Plan.

b) Management/Confidential Employees (Non-represented)

Management/Confidential employees shall be entitled to the same life Insurance benefits that Miscellaneous employees are entitled to, unless changed by an amendment to this Resolution by the City Council.

c) Miscellaneous Employees (Cudahy Miscellaneous Employees' Association)⁵

Effective January 11, 2016, the City will provide a term life insurance policy in the amount of \$100,000 per employee. The premium for such insurance shall be paid by the City.

⁵ See CMEA MOU p. 21.

Section 11. Disability Insurance

a) Appointed Officials (Non-represented)

The City Manager, City Clerk, and City Treasurer shall receive a City paid Long Term Disability policy, unless changed by an amendment to this Resolution by the City Council.

Notwithstanding the above, provisions of an employment agreement shall supersede and control over any description of benefits/salary that may be contained in this Fringe Benefits and Salary Plan.

b) Management/Confidential Employees (Non-represented)

Management/Confidential employees shall be entitled to the same Disability Insurance benefits that miscellaneous employees are entitled to, unless changed by an amendment to this Resolution by the City Council.

c) Miscellaneous Employees (Cudahy Miscellaneous Employees' Association)⁶

The City will provide a sixty (60) day Long Term Disability policy. 100% of the premium coverage for such insurance shall be paid by the City.

⁶ See CMEA MOU, p. 21.

Section 12. Dental Insurance

a) Appointed Officials (Non-represented)

For the City Clerk and City Treasurer, the City shall contribute towards the coverage in a dental insurance program as provided by the City. The City's maximum contribution shall be consistent with the contribution paid by the City for Management/Confidential employees, unless changed by an amendment to this Resolution by the City Council.

For the City Manager, the City shall contribute 100% towards the cost of the dental insurance plan as provided by the City for employee and eligible dependents.

Notwithstanding the above, provisions of an employment agreement shall supersede and control over any description of benefits/salary that may be contained in this Fringe Benefits and Salary Plan.

b) Management/Confidential Employees (Non-represented)

For Management/Confidential Employees, the City shall contribute towards the coverage in a dental insurance program as provided by the City. The City's maximum contribution shall be consistent with the contribution paid by the City for Miscellaneous employees, unless changed by an amendment to this Resolution by the City Council.

c) Miscellaneous Employees (Cudahy Miscellaneous Employees' Association)⁷

The City shall offer a dental plan for employees and their dependents. The City will contribute towards the purchase of said dental coverage if the employee elects coverage as follows:

Effective January 11, 2016, the City shall contribute an amount up to the average amount of the dental plans available that corresponds to the employee's coverage.

⁷ See CMEA MOU, pp. 20-21.

Section 13. Vision Insurance

a) Appointed Officials (Non-represented)

For the City Treasurer and City Clerk, the City shall contribute towards the coverage in a vision insurance program as provided by the City. The City's maximum contribution shall be consistent with the contribution paid by the City for Management/Confidential employees, unless changed by an amendment to this Resolution by the City Council.

For the City Manager, the City shall contribute 100% towards the cost of the vision insurance plan as provided by the City for employee and eligible dependents.

Notwithstanding the above, provisions of an employment agreement shall supersede and control over any description of benefits/salary that may be contained in this Fringe Benefits and Salary Plan.

b) Management/Confidential Employees (Non-represented)

For Management/Confidential Employees, the City shall contribute towards the coverage in a vision insurance program as provided by the City. The City's maximum contribution shall be consistent with the contribution paid by the City for Miscellaneous employees, unless changed by an amendment to this Resolution by the City Council.

c) Miscellaneous Employees (Cudahy Miscellaneous Employees' Association)⁸

For Miscellaneous Employees, the City shall offer vision care insurance for employees and their dependents. The City shall contribute towards the coverage in a vision insurance program as provided by the City. Effective January 11, 2016, the City shall contribute 100% of the coverage amount that corresponds to the employee's coverage.

⁸ See CMEA MOU, p. 21.

Section 14. Deferred Compensation (457 or 401a) Plan

a) Appointed Officials (Non-represented)

The City does not make a contribution to said Plan on behalf of employees.

Notwithstanding the above, provisions of an employment agreement shall supersede and control over any description of benefits/salary that may be contained in this Fringe Benefits and Salary Plan.

b) Management/Confidential Employees (Non-represented)

The City does not make a contribution to said Plan on behalf of employees.

c) Miscellaneous Employees (Cudahy Miscellaneous Employees' Association)

The City does not make a contribution to said Plan on behalf of employees.

Section 15. Retirement Contribution

Every full-time employee shall participate in the California Public Employees Retirement System (CalPERS) plan as adopted by the City Council, as well as part-time classes that are not formally excluded via the City's CalPERS contract. Hourly classes that are excluded via the City's CalPERS contract shall not be enrolled in the plan. Participation in the retirement plan continues until the employee terminates employment with the City for any reason, and shall then cease under the terms of said plan. An employee is vested after five (5) years and may be eligible for benefits from the CalPERS system.

a) First Tier Retirement Formula ("Classic Members"):

Effective July 1, 2008, the City amended the CalPERS contract to provide the benefit known as 2.7% at 55 retirement formula.

1) Miscellaneous Employees (Cudahy Miscellaneous Employees' Association)⁹

For unit members covered under the 2.7% at 55 retirement formula, who are defined as "classic members" under the Public Employees Reform Act of 2013 (PEPRA) (i.e. not defined as "new members" under Gov. Code section 7522.04(f):

Effective January 11, 2016 - Classic members shall pay 3% of "compensation earnable" as defined in Gov. Code section 20636, representing the members' employee's contribution to CalPERS. Effective July 1, 2016 – Classic members shall pay an additional 3% for a total of 6% of "compensation earnable" as defined in Gov. Code section 20636, representing the members' employee's contribution to CalPERS.

Effective July 1, 2017 – Classic members shall pay an additional 2% for a total of 8% of "compensation earnable" as defined in Gov. Code section 20636, representing the members' employee's contribution to CalPERS.

b) Second Tier Retirement Formula ("Classic Members"):

Effective October 16, 2011, the benefit known as 2% @ 60 retirement formula shall apply to employees hired or who become eligible for enrollment in the CalPERS Retirement Plan on or after the effective date of the City's contract amendment with CalPERS to implement this benefit. For unit members covered under this 2% at 60 retirement formula, who are defined as "classic members" under the PEPRA (i.e. not defined as "new members" under Gov. Code section 7522.04(f)), the City will only contribute the normal employer contribution, and the employee is responsible for paying the entire employee's contribution rate of 7% of "compensation earnable" as defined in Gov. Code section 20636.

⁹ See CMEA MOU, pp. 21-22.

c) Third Tier Retirement Formula (“New Members”): Effective January 1, 2013, in accordance with the Public Employees’ Pension Reform Act (PEPRA) and Gov. Code section 7522.30, new employees hired on or after January 1, 2013 shall be enrolled in the benefit known as 2% @ 62 retirement formula. The City will only contribute the normal employer contribution, and the employee is responsible for paying the employee contribution of 50% of the total normal cost, as defined by CalPERS.

Section 16. Severance Allowance

a) Appointed Officials (Non-represented)

For Appointed Officials, the City shall provide any specified severance allowance in accordance with the agreed upon terms of employment addressed in individual employment contracts.

b) Management/Confidential Employees (Non-represented)

For Management/Confidential employees, the City shall provide any specified severance allowance in accordance with the agreed upon terms of employment addressed in individual employment contracts.

Section 17. Relocation Allowance

a) Appointed Officials (Non-represented)

Relocation allowance may be provided within individual employment contracts, subject to approval by the City Council.

b) Management/Confidential Employees (Non-represented)

Relocation allowance may be provided within individual employment contracts, subject to approval by the City Council.

Section 18. Uniform Allowance

- a. Miscellaneous Employees (Cudahy Miscellaneous Employees' Association)¹⁰

The City shall purchase uniforms for designated employees as budgeted, but not to exceed \$500/year.

Section 19. Cell Phone Stipend

- a. Miscellaneous Employees (Cudahy Miscellaneous Employees' Association)¹¹

Employees who are not issued cell phones by the City and use their personal cell phones for minimal work-related use are eligible to receive a monthly stipend in the amount of \$20. Employees who believe they are eligible to receive the stipend shall make a request to the City Manager for the stipend. The City Manager or designee shall then decide whether the employee is eligible for the stipend.

The following City positions are issued cell phones by the City, and employees holding these positions are not eligible to receive the cell phone stipend: Maintenance Leader, Maintenance Supervisor, and Code Enforcement Officer.

Section 20. Bereavement Leave

The City shall provide bereavement leave to all full-time Appointed Officials, Management/Confidential Employees, and Miscellaneous employees¹².

Regular full-time employees are entitled to up to three (3) working days of leave, with pay, upon the death of an immediate family member, calculated at regular base rate, to arrange and attend the funeral.

The City shall administer the provisions of this benefit as defined in the Personnel Rules and the City of Cudahy Miscellaneous Employees' Association MOU. Management/Confidential Employees and Appointed Officials shall follow the same provisions and rules as provided to Miscellaneous employees for Bereavement Leave.

Notwithstanding the above, provisions of an employment agreement shall supersede and control over any description of benefits/salary that may be contained in this Fringe Benefits and Salary Plan.

¹⁰ See CMEA MOU, p. 24.

¹¹ See CMEA MOU, p. 25.

¹² See CMEA MOU, p. 12.

Section 21. Miscellaneous Leaves of Absence

The City shall provide leaves of absence policies for the following categories:

- a) Paid Bone Marrow or Organ Donor Leave
- b) Paid Time Off for Jury Duty/Witness Duty
- c) Time Off to Vote
- d) Family and Medical Leave (FMLA)/California Family Rights Leave (CFRA)
- e) Pregnancy Disability Leave (PDL)
- f) Work Related Disability Leave
- g) Medical Disability Leave
- h) Industrial Leave
- i) Military Duty Leave
- j) Military Family Leave
- k) Spousal/Registered Domestic Partner Military Leave
- l) School Activities and School Visits Leave
- m) Victims of Domestic Violence, Sexual Assault and Other Crimes Leave
- n) Volunteer Civil Service Leave
- o) Literacy Assistance Leave
- p) Personal Leave/

The City's personnel rules shall serve as the official policy related to eligibility and benefits for the above stated leaves. It is the intent of the City to comply with all state and federal laws related to leaves, and to the extent that state and federal laws provide a greater benefit, the City shall comply and provide such benefits to eligible employees.

Management/Confidential Employees and Appointed Officials shall follow the same provisions and rules as provided to Miscellaneous employees for under the section Leave of Absence Without Pay.

Notwithstanding the above, provisions of an employment agreement shall supersede and control over any description of benefits/salary that may be contained in this Fringe Benefits and Salary Plan.

Section 22. Education Reimbursement

a) Appointed Officials (Non-represented)

The City Clerk, City Treasurer and City Manager shall be entitled to education reimbursement on the same terms and conditions as established for Management/Confidential employees.

Notwithstanding the above, provisions of an employment agreement shall supersede and control over any description of benefits/salary that may be contained in this Fringe Benefits and Salary Plan.

b) Management/Confidential Employees (Non-represented)

The City shall reimburse Management/Confidential Employees for the cost of books and tuition for courses taken at any State College, State University, Community College or an approved accredited private college or university as approved by the City Manager.

c) Miscellaneous Employees (Cudahy Miscellaneous Employees' Association)¹³

The City will reimburse employees for 100% of the cost of books, materials, parking and tuition up to a maximum reimbursement equivalent to a part-time Cal State tuition per fiscal year for courses taken at any state college, state university, private university or community college, not to exceed \$5,000 per employee per year. Courses must be related to the job, to a potential promotional position, or to general educational requirements as approved by the City Manager upon recommendation of the Department Head. The City Manager or designee must approve all courses in advance in order for the employee to be eligible for the reimbursement.

The City shall administer the terms of this provision as further defined under the Education Incentive section of the Cudahy Miscellaneous Employees' Association MOU.

Section 23. Educational Seminars

a. Miscellaneous Employees (Cudahy Miscellaneous Employees' Association)¹⁴

Employees wishing to further their education through short-term courses or one-day seminars at City expense may do so but only with written Department Head approval. The City shall administer the terms of this provision as further defined under the Education Seminars section of the Cudahy Miscellaneous Employees' Association MOU.

¹³ See CMEA MOU, p. 22.

¹⁴ See CMEA MOU, p. 23.

Section 24. The Extension of Benefits to Other Classifications

a) Appointed Officials (Non-represented)

The fringe benefits set forth herein are minimum benefits; to the extent greater benefits are extended to other employees of the City, the City Clerk, City Treasurer and City Manager shall be entitled to such benefits. All provisions of the Cudahy Municipal Code, any Memorandum of Understanding with represented employees of the City, and the City's Personnel Rules that relate to fringe benefits as those provisions now exist, or hereinafter may be amended, shall apply to the City Clerk, City Treasurer, and City Manager in like manner as they apply to other employees of City.

Notwithstanding the above, provisions of an employment agreement shall supersede and control over any description of benefits/salary that may be contained in this Fringe Benefits and Salary Plan.

b) Management/Confidential Employees (Non-represented)

All Management/Confidential employees are entitled to and shall enjoy the specific fringe benefits as described and defined within each benefit provision.

Except as otherwise stated within any section of the Fringe Benefits and Salary Plan, all Management/Confidential employees are exempt from the City's Personnel Rules. All Management/Confidential employees are at-will employees.

Section 25. Hourly Employees

a) Eligibility for Benefits

Hourly employees shall not be entitled to any City benefits except as otherwise provided herein.

b) Paid Sick Leave Accrual

Hourly employees, including temporary, extra help, part-time, and seasonal employees who work 30 or more days within a year from when employment commences, shall be entitled to 24 hours of sick leave per fiscal year, effective July 1, 2015, and employees shall receive subsequent annual sick leave accruals of 24 hours added to their leave bank in January of each calendar year. Sick leave must be used in a minimum of 2 hour increments. Unused sick leave under this program may be carried over to the following year not to exceed an accrual cap of six (6) days/forty-eight (48) hours of sick leave. An employee may use no more than twenty-four (24) hours in any one year. Employees are entitled to request and use accrued paid sick days beginning on the 90th day of employment. The rate of pay shall be at the employee's regular hourly wage.

c) FICA Alternative Plan

Hourly employees shall be entitled to receive the City's 3.75% FICA alternative plan contribution in lieu of Social Security and/or participation in CalPERS.

PART II

THE SALARY PLAN

PART II - THE SALARY PLAN

Section 1. Purpose

This Exhibit to Resolution No. 15-20 is enacted pursuant to Section 2.04.070(2) of the Cudahy Municipal Code to provide for the compensation of City officers and employees and to conform to the principle of equal pay for equal work. Notwithstanding the foregoing, the terms of individual employment agreements shall control over the compensation amounts described in this Salary Plan when determining the salary of individual employees under contract with the City.

Section 2. The Classification Plan

The Classification Plan includes the allocation of class titles to salary ranges for City officers and employees under one Plan in which all positions substantially similar with respect to duties, authority, responsibility and working conditions are included within the same class, and that the same schedules of compensation be made to apply with equity under the working conditions to all positions in the same class.

The Classification Plan further includes the allocation of class titles to salary ranges for those employees which are designated as non-represented Management/Confidential employees who are exempt from the classified service. These exempt classes consist of persons appointed by the City Council, including the City Manager, City Clerk, and City Treasurer, and persons appointed by the City Manager, including department heads or designees, that serve in an "at will" capacity subject to the terms and conditions of an employment agreement, and are exempt from the classified service.

Non-classified positions are entitled to no more than the same benefits as provided to classified employees in a similar position and level in the organization. The Classification Plan as of the date of adoption of this Plan is hereby established as set forth in the addendum, referred to as the **Salary Schedule**, which is attached hereto and incorporated herein by reference. The Classification Plan shall not change the nature of any employee's status as an at-will employee.

Section 3. Basic Compensation Plan

The basic compensation plan for City officers and employees, as of the date of adoption of this Plan is hereby established as set forth in the Addendum, including the following:

- 1) Hourly Range Table
- 2) Association Range Table
- 3) Management/Confidential Range Table
- 4) Salary Schedule

The Salary Plan shall be referred to as the **Salary Schedule** which incorporates the allocation of ranges (defined in the range tables) to classifications, which is attached hereto and incorporated herein by reference.

Range tables for the Cudahy Municipal Employees' Association include steps with approximately 2.5% between steps.

Range tables for Appointed Officials (City Clerk, City Treasurer, and City Manager) have one step (flat rate).

Range tables for Management/Confidential include ten (10) steps with approximately 2.5% between steps.

Range tables for Hourly employees consist of one (1) to three (3) steps.

Section 4. Pay Philosophy

The City Council establishes a pay philosophy that the base pay of all positions shall be ideally set at the median pay provided by comparable cities of similar size, budget, staff, and geographic area, based on the City's financial ability to pay.

Section 5. Plan Maintenance

Increases to the Range tables and applied to the Salary Schedule are adopted and approved by the City Council via Resolution to amend the Fringe Benefit and Salary Plan.

Such recommended increases are negotiated between the City and the Cudahy Miscellaneous Employees' Association. The City Council may further take appropriate action to extend such increases to unrepresented Management/Confidential Employees, Appointed Officials including the City Clerk, City Treasurer and City Manager, and positions appointed by the City Manager.

In addition to negotiated increases, the City may take steps to maintain the Salary Plan by conducting regularly scheduled salary reviews and/or intermittent salary reviews as determined by changes in the labor market, and the need to compete for talent and/or retain current employees.

Section 6. Eligibility for Salary Advancement

a) Management/Confidential Employees (Non-represented)

Management/Confidential employees may receive the same considerations for salary advancement as provided to Miscellaneous Employees, at the City Manager's discretion.

b) Miscellaneous Employees (Cudahy Miscellaneous Employees' Association)¹⁵

Salary step increases shall be considered on a merit basis only, and at prescribed times as defined in the Personnel Rules and the Cudahy Municipal Employees' Association MOU.

Any employee receiving a promotion shall receive a salary increase consistent with the Personnel Rules and the Cudahy Municipal Employees' Association MOU.

¹⁵ See CMEA MOU, pp. 5-6.

Section 7. Merit Ranges

a) Appointed Officials and Management/Confidential Employees (Non-represented)

Appointed City Officials including the City Clerk, City Treasurer and City Manager, as well as non-represented Management/Confidential employees who serve in an at-will capacity and are exempt from the classified service, may, subject to the terms and conditions set forth below, be eligible to have his/her salary increased to a maximum of fifteen percent beyond the regularly assigned top step of his/her salary range or salary set forth in an existing contract. The City Manager shall have administrative authority to assign, create and maintain the merit range (pay band) to implement the provisions of this Section.

Such increase shall be subject to documentation of the eligible employee's outstanding performance, based on performance and achievement of previously defined goals. The City Manager shall solely determine placement within the merit range based on the employee's performance. Notwithstanding the foregoing, with regard to increases for the City Manager and other Officials appointed by the City Council, the City Council shall determine placement within the merit range based on the employee's performance, subject to the Appointed Official's employment agreement, if any.

The continuation of increases pursuant to the provisions of this Section shall not be automatic, and failure to sustain "outstanding performance" shall cause the employee's pay to revert to the regularly assigned step for his/her classification. An employee who fails to sustain "outstanding performance" shall have their compensation reduced to the "regular range", in accordance with this section, and at the City Manager's discretion for Management/Confidential classes, and the City Council's discretion for Appointed Officials. Salary for Appointed Officials/Management/Confidential employees who have an employment agreement with the City shall not be modified prior to an amendment to his/her employment agreement, unless the agreement permits the increase or decrease to be handled administratively.

The regular salary range shall constitute the regularly defined Steps in the Salary Range (A-J). The "merit range" shall constitute a "pay band" with a minimum rate set one dollar above the maximum of the "regular salary range" and the maximum set at an amount not to exceed fifteen percent beyond the regularly assigned top step of the salary range. The "pay band" shall be added to the Salary Schedule for the assigned non-represented Management/Confidential classifications and Appointed Officials when the increase is recommended by the City Manager or City Council.

In no case shall an employee receive additional merit compensation above the designated "merit range" as defined herein.

Eligibility for additional compensation granted to all employees as part of changes authorized by the City Council shall not be adversely affected by the employee's status in steps granted beyond the regularly assigned step pursuant to the provisions of this Section. Salaries granted pursuant to this provision shall be reported to PERS as compensation earned.

Notwithstanding the above, provisions of an employment agreement shall supersede and control over any description of salary that may be contained in this Fringe Benefits and Salary Plan

b) Miscellaneous Employees (Cudahy Miscellaneous Employees' Association)

As provided in the Cudahy Miscellaneous Employees' Association MOU, employees may be eligible for merit longevity compensation as continuing incentive to career employees upon achieving the "J" step and completing ten continuous years of service. Employees may be eligible for a 5% stipend above their base pay rate, and after twenty (20) years, the stipend shall increase to a total of 7.5% above the base pay rate. Such payment shall be granted with the approval of the city Manager to employees who continue to "Exceed Standards" as evidenced by the performance rating of such employee, which is defined as a comprehensive rating at or above the middle column of the current reporting form, or the equivalent rating on any revised reporting form. Merit Longevity may be removed by the City Manager when the employee's performance does not merit such additional compensation. The provisions of this section shall be administered in accordance with the specific language in the Cudahy Miscellaneous Employees' Association MOU.

Section 8. Compaction Rule

The top step of the salary range of any Management/Confidential classification shall be a minimum of two steps (approximately ten percent) above the top step of the closest subordinate classification, with the exception of those Management/Confidential classifications supervising specialized classifications which are highly compensated due to labor market conditions. In the case of highly compensated positions due to labor market conditions, employees may directly supervise a subordinate classification where the maximum salary range exceeds the supervisory class without the two step minimum (approximately ten percent). Subordinate classification shall be defined as any position classification in which there are employees who are supervised by the Management/Confidential employee.

Section 9. Salaries Above Market Rate – Use of "Y" Rating Method

The City Manager has the authority to implement a "Y" rating for employees whose range is found to exceed the market rate based on a salary survey. The employee in this case shall receive no increase in salary unless the maximum salary established by this Plan for their classifications exceeds the amount of their "Y" rate.

Section 10. Trainee Positions

The City Manager has the authority to establish a Trainee class for any class in the system. The salary range for Trainee classes shall be established with a salary range starting fifteen percent (15%) below the first step of the regular position and ending five percent (5%) below the first step of the regular position. Employees who successfully complete the training program and meet

the criteria for the higher level class, may be reclassified to the higher level class upon approval by the City Manager.

Section 11. Salary Differentials/Stipends

Exceptions shall be made to Sections 2 and 3 of this Plan as follows:

a. (5%) Salary Differential

After investigation and approval by the City Manager, a 5% Salary Differential shall be assigned to persons found to possess as a regular assignment such additional duties and responsibilities or whose positions entail certain hazards as to warrant additional compensation, which additional salary shall be limited to the following:

No current provisions

b. (10%) Salary Differential

After investigation and approval by the City Manager, a 10% Salary Differential shall be assigned to persons found to possess as a regular assignment such additional duties and responsibilities or whose positions entail certain hazards as to warrant additional compensation, which additional salary shall be limited to the following:

No current provisions

c. Bi-lingual Pay

1. Appointed Officials (Non-represented)

The City Clerk, City Treasurer and City Manager shall be entitled to the same compensation as provided to Management/Confidential employees, which shall be provided as a stipend rather than incorporated into base pay, when the positions have been designated as bi-lingual positions.

Notwithstanding the above, provisions of an employment agreement shall supersede and control over any description of benefits/salary that may be contained in this Fringe Benefits and Salary Plan.

2. Management/Confidential Employees (Non-represented)

Management/Confidential employees shall be entitled to the same compensation as provided to Miscellaneous employees, which shall be provided as a stipend rather than incorporated into base pay, when the positions have been designated as bi-lingual positions.

3. Miscellaneous Employees (Cudahy Miscellaneous Employees' Association)¹⁶

¹⁶ See CMEA MOU, p. 19.

Approved and certified employees shall be compensated with a bilingual pay stipend in the amount of \$75.00 per month for oral translation duties, and \$125.00 per month for oral and written translations.

The provisions of this section shall be administered in accordance with the specific language in the Cudahy Miscellaneous Employees' Association MOU.

d. Temporary Upgrade – Acting Capacity

1. Miscellaneous Employees (Cudahy Miscellaneous Employees' Association)¹⁷

An employee who has been designated by the City to serve in an acting capacity for thirty (30) consecutive work days or more shall receive Step A of the pay range for the classification in which the employee is performing active duties, or a stipend of 5% above the base pay, whichever is greater. Service in an acting capacity shall not be used as a basis for, or in support of, a request for reclassification. The City Manager or designee may determine that a position filled pursuant to an acting assignment shall be filled based on a competitive process to afford an equal opportunity for internal/external candidates.

e. Temporary Upgrade – Work Out of Class

1. Miscellaneous Employees (Cudahy Miscellaneous Employees' Association)¹⁸

The City may temporarily assign employees to work out of classification. The selection of employees for an out-of-classification assignment shall be at the discretion of the City Manager or designee. A temporary out-of-class stipend of 5% above the employee's base pay shall be authorized with advance approval by the Department Head, upon consultation and approval from the City Manager or designee when an employee is designated and scheduled to work in an out-of-class assignment. Paid holidays shall be considered as days actually worked. Other forms of authorized leave such as sick leave, emergency leave and vacation shall not be considered as days actually worked.

Section 12. Overtime

The City's pay policy is intended to comply with the salary pay requirements of current State and Federal laws, and shall be construed in accordance with these laws and regulations. Further, the City shall

¹⁷ See CMEA MOU, pp. 7-8.

¹⁸ See CMEA MOU, p. 8.

administer the pay practices related to overtime consistent with the City's personnel rules and the Cudahy Miscellaneous Employees' Association MOU.

Non-exempt employees shall be paid for hours worked in accordance with all legal requirements. Overtime is calculated at one and one-half (1 ½) times the employee's regular base rate of pay for all time worked over 40 hours in one workweek. Hours paid that are not actually worked, such as holidays, sick days, and vacation hours do not count as hours worked when calculating weekly overtime.

a. Miscellaneous Employees – (Cudahy Miscellaneous Employee's Association)¹⁹

1. For all workweeks in which there is no designated holiday that falls during the workweek or a day in which the employee is sent home due to an unexpected City closure, or by management due to lack of work or an act of God, the employee shall be eligible for overtime pay (time and one half the employee's regular rate of pay as that term is used in the Fair Labor Standards Act) for time worked over 40 hours per workweek. In a workweek where there is a designated holiday that falls during the workweek or a day in which the employee is sent home due to an unexpected City closure, or by management due to lack of work or an act of God and is thus unable to work their regularly scheduled shift, and the employee has not taken any time off or leave during that same week (e.g. vacation, sick or other personal leave), the employee shall be eligible for overtime pay (time and one half) for time worked beyond the employee's scheduled shift(s) during that workweek.
2. When an employee is not regularly scheduled to work on Saturdays and Sundays the employee shall receive overtime pay (time and one-half) for all time worked on those days. When an employee works on a designated City holiday, the employee shall receive overtime pay (time and one half) for all time worked on the holiday.

Exempt employees are not entitled to receive overtime pay even though they may have to work hours beyond their normal schedule, as work demands require.

Section 13. Compensatory Time Off

a. Miscellaneous Employees – (Cudahy Miscellaneous Employee's Association)²⁰

The City's pay policy is intended to comply with the salary pay requirements of current State and Federal laws, and shall be construed in accordance with these laws and regulations. Further, the City shall administer the pay practices related to Compensatory Time consistent with the City's personnel rules and the Cudahy Miscellaneous Employees' Association MOU.

Compensatory time is an alternative method of overtime payment to non-exempt employees. In lieu of paying a non-exempt employee for overtime worked, employees may be granted compensatory time off at the overtime rate of one and one half (1 ½) for each hour of overtime worked. Employees shall have the option of receiving overtime pay for any overtime worked. Use of earned compensatory time off must be approved in advance by the Department Head or designee. The maximum accrual limit is 120 hours.

¹⁹ See CMEA MOU, pp. 16-17

²⁰ CMEA MOU, p. 18.

Section 14. Executive Leave

Management/Confidential employees shall be entitled to take three (3) days (27 hours) of executive leave per fiscal year. The three (3) days (27 hours) may not be carried over to the next fiscal year and their use must have the prior permission of the City Manager. This provision shall be administered in accordance with the City's Personnel Rules and the Cudahy Miscellaneous Employees' Association MOU.

Section 15. On-Call (Standby) Pay

a. Miscellaneous Employees – (Cudahy Miscellaneous Employee's Association)²¹

An employee who has been instructed by their direct supervisor to stand-by is free to use this time for their own benefit. Employees On-Call (Standby) shall receive two (2) hours of compensatory time for an assigned 24 consecutive hour shift, which will not be counted towards over-time calculations.

The City's pay policy is intended to comply with the salary pay requirements of current State and Federal laws, and shall be construed in accordance with these laws and regulations. Further, the City shall administer the pay practices related to On-Call (Standby) Pay consistent with the City's personnel rules and the Cudahy Miscellaneous Employees' Association MOU.

Section 16. Call Back Pay

a. Miscellaneous Employees – (Cudahy Miscellaneous Employee's Association)²²

Call back duty occurs when an employee is called back in to work after their regular shift has ended. An employee called back to duty shall be paid a minimum of two (2) hours of compensatory time at a rate equal to time and one-half (1 ½) the regular hourly pay rate, and for actual hours worked at time and one-half the regular hourly pay rate, if hours worked exceeds two (2).

The City's pay policy is intended to comply with the salary pay requirements of current State and Federal laws, and shall be construed in accordance with these laws and regulations. Further, the City shall administer the pay practices related to Call Back Pay consistent with the City's personnel rules and the Cudahy Miscellaneous Employees' Association MOU.

²¹ CMEA MOU, p. 18.

²² CMEA MOU, p. 19.

Section 17. Additional Approved Increases in Compensation and Changes to the Salary and Classification Plans

a. Miscellaneous Employees – (Cudahy Miscellaneous Employee’s Association)²³

All members shall receive:

- A 3% increase to their base rate effective July 1, 2015;
- A 3% increase to their base rate effective July 1, 2016;
- A 2% increase to their base rate effective July 1 2017; and
- A 2% increase to their base rate effective July 1, 2018.

Section 18. The Provisions of This Plan Shall Be Operative on the Date of Its Adoption.

ADDENDUM:

1. HOURLY RANGE TABLES
2. ASSOCIATION RANGE TABLES
3. MANAGEMENT/CONFIDENTIAL RANGE TABLES
4. SALARY SCHEDULES

²³ CMEA MOU, p. 5.

HOURLY RANGE TABLES

**Compensation Schedule Effective
January 1, 2019**

| Hourly Steps | | | |
|---------------------|----------|----------|----------|
| Ranges | A | B | C |
| H1 | 12.00 | 12.55 | 12.86 |
| H2 | 12.55 | 12.86 | 13.19 |
| H3 | 12.86 | 13.19 | 13.52 |
| H4 | 13.19 | 13.52 | 13.86 |
| H5 | 13.52 | 13.86 | 14.20 |
| H6 | 14.20 | 14.55 | 14.92 |
| H7 | 14.92 | 15.29 | 15.67 |
| H8 | 15.67 | 16.06 | 16.46 |
| H9 | 16.46 | 17.28 | 18.15 |
| H10 | 18.15 | 19.06 | 20.01 |

| | |
|-----------------------------------|------------|
| Account Clerk | H10 |
| Administrative Clerk | H10 |
| Administrative Intern | H5 |
| Community Preservation Technician | H8 |
| Maintenance Aide | H2 |
| Municipal Enforcement Officer | H6 |
| Planning Technician | H7 |
| Recreation Aide | H1 |
| Recreation Leader | H3 |
| Sr. Recreation Leader | H4 |

ASSOCIATION RANGE TABLES

Compensation Schedule Effective

July 1, 2015

| Association Steps | | | | | | | | | | |
|----------------------|------|------|------|------|------|------|------|------|------|------|
| Ranges | A | B | C | D | E | F | G | H | I | J |
| A1 | 2899 | 2972 | 3046 | 3122 | 3200 | 3280 | 3362 | 3447 | 3533 | 3621 |
| A2 | 3039 | 3114 | 3192 | 3272 | 3354 | 3438 | 3524 | 3612 | 3702 | 3795 |
| A3 | 3190 | 3270 | 3351 | 3435 | 3521 | 3609 | 3699 | 3792 | 3887 | 3984 |
| A4 | 3344 | 3428 | 3514 | 3602 | 3692 | 3784 | 3878 | 3975 | 4075 | 4177 |
| A5 | 3508 | 3596 | 3686 | 3778 | 3872 | 3969 | 4068 | 4170 | 4274 | 4381 |
| A6 | 3684 | 3776 | 3871 | 3968 | 4067 | 4168 | 4273 | 4379 | 4489 | 4601 |
| A7 | 3717 | 3810 | 3905 | 4003 | 4103 | 4206 | 4311 | 4419 | 4529 | 4642 |
| A8 | 3867 | 3963 | 4062 | 4164 | 4268 | 4375 | 4484 | 4596 | 4711 | 4829 |
| A9 | 4057 | 4159 | 4263 | 4369 | 4478 | 4590 | 4705 | 4823 | 4943 | 5067 |
| A10 | 4260 | 4367 | 4476 | 4588 | 4702 | 4820 | 4940 | 5064 | 5190 | 5320 |
| A11 | 4472 | 4584 | 4699 | 4816 | 4937 | 5060 | 5186 | 5316 | 5449 | 5585 |
| A12 | 4530 | 4643 | 4759 | 4878 | 5000 | 5125 | 5253 | 5385 | 5519 | 5657 |
| A13 | 4692 | 4809 | 4929 | 5052 | 5179 | 5308 | 5441 | 5577 | 5716 | 5859 |
| A14 | 4923 | 5046 | 5173 | 5302 | 5435 | 5570 | 5710 | 5852 | 5999 | 6149 |
| A15 | 5165 | 5295 | 5427 | 5563 | 5702 | 5844 | 5990 | 6140 | 6294 | 6451 |
| A16 | 5419 | 5554 | 5693 | 5835 | 5981 | 6131 | 6284 | 6441 | 6602 | 6767 |
| A17 | 5687 | 5829 | 5975 | 6124 | 6277 | 6434 | 6595 | 6760 | 6929 | 7102 |
| A18 | 5966 | 6115 | 6268 | 6424 | 6585 | 6750 | 6918 | 7091 | 7269 | 7450 |
| A19 | 6259 | 6416 | 6576 | 6741 | 6909 | 7082 | 7259 | 7440 | 7626 | 7817 |
| A20 | 6569 | 6734 | 6902 | 7074 | 7251 | 7433 | 7618 | 7809 | 8004 | 8204 |
| A21 | 6894 | 7066 | 7243 | 7424 | 7609 | 7800 | 7995 | 8195 | 8399 | 8609 |
| A22 | 7235 | 7416 | 7601 | 7791 | 7986 | 8185 | 8390 | 8600 | 8815 | 9035 |
| A23 | 7592 | 7782 | 7976 | 8176 | 8380 | 8590 | 8805 | 9025 | 9250 | 9482 |
| A24 | 7969 | 8168 | 8373 | 8582 | 8796 | 9016 | 9242 | 9473 | 9710 | 9952 |

Compensation Schedule Effective

July 1, 2016

| Association Steps | | | | | | | | | | |
|----------------------|------|------|------|------|------|------|------|------|-------|-------|
| Ranges | A | B | C | D | E | F | G | H | I | J |
| A1 | 2986 | 3061 | 3138 | 3216 | 3296 | 3379 | 3463 | 3550 | 3639 | 3730 |
| A2 | 3130 | 3208 | 3288 | 3370 | 3455 | 3541 | 3629 | 3720 | 3813 | 3909 |
| A3 | 3286 | 3368 | 3452 | 3538 | 3627 | 3717 | 3810 | 3906 | 4003 | 4103 |
| A4 | 3445 | 3531 | 3619 | 3710 | 3802 | 3897 | 3995 | 4095 | 4197 | 4302 |
| A5 | 3613 | 3704 | 3796 | 3891 | 3989 | 4088 | 4190 | 4295 | 4403 | 4513 |
| A6 | 3795 | 3890 | 3987 | 4087 | 4189 | 4294 | 4401 | 4511 | 4624 | 4739 |
| A7 | 3829 | 3925 | 4023 | 4123 | 4226 | 4332 | 4440 | 4551 | 4665 | 4782 |
| A8 | 3983 | 4082 | 4184 | 4289 | 4396 | 4506 | 4619 | 4734 | 4852 | 4974 |
| A9 | 4179 | 4283 | 4390 | 4500 | 4613 | 4728 | 4846 | 4967 | 5092 | 5219 |
| A10 | 4388 | 4498 | 4610 | 4725 | 4843 | 4964 | 5089 | 5216 | 5346 | 5480 |
| A11 | 4606 | 4722 | 4840 | 4961 | 5085 | 5212 | 5342 | 5476 | 5612 | 5753 |
| A12 | 4666 | 4782 | 4902 | 5025 | 5150 | 5279 | 5411 | 5546 | 5685 | 5827 |
| A13 | 4832 | 4953 | 5077 | 5204 | 5334 | 5467 | 5604 | 5744 | 5888 | 6035 |
| A14 | 5071 | 5198 | 5328 | 5461 | 5598 | 5737 | 5881 | 6028 | 6179 | 6333 |
| A15 | 5320 | 5453 | 5590 | 5730 | 5873 | 6020 | 6170 | 6324 | 6482 | 6644 |
| A16 | 5581 | 5721 | 5864 | 6011 | 6161 | 6315 | 6473 | 6635 | 6800 | 6970 |
| A17 | 5857 | 6004 | 6154 | 6308 | 6465 | 6627 | 6793 | 6962 | 7136 | 7315 |
| A18 | 6145 | 6298 | 6456 | 6617 | 6783 | 6952 | 7126 | 7304 | 7487 | 7674 |
| A19 | 6447 | 6608 | 6773 | 6943 | 7116 | 7294 | 7477 | 7664 | 7855 | 8052 |
| A20 | 6766 | 6936 | 7109 | 7287 | 7469 | 7656 | 7847 | 8043 | 8244 | 8450 |
| A21 | 7101 | 7278 | 7460 | 7647 | 7838 | 8034 | 8235 | 8440 | 8651 | 8868 |
| A22 | 7452 | 7638 | 7829 | 8025 | 8225 | 8431 | 8642 | 8858 | 9079 | 9306 |
| A23 | 7820 | 8015 | 8216 | 8421 | 8632 | 8847 | 9069 | 9295 | 9528 | 9766 |
| A24 | 8208 | 8413 | 8624 | 8839 | 9060 | 9287 | 9519 | 9757 | 10001 | 10251 |

Compensation Schedule Effective

July 1, 2017

| Association Steps | | | | | | | | | | |
|----------------------|------|------|------|------|------|------|------|------|-------|-------|
| Ranges | A | B | C | D | E | F | G | H | I | J |
| A1 | 3046 | 3122 | 3200 | 3280 | 3362 | 3446 | 3533 | 3621 | 3711 | 3804 |
| A2 | 3192 | 3272 | 3354 | 3438 | 3524 | 3612 | 3702 | 3795 | 3889 | 3987 |
| A3 | 3351 | 3435 | 3521 | 3609 | 3699 | 3792 | 3887 | 3984 | 4083 | 4185 |
| A4 | 3514 | 3601 | 3692 | 3784 | 3878 | 3975 | 4075 | 4177 | 4281 | 4388 |
| A5 | 3686 | 3778 | 3872 | 3969 | 4068 | 4170 | 4274 | 4381 | 4491 | 4603 |
| A6 | 3871 | 3968 | 4067 | 4168 | 4273 | 4379 | 4489 | 4601 | 4716 | 4834 |
| A7 | 3905 | 4003 | 4103 | 4206 | 4311 | 4419 | 4529 | 4642 | 4758 | 4877 |
| A8 | 4062 | 4164 | 4268 | 4375 | 4484 | 4596 | 4711 | 4829 | 4949 | 5073 |
| A9 | 4262 | 4369 | 4478 | 4590 | 4705 | 4823 | 4943 | 5067 | 5193 | 5323 |
| A10 | 4476 | 4588 | 4702 | 4820 | 4940 | 5064 | 5190 | 5320 | 5453 | 5589 |
| A11 | 4699 | 4816 | 4936 | 5060 | 5186 | 5316 | 5449 | 5585 | 5725 | 5868 |
| A12 | 4759 | 4878 | 5000 | 5125 | 5253 | 5385 | 5519 | 5657 | 5799 | 5944 |
| A13 | 4929 | 5052 | 5179 | 5308 | 5441 | 5577 | 5716 | 5859 | 6006 | 6156 |
| A14 | 5173 | 5302 | 5434 | 5570 | 5709 | 5852 | 5999 | 6149 | 6302 | 6460 |
| A15 | 5427 | 5562 | 5702 | 5844 | 5990 | 6140 | 6293 | 6451 | 6612 | 6777 |
| A16 | 5693 | 5835 | 5981 | 6131 | 6284 | 6441 | 6602 | 6767 | 6936 | 7110 |
| A17 | 5974 | 6124 | 6277 | 6434 | 6595 | 6759 | 6928 | 7102 | 7279 | 7461 |
| A18 | 6268 | 6424 | 6585 | 6750 | 6918 | 7091 | 7269 | 7450 | 7636 | 7827 |
| A19 | 6576 | 6740 | 6909 | 7082 | 7259 | 7440 | 7626 | 7817 | 8012 | 8213 |
| A20 | 6902 | 7074 | 7251 | 7432 | 7618 | 7809 | 8004 | 8204 | 8409 | 8619 |
| A21 | 7243 | 7424 | 7609 | 7800 | 7994 | 8194 | 8399 | 8609 | 8824 | 9045 |
| A22 | 7601 | 7791 | 7986 | 8185 | 8390 | 8600 | 8815 | 9035 | 9261 | 9492 |
| A23 | 7976 | 8176 | 8380 | 8590 | 8804 | 9024 | 9250 | 9481 | 9718 | 9961 |
| A24 | 8372 | 8582 | 8796 | 9016 | 9242 | 9473 | 9709 | 9952 | 10201 | 10456 |

Compensation Schedule Effective

July 1, 2018

| Association Steps | | | | | | | | | | |
|----------------------|------|------|------|------|------|------|------|-------|-------|-------|
| Ranges | A | B | C | D | E | F | G | H | I | J |
| A1 | 3107 | 3185 | 3264 | 3346 | 3430 | 3515 | 3603 | 3693 | 3786 | 3880 |
| A2 | 3256 | 3337 | 3421 | 3506 | 3594 | 3684 | 3776 | 3870 | 3967 | 4066 |
| A3 | 3418 | 3504 | 3591 | 3681 | 3773 | 3868 | 3964 | 4063 | 4165 | 4269 |
| A4 | 3584 | 3674 | 3765 | 3859 | 3956 | 4055 | 4156 | 4260 | 4367 | 4476 |
| A5 | 3759 | 3853 | 3950 | 4048 | 4150 | 4253 | 4360 | 4469 | 4580 | 4695 |
| A6 | 3948 | 4047 | 4148 | 4252 | 4358 | 4467 | 4579 | 4693 | 4810 | 4931 |
| A7 | 3983 | 4083 | 4185 | 4290 | 4397 | 4507 | 4620 | 4735 | 4853 | 4975 |
| A8 | 4144 | 4247 | 4353 | 4462 | 4574 | 4688 | 4805 | 4925 | 5048 | 5175 |
| A9 | 4348 | 4456 | 4568 | 4682 | 4799 | 4919 | 5042 | 5168 | 5297 | 5430 |
| A10 | 4565 | 4679 | 4796 | 4916 | 5039 | 5165 | 5294 | 5427 | 5562 | 5701 |
| A11 | 4793 | 4912 | 5035 | 5161 | 5290 | 5422 | 5558 | 5697 | 5839 | 5985 |
| A12 | 4854 | 4976 | 5100 | 5228 | 5358 | 5492 | 5630 | 5770 | 5915 | 6062 |
| A13 | 5028 | 5153 | 5282 | 5414 | 5550 | 5688 | 5831 | 5976 | 6126 | 6279 |
| A14 | 5276 | 5408 | 5543 | 5682 | 5824 | 5969 | 6119 | 6271 | 6428 | 6589 |
| A15 | 5535 | 5674 | 5816 | 5961 | 6110 | 6263 | 6419 | 6580 | 6744 | 6913 |
| A16 | 5807 | 5952 | 6101 | 6253 | 6410 | 6570 | 6734 | 6903 | 7075 | 7252 |
| A17 | 6094 | 6246 | 6402 | 6562 | 6726 | 6895 | 7067 | 7244 | 7425 | 7610 |
| A18 | 6393 | 6553 | 6717 | 6885 | 7057 | 7233 | 7414 | 7599 | 7789 | 7984 |
| A19 | 6708 | 6875 | 7047 | 7223 | 7404 | 7589 | 7779 | 7973 | 8173 | 8377 |
| A20 | 7040 | 7216 | 7396 | 7581 | 7771 | 7965 | 8164 | 8368 | 8577 | 8792 |
| A21 | 7387 | 7572 | 7761 | 7955 | 8154 | 8358 | 8567 | 8781 | 9001 | 9226 |
| A22 | 7753 | 7947 | 8145 | 8349 | 8558 | 8772 | 8991 | 9216 | 9446 | 9682 |
| A23 | 8136 | 8339 | 8548 | 8761 | 8980 | 9205 | 9435 | 9671 | 9913 | 10161 |
| A24 | 8540 | 8753 | 8972 | 9196 | 9426 | 9662 | 9904 | 10151 | 10405 | 10665 |

MANAGEMENT/CONFIDENTIAL
RANGE TABLES

**Compensation Schedule Effective
July 1, 2008**

| Management Steps | | | | | | | | | | |
|-------------------------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|
| Ranges | A | B | C | D | E | F | G | H | I | J |
| M1 | 5322 | 5474 | 5591 | 5729 | 5847 | 6020 | 6171 | 6325 | 6483 | 6645 |
| M2 | 6011 | 6174 | 6317 | 6472 | 6634 | 6802 | 6972 | 7144 | 7324 | 7507 |
| M3 | 7102 | 7279 | 7462 | 7649 | 7841 | 8037 | 8238 | 8445 | 8655 | 8871 |
| M4 | 8436 | 8562 | 8703 | 8852 | 9007 | 9175 | 9357 | 9548 | 9763 | 9989 |
| M5 | 9751 | 9957 | 10181 | 10417 | 10659 | 10909 | 11151 | 11382 | 11614 | 11781 |

SALARY SCHEDULES

CITY OF CUDAHY
SALARY SCHEDULE
EFFECTIVE DATE January 1, 2019

| TITLE | GROUP | RATE | RANGE | STEP A | STEP B | STEP C | STEP D | STEP E | STEP F | STEP G | STEP H | STEP I | STEP J |
|--|--------------|------------------|-----------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|
| Account Clerk | PT | HOURLY | H10 | 18.15 | 19.06 | 20.01 | | | | | | | |
| Accounting Technician | CMEA | MONTHLY | A12 | 4854 | 4976 | 5100 | 5228 | 5358 | 5492 | 5630 | 5770 | 5915 | 6062 |
| Administrative Analyst | CONFIDENTIAL | MONTHLY | C2 | 4759 | 4878 | 5000 | 5125 | 5253 | 5385 | 5519 | 5657 | 5799 | 5944 |
| Administrative Assistant | CMEA | MONTHLY | A3 | 4144 | 4247 | 4353 | 4462 | 4574 | 4688 | 4805 | 4925 | 5048 | 5175 |
| Administrative Clerk | PT | HOURLY | H10 | 18.15 | 19.06 | 20.01 | | | | | | | |
| Administrative Intern | PT | HOURLY | H4 | 13.19 | 13.52 | 13.86 | | | | | | | |
| Assistant City Engineer | CMEA | MONTHLY | A20 | 7040 | 7216 | 7396 | 7581 | 7771 | 7965 | 8164 | 8368 | 8577 | 8792 |
| Assistant City Clerk | MGMT | MONTHLY | M2 | 6011 | 6174 | 6317 | 6472 | 6634 | 6802 | 6972 | 7144 | 7324 | 7507 |
| Assistant Engineer | CMEA | MONTHLY | A14 | 5276 | 5408 | 5543 | 5682 | 5824 | 5969 | 6119 | 6271 | 6428 | 6589 |
| Associate Engineer | CMEA | MONTHLY | A16 | 5807 | 5952 | 6101 | 6253 | 6410 | 6570 | 6734 | 6903 | 7075 | 7252 |
| Assistant Recreation Program Coordinator | CMEA | MONTHLY | A5 | 3759 | 3853 | 3950 | 4048 | 4150 | 4253 | 4360 | 4469 | 4580 | 4695 |
| CDBG Coordinator | PT | HOURLY/FLAT RATE | HF26 | 50.00 | | | | | | | | | |
| City Council Member | ELECTED | MONTHLY | FLAT RATE | 483.60 | | | | | | | | | |
| City Clerk | APPOINTED | MONTHLY | FLAT RATE | 8270 | | | | | | | | | |
| City Manager | APPOINTED | MONTHLY | FLAT RATE | 16,250 | | | | | | | | | |
| City Treasurer | APPOINTED | MONTHLY | FLAT RATE | 5057 | | | | | | | | | |
| Community Development Manager | MGMT | MONTHLY | M3 | 7102 | 7279 | 7462 | 7649 | 7841 | 8037 | 8238 | 8445 | 8655 | 8871 |
| Community Preservation Officer | CMEA | MONTHLY | A8 | 4144 | 4247 | 4353 | 4462 | 4574 | 4688 | 4805 | 4925 | 5048 | 5175 |
| Community Preservation Technician | PT | HOURLY | H8 | 15.67 | 16.06 | 16.46 | | | | | | | |
| Deputy City Clerk | CONFIDENTIAL | MONTHLY | C2 | 4759 | 4878 | 5000 | 5125 | 5253 | 5385 | 5519 | 5657 | 5799 | 5944 |
| Finance Manager | MGMT | MONTHLY | M5 | 9751 | 9957 | 10181 | 10417 | 10659 | 10909 | 11151 | 11382 | 11614 | 11781 |
| Human Resources Manager | CMEA | MONTHLY | M3 | 7102 | 7279 | 7462 | 7649 | 7841 | 8037 | 8238 | 8445 | 8655 | 8871 |
| Human Resources Specialist | CONFIDENTIAL | MONTHLY | C3 | 6011 | 6174 | 6317 | 6472 | 6634 | 6802 | 6972 | 7144 | 7324 | 7507 |
| Junior Deputy City Clerk | CONFIDENTIAL | MONTHLY | C1 | 3867 | 3963 | 4062 | 4164 | 4268 | 4375 | 4484 | 4596 | 4711 | 4829 |
| Maintenance Aide | PT | HOURLY | H2 | 12.55 | 12.86 | 13.19 | | | | | | | |
| Maintenance Leader | CMEA | MONTHLY | A6 | 3948 | 4047 | 4148 | 4252 | 4358 | 4467 | 4579 | 4693 | 4810 | 4931 |
| Maintenance Superintendent | CMEA | MONTHLY | A11 | 4793 | 4932 | 5075 | 5161 | 5280 | 5422 | 5558 | 5697 | 5839 | 5985 |
| Maintenance Supervisor | CMEA | MONTHLY | A9 | 4348 | 4456 | 4568 | 4682 | 4799 | 4919 | 5042 | 5168 | 5297 | 5430 |
| Maintenance Worker | CMEA | MONTHLY | A3 | 3418 | 3504 | 3591 | 3681 | 3773 | 3868 | 3964 | 4063 | 4165 | 4269 |
| Municipal Enforcement Officer | PT | HOURLY | H6 | 14.20 | 14.55 | 14.92 | | | | | | | |
| Planning Assistant | CMEA | MONTHLY | A9 | 4348 | 4456 | 4568 | 4682 | 4799 | 4919 | 5042 | 5168 | 5297 | 5430 |
| Planning Associate | CMEA | MONTHLY | A10 | 4565 | 4679 | 4796 | 4916 | 5039 | 5165 | 5294 | 5427 | 5562 | 5701 |
| Planning Technician | PT | HOURLY | H7 | 14.92 | 15.29 | 15.67 | | | | | | | |
| Public Safety and Services Manager | MGMT | MONTHLY | M3 | 7102 | 7279 | 7462 | 7649 | 7841 | 8037 | 8238 | 8445 | 8655 | 8871 |
| Recreation Aide | PT | HOURLY | H1 | 12.00 | 12.55 | 12.87 | | | | | | | |
| Recreation Leader | PT | HOURLY | H2 | 12.55 | 12.86 | 13.19 | | | | | | | |
| Recreation Program Coordinator | CMEA | MONTHLY | A9 | 4348 | 4456 | 4568 | 4682 | 4799 | 4919 | 5042 | 5168 | 5297 | 5430 |
| Senior Accountant | CMEA | MONTHLY | A17 | 6094 | 6246 | 6402 | 6562 | 6726 | 6895 | 7067 | 7244 | 7425 | 7610 |
| Senior Community Preservation Officer | CMEA | MONTHLY | A9 | 4348 | 4456 | 4568 | 4682 | 4799 | 4919 | 5042 | 5168 | 5297 | 5430 |
| Senior Recreation Leader | PT | HOURLY | H3 | 12.86 | 13.19 | 13.52 | | | | | | | |

RESOLUTION NO. 19-30

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CUDAHY REPLACING AND SUPERSEDING RESOLUTION NO. 16-01 AND ADOPTING THE MEMORANDUM OF UNDERSTANDING BETWEEN THE CITY OF CUDAHY AND THE CUDAHY MISCELLANEOUS EMPLOYEE'S ASSOCIATION (JULY 1, 2019 – JUNE 30, 2022)

WHEREAS, the City of Cudahy, hereinafter referred to as the "City", and the Cudahy Miscellaneous Employee's Association, hereinafter referred to as "CMEA" have met and conferred in accordance with the Meyers-Milias-Brown Act and Government Labor Code §3500; and

WHEREAS, the City and the CMEA have memorialized the agreement in a written Memorandum of Understanding for a three-year term, commencing July 1, 2019 and terminating on June 30, 2022.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF CUDAHY HEREBY RESOLVES AS FOLLOWS:

SECTION 1. The Memorandum of Understanding between the City and the CMEA, attached hereto, is hereby approved in substantially the form thereof together with any additions thereto or changes therein deemed necessary or advisable by the City Manager.

SECTION 2. The City Manager is authorized to sign the Memorandum of Understanding.

SECTION 3. This Resolution shall replace and supersede Resolution No. 16-01 and any other Resolution which is in conflict or inconsistent with the provisions of this Resolution.

SECTION 3. The Assistant City Clerk shall certify the adoption of this Resolution.

PASSED, APPROVED, AND ADOPTED by the City Council of the City of Cudahy at its regular meeting on this 19th day of November, 2019.



Jose R. Gonzalez
Mayor

ATTEST:



Richard Iglesias
Assistant City Clerk

CERTIFICATION

STATE OF CALIFORNIA)
COUNTY OF LOS ANGELES) SS:
CITY OF CUDAHY)

I, Richard Iglesias, Assistant City Clerk of the City of Cudahy, hereby certify that the foregoing Resolution No. 19-30 was passed and adopted by the City Council of the City of Cudahy, signed by the Mayor and attested by the City Clerk at a regular meeting of said Council held on the 19th day of November, 2019, and that said Resolution was adopted by the following vote, to-wit:

AYES: Garcia, Alcantar, and Gonzalez

NOES: Guerrero

ABSTAIN: Lozoya

ABSENT: None



Richard Iglesias
Assistant City Clerk

MEMORANDUM OF UNDERSTANDING BETWEEN THE CITY OF CUDAHY AND THE
CUDAHY MISCELLANEOUS EMPLOYEES' ASSOCIATION (JULY 1, 2019 - JUNE 30,
2022)

CITY OF CUDAHY
MEMORANDUM OF UNDERSTANDING
PURSUANT TO THE CALIFORNIA
MEYERS - MILIAS - BROWN ACT
JULY 1, 2019 - JUNE 30, 2022
BY AND BETWEEN
THE CUDAHY MISCELLANEOUS EMPLOYEES'
ASSOCIATION
AND
THE CITY OF CUDAHY

TABLE OF CONTENTS

| | |
|------------------------------------|----|
| RECOGNITION | 4 |
| ACCESS TO WORK LOCATIONS..... | 4 |
| THE SALARY PLAN | 5 |
| VACATION | 8 |
| SICK LEAVE | 10 |
| BEREAVEMENT | 12 |
| INDUSTRIAL..... | 12 |
| TEMPORARY DISABILITY LEAVE..... | 13 |
| PREGNANCY DISABILITY LEAVE..... | 13 |
| MILITARY LEAVE | 14 |
| JURY DUTY | 14 |
| LEAVE OF ABSENCE WITHOUT PAY | 14 |
| HOLIDAYS | 15 |
| HOURS OF WORK..... | 16 |
| ATTENDANCE | 16 |
| OVERTIME..... | 16 |
| COMPENSATORY TIME OFF..... | 18 |
| ON-CALL (STANDBY) PAY..... | 18 |
| CALL BACK PAY | 19 |
| BILINGUAL PAY..... | 19 |
| HEALTH INSURANCE | 20 |
| RETIREMENT PLAN..... | 21 |
| EDUCATION INCENTIVE..... | 22 |
| EDUCATIONAL SEMINARS | 23 |
| PROBATIONARY PERIOD | 24 |
| UNIFORMS | 25 |

Cudahy Miscellaneous Employees' Association - Memorandum of Understanding 2019-2022

MILEAGE REIMBURSEMENT 25
HOME COMPUTER PURCHASE PROGRAM..... 25
CELL PHONE STIPEND..... 25
TIME OFF FOR EXAMINATION..... 26
SUBSTANCE ABUSE POLICY..... 26
PEACEFUL PERFORMANCE 29
GRIEVANCE PERIOD..... 29
MANAGEMENT FUNCTIONS 31
CONSTRUCTION 33
FULL UNDERSTANDING, MODIFICATIONS, WAIVER..... 33
SAVINGS CLAUSE..... 34

**CITY OF CUDAHY
MEMORANDUM OF UNDERSTANDING
BY AND BETWEEN
THE CUDAHY MISCELLANEOUS EMPLOYEES' ASSOCIATION
AND
THE CITY OF CUDAHY**

This Memorandum of Understanding has been prepared pursuant to Government Code Sections 3500 through 3510 as amended, which is generally referred to as the Meyers-Milias-Brown Act.

This Agreement has been developed as a result of request of the Cudahy Miscellaneous Employees' Association. The items in this Agreement are subject to the approval of the City Council of the City of Cudahy and will be placed into effect upon the adoption of the necessary ordinances and resolutions by the City Council, if acceptable to them, in accordance with the terms and conditions hereinafter set forth.

The parties agree that the provisions contained herein shall be subject to all applicable laws and shall cover the period July 1, 2019 through June 30, 2022, unless otherwise provided.

RECOGNITION

The City hereby recognizes the Cudahy Miscellaneous Employees' Association as the majority representative of the employee representation unit consisting of the classifications listed in attached Salary Plan, exhibit "A".

Nothing contained herein shall be construed to deny those employees who do not belong to the CMEA from representing themselves.

ACCESS TO WORK LOCATIONS

Reasonable access to employee work locations shall be granted to officers of the Association and its official representatives for the purpose of processing grievances or contacting members of the Association concerning business within the scope of representation. Such officers or

4

representatives shall not enter any work locations without the consent of the City or its authorized representative. Access shall be restricted so as not to interfere with the normal operations of the City or with established safety or security requirements.

Solicitation of membership and activities concerned with the internal management of an employee organization, such as collecting dues, campaigning for office, conducting elections, and distributing literature, will not be permitted during working hours.

THE SALARY PLAN

A. Salary Increases

All members shall receive a 2% increase to their base rate effective July 1, 2019; a 2.5% increase to their base rate effective July 1, 2020; and a 2.5% increase to their base rate effective July 1, 2021.

B. The Salary Plan

The Salary Plan is attached hereto as Exhibit A.

C. Eligibility for Merit Salary Advancement

Eligibility for Salary Step Increases

1. Salary step increases shall be considered on a merit basis only, and then only at the following times, and in accordance with subsection below.
2. All full time appointments shall be made at the first step of the salary schedule assigned that class, unless prior written approval of the City Manager is obtained for appointments at a higher step in the assigned schedule.
3. No salary advancements shall be made so as to exceed the maximum rate established in the salary schedule for the class to which the employee's position is allocated.

Qualification for Salary Step Advancement

1. Shall not be automatic but, shall be based upon merit, dependent upon increased service value of an employee to the City as exemplified by recommendations of his supervisor, length of service, performance record, special training undertaken, and other objective evidence.
2. Only employees rated as meeting the standard of work performance expected of City employees shall be qualified to advance to the salary steps B, C, D and E.
3. If an employee does not receive a merit increase as a result of the performance evaluation, the employee may appeal through the grievance procedure.

D. Merit Evaluation

1. Every employee shall receive an objective, written job performance rating, no sooner than Five (5) weeks before, nor later than five (5) weeks after the completion of the six month probationary period, and annually thereafter but not later than January 31 of each subsequent year, and upon a change of employment status. Nothing in this Section shall prohibit the department head or authorized supervisor from giving an additional objective rating to an employee between those periods of time described in this Section.
2. It shall be the duty of the department head to delegate the responsibility of every employee's rating to that level of supervision having immediate knowledge of the employee's work. An employee shall be rated by his immediate supervisor and that rating shall be reviewed by the department head.

E. Eligibility for Merit Longevity

Upon approval of the appointing power, regular employees who have completed ten (10) continuous years of service may be eligible to receive merit longevity pay provided that:

1. The employee has maintained eligibility for salary Step E and,

The employee has been evaluated in the tenth year as "Exceeds standards" as defined by a comprehensive rating at or above the middle column of the current reporting form, or the equivalent rating on any revised reporting form. Eligible employees shall be paid, in addition to their respective regular rate of pay, a stipend of 5% of the employee's base pay rate; and after twenty (20) years, the percentage amount of the stipend shall increase to 7.5% of the employee's base pay rate.

F. Qualification for Merit Longevity

Merit longevity is to be provided as continuing incentive to career employees. Such payment shall continue with approval of the City Manager, only during such period as an eligible employee continues to "Exceeds standards" as defined above, and shall be terminated by the City Manager when the quality of service, as evidenced by the performance rating of such employee, does not merit such additional compensation.

G. Eligibility for Promotion Increases

1. Any employee receiving a promotion shall receive a salary increase equivalent to one pay range or shall be placed on the first step of the salary schedule for the class to which he is promoted, whichever is greater.
2. Any employee receiving a promotion who would otherwise have been eligible to receive a merit increase within sixty (60) days of the effective date of such promotion, shall be granted the merit increase prior to the application of provision G.1 of this Section.

H. Acting Pay

7

An employee who has been designated by the City to serve in an acting capacity for thirty (30) consecutive work days or more shall receive Step A of the pay range for the classification in which the employee is performing active duties, or a stipend of 5% of the employee's base pay, whichever is greater. Service in an acting capacity shall not be used as a basis for, or in support of, a request for reclassification. The City Manager or designee may determine that a position filled pursuant to an acting assignment shall be filled based on a competitive process to afford an equal opportunity for internal/external candidates.

I. Out-Of-Class Pay

The City may temporarily assign employees to work out of classification. The selection of employees for an out-of-classification assignment shall be at the discretion of the City Manager or designee. A temporary out-of-class stipend of 5% of the employee's base pay shall be authorized with advance approval by the Department Head, upon consultation and approval from the City Manager or designee, when an employee is designated and scheduled to work in an out of class assignment. Paid holidays shall be considered as days actually worked. Other forms of authorized leave such as sick leave, emergency leave and vacation shall not be considered as days actually worked.

VACATION

A. Basis of Accrual

Full-time employees covered by this Agreement shall accrue paid vacation leave on the following scheduled basis:

| <u>Year of Service</u> | <u>Hours Per Year</u> | <u>Monthly Accrual</u> |
|------------------------|-----------------------|------------------------|
| 0-5 | 80 | 6.7 Hrs. |
| 6 -10 | 120 | 10.0 Hrs. |

11+

160

13.4 Hrs.

B. Vacation Accrual

All employees shall be entitled to accrue vacation earned during two full calendar years of employment. Department Heads shall encourage the taking of accrued vacation leave. If for some specific reason an employee wishes to accrue vacation leave in excess of the limits established herein, he/she must submit a request in writing to his/her Department Head listing this reason.

The Department Head and City Manager shall review and may grant such request if it is in the best interest of the City. The excess of the limit shall be determined by the Department Head and the City Manager. It is not the intent of this section to penalize an employee who is not able to utilize his/her accumulated vacation because of scheduling problems within the individual department.

Those employees who will have more than two years accumulation of vacation on the books at the end of the fiscal year will be notified two months prior to the end of the fiscal year to reduce their accrued vacation to the two year maximum. At the end of each calendar year, an employee may be entitled to be paid in lieu of accumulated vacation time provided that fifty (50) hours of accrued time remains on the books. A written request must be submitted to the City Manager by December 1 of each calendar year for the amount of hours to be paid in lieu of accumulated time on the books. When separation is caused by death of any employee, payment shall be made to the estate of such employee or, in applicable cases, as provided by the California Probate Code.

C. Effect of Holiday on Vacation Leave

In the event one or more authorized municipal holidays fall within a vacation leave, such holiday shall not be charged as vacation leave, but shall be credited as a holiday.

D. Effect of Leave of Absence on Accrual of Vacation Leave

The granting of any leave of absence without pay exceeding fifteen (15) consecutive calendar days shall cause the employee's annual vacation earned during the calendar year to be reduced

proportionately for each month or major portion of a month that the employee is on leave of absence without pay.

E. Compensation for City Work During Vacation Prohibited

Other than "exempt" employees, no person shall be permitted to work for compensation for the City in any capacity, except compensation for mandated court appearances, during the time of his/her paid vacation leave from City service. This clause shall not limit the City's right to recall an employee from vacation in the event of an emergency and place him/her on regular pay status.

F. Scheduling Vacation

An employee may take his/her annual vacation leave at any time during the year, contingent upon approval by his/her Department Head. An employee shall normally provide two weeks notice in advance of the day(s) he/she is requesting vacation time off. When a family emergency arises which necessitates the use of vacation time, an employee shall provide as much advance notice as possible considering the particular circumstances. The Department Head should consider an employee's length of service when assigning vacation periods. Vacation leave may be taken in a minimum of 30 minute increments.

G. Terminal Vacation Pay

An employee with regular status separating from City service, who has accrued vacation leave, shall be entitled to terminal pay in lieu of such vacation. No leave credit will be earned on terminal leave payments. When separation is caused by death of any employee, payment shall be made to the estate of such employee or, in applicable cases, as provided by the Probate Code of the State.

SICK LEAVE

A. Accrual of Sick Leave

Employees shall be granted sick leave with pay at the rate based on the current number of hours the employee is regularly scheduled to work during a workday. For example, employees who are currently scheduled to work 10 hours during the workday will receive ten (10) hours of

sick leave with pay for each full month of service. Any sick leave accrued but unused in any year shall be accumulated to a maximum accumulation of 480 hours.

Sick leave shall not be considered a right which an employee may use at his/her discretion, but shall be allowed only in cases of actual sickness or non-job incurred disability, or in the event of a personal necessity, making it impossible for the employee to perform his/her normal work assignments. Sick leave usage for personal necessities other than sickness or disability is allowed to a maximum of twelve (12) days (96 hours) per fiscal year with advanced Department Head approval. Sick leave may also be used for scheduled doctor, dental and optometry appointments, when advanced Department Head approval has been received.

B. Proof of Illness

In order to receive compensation while absent from duty on sick leave, the employee must notify his/her immediate supervisor prior to the time set for the beginning of his/her regular duties. The Department Head may request a certificate issued by a licensed physician or other satisfactory proof of illness before sick leave is granted. Sick leave with pay in excess of three (3) consecutive working days shall be granted only after presentation of a written statement by a physician certifying that the employee's condition prevented him/her from performing the duties of the position. Employees shall be required to complete a leave compensation form when returning to work after utilizing sick leave. Violation of sick leave privileges may result in disciplinary action and/or loss of pay when in the opinion of the Department Head the employee has abused such privileges.

C. Effect of Leave of Absence on Sick Leave Accrual

The granting of any leave of absence without pay exceeding fifteen (15) consecutive calendar days shall cause the employees' normal rate of sick leave accumulation to be extended by the number of calendar days for which such leave of absence has been granted less the first fifteen calendar days of such leave. Observed holidays occurring during sick leave shall not be counted as a day of sick leave.

D. Sick Leave Buy-Back

On July 1 of each year, employees may sell back at 50% value of the maximum 96 hours of sick leave that they have accrued but did not utilize during the previous fiscal year. This is subject to the condition that an employee must leave at least 58 hours of sick leave on the books prior to being eligible for any sick leave buy back. Sick leave buy-back shall be based on the employee's actual rate of pay on June 30 of the fiscal year in which it was accumulated. Employees who are eligible to sell back unused sick leave retain the option of maintaining all or a portion of their accumulated sick leave on the books. Upon retirement from employment with the city, all accumulated sick leave is eligible to be sold back at 50% value of the maximum of 192 hours of sick leave that they have accrued but did not utilize based on the employee's rate of pay at the time of separation.

BEREAVEMENT

Whenever a full-time employee is compelled to be absent from duty by reason of death or critical illness (where death appears imminent) of members of the employee's immediate family (father, mother, brother, sister, spouse, children, mother-in-law, father-in-law, grandmother, grandfather, or grandchildren) such person shall be entitled to bereavement leave with pay up to three (3) working days. The employee shall furnish satisfactory evidence of such death or critical illness to his/her Department Head. Bereavement leave shall not be allowed in any case where in the preceding six (6) calendar months, a leave on the grounds of critical illness of that same relative has been granted. Absences under this Section shall not be charged against sick leave.

INDUSTRIAL

A. Any employee who is compelled to be absent from duty on account of an on-the-job injury or illness which, by the determination of the Administrative Officer, would be compensated under Worker's Compensation Laws of the State of California had the absence extended to the seventh day or which thereafter is compensated under Workers' Compensation Laws, shall be entitled to receive the difference between any disability compensation due him under Workers' Compensation Laws and his/her salary, provided that such benefits shall not be paid for longer than twelve (12) months in the aggregate for any one such injury or illness.

B. Sick leave shall not be charged during absence as set forth in Section A above.

C. Neither sick leave nor vacation shall be accumulated during absence set forth in Section A above.

D. Any employee who claims or receives the benefits provided in this section shall furnish to the City Manager or designee satisfactory evidence of his/her right to receive such benefits, as well as verification of the amount of the disability compensation he/she has received or is entitled to receive.

TEMPORARY DISABILITY LEAVE

Upon submission of an appropriate certificate from a licensed physician, an employee may be granted temporary disability leave. The employee utilizing temporary disability leave may utilize all sick leave accredited to him/her and upon the expiration of sick leave, may utilize any accredited annual vacation leave. When both sick leave and annual vacation leave credit are exhausted, the remainder of the absence required will be on the basis of leave without pay. If leave without pay is utilized, no accruals of leave or benefits will be credited to the employee. The leave without pay will constitute a break in continuous service with the City, unless the City Manager authorizes otherwise.

PREGNANCY DISABILITY LEAVE

Employees may continue in employment during pregnancy, subject to the City Rules and Regulations, and relevant State and Federal Laws.

An employee who is disabled because of pregnancy, childbirth, or a related medical condition is entitled to an unpaid leave for up to the number of hours she would normally work within four calendar months (one-third of a year or 17 1/3 weeks). Requests for pregnancy disability leave must be submitted in writing with reasonable advance notice of the medical need for the leave. All leaves must be confirmed in writing, have an agreed-upon specific date of return, and be submitted to Human Resources.

If pregnancy disability leave is required, the employee shall provide a certificate in writing from a licensed physician which shall advise the City that: 1) the employee is disabled from working by pregnancy, childbirth or a related medical condition; 2) the date on which the employee became disabled by pregnancy, childbirth or a related medical condition; and 3) the estimated duration or end date of the leave.

MILITARY LEAVE

Military leave with pay shall be granted in accordance with applicable state and federal law.

JURY DUTY

When called to jury duty, an employee, having provided at least five working days written notice, shall be entitled to his/her regular compensation provided he/she deposits his/her fees for service with the City. Employees released early from jury duty shall report to their supervisor for assignment for the duration of the shift. Employees shall be entitled to keep mileage reimbursement pay while on jury duty.

LEAVE OF ABSENCE WITHOUT PAY

A leave of absence without pay may be made by an employee who has exhausted all accrued leave balances. The City Manager may consider an extended leave of absence as a reasonable accommodation and/or whether such an extended leave of absence would present an undue hardship on the City, following an interactive process when the unpaid leave involves a serious health condition and disability. For non-medical requests, the City Manager will evaluate the nature of the request, and impact on the City, and may grant a non-medical leave of absence not to exceed one year. The procedure in requesting an extension shall be the same as that in requesting the original leave provided that the request for the extension is made no later than fourteen (14) calendar days prior to the expiration of the original leave.

HOLIDAYS

A. Designated City Holidays

Every employee shall be entitled to the following paid holidays each year and such other as may be designated by action of the City Council:

1. New Year's Day – January 1
2. The third Monday in January (Martin Luther King Jr. Day)
3. The third Monday in February (Presidents' Day)
4. Cesar Chavez Day (March 31)
5. The last Monday in May (Memorial Day)
6. Independence Day (July 4th)
7. The first Monday in September (Labor Day)
8. Veterans Day- Observed on November 11th
9. Thanksgiving Day
10. Christmas Eve- December 24
11. Christmas Day- December 25
12. One floating holiday.

If the Friday after Thanksgiving or Good Friday fall on a regularly scheduled work day, it shall be considered a designated holiday. Alternatively, if the Friday after Thanksgiving or Good Friday fall on the employee's day off, it shall not be considered a designated holiday.

B. Procedure if Holiday Falls on a Sunday

When a designated holiday above (e.g. Veterans Day, Christmas Day, New Year's Day or July 4th) falls on a Sunday, the following Monday shall be treated as a designated holiday.

C. Floating Holidays

Except as provided in Section D below, all floating holidays shall be used in full day increments. Employees will be credited with 10 hours for each floating holiday that he/she is entitled to and will be charged the same 10 hours when he/she uses it. A floating holiday shall be equivalent to one full day off and no additional compensation, or time off, will be granted. Department Head approval of floating holiday leave shall be obtained prior to its use and with no less than 72

hours notice. All accumulated floating holiday hours shall be combined and labeled as vacation hours.

D. Floating Holiday for New Employees

Employees hired during the fiscal year shall receive a pro-rated credit for the floating holiday based on date of hire.

HOURS OF WORK

Employees shall work a 4/10 work schedule, Monday through Thursday, starting at either 6:30 a.m. and ending at 5:30 p.m. or starting at 7:00 a.m. and ending at 6:00 p.m. The Department Head will consider requests in writing to work alternative work schedules on an individual basis, subject to the approval of the City Manager. Reasonable requests will be approved if such modified schedule will not negatively impact the Department and City Business operations.

ATTENDANCE

Employees shall be in attendance at work in accordance with the rules regarding hours of work, holidays, and leaves. Failure on the part of an employee who is absent without leave to return to duty within 24 hours after due notice to return to duty has been issued shall be cause for discipline up to and including termination.

OVERTIME

It is the policy of the City of Cudahy to avoid the necessity for overtime work whenever possible. However, in cases of emergency, or whenever public interest or necessity requires, any employee may be directed by designated authority and is expected to perform overtime work. Under such circumstances, management will seek volunteers to perform overtime work. In the event that no volunteers step forward, a draft of employees shall take place and be based upon seniority. All overtime work, with the exception of emergency conditions, must have the approval of the City Manager prior to the actual performance of work. Failure to obtain such approval may subject the employee to disciplinary action up to and including termination. Only non-exempt employees are eligible to receive overtime pay.

Except as stated herein, for all workweeks in which there is no designated holiday that falls during the workweek or a day in which the employee is sent home due to an unexpected City closure, or by management due to lack of work or an act of God, the employee shall be eligible for overtime pay (time and one half the employee's regular rate of pay as that term is used in the Fair Labor Standards Act) for time worked over 40 hours per workweek. In a workweek where there is a designated holiday that falls during the workweek or a day in which the employee is sent home due to an unexpected City closure, or by management due to lack of work or an act of God and is thus unable to work their regularly scheduled shift, and the employee has not taken any time off or leave during that same week (e.g. vacation, sick or other personal leave), the employee shall be eligible for overtime pay (time and one half) for time worked beyond the employee's scheduled shift(s) during that workweek.

A. The City of Cudahy has enacted a special provision internally for non-exempt employees to provide compensatory time off in lieu of monetary overtime compensation at a rate of one and one-half (1 1/2) hours for compensatory time for each hour of overtime worked.

B. Exempt Classified Staff Employees - Are paid a salary that reflects the full responsibility of the position, including being *on-call* or being *called back* to work, and are not eligible to receive overtime, On-Call or Call-Back pay.

C. Non-exempt Classified Staff Employees - May be required to be available and/or to work outside the regular schedule. The two types of status and pay related to those circumstances are On-Call (Standby) and Call-Back.

E. Overtime Pay for Saturdays, Sundays and Holidays – When an employee is not regularly scheduled to work on Saturdays and Sundays, the employee shall receive overtime pay (time and one half) for all time worked on those days. When an employee works on a designated City holiday, the employee shall receive overtime pay (time and one half) for all time worked on the holiday.

F. Consent to Work Overtime – The City does not require notice to or consent from employees when scheduling overtime hours. The City shall provide an employee with as much advance notice as possible of a work schedule change in those situations where the City wants to avoid placing an employee into overtime status. This advance scheduling allows the City to avoid the

overtime situation by readjusting the workday and by scheduling time off for the employee so that the employee's time worked does not exceed 40 hours within the workweek.

G. At the City Manager's Discretion, payment of overtime may be approved on a case by case basis.

COMPENSATORY TIME OFF

Compensatory time off is an alternative method of overtime payment to non-exempt employees. In lieu of paying a non-exempt employee for overtime worked, employees may be granted compensatory time off at the overtime rate of one and one half (1 ½) for each hour of overtime worked. Employees shall have the option of receiving overtime pay for any overtime worked. Use of earned compensatory time off must be approved in advance by the Department Head or designee. The maximum accrual limit for compensatory time off is 120 hours.

ON-CALL (STANDBY) PAY

On-Call (Standby) status is a designated shift within any 24 consecutive hours. Such shifts may vary in beginning and ending times from department to department, and are subject to change by administrative decision as dictated by work load needs. On-Call shift hours usually coincide with regular shift hours. Any Classified Staff employee may be assigned to an On-Call status, which requires the employee to be accessible, available, and able to report for duty if called.

Department Heads are responsible for determining the need for On-Call availability and for assigning Classified Staff employees to On-Call status. The supervisor of the employee assigned to On-Call status shall maintain a roster of all qualified employees who may be required to be On-Call. An equitable rotation policy shall be followed in requiring employees to be On-Call.

On-Call pay will be provided for assigned On-Call shifts. The minimum On-call pay per 24-hour period shall be 2 hours. These 2 hours shall not be considered towards overtime or

compensated time. The employing department will choose a single level of accrued compensatory time that will be provided to all non-exempt employees in On-Call Status.

CALL BACK PAY

Call back duty occurs when an employee is unexpectedly ordered by the department to return to duty following the termination of his/her normal shift or is working prior to his/her regularly scheduled shift. An employee called back to duty shall be paid a minimum of two (2) hours compensation at the overtime rate commencing when he/she reports for duty.

A nonexempt Classified Staff employee who is called back to work from On-Call status or otherwise at a time not previously scheduled shall receive compensatory time as follows:

- a) A minimum of two (2) hours of compensatory time at rate equal to time and one-half the regular hourly pay rate even when the time actually spent back on the job is less than two (2) hours.
- b) Compensatory time for actual hours worked at time and one-half the regular hourly pay rate, if hours worked exceeds two (2).
- c) Actual hours worked for Call-Back purposes means only that time spent at the work site. Time spent in route to or from the work site is not included as time worked.
- d) Call-Back is mandatory and employee must return to work within a reasonable time frame (2 hours).
- e) Employees shall be contacted based on a rotating schedule.

Compensatory time off can only be used in lieu of pay for Call-Back time worked in accordance with Cudahy overtime policies.

BILINGUAL PAY

A. City departments may request a bilingual pay stipend for an employee based on the employee's use of a non-English language as part of his/her regular job duties. Requests may be made on the basis of oral translation duties only or oral and written translations. Requests

19

are reviewed by Human Resources to determine whether there is a need for the bilingual skills based on the employee's job duties. If the request is approved by Human Resources, the employee must pass the examination described below.

B. Human Resources is responsible for the development of examination content and rating criteria to evaluate an employee's ability to speak or write a non-English language. The examination may be administered by employees who have already been certified in that language, under the direction of Human Resources, or by an outside vendor selected by Human Resources.

C. Approved and certified employees shall be compensated with a bilingual pay stipend in the amount of \$75.00 per month for oral translation duties, and \$125.00 per month for oral and written translations.

HEALTH INSURANCE

The City shall contribute towards health insurance benefits as listed below:

A) **Medical Insurance:** the City shall contribute toward the coverage of employees and their dependents in the medical insurance program available through the Public Employee's Retirement System as provided for under the Public Employee's Medical and Hospital Care Act as follows:

Effective Upon MOU Adoption:

The City shall contribute an amount up to 100% of the coverage amount for the Kaiser Permanente plan that corresponds to the employee's coverage. For an employee with Blue Shield insurance, the City and employee shall equally share the difference between the Blue Shield plan and Kaiser Permanente plan monthly premium amount that corresponds to the employee's coverage where the Blue Shield plan monthly premium is higher than the Kaiser Permanente monthly premium.

B) Dental Insurance: the City shall offer a dental plan for employees and their dependents. The City will contribute towards the purchase of said dental coverage if the employee elects coverage as follows:

Effective Upon MOU Adoption:

The City shall contribute an amount up to the average amount of the dental plans available that corresponds to the employee's coverage.

C) Vision Insurance: the city shall offer vision care insurance for employees and their dependents. The City will contribute towards the purchase of said vision care coverage if the employee elects coverage as follows:

Effective Upon MOU Adoption:

The City shall contribute 100% of the coverage amount that corresponds to the employee's coverage.

D) Life Insurance: the City agrees to provide a term life insurance policy in the amount of \$100,000 per employee. The premium for such insurance shall be paid by the City.

E) Disability Insurance: the City will provide a sixty (60) day Long Term Disability policy. 100% of the premium coverage for such insurance shall be paid by the City. Upon execution of the MOU, the City will immediately take steps to join the short-term disability insurance plan proposed and outlined by Keenan Associates as described in attached exhibit "B."

RETIREMENT PLAN

The City contracts with the California Public Employees Retirement System (CalPERS) for retirement benefits.

First Tier Retirement Formula for "Classic Members" – 2.7% at 55 (Effective July 1, 2008)

For unit members covered under the 2.7% at 55 retirement formula, who are defined as "classic members" under the Public Employees' Pension Reform Act of 2013 (PEPRA) (i.e. not defined as "new members" under Gov. Code section 7522.04(f)):

Effective Upon MOU Adoption – Classic members shall pay 3% of “compensation earnable” as defined in Gov. Code section 20636, representing the members’ employee’s contribution to CalPERS.

Effective July 1, 2016 – Classic members shall pay an additional 3% for a total of 6% of “compensation earnable” as defined in Gov. Code section 20636, representing the members’ employee’s contribution to CalPERS.

Effective July 1, 2017 – Classic members shall pay an additional 2% for a total of 8% of “compensation earnable” as defined in Gov. Code section 20636, representing the members’ employee’s contribution to CalPERS.

Second Tier Retirement Formula for “Classic Members” – 2% at 60 (Effective October 16, 2011)

For unit members covered under the 2% at 60 retirement formula, who are defined as “classic members” under the PEPRA (i.e. not defined as “new members” under Gov. Code section 7522.04(f)), shall be responsible for paying the entire employee’s contribution rate of 7% of “compensation earnable” as defined in Gov. Code section 20636.

Third Tier Retirement Formula for “New Members” – 2% at 62 (Effective January 1, 2013)

Pursuant to Gov. Code section 7522.30, unit members, who are defined as “new members” under PEPRA, Gov. Code section 7522.04(f), shall be responsible for paying the employee contribution of 50% of the total normal cost of the plan, as defined by CalPERS.

EDUCATION INCENTIVE

The City will reimburse employees for 100% of the cost of books, materials, parking and tuition up to a maximum reimbursement equivalent to a part-time Cal State tuition per fiscal year for courses taken at any state college, state university, private university or community college, not to exceed \$5,000 per employee per year. Courses must be related to the job, to a potential promotional position, or to general educational requirements as approved by the City Manager upon recommendation of the Department Head. The City Manager or designee must approve all courses in advance in order for the employee to be eligible for the reimbursement.

In order for an employee to be reimbursed for a course, proof of successful completion must first be furnished. In graded courses, a letter grade of "C" or better is required. In a "Pass/Fail" grading system, a "Pass" is required. In a "Credit/No Credit" grading system, a "Credit" is required for approval.

Reimbursement for books will not be permitted until proof of successful completion of the course has been furnished. A sales receipt for the purchased books must also be submitted with the request for reimbursement.

Courses from a private university or college may also be considered; however, reimbursement for such courses shall not exceed the amount permitted for a similar course at a state college or university.

The educational reimbursement will be provided upon completion of coursework. The employee must remain employed by the City or the employee must repay the cost based on the following scale:

- 100% of the reimbursement if employee leaves within 6 months,
- 75% of the reimbursement if employee leaves after 6 months,
- 50% of the reimbursement if employee leaves after 12 months,
- 25% of the reimbursement if employee leaves after 18 months,
- 0% of the reimbursement if employee leaves after two years.

The City is currently reviewing its education incentive policy City-wide. The City intends on providing the education incentive in a manner that is consistent across eligible employee groups. The CMEA may reopen negotiations during the term of the MOU as to the education incentive.

EDUCATIONAL SEMINARS

Employees wishing to further their education through short-term courses or one-day seminars at City expense may do so but only with written Department Head approval.

The department head shall consider the following before granting such approval:

1. Necessity and applicability to the individual.
2. Alternative training methods.
3. Department staffing needs and/or schedules.
4. Amount budgeted for training and education.
5. Fiscal approval by the City Manager.

PROBATIONARY PERIOD

A. An original or promotional appointment is an at-will employment, subject to a probationary period of not less than six (6) months, except that the City Manager may extend the probationary period for any position up to an additional six (6) months or for a marginal employee who is on probation for up to an additional three (3) months. During the probationary period an employee may be terminated at any time with or without cause. During the probationary period the employee's supervisor shall attempt to counsel the probationary employee on a periodic basis, prior to the end of the probationary period regarding his/her performance.

B. If the service of the probationary employee has been satisfactory to the appointing authority, then the appointing authority shall file with the City Manager or designee a merit rating including a statement, in writing, to such effect and stating that the retention of such employee in the service of the City is desired. If the services of the employee are deemed to be unsatisfactory and his employment is to be terminated at or before the expiration of the probationary period, the appointing authority shall file with the Personnel Officer, a statement in writing setting forth this action to be taken.

C. All probationary periods shall extend to the first day of the month following the period of probation.

D. Rejection Following Promotion: Any employee rejected during the probationary period following a promotional appointment or at the conclusion of the probationary period by reason of failure of the appointing power to file a statement that his services have been satisfactory, or at the discretion of the employee, shall be reinstated to the position from which he was promoted

unless charges are filed and he/she is discharged in the manner provided in the Personnel Ordinance and the rules for positions in the classified service.

UNIFORMS

The City shall purchase uniforms for designated employees as budgeted, but not to exceed \$500/year.

MILEAGE REIMBURSEMENT

Employees shall be reimbursed for the use of their vehicle for City Business at the allowable rate per mile as stated by the IRS the current rate in effect at the time during the period of this agreement. Employees shall be reimbursed upon submittal of a monthly reimbursement form with Department Head approval.

HOME COMPUTER PURCHASE PROGRAM

The City agrees to provide an employee home computer purchase program in the form of a \$3,000, 24-month, interest-free loan. Employees are allowed to purchase a new computer only after the first loan has been paid off. The City reserves the right to determine the details and specific terms of such a program. Should the employee separate from the City prior to paying off the loan, the balance of the loan becomes due and payable immediately.

CELL PHONE STIPEND

Employees who are not issued cell phones by the City and use their personal cell phones for minimal work-related use are eligible to receive a monthly stipend in the amount of \$20. Employees who believe they are eligible to receive the stipend shall make a request to the City Manager for the stipend. The City Manager or designee shall then decide whether the employee is eligible for the stipend.

The following City positions are issued cell phones by the City, and employees holding these positions are not eligible to receive the cell phone stipend: Maintenance Leader, Maintenance Supervisor, and Code Enforcement Officer.

25

TIME OFF FOR EXAMINATION

Any employee classified in competitive service shall be entitled to necessary time off with pay for the purpose of taking qualifying or promotional examinations pertaining to positions in competitive service of the City.

SUBSTANCE ABUSE POLICY

The City of Cudahy and the Association have a vital interest in maintaining safe, healthful and efficient working conditions. Being under the influence of a drug or alcohol on the job may pose serious safety and health risks not only to the user but to co-workers and the citizens of Cudahy. The possession, use or sale of an illegal drug or of alcohol on the job also poses unacceptable risks for safe, healthful and efficient operations. "On the job" means while on City premises, at work locations, or while on duty or being compensated on an "on call status."

The City of Cudahy and the Association recognize that their future is dependent on the physical and psychological well-being of all employees. The City and the Association mutually acknowledge that a drug and alcohol-free work environment benefits Cudahy's employees and citizens.

The purpose of this section is to define the City's drug and alcohol policy as well as the possible consequences of policy violation.

A. Possession, sale, use or being under the influence of drugs or alcohol while on the job is strictly prohibited.

B. When reasonable suspicion exists that the employee is under the influence of drugs or alcohol on the job, the City may require an employee to submit to a drug/alcohol examination, including, but not limited to, a substance screening. Substance screening means the testing of urine or other body fluids as reasonably deemed necessary by a physician to determine whether an employee has a restricted substance in their system.

1. Reasonable suspicion is cause based upon objective facts sufficient to lead a reasonably prudent supervisor to suspect that an employee is under the influence of drugs or alcohol so that the employee's ability to perform the functions of the job is impaired or so that the employee's ability to perform his/her job safely is reduced.

2. Post-accident testing under this Article shall be conducted based on reasonable suspicion as defined in this Section and shall not be automatic, unless as required by law per Department of Transportation (DOT) Federal Motor Carrier Safety Administration Regulations (FMCSA).

C. Any manager or supervisor requesting an employee to submit to a substance screening shall document in writing the facts constituting reasonable suspicion and shall give the employee a copy. The employee shall be given an opportunity to provide additional facts. An employee who is then ordered to submit to a substance abuse screening may request to be represented. Because time is of the essence in substance screening, a representative must be available within a reasonable time or the employee will then be ordered to submit to substance screening. An employee who refuses to submit to a substance screening may be considered insubordinate and shall be subject to disciplinary action up to and including termination.

D. The supervisor, or designee, shall transport the suspected employee to the testing facility. Testing shall occur on City time and be paid for by the City. Employee urine samples, or other body fluids, will be by a certified system which includes methods or mechanisms designed to assure the integrity of the sample. The facility used for testing shall be certified by the National Institute on Drug Abuse and comply with established guidelines for "chain of custody" to insure that identity and integrity of the sample is preserved throughout the collecting, shipping, testing and storage process.

E. Any positive test for alcohol or drugs will be confirmed by a scientifically sound method. An employee who tests positive on a confirmatory test will be given the opportunity to discuss the results with a physician to be designated by the City. The employee should be prepared at that time to show proof of any valid medical prescription for any detected substance or to otherwise explain, if he or she so chooses, a positive test result.

F. While use of medically prescribed medications and drugs is not per se a violation of this policy, this policy shall establish that no employee shall operate a City vehicle or dangerous

27

machinery or equipment while taking any kind of medication or drugs which are clearly marked that they may cause significant drowsiness or impair an employee's performance. An employee shall notify his/her supervisor, before beginning work, when taking such medications or drugs. In the event there is a question regarding an employee's ability to safely and effectively perform assigned duties while using such medications or drugs, clearance from a physician designated by the City may be required. The City reserves the right to send an employee home on sick leave under these circumstances.

G. Employees with substance abuse problems are encouraged to participate voluntarily in the City-sponsored Employee Assistance Program (EAP). Assistance through the EAP may be sought by an employee with complete confidentiality and without adverse consequences to his/her employment. Employees should be aware, however, that a request for assistance through the EAP will not insulate the employee from disciplinary action already contemplated. Depending upon the facts surrounding the reasonable suspicion determination, positive test result, and/or other violation of this policy or other City/department rules and regulations, the City may refer an employee to the EAP. Such referral could, at the discretion of the City, be made available to the employee as an alternative to disciplinary action. Referral would be subject to agreement by the employee to enroll, participate in and successfully complete rehabilitation and/or counseling program and other terms and conditions in a "Last Chance Agreement."

1. It is the City's intent to use the EAP option for first offenders except the City reserves the right to discipline for those offenses, which are a significant violation of City/department rules and regulations or where violation did or could have resulted in serious injury or property damage.
2. Consequences of a Positive Controlled Substance and/or Alcohol Test. A covered employee who tests positive for a controlled substance and/or alcohol may be subject to disciplinary action, up to and including termination from employment.

As a result of a positive controlled substance and/or alcohol random test, a temporary non-safety sensitive job assignment for an employee who is removed from the performance of safety sensitive duties or who is restricted from driving non-commercial City vehicles, may be

approved by the department head based on the availability of meaningful work to meet operational need.

An employee must use accrued leave time or request personal leave of absence without pay if time off from work is necessary for any treatment or rehabilitation program. The costs of rehabilitation or treatment services, whether or not covered by the employee's medical plan, are the ultimate responsibility of the employee.

PEACEFUL PERFORMANCE

Apart from and in addition to existing restrictions upon work stoppages, the Association hereby agrees that neither it nor its officers, agents, or representatives shall incite, encourage, or participate in any strike, sympathy strike, walkout, slowdown, speedup, sick-out, or other work stoppage during the life of this Agreement for any cause or dispute whatsoever, either with the Association or with any other person or organization. In the event of work stoppage as enumerated above, the Association, its officers, agents and representatives shall do everything within their power to end or avert the same. The City reserves its rights to exercise all available legal and equitable remedies in the event of a violation. Any employee engaging in or assisting any work stoppage as enumerated above, or refusing to perform duly assigned services in violation of this Article, shall be subject to discipline up to and including termination. The City reserves the right to selectively discipline employees hereunder.

It is understood that violation of this Article by the Association will warrant the withdrawal of any rights, privileges or services provided for in this Agreement and/or legal action by the City of redress.

The inclusion of this Article in this agreement shall in no way be deemed to stop the City from seeking any form of legal, equitable, or administrative relief to which it may be entitled during the term of this agreement.

GRIEVANCE PERIOD

A. Definition of Grievance

A grievance is an alleged violation of a specific provision of this MOU or the City of Cudahy Personnel Rules and Regulations that adversely affects the grievant. This grievance procedure applies to all unit members. The grievance procedure cannot be utilized to challenge the content of a performance evaluation, a disciplinary action, or rejection from probation.

B. Statement of Grievance

The grievance filed by the grievant should include the following information: the date of the alleged violation; the specific provision(s) of the MOU or personnel rule that were allegedly violated; a description of all facts regarding how the alleged violation occurred; and a list of all persons who are witnesses or are involved.

C. Timelines

Failure of the City to comply with the time limits of the grievance procedures allows the grievant to appeal to the next level of review. Failure of the grievant to comply with the time limits of the grievance procedures constitutes an abandonment of the grievance. The parties may extend time limits by mutual written agreement in advance of a deadline.

D. Grievance Procedure

1. Step One: Informal Resolution with Supervisor – The employee must first work in good faith to resolve the grievance informally through discussion with his/her immediate supervisor no later than 14 calendar days after the event giving rise to grievance has occurred. The supervisor shall attempt to resolve the matter with the employee, and, within a reasonable amount of time, issue a decision on the matter in writing to the employee.
2. Step Two: Department Head – If the employee believes that the grievance has not been resolved through Step One, the employee may submit a written Statement of the Grievance to his/her department head. The employee must submit the Statement of the Grievance within 14 calendar days of receiving the written decision by the immediate supervisor. The department head shall consider, discuss the grievance with the grievant, and investigate as he/she deems appropriate, and shall, within 14 calendar days of receipt of the written Statement of the Grievance, submit his/her decision in writing to the grievant.

3. Step Three: City Manager – If the employee believes that the grievance has not been resolved through Step Two, the employee may appeal the grievance decision of the department head to the City Manager. Such appeal must be filed within 14 calendar days of the date of the department head's written decision. The City Manager shall consider, discuss the grievance with the grievant, and investigate as he/she deems appropriate, and shall, within 21 calendar days of receipt of the written Statement of the Grievance, submit his/her decision in writing to the grievant. The decision of the City Manager shall be final.

E. Representation

A grievant may have a representative of his/her choice at any stage of the grievance procedure, except that the grievant may not be represented by an employee he/she supervises, or by his/her supervisor. The grievant and designated representative of the grievant (if the representative is a City employee) shall receive release time for the time during grievance meetings. 48 hours prior to the scheduled grievance meeting, the grievant shall inform his/her immediate supervisor, department head or City Manager whether he/she shall be represented at the grievance meeting, and shall identify the representative.

F. Withdrawal of Grievance

Any grievance may be withdrawn by the grievant at any time in writing. Withdrawal of a grievance shall be with prejudice and shall remove the right of the grievant to refile the grievance on the same set of facts.

MANAGEMENT FUNCTIONS

1. Manage the City.
2. Scheduling working hours.
3. Establish, modify or change work schedule standards.
4. Institute changes in procedures.

5. Direct the work force, including the right to hire, promote, demote, transfer, suspend, discipline, layoff, or discharge any employee.
6. Determine the location of any new facilities, buildings, departments, divisions or subdivisions thereof, and the relocation, sale, leasing or closing of facilities, departments, divisions, and subdivisions thereof.
7. Determine services to be rendered.
8. Determine the layout of buildings and equipment and materials to be used therein.
9. Determine processes, techniques, methods, and means of performing work.
10. Determine the size, character, and use of inventories.
11. Determine financial policy, including accounting procedure.
12. Determine the administrative organization of the City.
13. Determine selection, promotion, or transfer of employees.
14. Determine the size and characteristics of the work force.
15. Determine the allocation and assignment of work force.
16. Determine policy affecting the selection of new employees.
17. Determine the establishment of quality and quantity standards and the judgment of quality and quantity of work required.
18. Determine administration of discipline.
19. Determine control and use of City property, materials and equipment.
20. Schedule work periods and determine the number and duration of work periods.
21. Establish, modify, eliminate, or enforce rules and regulations.
22. Place work with outside firms.
23. Determine the kind and number of personnel necessary.
24. Determine the methods and means by which such operations are to be conducted.
25. Require employees, where necessary, to take in-service training courses during working hours.
26. Determine duties to be included in any job classification.
27. Determine the necessary of overtime and the amount of overtime required.
28. Take any necessary action to carry out the mission of the City in case of an emergency.
29. Prescribe a uniform dress to be worn by designated employees.
30. Determine an on call system for employees.

The exercise of the foregoing powers, rights, authority, duties, and responsibilities by the City, the adoption of policies, rules, regulations, and practices in furtherance thereof, and the use of

judgment and discretion in connection therewith, shall be limited only by the specific and express terms of this Agreement, and then only to the extent such specific and express terms are in conformance with the law.

Any dispute arising out of or in any way connected with either the existence of, or the exercise of any of the above described rights of the City is not subject to the grievance provision unless such dispute is otherwise grievable under another Article of this Agreement.

CONSTRUCTION

Nothing contained in this Memorandum of Understanding, or any attachment thereto, is intended to, in any way, modify, interpret, construe, or change existing or future law which may cover the topic. For purposes of these references, law shall include the Constitution and all relevant Federal statutes, and all final appellate court decisions on the issue. References contained herein the matters covered by the law are included simply for the purpose of drawing the attention of the parties to legal requirements related to City employees and the government of the City.

FULL UNDERSTANDING, MODIFICATIONS, WAIVER

It is intended that 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.

Except as specifically provided herein, it is agreed and understood that each party hereto voluntarily and unqualifiedly waives its right, and agrees that the other shall not be required to negotiate with respect to any subject or matter covered herein during the term of this Agreement.

Any agreement, alteration, understanding, variation, waiver, or modification of any of the terms or provisions contained herein shall not be binding upon the parties hereto, and if required, approved and implemented by the City Council.

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

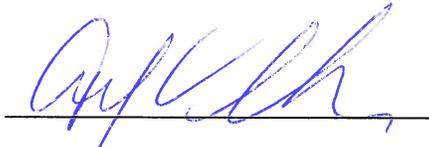
SAVINGS CLAUSE

This Memorandum of Understanding is subject to all applicable Federal, State, and City laws, ordinances, resolutions, and any lawful rules and regulations enacted by the City Council. If any part or provision of this Memorandum of Understanding is in conflict or inconsistent with such applicable provisions of Federal, State, or City laws, ordinances, resolutions, or is otherwise held to be invalid or unenforceable by any tribunal suspended and superseded by such applicable law or regulations, and the remainder of this Memorandum of Understanding shall not be affected thereby.

For Cudahy Miscellaneous

For the City of Cudahy

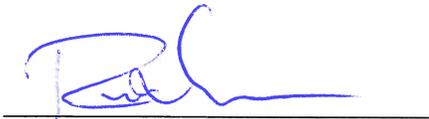
Employees Association



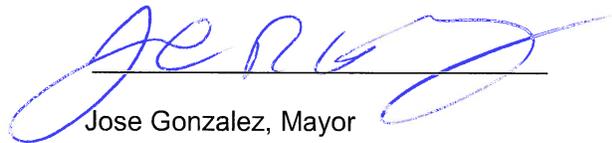
Aracely Villaseñor, CMEA Board



Jose Pulido, City Manager



Ruben Vasquez, CMEA Board

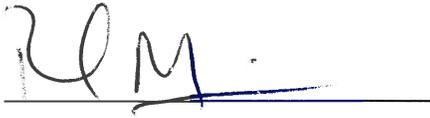


Jose Gonzalez, Mayor



Aurelio Trujillo, CMEA Board

Cudahy Miscellaneous Employees' Association - Memorandum of Understanding 2019-2022

A handwritten signature in blue ink, appearing to read 'RM', is written over a horizontal line.

Raul Mazariegos, CMEA Board

ATTEST:

A handwritten signature in blue ink, appearing to read 'R. Iglesias', is written over a horizontal line.

Richard Iglesias, Assistant City Clerk

EXHIBIT A
SALARY RANGES

| <u>RANGES</u> | <u>POSITION</u> | <u>7/1/2019 Salary Range</u> | <u>7/1/2020 Salary Range</u> | <u>7/1/2021 Salary Range</u> |
|----------------------|--------------------------------------|---|---|---|
| 24 | | | | |
| 23 | | | | |
| 22 | | | | |
| 21 | | | | |
| 20 | Assistant City Enginner | 7181-8968 | 7361-9192 | 7545-9422 |
| 19 | | | | |
| 18 | | | | |
| 17 | Senior Accountant | 6216-7763 | 6371-7957 | 6530-8156 |
| 16 | Associate Engineer | 5923-7397 | 6071-7582 | 6223-7772 |
| 15 | | | | |
| 14 | Asssistant Engineer | 5381-6721 | 5516-6889 | 5654-7061 |
| 13 | | | | |
| 12 | Accounting Technician | 4951-6184 | 5075-6339 | 5202-6497 |
| 11 | Maintenance Superintendent | 4888-6105 | 5010-6258 | 5135-6414 |
| 10 | Planning Associate | 4656-5815 | 4772-5960 | 4891-6109 |
| 9 | Maintenance Supervisor | 4435-5538 | 4546-5676 | 4660-5818 |
| | Planning Assistant | | | |
| | Recreation Program Coordinator | | | |
| | Sr. Community Preservation Officer | | | |
| 8 | Community Preservation Officer | 4226-5278 | 4332-5410 | 4440-5545 |
| | Administrative Assistant | | | |
| 7 | | | | |
| 6 | Maintenance Leader | 4027-5029 | 4128-5155 | 4231-5284 |
| 5 | Asst. Recreation Program Coordinator | 3835-4789 | 3931-4909 | 4029 - 5032 |
| 4 | | | | |
| 3 | Maintenance Worker | 3487-4354 | 3574-4463 | 3663-4575 |
| 2 | | | | |
| 1 | | | | |

Compensation Schedule Effective

July 1, 2019

| Ranges | Association Steps | | | | | | | | | |
|--------|----------------------|------|------|------|------|------|-------|-------|-------|-------|
| | A | B | C | D | E | F | G | H | I | J |
| A1 | 3169 | 3248 | 3330 | 3413 | 3498 | 3586 | 3675 | 3767 | 3861 | 3958 |
| A2 | 3321 | 3404 | 3489 | 3577 | 3666 | 3758 | 3852 | 3948 | 4047 | 4148 |
| A3 | 3487 | 3574 | 3663 | 3755 | 3849 | 3945 | 4044 | 4145 | 4248 | 4354 |
| A4 | 3656 | 3747 | 3841 | 3937 | 4035 | 4136 | 4239 | 4345 | 4454 | 4565 |
| A5 | 3835 | 3930 | 4029 | 4129 | 4233 | 4338 | 4447 | 4558 | 4672 | 4789 |
| A6 | 4027 | 4128 | 4231 | 4337 | 4445 | 4556 | 4670 | 4787 | 4907 | 5029 |
| A7 | 4063 | 4165 | 4269 | 4376 | 4485 | 4597 | 4712 | 4830 | 4951 | 5074 |
| A8 | 4226 | 4332 | 4440 | 4551 | 4665 | 4782 | 4901 | 5024 | 5149 | 5278 |
| A9 | 4435 | 4546 | 4659 | 4776 | 4895 | 5017 | 5143 | 5271 | 5403 | 5538 |
| A10 | 4656 | 4773 | 4892 | 5014 | 5140 | 5268 | 5400 | 5535 | 5673 | 5815 |
| A11 | 4888 | 5011 | 5136 | 5264 | 5396 | 5531 | 5669 | 5811 | 5956 | 6105 |
| A12 | 4951 | 5075 | 5202 | 5332 | 5465 | 5602 | 5742 | 5886 | 6033 | 6184 |
| A13 | 5128 | 5256 | 5388 | 5522 | 5661 | 5802 | 5947 | 6096 | 6248 | 6404 |
| A14 | 5381 | 5516 | 5654 | 5795 | 5940 | 6089 | 6241 | 6397 | 6557 | 6721 |
| A15 | 5646 | 5787 | 5932 | 6080 | 6232 | 6388 | 6548 | 6711 | 6879 | 7051 |
| A16 | 5923 | 6071 | 6223 | 6378 | 6538 | 6701 | 6869 | 7041 | 7217 | 7397 |
| A17 | 6216 | 6371 | 6530 | 6694 | 6861 | 7033 | 7208 | 7389 | 7573 | 7763 |
| A18 | 6521 | 6684 | 6851 | 7022 | 7198 | 7378 | 7562 | 7751 | 7945 | 8144 |
| A19 | 6842 | 7013 | 7188 | 7368 | 7552 | 7741 | 7934 | 8133 | 8336 | 8544 |
| A20 | 7181 | 7360 | 7544 | 7733 | 7926 | 8124 | 8327 | 8535 | 8749 | 8968 |
| A21 | 7535 | 7724 | 7917 | 8115 | 8317 | 8525 | 8739 | 8957 | 9181 | 9410 |
| A22 | 7908 | 8106 | 8308 | 8516 | 8729 | 8947 | 9171 | 9400 | 9635 | 9876 |
| A23 | 8299 | 8506 | 8719 | 8937 | 9160 | 9389 | 9624 | 9864 | 10111 | 10364 |
| A24 | 8711 | 8928 | 9152 | 9380 | 9615 | 9855 | 10102 | 10354 | 10613 | 10878 |

Compensation Schedule Effective

July 1, 2020

| Ranges | Association | | | | | | | | | | | |
|--------|-------------|------|------|------|------|-------|-------|-------|-------|-------|--|--|
| | A | B | C | D | E | F | G | H | I | J | | |
| A1 | 3248 | 3329 | 3413 | 3498 | 3585 | 3676 | 3767 | 3861 | 3958 | 4057 | | |
| A2 | 3404 | 3489 | 3576 | 3666 | 3758 | 3852 | 3948 | 4047 | 4148 | 4252 | | |
| A3 | 3574 | 3663 | 3755 | 3849 | 3945 | 4044 | 4145 | 4249 | 4354 | 4463 | | |
| A4 | 3747 | 3841 | 3937 | 4035 | 4136 | 4239 | 4345 | 4454 | 4565 | 4679 | | |
| A5 | 3931 | 4028 | 4130 | 4232 | 4339 | 4446 | 4558 | 4672 | 4789 | 4909 | | |
| A6 | 4128 | 4231 | 4337 | 4445 | 4556 | 4670 | 4787 | 4907 | 5030 | 5155 | | |
| A7 | 4165 | 4269 | 4376 | 4485 | 4597 | 4712 | 4830 | 4951 | 5075 | 5201 | | |
| A8 | 4332 | 4440 | 4551 | 4665 | 4782 | 4902 | 5024 | 5150 | 5278 | 5410 | | |
| A9 | 4546 | 4660 | 4775 | 4895 | 5017 | 5142 | 5272 | 5403 | 5538 | 5676 | | |
| A10 | 4772 | 4892 | 5014 | 5139 | 5269 | 5400 | 5535 | 5673 | 5815 | 5960 | | |
| A11 | 5010 | 5136 | 5264 | 5396 | 5531 | 5669 | 5811 | 5956 | 6105 | 6258 | | |
| A12 | 5075 | 5202 | 5332 | 5465 | 5602 | 5742 | 5886 | 6033 | 6184 | 6339 | | |
| A13 | 5256 | 5387 | 5523 | 5660 | 5803 | 5947 | 6096 | 6248 | 6404 | 6564 | | |
| A14 | 5516 | 5654 | 5795 | 5940 | 6089 | 6241 | 6397 | 6557 | 6721 | 6889 | | |
| A15 | 5787 | 5932 | 6080 | 6232 | 6388 | 6548 | 6712 | 6879 | 7051 | 7227 | | |
| A16 | 6071 | 6223 | 6379 | 6537 | 6701 | 6869 | 7041 | 7217 | 7397 | 7582 | | |
| A17 | 6371 | 6530 | 6693 | 6861 | 7033 | 7209 | 7388 | 7574 | 7762 | 7957 | | |
| A18 | 6684 | 6851 | 7022 | 7198 | 7378 | 7562 | 7751 | 7945 | 8144 | 8348 | | |
| A19 | 7013 | 7188 | 7368 | 7552 | 7741 | 7935 | 8132 | 8336 | 8544 | 8758 | | |
| A20 | 7361 | 7544 | 7733 | 7926 | 8124 | 8327 | 8535 | 8748 | 8968 | 9192 | | |
| A21 | 7723 | 7917 | 8115 | 8318 | 8525 | 8738 | 8957 | 9181 | 9411 | 9645 | | |
| A22 | 8106 | 8309 | 8516 | 8729 | 8947 | 9171 | 9400 | 9635 | 9876 | 10123 | | |
| A23 | 8506 | 8719 | 8937 | 9160 | 9389 | 9624 | 9865 | 10111 | 10364 | 10623 | | |
| A24 | 8929 | 9151 | 9381 | 9615 | 9855 | 10101 | 10355 | 10613 | 10878 | 11150 | | |

Compensation Schedule Effective

July 1, 2021

| Ranges | Association Steps | | | | | | | | | |
|--------|----------------------|------|------|------|-------|-------|-------|-------|-------|-------|
| | A | B | C | D | E | F | G | H | I | J |
| A1 | 3329 | 3412 | 3498 | 3585 | 3675 | 3768 | 3861 | 3958 | 4057 | 4158 |
| A2 | 3489 | 3576 | 3665 | 3758 | 3852 | 3948 | 4047 | 4148 | 4252 | 4358 |
| A3 | 3663 | 3755 | 3849 | 3945 | 4044 | 4145 | 4249 | 4355 | 4463 | 4575 |
| A4 | 3841 | 3937 | 4035 | 4136 | 4239 | 4345 | 4454 | 4565 | 4679 | 4796 |
| A5 | 4029 | 4129 | 4233 | 4338 | 4447 | 4557 | 4672 | 4789 | 4909 | 5032 |
| A6 | 4231 | 4337 | 4445 | 4556 | 4670 | 4787 | 4907 | 5030 | 5156 | 5284 |
| A7 | 4269 | 4376 | 4485 | 4597 | 4712 | 4830 | 4951 | 5075 | 5202 | 5331 |
| A8 | 4440 | 4551 | 4665 | 4782 | 4902 | 5025 | 5150 | 5279 | 5410 | 5545 |
| A9 | 4660 | 4777 | 4894 | 5017 | 5142 | 5271 | 5404 | 5538 | 5676 | 5818 |
| A10 | 4891 | 5014 | 5139 | 5267 | 5401 | 5535 | 5673 | 5815 | 5960 | 6109 |
| A11 | 5135 | 5264 | 5396 | 5531 | 5669 | 5811 | 5956 | 6105 | 6258 | 6414 |
| A12 | 5202 | 5332 | 5465 | 5602 | 5742 | 5886 | 6033 | 6184 | 6339 | 6497 |
| A13 | 5387 | 5522 | 5661 | 5802 | 5948 | 6096 | 6248 | 6404 | 6564 | 6728 |
| A14 | 5654 | 5795 | 5940 | 6089 | 6241 | 6397 | 6557 | 6721 | 6889 | 7061 |
| A15 | 5932 | 6080 | 6232 | 6388 | 6548 | 6712 | 6880 | 7051 | 7227 | 7408 |
| A16 | 6223 | 6379 | 6538 | 6700 | 6869 | 7041 | 7217 | 7397 | 7582 | 7772 |
| A17 | 6530 | 6693 | 6860 | 7033 | 7209 | 7389 | 7573 | 7763 | 7956 | 8156 |
| A18 | 6851 | 7022 | 7198 | 7378 | 7562 | 7751 | 7945 | 8144 | 8348 | 8557 |
| A19 | 7188 | 7368 | 7552 | 7741 | 7935 | 8133 | 8335 | 8544 | 8758 | 8977 |
| A20 | 7545 | 7733 | 7926 | 8124 | 8327 | 8535 | 8748 | 8967 | 9192 | 9422 |
| A21 | 7916 | 8115 | 8318 | 8526 | 8738 | 8956 | 9181 | 9411 | 9646 | 9886 |
| A22 | 8309 | 8517 | 8729 | 8947 | 9171 | 9400 | 9635 | 9876 | 10123 | 10376 |
| A23 | 8719 | 8937 | 9160 | 9389 | 9624 | 9865 | 10112 | 10364 | 10623 | 10889 |
| A24 | 9152 | 9380 | 9616 | 9855 | 10101 | 10354 | 10614 | 10878 | 11150 | 11429 |



City of Cudahy

Short-Term and Long-Term Disability

Effective: January 1, 2020

| | Current | Proposed |
|--|---------------|---------------------|
| Carrier Name | | Reliance Std |
| Rate Guarantor | | 1 year |
| Plan Name | | STD Plan 1 |
| General Plan Information | | |
| Elimination Period | | |
| Accident | | 14 days |
| Sickness | | 14 days |
| Benefit Percentage | | 66.67% |
| Weekly Benefit Maximum | | \$2,309 |
| Maximum Period of Payment | | 180 days |
| Rate Structure | | |
| STD Volume Benefit | | \$13,857 |
| Premium Rate | | \$0.220 |
| STD Premium (Monthly, per \$10) | \$0.00 | \$304.85 |
| Total Annual Premium | \$0.00 | \$3,658.16 |

OFFICIAL NOTICE**California Minimum Wage**

MW- 2019



| EFFECTIVE DATE | Employers with 26 or More Employees* | Employers with 25 or Fewer Employees * |
|-----------------|--------------------------------------|--|
| January 1, 2019 | \$12.00 | \$11.00 |
| January 1, 2020 | \$13.00 | \$12.00 |

PREVIOUS YEARS

| | | |
|-----------------|----------------|----------------|
| January 1, 2017 | \$10.50 | \$10.00 |
| January 1, 2018 | \$11.00 | \$10.50 |

*Employees treated as employed by a single qualified taxpayer pursuant to Revenue and Taxation Code section 23626 are treated as employees of that single taxpayer.

To employers and representatives of persons working in industries and occupations in the State of California:

SUMMARY OF ACTIONS

TAKE NOTICE that on April 4, 2016, the Governor of California signed legislation passed by the California Legislature, raising the minimum wage for all industries. (SB 3, Stats of 2016, amending section 1182.12. of the California Labor Code.) Pursuant to its authority under Labor Code section 1182.13, the Department of Industrial Relations amends and republishes Sections 2, 3, and 5 of the General Minimum Wage Order, MW-2017. Section 1, Applicability, and Section 4, Separability, have not been changed. Consistent with this enactment, amendments are made to the minimum wage, and the meals and lodging credits sections of all of the IWC's industry and occupation orders.

This summary must be made available to employees in accordance with the IWC's wage orders. Copies of the full text of the amended wage orders may be obtained by ordering online at www.dir.ca.gov/WP.asp, or by contacting your local Division of Labor Standards Enforcement office.

1. APPLICABILITY

The provisions of this Order shall not apply to outside salespersons, and individuals who are the parent, spouse, or children of the employer previously contained in this Order and the IWC's industry and occupation orders. Exceptions and modifications provided by statute or in Section 1, Applicability, and in other sections of the IWC's industry and occupation orders may be used where any such provisions are enforceable and applicable to the employer.

2. MINIMUM WAGES

Every employer shall pay to each employee wages not less than those stated above, on each effective date, per hour for all hours worked.

3. MEALS AND LODGING CREDITS - TABLE

When credit for meals or lodging is used to meet part of the employer's minimum wage obligation, the amounts so credited pursuant to a voluntary written agreement may not be more than the following

| EFFECTIVE: | JANUARY 1, 2017 | | JANUARY 1, 2018 | | JANUARY 1, 2019 | | JANUARY 1, 2020 | |
|--|----------------------|-----------------------|----------------------|-----------------------|----------------------|-----------------------|----------------------|-----------------------|
| | 26 or More Employees | 25 or Fewer Employees | 26 or More Employees | 25 or Fewer Employees | 26 or More Employees | 25 or Fewer Employees | 26 or More Employees | 25 or Fewer Employees |
| LODGING | | | | | | | | |
| For an employer who employs: | | | | | | | | |
| Room occupied alone | \$49.38/ week | \$47.03/ week | \$51.73/ week | \$49.38/ week | \$56.43/ week | \$51.73/ week | \$61.13/ week | \$56.43/ week |
| Room shared | \$40.76/ week | \$38.82/ week | \$42.70/ week | \$40.76/ week | \$46.58/ week | \$42.70/ week | \$50.46/ week | \$46.58/ week |
| Apartment – two thirds (2/3) of the ordinary rental value, and in no event more than: | \$593.05/ month | \$564.81/ month | \$621.29/ month | \$593.05/ month | \$677.75/ month | \$621.28/ month | \$734.21/ month | \$677.75/ month |
| Where a couple are both employed by the employer, two thirds (2/3) of the ordinary rental value, and in no event more than: | \$877.27/ month | \$835.49/ month | \$919.04/ month | \$877.26/ month | \$1002.56/ month | \$919.02/ month | \$1086.07/ month | \$1002.56/ month |
| MEALS | | | | | | | | |
| Breakfast | \$3.80 | \$3.62 | \$3.98 | \$3.80 | \$4.34 | \$3.98 | \$4.70 | \$4.34 |
| Lunch | \$5.22 | \$4.97 | \$5.47 | \$5.22 | \$5.97 | \$5.47 | \$6.47 | \$5.97 |
| Dinner | \$7.09 | \$6.68 | \$7.35 | \$7.01 | \$8.01 | \$7.34 | \$8.68 | \$8.01 |

Meals or lodging may not be credited against the minimum wage without a voluntary written agreement between the employer and the employee. When credit for meals or lodging is used to meet part of the employer's minimum wage obligation, the amounts so credited may not be more than the amounts stated in the table above.

4. SEPARABILITY

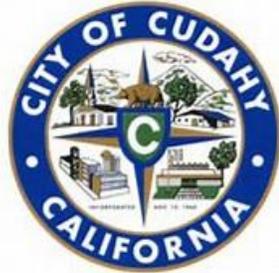
If the application of any provision of this Order, or any section, subsection, subdivision, sentence, clause, phrase, word or portion of this Order should be held invalid, unconstitutional, unauthorized, or prohibited by statute, the remaining provisions thereof shall not be affected thereby, but shall continue to be given full force and effect as if the part so held invalid or unconstitutional had not been included herein.

5. AMENDED PROVISIONS

This Order amends the minimum wage and meals and lodging credits in MW-2017, as well as in the IWC's industry and occupation orders. (See Orders 1-15, Secs. 4 and 10; and Order 16, Secs. 4 and 9.) This Order makes no other changes to the IWC's industry and occupation orders.

These Amendments to the Wage Orders shall be in effect as of January 1, 2019.

Questions about enforcement should be directed to the Labor Commissioner's Office. For the address and telephone number of the office nearest you, information can be found on the internet at www.dir.ca.gov/DLSE/dlse.html or under a search for "California Labor Commissioner's Office" on the internet or any other directory. The Labor Commissioner has offices in the following cities: Bakersfield, El Centro, Fresno, Long Beach, Los Angeles, Oakland, Redding, Sacramento, Salinas, San Bernardino, San Diego, San Francisco, San Jose, Santa Ana, Santa Barbara, Santa Rosa, Stockton, and Van Nuys.



FRINGE BENEFITS AND SALARY PLAN

(Exhibit A to Resolution No. 19-[XX02](#))

Effective ~~November~~[January](#) 19, 2019

CITY OF CUDAHY CALIFORNIA

Incorporated November 10, 1960

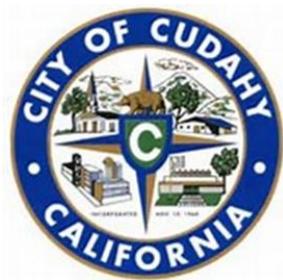


TABLE OF CONTENTS

| | |
|--|-----------------|
| PART I – THE FRINGE BENEFIT PLAN | 6 |
| Section 1. Purpose..... | 6 |
| Section 2. Applicability..... | 6 |
| Section 3. Holidays | 7 |
| Section 4. Vacation..... | 98 |
| Section 5. Sick Leave..... | 109 |
| Section 6. Car Allowance..... | 1110 |
| Section 7. Reimbursement for Expenses | 1244 |
| Section 8. Health Insurance | 1244 |
| Section 9. Health Insurance for Retirees | 1413 |
| Section 10. Life Insurance..... | 1514 |
| Section 11. Disability Insurance..... | 1645 |
| Section 12. Dental Insurance | 1746 |
| Section 13. Vision Insurance | 1817 |
| Section 14. Deferred Compensation (457 or 401a) Plan..... | 1918 |
| Section 15. Retirement Contribution | 2019 |
| Section 16. Severance Allowance..... | 2224 |
| Section 17. Relocation Allowance..... | 2224 |
| Section 18. Uniform Allowance | 2322 |
| Section 19. Cell Phone Stipend | 22 |
| Section 20. Bereavement Leave | 2322 |
| Section 21. Miscellaneous Leaves of Absence..... | 2423 |
| Section 22. Education Reimbursement | 2524 |
| Section 24. The Extension of Benefits to Other Classifications | 2625 |
| Section 25. Hourly Employees..... | 2625 |
| PART II - THE SALARY PLAN | 2928 |
| Section 1. Purpose | 2928 |
| Section 2. The Classification Plan | 2928 |
| Section 3. Basic Compensation Plan..... | 3029 |
| Section 4. Pay Philosophy..... | 3029 |
| Section 5. Plan Maintenance | 3130 |
| Section 6. Eligibility for Salary Advancement | 3130 |

| | |
|--|-----------------|
| Section 7. Merit Ranges | 3231 |
| Section 8. Compaction Rule | 3332 |
| Section 9. Salaries Above Market Rate – Use of "Y" Rating Method | 3332 |
| Section 10. Trainee Positions..... | 3332 |
| Section 11. Salary Differentials/Stipends | 3433 |
| a. (5%) Salary Differential | 3433 |
| b. (10%) Salary Differential | 3433 |
| c. Bi-lingual Pay..... | 3433 |
| Section 12. Overtime..... | 3635 |
| Section 13. Compensatory Time Off | 3635 |
| Section 14. Executive Leave..... | 3736 |
| Section 15. On-Call (Standby) Pay | 3736 |
| Section 16. Call Back Pay..... | 3736 |
| Section 17. Additional Approved Increases in Compensation and Changes to the Salary and Classification Plans | 3837 |
| Section 18. The Provisions of This Plan Shall Be Operative on the Date of Its Adoption. | 3837 |
| ADDENDUM: | 3837 |
| 1. HOURLY RANGE TABLES | 3837 |
| 2. ASSOCIATION RANGE TABLES | 3837 |
| 3. MANAGEMENT/CONFIDENTIAL RANGE TABLES | 3837 |
| 4. SALARY SCHEDULES | 3837 |

PART I
THE FRINGE BENEFITS
PLAN

PART I – THE FRINGE BENEFIT PLAN

Section 1. Purpose

This Exhibit to Resolution No. 15-20 is enacted pursuant to Section 2.04.070 of the Cudahy Municipal Code to provide for the fringe benefits of City officers and employees.

The City of Cudahy has established a number of benefit programs for its eligible employees. This Plan does not restate all of the features of these benefit programs. The purpose of this Plan is to identify the coverage amounts, costs and limitations of specific benefits as applied and approved by the City Council for specific employee groups. Additional terms, conditions, and limitations regarding program eligibility and benefit entitlement are included in official plan documents, which, notwithstanding the foregoing, shall control in determining coverage amounts, costs and limitations of specific benefits. Additional administrative guidelines may also be found in the City's Personnel Rules, and other terms and conditions of employment within the Cudahy Miscellaneous Employees' Memoranda of Understanding. The Fringe Benefit and Salary Plan shall not change the nature of any employee's status as an at-will employee.

Section 2. Applicability

This exhibit defines the various benefits provided to City officers and employees. Each category covered herein indicates the specific group and/or classification of employee for which the benefit applies (e.g. Appointed Officials, Management/Confidential Employees, and Miscellaneous Employees).

Hourly employees shall not be entitled to any City benefits except as otherwise provided herein, and defined specifically under Section 23 below.

City employees with employment agreements shall only be entitled to those benefits and salary amounts identified in their individual employment agreements. The Fringe Benefits and Salary Plan identifies benefits and salaries of employees under employment agreements with the City for administrative convenience purposes only, and the Plan shall not supersede any employment agreement provisions or control the benefits and salary provided to employees with employment agreements with the City. To the extent that any benefits described herein conflict with the applicable employment agreement, and as the employment agreements and memorandums of understanding may be amended from time to time, the employment agreement controls.

Section 3. Holidays

a) Appointed Officials (Non-represented)

The City Clerk, City Treasurer and City Manager shall be entitled to the same holidays that Management/Confidential employees receive, unless changed by an amendment to this Resolution by the City Council.

Notwithstanding the above, provisions of an employment agreement shall supersede and control over any description of benefits/salary that may be contained in this Fringe Benefits and Salary Plan.

b) Management/Confidential Employees (Non-represented)

Management/Confidential employees shall be entitled to the same holidays that Miscellaneous employees are entitled to, unless changed by an amendment to this Resolution by the City Council.

c) Miscellaneous Employees (Cudahy Miscellaneous Employees' Association)¹

Every employee shall be entitled to the following paid holidays each year and such other as may be designated by action of the City Council:

1. New Year's Day – January 1st
2. Martin Luther King Jr. Day - The third Monday in January
3. President's Day - The third Monday in February
- ~~3-4.~~ Cesar Chavez Day – March 31st
- ~~4-5.~~ Memorial Day - The last Monday in May
- ~~5-6.~~ Independence Day - July 4th
- ~~6-7.~~ Labor Day - The first Monday in September
- ~~7-8.~~ Veteran's Day – November 11th
- ~~8-9.~~ Thanksgiving Day
- ~~9-10.~~ Christmas Eve – December 24th
- ~~10-11.~~ Christmas Day – December 25th
- ~~11-12.~~ One Floating Holidays (Pro-rated for New Employees based on hire date)

The observance of holidays, work on a holiday, and other related rules as applied to holiday compensation shall be administered consistent with the City's Personnel Rules and as defined in the Cudahy Miscellaneous Employees' Association MOU.

If the Friday after Thanksgiving or Good Friday fall on a regularly scheduled work day, it shall be considered a designated holiday; alternatively, if the Friday after Thanksgiving or Good Friday fall on the employees day off, it shall not be considered a designated holiday.

¹ See Memorandum of Understanding By and Between Cudahy Miscellaneous Employees' Association and The City of Cudahy, July 1, 2015-June 30, 2019 (hereinafter "CMEA MOU"), pg. 15.

Section 4. Vacation

a) Appointed Officials (Non-represented)

The City Clerk and City Treasurer shall be entitled to the same Vacation benefits that Miscellaneous Employees are entitled to, including buy-back provisions unless changed by an amendment to this Resolution by the City Council.

The City Manager shall receive a maximum of eighty (80) hours of vacation leave per year, and may carry over unused leave from year to year, not to exceed a total of 320 hours, at which time accruals shall cease. On December 31st of each year, accumulated and unused vacation leave may be sold back to the City at the regular hourly rate, provided that fifty (50) hours of accrued vacation time remains on the books.

Notwithstanding the above, provisions of an employment agreement shall supersede and control over any description of benefits/salary that may be contained in this Fringe Benefits and Salary Plan.

b) Management/Confidential Employees (Non-represented)

Management/Confidential employees shall be entitled to the same Vacation benefits that Miscellaneous employees are entitled to including buy-back provisions, unless changed by an amendment to this Resolution by the City Council.

c) Miscellaneous Employees (Cudahy Miscellaneous Employees' Association)²

1) Accrual of Vacation Leave

Full-time employees shall accrue paid vacation leave on the following scheduled basis.

| <u>Years of Service</u> | <u>Hours Per Year</u> | <u>Bi-Weekly Accrual</u> | <u>Maximum Accrual</u> |
|-------------------------|-----------------------|--------------------------|------------------------|
| 0-5 | 80 | 3.077 hours | 160 hours |
| 6-10 | 120 | 4.616 hours | 240 hours |
| 11+ | 160 | 6.154 hours | 320 hours |

2) Vacation Buy Back

At the end of each calendar year, provided that fifty (50) hours of accrued vacation time remains on the books, employees may request pay in lieu of time off for accrued and unused vacation time. Upon separation from City employment, all accrued but unused vacation time is eligible to be sold back at full value based on the employee's rate of pay at the time of separation.

² See CMEA MOU, pp. 8-10.

3) Vacation Policy

Vacation Leave shall be administered consistent with the City's Personnel Rules and as defined in the Cudahy Miscellaneous Employees' Association MOU.

Section 5. Sick Leave

a) Appointed Officials (Non-represented)

The City Clerk, City Treasurer and City Manager shall be entitled to twelve (12) days of sick leave per year (96) hours, and may sell back at full rate of pay accrued but unused sick leave on the same terms and conditions as established for other employees, unless changed by an amendment to this Resolution by the City Council.

Notwithstanding the above, provisions of an employment agreement shall supersede and control over any description of benefits/salary that may be contained in this Fringe Benefits and Salary Plan.

b) Management/Confidential Employees (Non-represented)

Management/Confidential employees shall be entitled to the same Sick Leave benefits that Miscellaneous employees are entitled to, unless changed by an amendment to this Resolution by the City Council.

c) Miscellaneous Employees (Cudahy Miscellaneous Employees' Association)³

1) Accrual of Sick Leave

Employees shall be granted sick leave with pay at the rate based on the current number of hours the employee is regularly scheduled to work during a workday. For example, employees who are currently scheduled to work 10 hours during the workday will receive ten (10) hours of sick leave with pay for each full month of service. Any sick leave accrued but unused in any year shall be accumulated to a maximum accumulation of 480 hours. Employees shall be granted sick leave with pay at the rate of eight (8) hours for each full month of service for a total of ninety six (96) hours per year, which shall accrue at 3.70 hours per pay period that the employee remains active on the payroll. Any sick leave accrued but unused in any year shall be accumulated to a maximum accumulation of 480 hours. Once this maximum accrual is reached, all additional accrual will stop until usage brings it below the 480.0 hour maximum.

The granting of any leave of absence without pay exceeding fifteen (15) consecutive calendar days shall cause the employees' normal rate of sick leave accumulation to be extended by the number of calendar days for which such leave of absence has been

³ See CMEA MOU pp. 10-11.

granted less the first fifteen (15) calendar days of such leave. Observed holidays occurring during sick leave shall not be counted as a day of sick leave.

2) Sick Leave Buy-Back

On July 1 of each year, employees may sell back at 50% value of the maximum 96 hours of sick leave that they have accrued but did not utilize during the previous fiscal year. This is subject to the condition that an employee must leave at least 58 hours of sick leave on the books prior to being eligible for any sick leave buy back. Sick leave buy-back shall be based on the employee's actual rate of pay on June 30 of the fiscal year in which it was accumulated. Employees who are eligible to sell back unused sick leave retain the option of maintaining all or a portion of their accumulated sick leave on the books. Upon retirement from employment with the city, all accumulated sick leave is eligible to be sold back at 50% value of the maximum of 192 hours of sick leave that they have accrued but did not utilize based on the employee's rate of pay at the time of separation.

3) Sick Leave Policy

The use of Sick Leave shall be administered consistent with the City's Personnel Rules and as defined in the Cudahy Miscellaneous Employees' Association MOU.

Section 6. Car Allowance

The City recognizes that various Appointed Officials and Department Heads may require extensive use of an automobile in the ordinary course of performing duties for the City. Accordingly, the City, as added compensation, shall provide an automobile allowance to the following classifications, in the amounts defined below, unless changed by an amendment to this Resolution by the City Council.

| <u>POSITION</u> | <u>MONTHLY AMOUNT</u> |
|------------------------------------|-----------------------|
| City Clerk | \$350.00 |
| City Manager | \$400.00 |
| City Treasurer | \$350.00 |
| Finance Manager | \$350.00 |
| Community Development Manager | \$350.00 |
| Public Safety and Services Manager | \$350.00 |
| Assistant City Clerk | \$350.00 |
| Human Resources Manager | \$350.00 |

Notwithstanding the above, provisions of an employment agreement shall supersede and control over any description of benefits/salary that may be contained in this Fringe Benefits and Salary Plan.

Section 7. Reimbursement for Expenses

The City will reimburse employees for reasonable and authorized expenses incurred on behalf of the City of Cudahy. All travel and other business expenses must be pre-approved by the department head and the City Manager, and must follow the Travel/Training Expense Policy and be reported within one (1) month from the time they are incurred. Every attempt will be made to issue reimbursement for approved expenses within two (2) weeks from the time the expense report forms received by Finance. Failure to report expenses in a timely manner may jeopardize timely reimbursement for expenses or lead to disciplinary action.

Employees shall be reimbursed for the use of their vehicle for City Business at the allowable IRS Standard Mileage Rate for each year. Employees shall be reimbursed upon submittal of a monthly reimbursement form with Department Head approval.

Section 8. Health Insurance

a) Appointed Officials (Non-represented)

For the City Treasurer and City Clerk, the City shall contribute towards the coverage in a health insurance program available through the Public Employees' Retirement System as provided under the Public Employees' Medical and Hospital Care Act. The City's maximum contribution shall be consistent with the contribution paid by the City for Management/Confidential employees, unless changed by an amendment to this Resolution by the City Council.

For the City Manager, the City shall contribute towards the coverage in a health insurance program available through the Public Employees' Retirement System as provided under the Public Employees' Medical and Hospital Care Act. The City's maximum contribution shall be 100% of plan cost for City Manager and Dependent's Coverage.

Notwithstanding the above, provisions of an employment agreement shall supersede and control over any description of benefits/salary that may be contained in this Fringe Benefits and Salary Plan.

b) Management/Confidential Employees (Non-represented)

For Management/Confidential Employees, the City shall contribute towards the coverage in a health insurance program as provided by the City. The City's maximum contribution shall be consistent with the contribution paid by the City for Miscellaneous employees, unless changed by an amendment to this Resolution by the City Council.

c) Miscellaneous Employees (Cudahy Miscellaneous Employees' Association)⁴

The City shall contribute toward the coverage of employees and their dependents in the medical insurance program available through the Public Employee's Retirement System as provided for under the Public Employee's Medical and Hospital Care Act as follows:

Effective upon MOU adoption January 11, 2016, the City ~~shall~~ shall contribute an amount up to 100% of the coverage amount for the Kaiser Permanente plan that corresponds to the employee's coverage. For an employee with Blue Shield insurance, the City and employee shall equally share the difference between the Blue Shield plan and Kaiser Permanente plan monthly premium amount that corresponds to the employee's coverage where the Blue Shield plan monthly premium is higher than the Kaiser Permanente monthly premium. ~~contribute an amount up to 100% of the coverage amount for the Kaiser Permanente plan that corresponds to the employee's coverage.~~

⁴ See CMEA MOU p. 20.

Section 9. Health Insurance for Retirees

a) Vesting of Medical Benefits for Appointed Officials (Non-represented)

Appointed officials including the City Clerk, City Treasurer and City Manager may be eligible for vesting of medical benefits under the CalPERS Plan for life-time coverage, including spouse and eligible dependents consistent with CalPERS rules. The City's maximum contribution shall be that amount that is offered to top management employees, unless changed by an amendment to this Resolution by the City Council.

Appointed officials shall vest with life-time benefits for Dental Insurance and Vision Insurance upon the fifth anniversary of continuous service with the City. The City's maximum contribution shall be that amount that is offered to top management employees, unless changed by an amendment to this Resolution by the City Council.

Notwithstanding the above, provisions of an employment agreement shall supersede and control over any description of benefits/salary that may be contained in this Fringe Benefits and Salary Plan.

b) Vesting of Medical Benefits for Management/Confidential Employees (Non-represented)

Management/Confidential Employees may be eligible for vesting of medical benefits under the CalPERS Plan for life-time coverage, including spouse and eligible dependents consistent with CalPERS rules and upon retirement from the City of Cudahy. The City's maximum contribution shall be that amount that is offered to Miscellaneous employees, unless changed by an amendment to this Resolution by the City Council.

Management/Confidential Employees shall vest with life-time benefits for Dental Insurance and Vision Insurance upon the fifth anniversary of continuous service with the City. The City's maximum contribution shall be that amount that is offered to Miscellaneous employees, unless changed by an amendment to this Resolution by the City Council.

c) Vesting of Medical Benefits for Miscellaneous Employees (Cudahy Miscellaneous Employees' Association)

Miscellaneous Employees may be eligible for vesting of medical benefits under the CalPERS Plan for life-time coverage, including spouse and eligible dependents consistent with CalPERS rules. The City's maximum contribution is \$1,200.00 of the plan cost.

Section 10. Life Insurance

a) Appointed Officials (Non-represented)

The City Clerk and City Treasurer shall receive City paid term life insurance benefits that Miscellaneous employees are entitled to, unless changed by an amendment to this Resolution by the City Council.

The City Manager shall receive City paid term life insurance policy in the amount of \$1,000,000.00.

Notwithstanding the above, provisions of an employment agreement shall supersede and control over any description of benefits/salary that may be contained in this Fringe Benefits and Salary Plan.

b) Management/Confidential Employees (Non-represented)

Management/Confidential employees shall be entitled to the same life Insurance benefits that Miscellaneous employees are entitled to, unless changed by an amendment to this Resolution by the City Council.

c) Miscellaneous Employees (Cudahy Miscellaneous Employees' Association)⁵

Effective January 11, 2016, the City will provide a term life insurance policy in the amount of \$100,000 per employee. The premium for such insurance shall be paid by the City.

⁵ See CMEA MOU p. 21.

Section 11. Disability Insurance

a) Appointed Officials (Non-represented)

The City Manager, City Clerk, and City Treasurer shall receive a City paid Long Term Disability policy, unless changed by an amendment to this Resolution by the City Council.

Notwithstanding the above, provisions of an employment agreement shall supersede and control over any description of benefits/salary that may be contained in this Fringe Benefits and Salary Plan.

b) Management/Confidential Employees (Non-represented)

Management/Confidential employees shall be entitled to the same Disability Insurance benefits that miscellaneous employees are entitled to, unless changed by an amendment to this Resolution by the City Council.

c) Miscellaneous Employees (Cudahy Miscellaneous Employees' Association)⁶

The City will provide a sixty (60) day Long Term Disability policy. 100% of the premium coverage for such insurance shall be paid by the City.

[Upon execution of the MOU, the City will immediately take steps to join the short-term disability insurance plan proposed and outlined by Keenan Associates as described in exhibit "B" of the agreement.](#)

⁶ See CMEA MOU, p. 21.

Section 12. Dental Insurance

a) Appointed Officials (Non-represented)

For the City Clerk and City Treasurer, the City shall contribute towards the coverage in a dental insurance program as provided by the City. The City's maximum contribution shall be consistent with the contribution paid by the City for Management/Confidential employees, unless changed by an amendment to this Resolution by the City Council.

For the City Manager, the City shall contribute 100% towards the cost of the dental insurance plan as provided by the City for employee and eligible dependents.

Notwithstanding the above, provisions of an employment agreement shall supersede and control over any description of benefits/salary that may be contained in this Fringe Benefits and Salary Plan.

b) Management/Confidential Employees (Non-represented)

For Management/Confidential Employees, the City shall contribute towards the coverage in a dental insurance program as provided by the City. The City's maximum contribution shall be consistent with the contribution paid by the City for Miscellaneous employees, unless changed by an amendment to this Resolution by the City Council.

c) Miscellaneous Employees (Cudahy Miscellaneous Employees' Association)⁷

The City shall offer a dental plan for employees and their dependents. The City will contribute towards the purchase of said dental coverage if the employee elects coverage as follows:

Effective January 11, 2016, the City shall contribute an amount up to the average amount of the dental plans available that corresponds to the employee's coverage.

⁷ See CMEA MOU, pp. 20-21.

Section 13. Vision Insurance

a) Appointed Officials (Non-represented)

For the City Treasurer and City Clerk, the City shall contribute towards the coverage in a vision insurance program as provided by the City. The City's maximum contribution shall be consistent with the contribution paid by the City for Management/Confidential employees, unless changed by an amendment to this Resolution by the City Council.

For the City Manager, the City shall contribute 100% towards the cost of the vision insurance plan as provided by the City for employee and eligible dependents.

Notwithstanding the above, provisions of an employment agreement shall supersede and control over any description of benefits/salary that may be contained in this Fringe Benefits and Salary Plan.

b) Management/Confidential Employees (Non-represented)

For Management/Confidential Employees, the City shall contribute towards the coverage in a vision insurance program as provided by the City. The City's maximum contribution shall be consistent with the contribution paid by the City for Miscellaneous employees, unless changed by an amendment to this Resolution by the City Council.

c) Miscellaneous Employees (Cudahy Miscellaneous Employees' Association)⁸

For Miscellaneous Employees, the City shall offer vision care insurance for employees and their dependents. The City shall contribute towards the coverage in a vision insurance program as provided by the City. Effective January 11, 2016, the City shall contribute 100% of the coverage amount that corresponds to the employee's coverage.

⁸ See CMEA MOU, p. 21.

Section 14. Deferred Compensation (457 or 401a) Plan

a) Appointed Officials (Non-represented)

The City does not make a contribution to said Plan on behalf of employees.

Notwithstanding the above, provisions of an employment agreement shall supersede and control over any description of benefits/salary that may be contained in this Fringe Benefits and Salary Plan.

b) Management/Confidential Employees (Non-represented)

The City does not make a contribution to said Plan on behalf of employees.

c) Miscellaneous Employees (Cudahy Miscellaneous Employees' Association)

The City does not make a contribution to said Plan on behalf of employees.

Section 15. Retirement Contribution

Every full-time employee shall participate in the California Public Employees Retirement System (CalPERS) plan as adopted by the City Council, as well as part-time classes that are not formally excluded via the City's CalPERS contract. Hourly classes that are excluded via the City's CalPERS contract shall not be enrolled in the plan. Participation in the retirement plan continues until the employee terminates employment with the City for any reason, and shall then cease under the terms of said plan. An employee is vested after five (5) years and may be eligible for benefits from the CalPERS system.

a) First Tier Retirement Formula ("Classic Members"):

Effective July 1, 2008, the City amended the CalPERS contract to provide the benefit known as 2.7% at 55 retirement formula.

1) Miscellaneous Employees (Cudahy Miscellaneous Employees' Association)⁹

For unit members covered under the 2.7% at 55 retirement formula, who are defined as "classic members" under the Public Employees Reform Act of 2013 (PEPRA) (i.e. not defined as "new members" under Gov. Code section 7522.04(f):

Effective January 11, 2016 - Classic members shall pay 3% of "compensation earnable" as defined in Gov. Code section 20636, representing the members' employee's contribution to CalPERS. Effective July 1, 2016 – Classic members shall pay an additional 3% for a total of 6% of "compensation earnable" as defined in Gov. Code section 20636, representing the members' employee's contribution to CalPERS.

Effective July 1, 2017 – Classic members shall pay an additional 2% for a total of 8% of "compensation earnable" as defined in Gov. Code section 20636, representing the members' employee's contribution to CalPERS.

b) Second Tier Retirement Formula ("Classic Members"):

Effective October 16, 2011, the benefit known as 2% @ 60 retirement formula shall apply to employees hired or who become eligible for enrollment in the CalPERS Retirement Plan on or after the effective date of the City's contract amendment with CalPERS to implement this benefit. For unit members covered under this 2% at 60 retirement formula, who are defined as "classic members" under the PEPRA (i.e. not defined as "new members" under Gov. Code section 7522.04(f)), the City will only contribute the normal employer contribution, and the employee is responsible for paying the entire employee's contribution rate of 7% of "compensation earnable" as defined in Gov. Code section 20636.

⁹ See CMEA MOU, pp. 21-22.

c) ↪Third Tier Retirement Formula (“New Members”): Effective January 1, 2013, in accordance with the Public Employees’ Pension Reform Act (PEPRA) and Gov. Code section 7522.30, new employees hired on or after January 1, 2013 shall be enrolled in the benefit known as 2% @ 62 retirement formula. The City will only contribute the normal employer contribution, and the employee is responsible for paying the employee contribution of 50% of the total normal cost, as defined by CalPERS.

Formatted: List Paragraph, Numbered + Level: 1 + Numbering Style: a, b, c, ... + Start at: 3 + Alignment: Left + Aligned at: 0.5" + Indent at: 0.75"

d) Employer Paid Member Contributions (EPMC)

Should the City express interest in providing the EPMC benefit for any employee unit, a “me too” clause shall take effect for the Miscellaneous Unit.

Formatted: List Paragraph

Section 16. Severance Allowance

a) Appointed Officials (Non-represented)

For Appointed Officials, the City shall provide any specified severance allowance in accordance with the agreed upon terms of employment addressed in individual employment contracts.

b) Management/Confidential Employees (Non-represented)

For Management/Confidential employees, the City shall provide any specified severance allowance in accordance with the agreed upon terms of employment addressed in individual employment contracts.

Section 17. Relocation Allowance

a) Appointed Officials (Non-represented)

Relocation allowance may be provided within individual employment contracts, subject to approval by the City Council.

b) Management/Confidential Employees (Non-represented)

Relocation allowance may be provided within individual employment contracts, subject to approval by the City Council.

Section 18. Uniform Allowance

- a. Miscellaneous Employees (Cudahy Miscellaneous Employees' Association)¹⁰

The City shall purchase uniforms for designated employees as budgeted, but not to exceed \$500/year.

Section 19. Cell Phone Stipend

- a. Miscellaneous Employees (Cudahy Miscellaneous Employees' Association)¹¹

Employees who are not issued cell phones by the City and use their personal cell phones for minimal work-related use are eligible to receive a monthly stipend in the amount of \$20. Employees who believe they are eligible to receive the stipend shall make a request to the City Manager for the stipend. The City Manager or designee shall then decide whether the employee is eligible for the stipend.

The following City positions are issued cell phones by the City, and employees holding these positions are not eligible to receive the cell phone stipend: Maintenance Leader, Maintenance Supervisor, and Code Enforcement Officer.

Section 20. Bereavement Leave

The City shall provide bereavement leave to all full-time Appointed Officials, Management/Confidential Employees, and Miscellaneous employees¹².

Regular full-time employees are entitled to up to three (3) working days of leave, with pay, upon the death of an immediate family member, calculated at regular base rate, to arrange and attend the funeral.

The City shall administer the provisions of this benefit as defined in the Personnel Rules and the City of Cudahy Miscellaneous Employees' Association MOU. Management/Confidential Employees and Appointed Officials shall follow the same provisions and rules as provided to Miscellaneous employees for Bereavement Leave.

Notwithstanding the above, provisions of an employment agreement shall supersede and control over any description of benefits/salary that may be contained in this Fringe Benefits and Salary Plan.

¹⁰ See CMEA MOU, p. 24.

¹¹ See CMEA MOU, p. 25.

¹² See CMEA MOU, p. 12.

Section 21. Miscellaneous Leaves of Absence

The City shall provide leaves of absence policies for the following categories:

- a) Paid Bone Marrow or Organ Donor Leave
- b) Paid Time Off for Jury Duty/Witness Duty
- c) Time Off to Vote
- d) Family and Medical Leave (FMLA)/California Family Rights Leave (CFRA)
- e) Pregnancy Disability Leave (PDL)
- f) Work Related Disability Leave
- g) Medical Disability Leave
- h) Industrial Leave
- i) Military Duty Leave
- j) Military Family Leave
- k) Spousal/Registered Domestic Partner Military Leave
- l) School Activities and School Visits Leave
- m) Victims of Domestic Violence, Sexual Assault and Other Crimes Leave
- n) Volunteer Civil Service Leave
- o) Literacy Assistance Leave
- p) Personal Leave/

The City's personnel rules shall serve as the official policy related to eligibility and benefits for the above stated leaves. It is the intent of the City to comply with all state and federal laws related to leaves, and to the extent that state and federal laws provide a greater benefit, the City shall comply and provide such benefits to eligible employees.

Management/Confidential Employees and Appointed Officials shall follow the same provisions and rules as provided to Miscellaneous employees for under the section Leave of Absence Without Pay.

Notwithstanding the above, provisions of an employment agreement shall supersede and control over any description of benefits/salary that may be contained in this Fringe Benefits and Salary Plan.

Section 22. Education Reimbursement

a) Appointed Officials (Non-represented)

The City Clerk, City Treasurer and City Manager shall be entitled to education reimbursement on the same terms and conditions as established for Management/Confidential employees.

Notwithstanding the above, provisions of an employment agreement shall supersede and control over any description of benefits/salary that may be contained in this Fringe Benefits and Salary Plan.

b) Management/Confidential Employees (Non-represented)

The City shall reimburse Management/Confidential Employees for the cost of books and tuition for courses taken at any State College, State University, Community College or an approved accredited private college or university as approved by the City Manager.

c) Miscellaneous Employees (Cudahy Miscellaneous Employees' Association)¹³

The City will reimburse employees for 100% of the cost of books, materials, parking and tuition up to a maximum reimbursement equivalent to a part-time Cal State tuition per fiscal year for courses taken at any state college, state university, private university or community college, not to exceed \$5,000 per employee per year. Courses must be related to the job, to a potential promotional position, or to general educational requirements as approved by the City Manager upon recommendation of the Department Head. The City Manager or designee must approve all courses in advance in order for the employee to be eligible for the reimbursement.

[The City is currently reviewing its education incentive policy City-wide. The City intends on providing the education incentive in a manner that is consistent across eligible employee groups. The CMEA may reopen negotiations during the term of the MOU as to the education incentive.](#)

~~[The City shall administer the terms of this provision as further defined under the Education Incentive section of the Cudahy Miscellaneous Employees' Association MOU.](#)~~

Section 23. Educational Seminars

a. Miscellaneous Employees (Cudahy Miscellaneous Employees' Association)¹⁴

Employees wishing to further their education through short-term courses or one-day seminars at City expense may do so but only with written Department Head approval. The City shall administer the terms of this provision as further defined under the Education Seminars section of the Cudahy Miscellaneous Employees' Association MOU.

¹³ See CMEA MOU, p. 22.

¹⁴ See CMEA MOU, p. 23.

Section 24. The Extension of Benefits to Other Classifications

a) Appointed Officials (Non-represented)

The fringe benefits set forth herein are minimum benefits; to the extent greater benefits are extended to other employees of the City, the City Clerk, City Treasurer and City Manager shall be entitled to such benefits. All provisions of the Cudahy Municipal Code, any Memorandum of Understanding with represented employees of the City, and the City's Personnel Rules that relate to fringe benefits as those provisions now exist, or hereinafter may be amended, shall apply to the City Clerk, City Treasurer, and City Manager in like manner as they apply to other employees of City.

Notwithstanding the above, provisions of an employment agreement shall supersede and control over any description of benefits/salary that may be contained in this Fringe Benefits and Salary Plan.

b) Management/Confidential Employees (Non-represented)

All Management/Confidential employees are entitled to and shall enjoy the specific fringe benefits as described and defined within each benefit provision.

Except as otherwise stated within any section of the Fringe Benefits and Salary Plan, all Management/Confidential employees are exempt from the City's Personnel Rules. All Management/Confidential employees are at-will employees.

Section 25. Hourly Employees

a) Eligibility for Benefits

Hourly employees shall not be entitled to any City benefits except as otherwise provided herein.

b) Paid Sick Leave Accrual

Hourly employees, including temporary, extra help, part-time, and seasonal employees who work 30 or more days within a year from when employment commences, shall be entitled to 24 hours of sick leave per fiscal year, effective July 1, 2015, and employees shall receive subsequent annual sick leave accruals of 24 hours added to their leave bank in January of each calendar year. Sick leave must be used in a minimum of 2 hour increments. Unused sick leave under this program may be carried over to the following year not to exceed an accrual cap of six (6) days/forty-eight (48) hours of sick leave. An employee may use no more than twenty-four (24) hours in any one year. Employees are entitled to request and use accrued paid sick days beginning on the 90th day of employment. The rate of pay shall be at the employee's regular hourly wage.

c) FICA Alternative Plan

Hourly employees shall be entitled to receive the City's 3.75% FICA alternative plan contribution in lieu of Social Security and/or participation in CalPERS.

PART II
THE SALARY PLAN

PART II - THE SALARY PLAN

Section 1. Purpose

This Exhibit to Resolution No. 15-20 is enacted pursuant to Section 2.04.070(2) of the Cudahy Municipal Code to provide for the compensation of City officers and employees and to conform to the principle of equal pay for equal work. Notwithstanding the foregoing, the terms of individual employment agreements shall control over the compensation amounts described in this Salary Plan when determining the salary of individual employees under contract with the City.

Section 2. The Classification Plan

The Classification Plan includes the allocation of class titles to salary ranges for City officers and employees under one Plan in which all positions substantially similar with respect to duties, authority, responsibility and working conditions are included within the same class, and that the same schedules of compensation be made to apply with equity under the working conditions to all positions in the same class.

The Classification Plan further includes the allocation of class titles to salary ranges for those employees which are designated as non-represented Management/Confidential employees who are exempt from the classified service. These exempt classes consist of persons appointed by the City Council, including the City Manager, City Clerk, and City Treasurer, and persons appointed by the City Manager, including department heads or designees, that serve in an "at will" capacity subject to the terms and conditions of an employment agreement, and are exempt from the classified service.

Non-classified positions are entitled to no more than the same benefits as provided to classified employees in a similar position and level in the organization. The Classification Plan as of the date of adoption of this Plan is hereby established as set forth in the addendum, referred to as the **Salary Schedule**, which is attached hereto and incorporated herein by reference. The Classification Plan shall not change the nature of any employee's status as an at-will employee.

Section 3. Basic Compensation Plan

The basic compensation plan for City officers and employees, as of the date of adoption of this Plan is hereby established as set forth in the Addendum, including the following:

- 1) Hourly Range Table
- 2) Association Range Table
- 3) Management/Confidential Range Table
- 4) Salary Schedule

The Salary Plan shall be referred to as the **Salary Schedule** which incorporates the allocation of ranges (defined in the range tables) to classifications, which is attached hereto and incorporated herein by reference.

Range tables for the Cudahy Municipal Employees' Association include steps with approximately 2.5% between steps.

Range tables for Appointed Officials (City Clerk, City Treasurer, and City Manager) have one step (flat rate).

Range tables for Management/Confidential include ten (10) steps with approximately 2.5% between steps.

Range tables for Hourly employees consist of one (1) to three (3) steps.

Section 4. Pay Philosophy

The City Council establishes a pay philosophy that the base pay of all positions shall be ideally set at the median pay provided by comparable cities of similar size, budget, staff, and geographic area, based on the City's financial ability to pay.

Section 5. Plan Maintenance

Increases to the Range tables and applied to the Salary Schedule are adopted and approved by the City Council via Resolution to amend the Fringe Benefit and Salary Plan.

Such recommended increases are negotiated between the City and the Cudahy Miscellaneous Employees' Association. The City Council may further take appropriate action to extend such increases to unrepresented Management/Confidential Employees, Appointed Officials including the City Clerk, City Treasurer and City Manager, and positions appointed by the City Manager.

In addition to negotiated increases, the City may take steps to maintain the Salary Plan by conducting regularly scheduled salary reviews and/or intermittent salary reviews as determined by changes in the labor market, and the need to compete for talent and/or retain current employees.

Section 6. Eligibility for Salary Advancement

- a) Management/Confidential Employees (Non-represented)

Management/Confidential employees may receive the same considerations for salary advancement as provided to Miscellaneous Employees, at the City Manager's discretion.

- b) Miscellaneous Employees (Cudahy Miscellaneous Employees' Association)¹⁵

Salary step increases shall be considered on a merit basis only, and at prescribed times as defined in the Personnel Rules and the Cudahy Municipal Employees' Association MOU.

Any employee receiving a promotion shall receive a salary increase consistent with the Personnel Rules and the Cudahy Municipal Employees' Association MOU.

¹⁵ See CMEA MOU, pp. 5-6.

Section 7. Merit Ranges

a) Appointed Officials and Management/Confidential Employees (Non-represented)

Appointed City Officials including the City Clerk, City Treasurer and City Manager, as well as non-represented Management/Confidential employees who serve in an at-will capacity and are exempt from the classified service, may, subject to the terms and conditions set forth below, be eligible to have his/her salary increased to a maximum of fifteen percent beyond the regularly assigned top step of his/her salary range or salary set forth in an existing contract. The City Manager shall have administrative authority to assign, create and maintain the merit range (pay band) to implement the provisions of this Section.

Such increase shall be subject to documentation of the eligible employee's outstanding performance, based on performance and achievement of previously defined goals. The City Manager shall solely determine placement within the merit range based on the employee's performance. Notwithstanding the foregoing, with regard to increases for the City Manager and other Officials appointed by the City Council, the City Council shall determine placement within the merit range based on the employee's performance, subject to the Appointed Official's employment agreement, if any.

The continuation of increases pursuant to the provisions of this Section shall not be automatic, and failure to sustain "outstanding performance" shall cause the employee's pay to revert to the regularly assigned step for his/her classification. An employee who fails to sustain "outstanding performance" shall have their compensation reduced to the "regular range", in accordance with this section, and at the City Manager's discretion for Management/Confidential classes, and the City Council's discretion for Appointed Officials. Salary for Appointed Officials/Management/Confidential employees who have an employment agreement with the City shall not be modified prior to an amendment to his/her employment agreement, unless the agreement permits the increase or decrease to be handled administratively.

The regular salary range shall constitute the regularly defined Steps in the Salary Range (A-J). The "merit range" shall constitute a "pay band" with a minimum rate set one dollar above the maximum of the "regular salary range" and the maximum set at an amount not to exceed fifteen percent beyond the regularly assigned top step of the salary range. The "pay band" shall be added to the Salary Schedule for the assigned non-represented Management/Confidential classifications and Appointed Officials when the increase is recommended by the City Manager or City Council.

In no case shall an employee receive additional merit compensation above the designated "merit range" as defined herein.

Eligibility for additional compensation granted to all employees as part of changes authorized by the City Council shall not be adversely affected by the employee's status in steps granted beyond the regularly assigned step pursuant to the provisions of this Section. Salaries granted pursuant to this provision shall be reported to PERS as compensation earned.

Notwithstanding the above, provisions of an employment agreement shall supersede and control over any description of salary that may be contained in this Fringe Benefits and Salary Plan

b) Miscellaneous Employees (Cudahy Miscellaneous Employees' Association)

As provided in the Cudahy Miscellaneous Employees' Association MOU, employees may be eligible for merit longevity compensation as continuing incentive to career employees upon achieving the "J" step and completing ten continuous years of service. Employees may be eligible for a 5% stipend above their base pay rate, and after twenty (20) years, the stipend shall increase to a total of 7.5% above the base pay rate. Such payment shall be granted with the approval of the city Manager to employees who continue to "Exceed Standards" as evidenced by the performance rating of such employee, which is defined as a comprehensive rating at or above the middle column of the current reporting form, or the equivalent rating on any revised reporting form. Merit Longevity may be removed by the City Manager when the employee's performance does not merit such additional compensation. The provisions of this section shall be administered in accordance with the specific language in the Cudahy Miscellaneous Employees' Association MOU.

Section 8. Compaction Rule

The top step of the salary range of any Management/Confidential classification shall be a minimum of two steps (approximately ten percent) above the top step of the closest subordinate classification, with the exception of those Management/Confidential classifications supervising specialized classifications which are highly compensated due to labor market conditions. In the case of highly compensated positions due to labor market conditions, employees may directly supervise a subordinate classification where the maximum salary range exceeds the supervisory class without the two step minimum (approximately ten percent). Subordinate classification shall be defined as any position classification in which there are employees who are supervised by the Management/Confidential employee.

Section 9. Salaries Above Market Rate – Use of "Y" Rating Method

The City Manager has the authority to implement a "Y" rating for employees whose range is found to exceed the market rate based on a salary survey. The employee in this case shall receive no increase in salary unless the maximum salary established by this Plan for their classifications exceeds the amount of their "Y" rate.

Section 10. Trainee Positions

The City Manager has the authority to establish a Trainee class for any class in the system. The salary range for Trainee classes shall be established with a salary range starting fifteen percent (15%) below the first step of the regular position and ending five percent (5%) below the first

step of the regular position. Employees who successfully complete the training program and meet the criteria for the higher level class, may be reclassified to the higher level class upon approval by the City Manager.

Section 11. Salary Differentials/Stipends

Exceptions shall be made to Sections 2 and 3 of this Plan as follows:

a. (5%) Salary Differential

After investigation and approval by the City Manager, a 5% Salary Differential shall be assigned to persons found to possess as a regular assignment such additional duties and responsibilities or whose positions entail certain hazards as to warrant additional compensation, which additional salary shall be limited to the following:

No current provisions

b. (10%) Salary Differential

After investigation and approval by the City Manager, a 10% Salary Differential shall be assigned to persons found to possess as a regular assignment such additional duties and responsibilities or whose positions entail certain hazards as to warrant additional compensation, which additional salary shall be limited to the following:

No current provisions

c. Bi-lingual Pay

1. Appointed Officials (Non-represented)

The City Clerk, City Treasurer and City Manager shall be entitled to the same compensation as provided to Management/Confidential employees, which shall be provided as a stipend rather than incorporated into base pay, when the positions have been designated as bi-lingual positions.

Notwithstanding the above, provisions of an employment agreement shall supersede and control over any description of benefits/salary that may be contained in this Fringe Benefits and Salary Plan.

2. Management/Confidential Employees (Non-represented)

Management/Confidential employees shall be entitled to the same compensation as provided to Miscellaneous employees, which shall be provided as a stipend rather than incorporated into base pay, when the positions have been designated as bi-lingual positions.

3. Miscellaneous Employees (Cudahy Miscellaneous Employees' Association)¹⁶

Approved and certified employees shall be compensated with a bilingual pay stipend in the amount of \$75.00 per month for oral translation duties, and \$125.00 per month for oral and written translations.

The provisions of this section shall be administered in accordance with the specific language in the Cudahy Miscellaneous Employees' Association MOU.

d. Temporary Upgrade – Acting Capacity

1. Miscellaneous Employees (Cudahy Miscellaneous Employees' Association)¹⁷

An employee who has been designated by the City to serve in an acting capacity for thirty (30) consecutive work days or more shall receive Step A of the pay range for the classification in which the employee is performing active duties, or a stipend of 5% above the base pay, whichever is greater. Service in an acting capacity shall not be used as a basis for, or in support of, a request for reclassification. The City Manager or designee may determine that a position filled pursuant to an acting assignment shall be filled based on a competitive process to afford an equal opportunity for internal/external candidates.

e. Temporary Upgrade – Work Out of Class

1. Miscellaneous Employees (Cudahy Miscellaneous Employees' Association)¹⁸

The City may temporarily assign employees to work out of classification. The selection of employees for an out-of-classification assignment shall be at the discretion of the City Manager or designee. A temporary out-of-class stipend of 5% above the employee's base pay shall be authorized with advance approval by the Department Head, upon consultation and approval from the City Manager or designee when an employee is designated and scheduled to work in an out-of-class assignment. Paid holidays shall be considered as days actually worked. Other forms of authorized leave such as sick leave, emergency leave and vacation shall not be considered as days actually worked.

¹⁶ See CMEA MOU, p. 19.

¹⁷ See CMEA MOU, pp. 7-8.

¹⁸ See CMEA MOU, p. 8.

Section 12. Overtime

The City's pay policy is intended to comply with the salary pay requirements of current State and Federal laws, and shall be construed in accordance with these laws and regulations. Further, the City shall administer the pay practices related to overtime consistent with the City's personnel rules and the Cudahy Miscellaneous Employees' Association MOU.

Non-exempt employees shall be paid for hours worked in accordance with all legal requirements. Overtime is calculated at one and one-half (1 ½) times the employee's regular base rate of pay for all time worked over 40 hours in one workweek. Hours paid that are not actually worked, such as holidays, sick days, and vacation hours do not count as hours worked when calculating weekly overtime.

- a. Miscellaneous Employees – (Cudahy Miscellaneous Employee's Association)¹⁹
 1. For all workweeks in which there is no designated holiday that falls during the workweek or a day in which the employee is sent home due to an unexpected City closure, or by management due to lack of work or an act of God, the employee shall be eligible for overtime pay (time and one half the employee's regular rate of pay as that term is used in the Fair Labor Standards Act) for time worked over 40 hours per workweek. In a workweek where there is a designated holiday that falls during the workweek or a day in which the employee is sent home due to an unexpected City closure, or by management due to lack of work or an act of God and is thus unable to work their regularly scheduled shift, and the employee has not taken any time off or leave during that same week (e.g. vacation, sick or other personal leave), the employee shall be eligible for overtime pay (time and one half) for time worked beyond the employee's scheduled shift(s) during that workweek.
 2. When an employee is not regularly scheduled to work on Saturdays and Sundays the employee shall receive overtime pay (time and one-half) for all time worked on those days. When an employee works on a designated City holiday, the employee shall receive overtime pay (time and one half) for all time worked on the holiday.

Exempt employees are not entitled to receive overtime pay even though they may have to work hours beyond their normal schedule, as work demands require.

Section 13. Compensatory Time Off

- a. Miscellaneous Employees – (Cudahy Miscellaneous Employee's Association)²⁰

The City's pay policy is intended to comply with the salary pay requirements of current State and Federal laws, and shall be construed in accordance with these laws and regulations. Further, the City shall administer the pay practices related to Compensatory Time consistent with the City's personnel rules and the Cudahy Miscellaneous Employees' Association MOU.

¹⁹ See CMEA MOU, pp. 16-17

²⁰ CMEA MOU, p. 18.

Compensatory time is an alternative method of overtime payment to non-exempt employees. In lieu of paying a non-exempt employee for overtime worked, employees may be granted compensatory time off at the overtime rate of one and one half (1 ½) for each hour of overtime worked. Employees shall have the option of receiving overtime pay for any overtime worked. Use of earned compensatory time off must be approved in advance by the Department Head or designee. The maximum accrual limit is 120 hours.

Section 14. Executive Leave

Management/Confidential employees shall be entitled to take three (3) days (27 hours) of executive leave per fiscal year. The three (3) days (27 hours) may not be carried over to the next fiscal year and their use must have the prior permission of the City Manager. This provision shall be administered in accordance with the City's Personnel Rules and the Cudahy Miscellaneous Employees' Association MOU.

Section 15. On-Call (Standby) Pay

- a. Miscellaneous Employees – (Cudahy Miscellaneous Employee's Association)²¹

An employee who has been instructed by their direct supervisor to stand-by is free to use this time for their own benefit. Employees On-Call (Standby) shall receive two (2) hours of compensatory time for an assigned 24 consecutive hour shift, which will not be counted towards over-time calculations.

The City's pay policy is intended to comply with the salary pay requirements of current State and Federal laws, and shall be construed in accordance with these laws and regulations. Further, the City shall administer the pay practices related to On-Call (Standby) Pay consistent with the City's personnel rules and the Cudahy Miscellaneous Employees' Association MOU.

Section 16. Call Back Pay

- a. Miscellaneous Employees – (Cudahy Miscellaneous Employee's Association)²²

Call back duty occurs when an employee is called back in to work after their regular shift has ended. An employee called back to duty shall be paid a minimum of two (2) hours of compensatory time at a rate equal to time and one-half (1 ½) the regular hourly pay rate, and for actual hours worked at time and one-half the regular hourly pay rate, if hours worked exceeds two (2).

²¹ CMEA MOU, p. 18.

²² CMEA MOU, p. 19.

The City's pay policy is intended to comply with the salary pay requirements of current State and Federal laws, and shall be construed in accordance with these laws and regulations. Further, the City shall administer the pay practices related to Call Back Pay consistent with the City's personnel rules and the Cudahy Miscellaneous Employees' Association MOU.

Section 17. Additional Approved Increases in Compensation and Changes to the Salary and Classification Plans

- a. Miscellaneous Employees – (Cudahy Miscellaneous Employee's Association)²³
All members shall receive:

- A ~~2~~3% increase to their base rate effective July 1, 2019~~5~~;
- A ~~2~~3% increase to their base rate effective July 1, 2020~~16~~; and
- A ~~2.5~~5% increase to their base rate effective July 1 2021~~17~~; and
- A ~~2~~3% increase to their base rate effective July 1, 2018.
-

Section 18. The Provisions of This Plan Shall Be Operative on the Date of Its Adoption.

ADDENDUM:

1. HOURLY RANGE TABLES
2. ASSOCIATION RANGE TABLES
3. MANAGEMENT/CONFIDENTIAL RANGE TABLES
4. SALARY SCHEDULES

²³ CMEA MOU, p. 5.

Formatted: Indent: Left: 0.75", Bulleted + Level: 1 + Aligned at: 0.25" + Indent at: 0.5"

HOURLY RANGE TABLES

**Compensation Schedule Effective
January 1, 2019**

| Hourly Steps | | | |
|---------------------|----------|----------|----------|
| Ranges | A | B | C |
| H1 | 12.00 | 12.55 | 12.87 |
| H2 | 12.55 | 12.86 | 13.19 |
| H3 | 12.86 | 13.19 | 13.52 |
| H4 | 13.19 | 13.52 | 13.86 |
| H5 | 13.52 | 13.86 | 14.20 |
| H6 | 14.20 | 14.55 | 14.92 |
| H7 | 14.92 | 15.29 | 15.67 |
| H8 | 15.67 | 16.06 | 16.46 |
| H9 | 16.46 | 17.28 | 18.15 |
| H10 | 18.15 | 19.06 | 20.01 |

| | |
|-----------------------------------|------------|
| Account Clerk | H10 |
| Administrative Clerk | H10 |
| Administrative Intern | H5 |
| Community Preservation Technician | H8 |
| Maintenance Aide | H2 |
| Municipal Enforcement Officer | H6 |
| Planning Technician | H7 |
| Recreation Aide | H1 |
| Recreation Leader | H3 |
| Sr. Recreation Leader | H4 |

**Compensation Schedule Effective
January 1, 2020**

| Hourly Steps | | | |
|---------------------|----------|----------|----------|
| Ranges | A | B | C |
| H1 | 13.00 | 13.65 | 14.33 |
| H2 | 13.65 | 14.33 | 15.05 |
| H3 | 14.33 | 15.05 | 15.80 |
| H4 | 15.05 | 15.80 | 16.59 |
| H5 | 15.80 | 16.20 | 16.61 |
| H6 | 16.20 | 16.61 | 17.03 |
| H7 | 16.61 | 17.03 | 17.46 |
| H8 | 17.46 | 17.90 | 18.35 |
| H9 | 17.90 | 18.35 | 18.81 |
| H10 | 18.35 | 19.27 | 20.23 |

| | |
|-----------------------------------|------------|
| Account Clerk | H10 |
| Administrative Clerk | H10 |
| Administrative Intern | H5 |
| Community Preservation Technician | H8 |
| Maintenance Aide | H2 |
| Municipal Enforcement Officer | H6 |
| Planning Technician | H7 |
| Recreation Aide | H1 |
| Recreation Leader | H3 |
| Sr. Recreation Leader | H4 |

ASSOCIATION RANGE TABLES

Compensation Schedule Effective

July 1, 2019

| Ranges | Association Steps | | | | | | | | | |
|--------|----------------------|------|------|------|------|------|-------|-------|-------|-------|
| | A | B | C | D | E | F | G | H | I | J |
| A1 | 3169 | 3248 | 3330 | 3413 | 3498 | 3586 | 3675 | 3767 | 3861 | 3958 |
| A2 | 3321 | 3404 | 3489 | 3577 | 3666 | 3758 | 3852 | 3948 | 4047 | 4148 |
| A3 | 3487 | 3574 | 3663 | 3755 | 3849 | 3945 | 4044 | 4145 | 4248 | 4354 |
| A4 | 3656 | 3747 | 3841 | 3937 | 4035 | 4136 | 4239 | 4345 | 4454 | 4565 |
| A5 | 3835 | 3930 | 4029 | 4129 | 4233 | 4338 | 4447 | 4558 | 4672 | 4789 |
| A6 | 4027 | 4128 | 4231 | 4337 | 4445 | 4556 | 4670 | 4787 | 4907 | 5029 |
| A7 | 4063 | 4165 | 4269 | 4376 | 4485 | 4597 | 4712 | 4830 | 4951 | 5074 |
| A8 | 4226 | 4332 | 4440 | 4551 | 4665 | 4782 | 4901 | 5024 | 5149 | 5278 |
| A9 | 4435 | 4546 | 4659 | 4776 | 4895 | 5017 | 5143 | 5271 | 5403 | 5538 |
| A10 | 4656 | 4773 | 4892 | 5014 | 5140 | 5268 | 5400 | 5535 | 5673 | 5815 |
| A11 | 4888 | 5011 | 5136 | 5264 | 5396 | 5531 | 5669 | 5811 | 5956 | 6105 |
| A12 | 4951 | 5075 | 5202 | 5332 | 5465 | 5602 | 5742 | 5886 | 6033 | 6184 |
| A13 | 5128 | 5256 | 5388 | 5522 | 5661 | 5802 | 5947 | 6096 | 6248 | 6404 |
| A14 | 5381 | 5516 | 5654 | 5795 | 5940 | 6089 | 6241 | 6397 | 6557 | 6721 |
| A15 | 5646 | 5787 | 5932 | 6080 | 6232 | 6388 | 6548 | 6711 | 6879 | 7051 |
| A16 | 5923 | 6071 | 6223 | 6378 | 6538 | 6701 | 6869 | 7041 | 7217 | 7397 |
| A17 | 6216 | 6371 | 6530 | 6694 | 6861 | 7033 | 7208 | 7389 | 7573 | 7763 |
| A18 | 6521 | 6684 | 6851 | 7022 | 7198 | 7378 | 7562 | 7751 | 7945 | 8144 |
| A19 | 6842 | 7013 | 7188 | 7368 | 7552 | 7741 | 7934 | 8133 | 8336 | 8544 |
| A20 | 7181 | 7360 | 7544 | 7733 | 7926 | 8124 | 8327 | 8535 | 8749 | 8968 |
| A21 | 7535 | 7724 | 7917 | 8115 | 8317 | 8525 | 8739 | 8957 | 9181 | 9410 |
| A22 | 7908 | 8106 | 8308 | 8516 | 8729 | 8947 | 9171 | 9400 | 9635 | 9876 |
| A23 | 8299 | 8506 | 8719 | 8937 | 9160 | 9389 | 9624 | 9864 | 10111 | 10364 |
| A24 | 8711 | 8928 | 9152 | 9380 | 9615 | 9855 | 10102 | 10354 | 10613 | 10878 |

Compensation Schedule Effective

July 1, 2020

| Ranges | Association Steps | | | | | | | | | |
|--------|----------------------|------|------|------|------|-------|-------|-------|-------|-------|
| | A | B | C | D | E | F | G | H | I | J |
| A1 | 3248 | 3329 | 3413 | 3498 | 3585 | 3676 | 3767 | 3861 | 3958 | 4057 |
| A2 | 3404 | 3489 | 3576 | 3666 | 3758 | 3852 | 3948 | 4047 | 4148 | 4252 |
| A3 | 3574 | 3663 | 3755 | 3849 | 3945 | 4044 | 4145 | 4249 | 4354 | 4463 |
| A4 | 3747 | 3841 | 3937 | 4035 | 4136 | 4239 | 4345 | 4454 | 4565 | 4679 |
| A5 | 3931 | 4028 | 4130 | 4232 | 4339 | 4446 | 4558 | 4672 | 4789 | 4909 |
| A6 | 4128 | 4231 | 4337 | 4445 | 4556 | 4670 | 4787 | 4907 | 5030 | 5155 |
| A7 | 4165 | 4269 | 4376 | 4485 | 4597 | 4712 | 4830 | 4951 | 5075 | 5201 |
| A8 | 4332 | 4440 | 4551 | 4665 | 4782 | 4902 | 5024 | 5150 | 5278 | 5410 |
| A9 | 4546 | 4660 | 4775 | 4895 | 5017 | 5142 | 5272 | 5403 | 5538 | 5676 |
| A10 | 4772 | 4892 | 5014 | 5139 | 5269 | 5400 | 5535 | 5673 | 5815 | 5960 |
| A11 | 5010 | 5136 | 5264 | 5396 | 5531 | 5669 | 5811 | 5956 | 6105 | 6258 |
| A12 | 5075 | 5202 | 5332 | 5465 | 5602 | 5742 | 5886 | 6033 | 6184 | 6339 |
| A13 | 5256 | 5387 | 5523 | 5660 | 5803 | 5947 | 6096 | 6248 | 6404 | 6564 |
| A14 | 5516 | 5654 | 5795 | 5940 | 6089 | 6241 | 6397 | 6557 | 6721 | 6889 |
| A15 | 5787 | 5932 | 6080 | 6232 | 6388 | 6548 | 6712 | 6879 | 7051 | 7227 |
| A16 | 6071 | 6223 | 6379 | 6537 | 6701 | 6869 | 7041 | 7217 | 7397 | 7582 |
| A17 | 6371 | 6530 | 6693 | 6861 | 7033 | 7209 | 7388 | 7574 | 7762 | 7957 |
| A18 | 6684 | 6851 | 7022 | 7198 | 7378 | 7562 | 7751 | 7945 | 8144 | 8348 |
| A19 | 7013 | 7188 | 7368 | 7552 | 7741 | 7935 | 8132 | 8336 | 8544 | 8758 |
| A20 | 7361 | 7544 | 7733 | 7926 | 8124 | 8327 | 8535 | 8748 | 8968 | 9192 |
| A21 | 7723 | 7917 | 8115 | 8318 | 8525 | 8738 | 8957 | 9181 | 9411 | 9645 |
| A22 | 8106 | 8309 | 8516 | 8729 | 8947 | 9171 | 9400 | 9635 | 9876 | 10123 |
| A23 | 8506 | 8719 | 8937 | 9160 | 9389 | 9624 | 9865 | 10111 | 10364 | 10623 |
| A24 | 8929 | 9151 | 9381 | 9615 | 9855 | 10101 | 10355 | 10613 | 10878 | 11150 |

Compensation Schedule Effective

July 1, 2021

| Association Steps | | | | | | | | | | |
|----------------------|------|------|------|------|-------|-------|-------|-------|-------|-------|
| Ranges | A | B | C | D | E | F | G | H | I | J |
| A1 | 3329 | 3412 | 3498 | 3585 | 3675 | 3768 | 3861 | 3958 | 4057 | 4158 |
| A2 | 3489 | 3576 | 3665 | 3758 | 3852 | 3948 | 4047 | 4148 | 4252 | 4358 |
| A3 | 3663 | 3755 | 3849 | 3945 | 4044 | 4145 | 4249 | 4355 | 4463 | 4575 |
| A4 | 3841 | 3937 | 4035 | 4136 | 4239 | 4345 | 4454 | 4565 | 4679 | 4796 |
| A5 | 4029 | 4129 | 4233 | 4338 | 4447 | 4557 | 4672 | 4789 | 4909 | 5032 |
| A6 | 4231 | 4337 | 4445 | 4556 | 4670 | 4787 | 4907 | 5030 | 5156 | 5284 |
| A7 | 4269 | 4376 | 4485 | 4597 | 4712 | 4830 | 4951 | 5075 | 5202 | 5331 |
| A8 | 4440 | 4551 | 4665 | 4782 | 4902 | 5025 | 5150 | 5279 | 5410 | 5545 |
| A9 | 4660 | 4777 | 4894 | 5017 | 5142 | 5271 | 5404 | 5538 | 5676 | 5818 |
| A10 | 4891 | 5014 | 5139 | 5267 | 5401 | 5535 | 5673 | 5815 | 5960 | 6109 |
| A11 | 5135 | 5264 | 5396 | 5531 | 5669 | 5811 | 5956 | 6105 | 6258 | 6414 |
| A12 | 5202 | 5332 | 5465 | 5602 | 5742 | 5886 | 6033 | 6184 | 6339 | 6497 |
| A13 | 5387 | 5522 | 5661 | 5802 | 5948 | 6096 | 6248 | 6404 | 6564 | 6728 |
| A14 | 5654 | 5795 | 5940 | 6089 | 6241 | 6397 | 6557 | 6721 | 6889 | 7061 |
| A15 | 5932 | 6080 | 6232 | 6388 | 6548 | 6712 | 6880 | 7051 | 7227 | 7408 |
| A16 | 6223 | 6379 | 6538 | 6700 | 6869 | 7041 | 7217 | 7397 | 7582 | 7772 |
| A17 | 6530 | 6693 | 6860 | 7033 | 7209 | 7389 | 7573 | 7763 | 7956 | 8156 |
| A18 | 6851 | 7022 | 7198 | 7378 | 7562 | 7751 | 7945 | 8144 | 8348 | 8557 |
| A19 | 7188 | 7368 | 7552 | 7741 | 7935 | 8133 | 8335 | 8544 | 8758 | 8977 |
| A20 | 7545 | 7733 | 7926 | 8124 | 8327 | 8535 | 8748 | 8967 | 9192 | 9422 |
| A21 | 7916 | 8115 | 8318 | 8526 | 8738 | 8956 | 9181 | 9411 | 9646 | 9886 |
| A22 | 8309 | 8517 | 8729 | 8947 | 9171 | 9400 | 9635 | 9876 | 10123 | 10376 |
| A23 | 8719 | 8937 | 9160 | 9389 | 9624 | 9865 | 10112 | 10364 | 10623 | 10889 |
| A24 | 9152 | 9380 | 9616 | 9855 | 10101 | 10354 | 10614 | 10878 | 11150 | 11429 |

MANAGEMENT/CONFIDENTIAL
RANGE TABLES

**Compensation Schedule Effective
July 1, 2017**

| Confidential | | | | | | | | | | |
|---------------------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|
| Steps | | | | | | | | | | |
| Ranges | A | B | C | D | E | F | G | H | I | J |
| C1 | 3867 | 3963 | 4062 | 4164 | 4268 | 4375 | 4484 | 4596 | 4711 | 4829 |
| C2 | 4759 | 4878 | 5000 | 5125 | 5253 | 5385 | 5519 | 5657 | 5799 | 5944 |
| C3 | 6011 | 6174 | 6317 | 6472 | 6634 | 6802 | 6972 | 7144 | 7324 | 7507 |

**Compensation Schedule Effective
July 1, 2008**

| Management Steps | | | | | | | | | | |
|-------------------------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|
| Ranges | A | B | C | D | E | F | G | H | I | J |
| M1 | 5322 | 5474 | 5591 | 5729 | 5847 | 6020 | 6171 | 6325 | 6483 | 6645 |
| M2 | 6011 | 6174 | 6317 | 6472 | 6634 | 6802 | 6972 | 7144 | 7324 | 7507 |
| M3 | 7102 | 7279 | 7462 | 7649 | 7841 | 8037 | 8238 | 8445 | 8655 | 8871 |
| M4 | 8436 | 8562 | 8703 | 8852 | 9007 | 9175 | 9357 | 9548 | 9763 | 9989 |
| M5 | 9751 | 9957 | 10181 | 10417 | 10659 | 10909 | 11151 | 11382 | 11614 | 11781 |

SALARY SCHEDULES

CITY OF CUDAHY
SALARY SCHEDULE
EFFECTIVE DATE NOVEMBER 19, 2019

| TITLE | GROUP | RATE | RANGE | STEP A | STEP B | STEP C | STEP D | STEP E | STEP F | STEP G | STEP H | STEP I | STEP J |
|--|--------------|---------|-----------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|
| Account Clerk | PT | HOURLY | H10 | 18.15 | 19.06 | 20.01 | | | | | | | |
| Accounting Technician | CMEA | MONTHLY | A12 | 4951 | 5075 | 5202 | 5332 | 5465 | 5602 | 5742 | 5886 | 6033 | 6184 |
| Administrative Analyst | CONFIDENTIAL | MONTHLY | C1 | 3867 | 3963 | 4062 | 4164 | 4268 | 4375 | 4484 | 4596 | 4711 | 4829 |
| Administrative Assistant | CMEA | MONTHLY | A8 | 4226 | 4332 | 4440 | 4551 | 4665 | 4782 | 4901 | 5024 | 5149 | 5278 |
| Administrative Clerk | PT | HOURLY | H10 | 18.15 | 19.06 | 20.01 | | | | | | | |
| Administrative Intern | PT | HOURLY | H4 | 13.19 | 13.52 | 13.86 | | | | | | | |
| Assistant City Engineer | CMEA | MONTHLY | A20 | 7181 | 7360 | 7544 | 7733 | 7926 | 8124 | 8327 | 8535 | 8749 | 8968 |
| Assistant City Clerk | MGMT | MONTHLY | M2 | 6011 | 6174 | 6317 | 6472 | 6634 | 6802 | 6972 | 7144 | 7324 | 7507 |
| Assistant Engineer | CMEA | MONTHLY | A14 | 5381 | 5516 | 5654 | 5795 | 5940 | 6089 | 6241 | 6397 | 6557 | 6721 |
| Associate Engineer | CMEA | MONTHLY | A16 | 5923 | 6071 | 6223 | 6378 | 6538 | 6701 | 6869 | 7041 | 7217 | 7397 |
| Assistant Recreation Program Coordinator | CMEA | MONTHLY | A5 | 3835 | 3930 | 4029 | 4129 | 4233 | 4338 | 4447 | 4558 | 4672 | 4789 |
| City Council Member | ELECTED | MONTHLY | FLAT RATE | 483.60 | | | | | | | | | |
| City Clerk | APPOINTED | MONTHLY | FLAT RATE | 8270 | | | | | | | | | |
| City Manager | APPOINTED | MONTHLY | FLAT RATE | 16,250 | | | | | | | | | |
| City Treasurer | APPOINTED | MONTHLY | FLAT RATE | 5057 | | | | | | | | | |
| Community Development Manager | MGMT | MONTHLY | M3 | 7102 | 7279 | 7462 | 7649 | 7841 | 8037 | 8238 | 8445 | 8655 | 8871 |
| Community Preservation Officer | CMEA | MONTHLY | A8 | 4226 | 4332 | 4440 | 4551 | 4665 | 4782 | 4901 | 5024 | 5149 | 5278 |
| Community Preservation Technician | PT | HOURLY | H8 | 15.67 | 16.06 | 16.46 | | | | | | | |
| Deputy City Clerk | CONFIDENTIAL | MONTHLY | C2 | 4759 | 4878 | 5000 | 5125 | 5253 | 5385 | 5519 | 5657 | 5799 | 5944 |
| Finance Manager | MGMT | MONTHLY | M5 | 9751 | 9957 | 10181 | 10417 | 10659 | 10909 | 11151 | 11382 | 11614 | 11781 |
| Human Resources Manager | MGMT | MONTHLY | M3 | 7102 | 7279 | 7462 | 7649 | 7841 | 8037 | 8238 | 8445 | 8655 | 8871 |
| Human Resources Specialist | CONFIDENTIAL | MONTHLY | C3 | 6011 | 6174 | 6317 | 6472 | 6634 | 6802 | 6972 | 7144 | 7324 | 7507 |
| Junior Deputy City Clerk | CONFIDENTIAL | MONTHLY | C1 | 3867 | 3963 | 4062 | 4164 | 4268 | 4375 | 4484 | 4596 | 4711 | 4829 |
| Maintenance Aide | PT | HOURLY | H2 | 12.55 | 12.86 | 13.19 | | | | | | | |
| Maintenance Leader | CMEA | MONTHLY | A6 | 4027 | 4128 | 4231 | 4337 | 4445 | 4556 | 4670 | 4787 | 4907 | 5029 |
| Maintenance Superintendent | CMEA | MONTHLY | A11 | 4888 | 5011 | 5136 | 5264 | 5396 | 5531 | 5669 | 5811 | 5956 | 6105 |
| Maintenance Supervisor | CMEA | MONTHLY | A9 | 4435 | 4546 | 4659 | 4776 | 4895 | 5017 | 5143 | 5271 | 5403 | 5538 |
| Maintenance Worker | CMEA | MONTHLY | A3 | 3487 | 3574 | 3663 | 3755 | 3849 | 3945 | 4044 | 4145 | 4248 | 4354 |
| Municipal Enforcement Officer | PT | HOURLY | H6 | 14.20 | 14.55 | 14.92 | | | | | | | |
| Planning Assistant | CMEA | MONTHLY | A9 | 4435 | 4546 | 4659 | 4776 | 4895 | 5017 | 5143 | 5271 | 5403 | 5538 |
| Planning Associate | CMEA | MONTHLY | A10 | 4656 | 4773 | 4892 | 5014 | 5140 | 5268 | 5400 | 5535 | 5673 | 5815 |
| Planning Technician | PT | HOURLY | H7 | 14.92 | 15.29 | 15.67 | | | | | | | |
| Public Safety and Services Manager | MGMT | MONTHLY | M3 | 7102 | 7279 | 7462 | 7649 | 7841 | 8037 | 8238 | 8445 | 8655 | 8871 |
| Recreation Aide | PT | HOURLY | H1 | 12.00 | 12.55 | 12.87 | | | | | | | |
| Recreation Leader | PT | HOURLY | H2 | 12.55 | 12.86 | 13.19 | | | | | | | |
| Recreation Program Coordinator | CMEA | MONTHLY | A9 | 4435 | 4546 | 4659 | 4776 | 4895 | 5017 | 5143 | 5271 | 5403 | 5538 |
| Senior Accountant | CMEA | MONTHLY | A17 | 6216 | 6371 | 6530 | 6694 | 6861 | 7033 | 7208 | 7389 | 7573 | 7763 |
| Senior Community Preservation Officer | CMEA | MONTHLY | A9 | 4435 | 4546 | 4659 | 4776 | 4895 | 5017 | 5143 | 5271 | 5403 | 5538 |
| Senior Recreation Leader | PT | HOURLY | H3 | 12.86 | 13.19 | 13.52 | | | | | | | |

CITY OF CUDAHY
SALARY SCHEDULE
EFFECTIVE DATE JANUARY 1, 2020

| TITLE | GROUP | RATE | RANGE | STEP A | STEP B | STEP C | STEP D | STEP E | STEP F | STEP G | STEP H | STEP I | STEP J |
|--|--------------|---------|-----------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|
| Account Clerk | PT | HOURLY | H10 | 18.35 | 19.27 | 20.23 | | | | | | | |
| Accounting Technician | CMEA | MONTHLY | A12 | 4951 | 5075 | 5202 | 5332 | 5465 | 5602 | 5742 | 5886 | 6033 | 6184 |
| Administrative Analyst | CONFIDENTIAL | MONTHLY | C1 | 3867 | 3963 | 4062 | 4164 | 4268 | 4375 | 4484 | 4596 | 4711 | 4829 |
| Administrative Assistant | CMEA | MONTHLY | A8 | 4226 | 4332 | 4440 | 4551 | 4665 | 4782 | 4901 | 5024 | 5149 | 5278 |
| Administrative Clerk | PT | HOURLY | H10 | 18.35 | 19.27 | 20.23 | | | | | | | |
| Administrative Intern | PT | HOURLY | H4 | 15.05 | 15.80 | 16.59 | | | | | | | |
| Assistant City Engineer | CMEA | MONTHLY | A20 | 7181 | 7360 | 7544 | 7733 | 7926 | 8124 | 8327 | 8535 | 8749 | 8968 |
| Assistant City Clerk | MGMT | MONTHLY | M2 | 6011 | 6174 | 6317 | 6472 | 6634 | 6802 | 6972 | 7144 | 7324 | 7507 |
| Assistant Engineer | CMEA | MONTHLY | A14 | 5381 | 5516 | 5654 | 5795 | 5940 | 6089 | 6241 | 6397 | 6557 | 6721 |
| Associate Engineer | CMEA | MONTHLY | A16 | 5923 | 6071 | 6223 | 6378 | 6538 | 6701 | 6869 | 7041 | 7217 | 7397 |
| Assistant Recreation Program Coordinator | CMEA | MONTHLY | A5 | 3835 | 3930 | 4029 | 4129 | 4233 | 4338 | 4447 | 4558 | 4672 | 4789 |
| City Council Member | ELECTED | MONTHLY | FLAT RATE | 483.60 | | | | | | | | | |
| City Clerk | APPOINTED | MONTHLY | FLAT RATE | 8270 | | | | | | | | | |
| City Manager | APPOINTED | MONTHLY | FLAT RATE | 16,250 | | | | | | | | | |
| City Treasurer | APPOINTED | MONTHLY | FLAT RATE | 5057 | | | | | | | | | |
| Community Development Manager | MGMT | MONTHLY | M3 | 7102 | 7279 | 7462 | 7649 | 7841 | 8037 | 8238 | 8445 | 8655 | 8871 |
| Community Preservation Officer | CMEA | MONTHLY | A8 | 4226 | 4332 | 4440 | 4551 | 4665 | 4782 | 4901 | 5024 | 5149 | 5278 |
| Community Preservation Technician | PT | HOURLY | H8 | 17.46 | 17.90 | 18.35 | | | | | | | |
| Deputy City Clerk | C2 | MONTHLY | C2 | 4759 | 4878 | 5000 | 5125 | 5253 | 5385 | 5519 | 5657 | 5799 | 5944 |
| Finance Manager | MGMT | MONTHLY | M5 | 9751 | 9957 | 10181 | 10417 | 10659 | 10909 | 11151 | 11382 | 11614 | 11781 |
| Human Resources Manager | MGMT | MONTHLY | M3 | 7102 | 7279 | 7462 | 7649 | 7841 | 8037 | 8238 | 8445 | 8655 | 8871 |
| Human Resources Specialist | CONFIDENTIAL | MONTHLY | C3 | 6011 | 6174 | 6317 | 6472 | 6634 | 6802 | 6972 | 7144 | 7324 | 7507 |
| Junior Deputy City Clerk | CONFIDENTIAL | MONTHLY | C1 | 3867 | 3963 | 4062 | 4164 | 4268 | 4375 | 4484 | 4596 | 4711 | 4829 |
| Maintenance Aide | PT | HOURLY | H2 | 13.65 | 14.33 | 15.05 | | | | | | | |
| Maintenance Leader | CMEA | MONTHLY | A6 | 4027 | 4128 | 4231 | 4337 | 4445 | 4556 | 4670 | 4787 | 4907 | 5029 |
| Maintenance Superintendent | CMEA | MONTHLY | A11 | 4888 | 5011 | 5136 | 5264 | 5396 | 5531 | 5669 | 5811 | 5956 | 6105 |
| Maintenance Supervisor | CMEA | MONTHLY | A9 | 4435 | 4546 | 4659 | 4776 | 4895 | 5017 | 5143 | 5271 | 5403 | 5538 |
| Maintenance Worker | CMEA | MONTHLY | A3 | 3487 | 3574 | 3663 | 3755 | 3849 | 3945 | 4044 | 4145 | 4248 | 4354 |
| Municipal Enforcement Officer | PT | HOURLY | H6 | 16.20 | 16.61 | 17.03 | | | | | | | |
| Planning Assistant | CMEA | MONTHLY | A9 | 4435 | 4546 | 4659 | 4776 | 4895 | 5017 | 5143 | 5271 | 5403 | 5538 |
| Planning Associate | CMEA | MONTHLY | A10 | 4656 | 4773 | 4892 | 5014 | 5140 | 5268 | 5400 | 5535 | 5673 | 5815 |
| Planning Technician | PT | HOURLY | H7 | 16.61 | 17.03 | 17.46 | | | | | | | |
| Public Safety and Services Manager | MGMT | MONTHLY | M3 | 7102 | 7279 | 7462 | 7649 | 7841 | 8037 | 8238 | 8445 | 8655 | 8871 |
| Recreation Aide | PT | HOURLY | H1 | 13.00 | 13.65 | 14.33 | | | | | | | |
| Recreation Leader | PT | HOURLY | H2 | 13.65 | 14.33 | 15.05 | | | | | | | |
| Recreation Program Coordinator | CMEA | MONTHLY | A9 | 4435 | 4546 | 4659 | 4776 | 4895 | 5017 | 5143 | 5271 | 5403 | 5538 |
| Senior Accountant | CMEA | MONTHLY | A17 | 6216 | 6371 | 6530 | 6694 | 6861 | 7033 | 7208 | 7389 | 7573 | 7763 |
| Senior Community Preservation Officer | CMEA | MONTHLY | A9 | 4435 | 4546 | 4659 | 4776 | 4895 | 5017 | 5143 | 5271 | 5403 | 5538 |
| Senior Recreation Leader | PT | HOURLY | H3 | 14.33 | 15.05 | 15.80 | | | | | | | |



FRINGE BENEFITS AND SALARY PLAN
(Exhibit A to Resolution No. 19-XX)

Effective November 19, 2019

CITY OF CUDAHY CALIFORNIA

Incorporated November 10, 1960

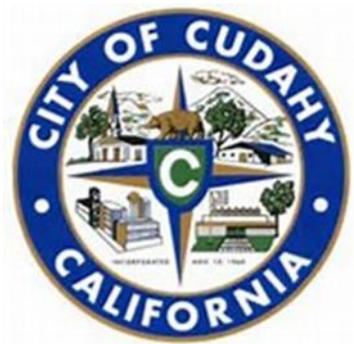


TABLE OF CONTENTS

| | |
|---|-----------|
| PART I – THE FRINGE BENEFIT PLAN | 6 |
| Section 1. Purpose..... | 6 |
| Section 2. Applicability..... | 6 |
| Section 3. Holidays | 7 |
| Section 4. Vacation..... | 9 |
| Section 5. Sick Leave..... | 10 |
| Section 6. Car Allowance..... | 11 |
| Section 7. Reimbursement for Expenses | 12 |
| Section 8. Health Insurance | 12 |
| Section 9. Health Insurance for Retirees | 14 |
| Section 10. Life Insurance..... | 15 |
| Section 11. Disability Insurance..... | 16 |
| Section 12. Dental Insurance | 17 |
| Section 13. Vision Insurance | 18 |
| Section 14. Deferred Compensation (457 or 401a) Plan..... | 19 |
| Section 15. Retirement Contribution | 20 |
| Section 16. Severance Allowance | 22 |
| Section 17. Relocation Allowance..... | 22 |
| Section 18. Uniform Allowance..... | 23 |
| Section 19. Cell Phone Stipend | 22 |
| Section 20. Bereavement Leave | 23 |
| Section 21. Miscellaneous Leaves of Absence..... | 24 |
| Section 22. Education Reimbursement | 25 |
| Section 24. The Extension of Benefits to Other Classifications | 26 |
| Section 25. Hourly Employees | 26 |
| PART II - THE SALARY PLAN | 29 |
| Section 1. Purpose | 29 |
| Section 2. The Classification Plan..... | 29 |
| Section 3. Basic Compensation Plan..... | 30 |
| Section 4. Pay Philosophy..... | 30 |
| Section 5. Plan Maintenance | 31 |
| Section 6. Eligibility for Salary Advancement | 31 |

| | |
|---|-----------|
| Section 7. Merit Ranges | 32 |
| Section 8. Compaction Rule..... | 33 |
| Section 9. Salaries Above Market Rate – Use of "Y" Rating Method..... | 33 |
| Section 10. Trainee Positions..... | 33 |
| Section 11. Salary Differentials/Stipends | 34 |
| a. (5%) Salary Differential | 34 |
| b. (10%) Salary Differential | 34 |
| c. Bi-lingual Pay..... | 34 |
| Section 12. Overtime..... | 36 |
| Section 13. Compensatory Time Off | 36 |
| Section 14. Executive Leave..... | 37 |
| Section 15. On-Call (Standby) Pay | 37 |
| Section 16. Call Back Pay..... | 37 |
| Section 17. Additional Approved Increases in Compensation and Changes to the Salary and Classification Plans | 38 |
| Section 18. The Provisions of This Plan Shall Be Operative on the Date of Its Adoption. | 38 |
| ADDENDUM: | 38 |
| 1. HOURLY RANGE TABLES | 38 |
| 2. ASSOCIATION RANGE TABLES | 38 |
| 3. MANAGEMENT/CONFIDENTIAL RANGE TABLES | 38 |
| 4. SALARY SCHEDULES | 38 |

**PART I
THE FRINGE BENEFITS
PLAN**

PART I – THE FRINGE BENEFIT PLAN

Section 1. Purpose

This Exhibit to Resolution No. 15-20 is enacted pursuant to Section 2.04.070 of the Cudahy Municipal Code to provide for the fringe benefits of City officers and employees.

The City of Cudahy has established a number of benefit programs for its eligible employees. This Plan does not restate all of the features of these benefit programs. The purpose of this Plan is to identify the coverage amounts, costs and limitations of specific benefits as applied and approved by the City Council for specific employee groups. Additional terms, conditions, and limitations regarding program eligibility and benefit entitlement are included in official plan documents, which, notwithstanding the foregoing, shall control in determining coverage amounts, costs and limitations of specific benefits. Additional administrative guidelines may also be found in the City's Personnel Rules, and other terms and conditions of employment within the Cudahy Miscellaneous Employees' Memoranda of Understanding. The Fringe Benefit and Salary Plan shall not change the nature of any employee's status as an at-will employee.

Section 2. Applicability

This exhibit defines the various benefits provided to City officers and employees. Each category covered herein indicates the specific group and/or classification of employee for which the benefit applies (e.g. Appointed Officials, Management/Confidential Employees, and Miscellaneous Employees).

Hourly employees shall not be entitled to any City benefits except as otherwise provided herein, and defined specifically under Section 23 below.

City employees with employment agreements shall only be entitled to those benefits and salary amounts identified in their individual employment agreements. The Fringe Benefits and Salary Plan identifies benefits and salaries of employees under employment agreements with the City for administrative convenience purposes only, and the Plan shall not supersede any employment agreement provisions or control the benefits and salary provided to employees with employment agreements with the City. To the extent that any benefits described herein conflict with the applicable employment agreement, and as the employment agreements and memorandums of understanding may be amended from time to time, the employment agreement controls.

Section 3. Holidays

a) Appointed Officials (Non-represented)

The City Clerk, City Treasurer and City Manager shall be entitled to the same holidays that Management/Confidential employees receive, unless changed by an amendment to this Resolution by the City Council.

Notwithstanding the above, provisions of an employment agreement shall supersede and control over any description of benefits/salary that may be contained in this Fringe Benefits and Salary Plan.

b) Management/Confidential Employees (Non-represented)

Management/Confidential employees shall be entitled to the same holidays that Miscellaneous employees are entitled to, unless changed by an amendment to this Resolution by the City Council.

c) Miscellaneous Employees (Cudahy Miscellaneous Employees' Association)¹

Every employee shall be entitled to the following paid holidays each year and such other as may be designated by action of the City Council:

1. New Year's Day – January 1st
2. Martin Luther King Jr. Day - The third Monday in January
3. President's Day - The third Monday in February
4. Cesar Chavez Day – March 31st
5. Memorial Day - The last Monday in May
6. Independence Day - July 4th
7. Labor Day - The first Monday in September
8. Veteran's Day – November 11th
9. Thanksgiving Day
10. Christmas Eve – December 24th
11. Christmas Day – December 25th
12. One Floating Holidays (Pro-rated for New Employees based on hire date)

The observance of holidays, work on a holiday, and other related rules as applied to holiday compensation shall be administered consistent with the City's Personnel Rules and as defined in the Cudahy Miscellaneous Employees' Association MOU.

If the Friday after Thanksgiving or Good Friday fall on a regularly scheduled work day, it shall be considered a designated holiday; alternatively, if the Friday after Thanksgiving or Good Friday fall on the employees day off, it shall not be considered a designated holiday.

¹ See Memorandum of Understanding By and Between Cudahy Miscellaneous Employees' Association and The City of Cudahy, July 1, 2015-June 30, 2019 (hereinafter "CMEA MOU"), pg. 15.

Section 4. Vacation

a) Appointed Officials (Non-represented)

The City Clerk and City Treasurer shall be entitled to the same Vacation benefits that Miscellaneous Employees are entitled to, including buy-back provisions unless changed by an amendment to this Resolution by the City Council.

The City Manager shall receive a maximum of eighty (80) hours of vacation leave per year, and may carry over unused leave from year to year, not to exceed a total of 320 hours, at which time accruals shall cease. On December 31st of each year, accumulated and unused vacation leave may be sold back to the City at the regular hourly rate, provided that fifty (50) hours of accrued vacation time remains on the books.

Notwithstanding the above, provisions of an employment agreement shall supersede and control over any description of benefits/salary that may be contained in this Fringe Benefits and Salary Plan.

b) Management/Confidential Employees (Non-represented)

Management/Confidential employees shall be entitled to the same Vacation benefits that Miscellaneous employees are entitled to including buy-back provisions, unless changed by an amendment to this Resolution by the City Council.

c) Miscellaneous Employees (Cudahy Miscellaneous Employees' Association)²

1) Accrual of Vacation Leave

Full-time employees shall accrue paid vacation leave on the following scheduled basis.

| <u>Years of Service</u> | <u>Hours Per Year</u> | <u>Bi-Weekly Accrual</u> | <u>Maximum Accrual</u> |
|-------------------------|-----------------------|--------------------------|------------------------|
| 0-5 | 80 | 3.077 hours | 160 hours |
| 6-10 | 120 | 4.616 hours | 240 hours |
| 11+ | 160 | 6.154 hours | 320 hours |

2) Vacation Buy Back

At the end of each calendar year, provided that fifty (50) hours of accrued vacation time remains on the books, employees may request pay in lieu of time off for accrued and unused vacation time. Upon separation from City employment, all accrued but unused vacation time is eligible to be sold back at full value based on the employee's rate of pay at the time of separation.

² See CMEA MOU, pp. 8-10.

3) Vacation Policy

Vacation Leave shall be administered consistent with the City's Personnel Rules and as defined in the Cudahy Miscellaneous Employees' Association MOU.

Section 5. Sick Leave

a) Appointed Officials (Non-represented)

The City Clerk, City Treasurer and City Manager shall be entitled to twelve (12) days of sick leave per year (96) hours, and may sell back at full rate of pay accrued but unused sick leave on the same terms and conditions as established for other employees, unless changed by an amendment to this Resolution by the City Council.

Notwithstanding the above, provisions of an employment agreement shall supersede and control over any description of benefits/salary that may be contained in this Fringe Benefits and Salary Plan.

b) Management/Confidential Employees (Non-represented)

Management/Confidential employees shall be entitled to the same Sick Leave benefits that Miscellaneous employees are entitled to, unless changed by an amendment to this Resolution by the City Council.

c) Miscellaneous Employees (Cudahy Miscellaneous Employees' Association)³

1) Accrual of Sick Leave

Employees shall be granted sick leave with pay at the rate based on the current number of hours the employee is regularly scheduled to work during a workday. For example, employees who are currently scheduled to work 10 hours during the workday will receive ten (10) hours of sick leave with pay for each full month of service. Any sick leave accrued but unused in any year shall be accumulated to a maximum accumulation of 480 hours.

The granting of any leave of absence without pay exceeding fifteen (15) consecutive calendar days shall cause the employees' normal rate of sick leave accumulation to be extended by the number of calendar days for which such leave of absence has been granted less the first fifteen (15) calendar days of such leave. Observed holidays occurring during sick leave shall not be counted as a day of sick leave.

2) Sick Leave Buy-Back

On July 1 of each year, employees may sell back at 50% value of the maximum 96 hours of sick leave that they have accrued but did not utilize during the previous fiscal year. This is subject to the condition that an employee must leave at least 58 hours of sick

³ See CMEA MOU pp. 10-11.

leave on the books prior to being eligible for any sick leave buy back. Sick leave buy-back shall be based on the employee's actual rate of pay on June 30 of the fiscal year in which it was accumulated. Employees who are eligible to sell back unused sick leave retain the option of maintaining all or a portion of their accumulated sick leave on the books. Upon retirement from employment with the city, all accumulated sick leave is eligible to be sold back at 50% value of the maximum of 192 hours of sick leave that they have accrued but did not utilize based on the employee's rate of pay at the time of separation.

3) Sick Leave Policy

The use of Sick Leave shall be administered consistent with the City's Personnel Rules and as defined in the Cudahy Miscellaneous Employees' Association MOU.

Section 6. Car Allowance

The City recognizes that various Appointed Officials and Department Heads may require extensive use of an automobile in the ordinary course of performing duties for the City. Accordingly, the City, as added compensation, shall provide an automobile allowance to the following classifications, in the amounts defined below, unless changed by an amendment to this Resolution by the City Council.

| <u>POSITION</u> | <u>MONTHLY AMOUNT</u> |
|------------------------------------|-----------------------|
| City Clerk | \$350.00 |
| City Manager | \$400.00 |
| City Treasurer | \$350.00 |
| Finance Manager | \$350.00 |
| Community Development Manager | \$350.00 |
| Public Safety and Services Manager | \$350.00 |
| Assistant City Clerk | \$350.00 |
| Human Resources Manager | \$350.00 |

Notwithstanding the above, provisions of an employment agreement shall supersede and control over any description of benefits/salary that may be contained in this Fringe Benefits and Salary Plan.

Section 7. Reimbursement for Expenses

The City will reimburse employees for reasonable and authorized expenses incurred on behalf of the City of Cudahy. All travel and other business expenses must be pre-approved by the department head and the City Manager, and must follow the Travel/Training Expense Policy and be reported within one (1) month from the time they are incurred. Every attempt will be made to issue reimbursement for approved expenses within two (2) weeks from the time the expense report forms received by Finance. Failure to report expenses in a timely manner may jeopardize timely reimbursement for expenses or lead to disciplinary action.

Employees shall be reimbursed for the use of their vehicle for City Business at the allowable IRS Standard Mileage Rate for each year. Employees shall be reimbursed upon submittal of a monthly reimbursement form with Department Head approval.

Section 8. Health Insurance

a) Appointed Officials (Non-represented)

For the City Treasurer and City Clerk, the City shall contribute towards the coverage in a health insurance program available through the Public Employees' Retirement System as provided under the Public Employees' Medical and Hospital Care Act. The City's maximum contribution shall be consistent with the contribution paid by the City for Management/Confidential employees, unless changed by an amendment to this Resolution by the City Council.

For the City Manager, the City shall contribute towards the coverage in a health insurance program available through the Public Employees' Retirement System as provided under the Public Employees' Medical and Hospital Care Act. The City's maximum contribution shall be 100% of plan cost for City Manager and Dependent's Coverage.

Notwithstanding the above, provisions of an employment agreement shall supersede and control over any description of benefits/salary that may be contained in this Fringe Benefits and Salary Plan.

b) Management/Confidential Employees (Non-represented)

For Management/Confidential Employees, the City shall contribute towards the coverage in a health insurance program as provided by the City. The City's maximum contribution shall be consistent with the contribution paid by the City for Miscellaneous employees, unless changed by an amendment to this Resolution by the City Council.

c) Miscellaneous Employees (Cudahy Miscellaneous Employees' Association)⁴

The City shall contribute toward the coverage of employees and their dependents in the medical insurance program available through the Public Employee's Retirement System as provided for under the Public Employee's Medical and Hospital Care Act as follows:

Effective upon MOU adoption, the City shall contribute an amount up to 100% of the coverage amount for the Kaiser Permanente plan that corresponds to the employee's coverage. For an employee with Blue Shield insurance, the City and employee shall equally share the difference between the Blue Shield plan and Kaiser Permanente plan monthly premium amount that corresponds to the employee's coverage where the Blue Shield plan monthly premium is higher than the Kaiser Permanente monthly premium.

⁴ See CMEA MOU p. 20.

Section 9. Health Insurance for Retirees

a) Vesting of Medical Benefits for Appointed Officials (Non-represented)

Appointed officials including the City Clerk, City Treasurer and City Manager may be eligible for vesting of medical benefits under the CalPERS Plan for life-time coverage, including spouse and eligible dependents consistent with CalPERS rules. The City's maximum contribution shall be that amount that is offered to top management employees, unless changed by an amendment to this Resolution by the City Council.

Appointed officials shall vest with life-time benefits for Dental Insurance and Vision Insurance upon the fifth anniversary of continuous service with the City. The City's maximum contribution shall be that amount that is offered to top management employees, unless changed by an amendment to this Resolution by the City Council.

Notwithstanding the above, provisions of an employment agreement shall supersede and control over any description of benefits/salary that may be contained in this Fringe Benefits and Salary Plan.

b) Vesting of Medical Benefits for Management/Confidential Employees (Non-represented)

Management/Confidential Employees may be eligible for vesting of medical benefits under the CalPERS Plan for life-time coverage, including spouse and eligible dependents consistent with CalPERS rules and upon retirement from the City of Cudahy. The City's maximum contribution shall be that amount that is offered to Miscellaneous employees, unless changed by an amendment to this Resolution by the City Council.

Management/Confidential Employees shall vest with life-time benefits for Dental Insurance and Vision Insurance upon the fifth anniversary of continuous service with the City. The City's maximum contribution shall be that amount that is offered to Miscellaneous employees, unless changed by an amendment to this Resolution by the City Council.

c) Vesting of Medical Benefits for Miscellaneous Employees (Cudahy Miscellaneous Employees' Association)

Miscellaneous Employees may be eligible for vesting of medical benefits under the CalPERS Plan for life-time coverage, including spouse and eligible dependents consistent with CalPERS rules. The City's maximum contribution is \$1,200.00 of the plan cost.

Section 10. Life Insurance

a) Appointed Officials (Non-represented)

The City Clerk and City Treasurer shall receive City paid term life insurance benefits that Miscellaneous employees are entitled to, unless changed by an amendment to this Resolution by the City Council.

The City Manager shall receive City paid term life insurance policy in the amount of \$1,000,000.00.

Notwithstanding the above, provisions of an employment agreement shall supersede and control over any description of benefits/salary that may be contained in this Fringe Benefits and Salary Plan.

b) Management/Confidential Employees (Non-represented)

Management/Confidential employees shall be entitled to the same life Insurance benefits that Miscellaneous employees are entitled to, unless changed by an amendment to this Resolution by the City Council.

c) Miscellaneous Employees (Cudahy Miscellaneous Employees' Association)⁵

Effective January 11, 2016, the City will provide a term life insurance policy in the amount of \$100,000 per employee. The premium for such insurance shall be paid by the City.

⁵ See CMEA MOU p. 21.

Section 11. Disability Insurance

a) Appointed Officials (Non-represented)

The City Manager, City Clerk, and City Treasurer shall receive a City paid Long Term Disability policy, unless changed by an amendment to this Resolution by the City Council.

Notwithstanding the above, provisions of an employment agreement shall supersede and control over any description of benefits/salary that may be contained in this Fringe Benefits and Salary Plan.

b) Management/Confidential Employees (Non-represented)

Management/Confidential employees shall be entitled to the same Disability Insurance benefits that miscellaneous employees are entitled to, unless changed by an amendment to this Resolution by the City Council.

c) Miscellaneous Employees (Cudahy Miscellaneous Employees' Association)⁶

The City will provide a sixty (60) day Long Term Disability policy. 100% of the premium coverage for such insurance shall be paid by the City.

Upon execution of the MOU, the City will immediately take steps to join the short-term disability insurance plan proposed and outlined by Keenan Associates as described in exhibit "B" of the agreement.

⁶ See CMEA MOU, p. 21.

Section 12. Dental Insurance

a) Appointed Officials (Non-represented)

For the City Clerk and City Treasurer, the City shall contribute towards the coverage in a dental insurance program as provided by the City. The City's maximum contribution shall be consistent with the contribution paid by the City for Management/Confidential employees, unless changed by an amendment to this Resolution by the City Council.

For the City Manager, the City shall contribute 100% towards the cost of the dental insurance plan as provided by the City for employee and eligible dependents.

Notwithstanding the above, provisions of an employment agreement shall supersede and control over any description of benefits/salary that may be contained in this Fringe Benefits and Salary Plan.

b) Management/Confidential Employees (Non-represented)

For Management/Confidential Employees, the City shall contribute towards the coverage in a dental insurance program as provided by the City. The City's maximum contribution shall be consistent with the contribution paid by the City for Miscellaneous employees, unless changed by an amendment to this Resolution by the City Council.

c) Miscellaneous Employees (Cudahy Miscellaneous Employees' Association)⁷

The City shall offer a dental plan for employees and their dependents. The City will contribute towards the purchase of said dental coverage if the employee elects coverage as follows:

Effective January 11, 2016, the City shall contribute an amount up to the average amount of the dental plans available that corresponds to the employee's coverage.

⁷ See CMEA MOU, pp. 20-21.

Section 13. Vision Insurance

a) Appointed Officials (Non-represented)

For the City Treasurer and City Clerk, the City shall contribute towards the coverage in a vision insurance program as provided by the City. The City's maximum contribution shall be consistent with the contribution paid by the City for Management/Confidential employees, unless changed by an amendment to this Resolution by the City Council.

For the City Manager, the City shall contribute 100% towards the cost of the vision insurance plan as provided by the City for employee and eligible dependents.

Notwithstanding the above, provisions of an employment agreement shall supersede and control over any description of benefits/salary that may be contained in this Fringe Benefits and Salary Plan.

b) Management/Confidential Employees (Non-represented)

For Management/Confidential Employees, the City shall contribute towards the coverage in a vision insurance program as provided by the City. The City's maximum contribution shall be consistent with the contribution paid by the City for Miscellaneous employees, unless changed by an amendment to this Resolution by the City Council.

c) Miscellaneous Employees (Cudahy Miscellaneous Employees' Association)⁸

For Miscellaneous Employees, the City shall offer vision care insurance for employees and their dependents. The City shall contribute towards the coverage in a vision insurance program as provided by the City. Effective January 11, 2016, the City shall contribute 100% of the coverage amount that corresponds to the employee's coverage.

⁸ See CMEA MOU, p. 21.

Section 14. Deferred Compensation (457 or 401a) Plan

a) Appointed Officials (Non-represented)

The City does not make a contribution to said Plan on behalf of employees.

Notwithstanding the above, provisions of an employment agreement shall supersede and control over any description of benefits/salary that may be contained in this Fringe Benefits and Salary Plan.

b) Management/Confidential Employees (Non-represented)

The City does not make a contribution to said Plan on behalf of employees.

c) Miscellaneous Employees (Cudahy Miscellaneous Employees' Association)

The City does not make a contribution to said Plan on behalf of employees.

Section 15. Retirement Contribution

Every full-time employee shall participate in the California Public Employees Retirement System (CalPERS) plan as adopted by the City Council, as well as part-time classes that are not formally excluded via the City's CalPERS contract. Hourly classes that are excluded via the City's CalPERS contract shall not be enrolled in the plan. Participation in the retirement plan continues until the employee terminates employment with the City for any reason, and shall then cease under the terms of said plan. An employee is vested after five (5) years and may be eligible for benefits from the CalPERS system.

a) First Tier Retirement Formula ("Classic Members"):

Effective July 1, 2008, the City amended the CalPERS contract to provide the benefit known as 2.7% at 55 retirement formula.

1) Miscellaneous Employees (Cudahy Miscellaneous Employees' Association)⁹

For unit members covered under the 2.7% at 55 retirement formula, who are defined as "classic members" under the Public Employees Reform Act of 2013 (PEPRA) (i.e. not defined as "new members" under Gov. Code section 7522.04(f):

Effective January 11, 2016 - Classic members shall pay 3% of "compensation earnable" as defined in Gov. Code section 20636, representing the members' employee's contribution to CalPERS. Effective July 1, 2016 – Classic members shall pay an additional 3% for a total of 6% of "compensation earnable" as defined in Gov. Code section 20636, representing the members' employee's contribution to CalPERS.

Effective July 1, 2017 – Classic members shall pay an additional 2% for a total of 8% of "compensation earnable" as defined in Gov. Code section 20636, representing the members' employee's contribution to CalPERS.

b) Second Tier Retirement Formula ("Classic Members"):

Effective October 16, 2011, the benefit known as 2% @ 60 retirement formula shall apply to employees hired or who become eligible for enrollment in the CalPERS Retirement Plan on or after the effective date of the City's contract amendment with CalPERS to implement this benefit. For unit members covered under this 2% at 60 retirement formula, who are defined as "classic members" under the PEPRA (i.e. not defined as "new members" under Gov. Code section 7522.04(f)), the City will only contribute the normal employer contribution, and the employee is responsible for paying the entire employee's contribution rate of 7% of "compensation earnable" as defined in Gov. Code section 20636.

⁹ See CMEA MOU, pp. 21-22.

- c) Third Tier Retirement Formula (“New Members”): Effective January 1, 2013, in accordance with the Public Employees’ Pension Reform Act (PEPRA) and Gov. Code section 7522.30, new employees hired on or after January 1, 2013 shall be enrolled in the benefit known as 2% @ 62 retirement formula. The City will only contribute the normal employer contribution, and the employee is responsible for paying the employee contribution of 50% of the total normal cost, as defined by CalPERS.
- d) Employer Paid Member Contributions (EPMC)
Should the City express interest in providing the EPMC benefit for any employee unit, a “me too” clause shall take effect for the Miscellaneous Unit.

Section 16. Severance Allowance

a) Appointed Officials (Non-represented)

For Appointed Officials, the City shall provide any specified severance allowance in accordance with the agreed upon terms of employment addressed in individual employment contracts.

b) Management/Confidential Employees (Non-represented)

For Management/Confidential employees, the City shall provide any specified severance allowance in accordance with the agreed upon terms of employment addressed in individual employment contracts.

Section 17. Relocation Allowance

a) Appointed Officials (Non-represented)

Relocation allowance may be provided within individual employment contracts, subject to approval by the City Council.

b) Management/Confidential Employees (Non-represented)

Relocation allowance may be provided within individual employment contracts, subject to approval by the City Council.

Section 18. Uniform Allowance

- a. Miscellaneous Employees (Cudahy Miscellaneous Employees' Association)¹⁰

The City shall purchase uniforms for designated employees as budgeted, but not to exceed \$500/year.

Section 19. Cell Phone Stipend

- a. Miscellaneous Employees (Cudahy Miscellaneous Employees' Association)¹¹

Employees who are not issued cell phones by the City and use their personal cell phones for minimal work-related use are eligible to receive a monthly stipend in the amount of \$20. Employees who believe they are eligible to receive the stipend shall make a request to the City Manager for the stipend. The City Manager or designee shall then decide whether the employee is eligible for the stipend.

The following City positions are issued cell phones by the City, and employees holding these positions are not eligible to receive the cell phone stipend: Maintenance Leader, Maintenance Supervisor, and Code Enforcement Officer.

Section 20. Bereavement Leave

The City shall provide bereavement leave to all full-time Appointed Officials, Management/Confidential Employees, and Miscellaneous employees¹².

Regular full-time employees are entitled to up to three (3) working days of leave, with pay, upon the death of an immediate family member, calculated at regular base rate, to arrange and attend the funeral.

The City shall administer the provisions of this benefit as defined in the Personnel Rules and the City of Cudahy Miscellaneous Employees' Association MOU. Management/Confidential Employees and Appointed Officials shall follow the same provisions and rules as provided to Miscellaneous employees for Bereavement Leave.

Notwithstanding the above, provisions of an employment agreement shall supersede and control over any description of benefits/salary that may be contained in this Fringe Benefits and Salary Plan.

¹⁰ See CMEA MOU, p. 24.

¹¹ See CMEA MOU, p. 25.

¹² See CMEA MOU, p. 12.

Section 21. Miscellaneous Leaves of Absence

The City shall provide leaves of absence policies for the following categories:

- a) Paid Bone Marrow or Organ Donor Leave
- b) Paid Time Off for Jury Duty/Witness Duty
- c) Time Off to Vote
- d) Family and Medical Leave (FMLA)/California Family Rights Leave (CFRA)
- e) Pregnancy Disability Leave (PDL)
- f) Work Related Disability Leave
- g) Medical Disability Leave
- h) Industrial Leave
- i) Military Duty Leave
- j) Military Family Leave
- k) Spousal/Registered Domestic Partner Military Leave
- l) School Activities and School Visits Leave
- m) Victims of Domestic Violence, Sexual Assault and Other Crimes Leave
- n) Volunteer Civil Service Leave
- o) Literacy Assistance Leave
- p) Personal Leave/

The City's personnel rules shall serve as the official policy related to eligibility and benefits for the above stated leaves. It is the intent of the City to comply with all state and federal laws related to leaves, and to the extent that state and federal laws provide a greater benefit, the City shall comply and provide such benefits to eligible employees.

Management/Confidential Employees and Appointed Officials shall follow the same provisions and rules as provided to Miscellaneous employees for under the section Leave of Absence Without Pay.

Notwithstanding the above, provisions of an employment agreement shall supersede and control over any description of benefits/salary that may be contained in this Fringe Benefits and Salary Plan.

Section 22. Education Reimbursement

a) Appointed Officials (Non-represented)

The City Clerk, City Treasurer and City Manager shall be entitled to education reimbursement on the same terms and conditions as established for Management/Confidential employees.

Notwithstanding the above, provisions of an employment agreement shall supersede and control over any description of benefits/salary that may be contained in this Fringe Benefits and Salary Plan.

b) Management/Confidential Employees (Non-represented)

The City shall reimburse Management/Confidential Employees for the cost of books and tuition for courses taken at any State College, State University, Community College or an approved accredited private college or university as approved by the City Manager.

c) Miscellaneous Employees (Cudahy Miscellaneous Employees' Association)¹³

The City will reimburse employees for 100% of the cost of books, materials, parking and tuition up to a maximum reimbursement equivalent to a part-time Cal State tuition per fiscal year for courses taken at any state college, state university, private university or community college, not to exceed \$5,000 per employee per year. Courses must be related to the job, to a potential promotional position, or to general educational requirements as approved by the City Manager upon recommendation of the Department Head. The City Manager or designee must approve all courses in advance in order for the employee to be eligible for the reimbursement.

The City is currently reviewing its education incentive policy City-wide. The City intends on providing the education incentive in a manner that is consistent across eligible employee groups. The CMEA may reopen negotiations during the term of the MOU as to the education incentive.

Section 23. Educational Seminars

a. Miscellaneous Employees (Cudahy Miscellaneous Employees' Association)¹⁴

Employees wishing to further their education through short-term courses or one-day seminars at City expense may do so but only with written Department Head approval. The City shall administer the terms of this provision as further defined under the Education Seminars section of the Cudahy Miscellaneous Employees' Association MOU.

¹³ See CMEA MOU, p. 22.

¹⁴ See CMEA MOU, p. 23.

Section 24. The Extension of Benefits to Other Classifications

a) Appointed Officials (Non-represented)

The fringe benefits set forth herein are minimum benefits; to the extent greater benefits are extended to other employees of the City, the City Clerk, City Treasurer and City Manager shall be entitled to such benefits. All provisions of the Cudahy Municipal Code, any Memorandum of Understanding with represented employees of the City, and the City's Personnel Rules that relate to fringe benefits as those provisions now exist, or hereinafter may be amended, shall apply to the City Clerk, City Treasurer, and City Manager in like manner as they apply to other employees of City.

Notwithstanding the above, provisions of an employment agreement shall supersede and control over any description of benefits/salary that may be contained in this Fringe Benefits and Salary Plan.

b) Management/Confidential Employees (Non-represented)

All Management/Confidential employees are entitled to and shall enjoy the specific fringe benefits as described and defined within each benefit provision.

Except as otherwise stated within any section of the Fringe Benefits and Salary Plan, all Management/Confidential employees are exempt from the City's Personnel Rules. All Management/Confidential employees are at-will employees.

Section 25. Hourly Employees

a) Eligibility for Benefits

Hourly employees shall not be entitled to any City benefits except as otherwise provided herein.

b) Paid Sick Leave Accrual

Hourly employees, including temporary, extra help, part-time, and seasonal employees who work 30 or more days within a year from when employment commences, shall be entitled to 24 hours of sick leave per fiscal year, effective July 1, 2015, and employees shall receive subsequent annual sick leave accruals of 24 hours added to their leave bank in January of each calendar year. Sick leave must be used in a minimum of 2 hour increments. Unused sick leave under this program may be carried over to the following year not to exceed an accrual cap of six (6) days/forty-eight (48) hours of sick leave. An employee may use no more than twenty-four (24) hours in any one year. Employees are entitled to request and use accrued paid sick days beginning on the 90th day of employment. The rate of pay shall be at the employee's regular hourly wage.

c) FICA Alternative Plan

Hourly employees shall be entitled to receive the City's 3.75% FICA alternative plan contribution in lieu of Social Security and/or participation in CalPERS.

PART II

THE SALARY PLAN

PART II - THE SALARY PLAN

Section 1. Purpose

This Exhibit to Resolution No. 15-20 is enacted pursuant to Section 2.04.070(2) of the Cudahy Municipal Code to provide for the compensation of City officers and employees and to conform to the principle of equal pay for equal work. Notwithstanding the foregoing, the terms of individual employment agreements shall control over the compensation amounts described in this Salary Plan when determining the salary of individual employees under contract with the City.

Section 2. The Classification Plan

The Classification Plan includes the allocation of class titles to salary ranges for City officers and employees under one Plan in which all positions substantially similar with respect to duties, authority, responsibility and working conditions are included within the same class, and that the same schedules of compensation be made to apply with equity under the working conditions to all positions in the same class.

The Classification Plan further includes the allocation of class titles to salary ranges for those employees which are designated as non-represented Management/Confidential employees who are exempt from the classified service. These exempt classes consist of persons appointed by the City Council, including the City Manager, City Clerk, and City Treasurer, and persons appointed by the City Manager, including department heads or designees, that serve in an "at will" capacity subject to the terms and conditions of an employment agreement, and are exempt from the classified service.

Non-classified positions are entitled to no more than the same benefits as provided to classified employees in a similar position and level in the organization. The Classification Plan as of the date of adoption of this Plan is hereby established as set forth in the addendum, referred to as the **Salary Schedule**, which is attached hereto and incorporated herein by reference. The Classification Plan shall not change the nature of any employee's status as an at-will employee.

Section 3. Basic Compensation Plan

The basic compensation plan for City officers and employees, as of the date of adoption of this Plan is hereby established as set forth in the Addendum, including the following:

- 1) Hourly Range Table
- 2) Association Range Table
- 3) Management/Confidential Range Table
- 4) Salary Schedule

The Salary Plan shall be referred to as the **Salary Schedule** which incorporates the allocation of ranges (defined in the range tables) to classifications, which is attached hereto and incorporated herein by reference.

Range tables for the Cudahy Municipal Employees' Association include steps with approximately 2.5% between steps.

Range tables for Appointed Officials (City Clerk, City Treasurer, and City Manager) have one step (flat rate).

Range tables for Management/Confidential include ten (10) steps with approximately 2.5% between steps.

Range tables for Hourly employees consist of one (1) to three (3) steps.

Section 4. Pay Philosophy

The City Council establishes a pay philosophy that the base pay of all positions shall be ideally set at the median pay provided by comparable cities of similar size, budget, staff, and geographic area, based on the City's financial ability to pay.

Section 5. Plan Maintenance

Increases to the Range tables and applied to the Salary Schedule are adopted and approved by the City Council via Resolution to amend the Fringe Benefit and Salary Plan.

Such recommended increases are negotiated between the City and the Cudahy Miscellaneous Employees' Association. The City Council may further take appropriate action to extend such increases to unrepresented Management/Confidential Employees, Appointed Officials including the City Clerk, City Treasurer and City Manager, and positions appointed by the City Manager.

In addition to negotiated increases, the City may take steps to maintain the Salary Plan by conducting regularly scheduled salary reviews and/or intermittent salary reviews as determined by changes in the labor market, and the need to compete for talent and/or retain current employees.

Section 6. Eligibility for Salary Advancement

a) Management/Confidential Employees (Non-represented)

Management/Confidential employees may receive the same considerations for salary advancement as provided to Miscellaneous Employees, at the City Manager's discretion.

b) Miscellaneous Employees (Cudahy Miscellaneous Employees' Association)¹⁵

Salary step increases shall be considered on a merit basis only, and at prescribed times as defined in the Personnel Rules and the Cudahy Municipal Employees' Association MOU.

Any employee receiving a promotion shall receive a salary increase consistent with the Personnel Rules and the Cudahy Municipal Employees' Association MOU.

¹⁵ See CMEA MOU, pp. 5-6.

Section 7. Merit Ranges

a) Appointed Officials and Management/Confidential Employees (Non-represented)

Appointed City Officials including the City Clerk, City Treasurer and City Manager, as well as non-represented Management/Confidential employees who serve in an at-will capacity and are exempt from the classified service, may, subject to the terms and conditions set forth below, be eligible to have his/her salary increased to a maximum of fifteen percent beyond the regularly assigned top step of his/her salary range or salary set forth in an existing contract. The City Manager shall have administrative authority to assign, create and maintain the merit range (pay band) to implement the provisions of this Section.

Such increase shall be subject to documentation of the eligible employee's outstanding performance, based on performance and achievement of previously defined goals. The City Manager shall solely determine placement within the merit range based on the employee's performance. Notwithstanding the foregoing, with regard to increases for the City Manager and other Officials appointed by the City Council, the City Council shall determine placement within the merit range based on the employee's performance, subject to the Appointed Official's employment agreement, if any.

The continuation of increases pursuant to the provisions of this Section shall not be automatic, and failure to sustain "outstanding performance" shall cause the employee's pay to revert to the regularly assigned step for his/her classification. An employee who fails to sustain "outstanding performance" shall have their compensation reduced to the "regular range", in accordance with this section, and at the City Manager's discretion for Management/Confidential classes, and the City Council's discretion for Appointed Officials. Salary for Appointed Officials/Management/Confidential employees who have an employment agreement with the City shall not be modified prior to an amendment to his/her employment agreement, unless the agreement permits the increase or decrease to be handled administratively.

The regular salary range shall constitute the regularly defined Steps in the Salary Range (A-J). The "merit range" shall constitute a "pay band" with a minimum rate set one dollar above the maximum of the "regular salary range" and the maximum set at an amount not to exceed fifteen percent beyond the regularly assigned top step of the salary range. The "pay band" shall be added to the Salary Schedule for the assigned non-represented Management/Confidential classifications and Appointed Officials when the increase is recommended by the City Manager or City Council.

In no case shall an employee receive additional merit compensation above the designated "merit range" as defined herein.

Eligibility for additional compensation granted to all employees as part of changes authorized by the City Council shall not be adversely affected by the employee's status in steps granted beyond the regularly assigned step pursuant to the provisions of this Section. Salaries granted pursuant to this provision shall be reported to PERS as compensation earned.

Notwithstanding the above, provisions of an employment agreement shall supersede and control over any description of salary that may be contained in this Fringe Benefits and Salary Plan

b) Miscellaneous Employees (Cudahy Miscellaneous Employees' Association)

As provided in the Cudahy Miscellaneous Employees' Association MOU, employees may be eligible for merit longevity compensation as continuing incentive to career employees upon achieving the "J" step and completing ten continuous years of service. Employees may be eligible for a 5% stipend above their base pay rate, and after twenty (20) years, the stipend shall increase to a total of 7.5% above the base pay rate. Such payment shall be granted with the approval of the city Manager to employees who continue to "Exceed Standards" as evidenced by the performance rating of such employee, which is defined as a comprehensive rating at or above the middle column of the current reporting form, or the equivalent rating on any revised reporting form. Merit Longevity may be removed by the City Manager when the employee's performance does not merit such additional compensation. The provisions of this section shall be administered in accordance with the specific language in the Cudahy Miscellaneous Employees' Association MOU.

Section 8. Compaction Rule

The top step of the salary range of any Management/Confidential classification shall be a minimum of two steps (approximately ten percent) above the top step of the closest subordinate classification, with the exception of those Management/Confidential classifications supervising specialized classifications which are highly compensated due to labor market conditions. In the case of highly compensated positions due to labor market conditions, employees may directly supervise a subordinate classification where the maximum salary range exceeds the supervisory class without the two step minimum (approximately ten percent). Subordinate classification shall be defined as any position classification in which there are employees who are supervised by the Management/Confidential employee.

Section 9. Salaries Above Market Rate – Use of "Y" Rating Method

The City Manager has the authority to implement a "Y" rating for employees whose range is found to exceed the market rate based on a salary survey. The employee in this case shall receive no increase in salary unless the maximum salary established by this Plan for their classifications exceeds the amount of their "Y" rate.

Section 10. Trainee Positions

The City Manager has the authority to establish a Trainee class for any class in the system. The salary range for Trainee classes shall be established with a salary range starting fifteen percent (15%) below the first step of the regular position and ending five percent (5%) below the first

step of the regular position. Employees who successfully complete the training program and meet the criteria for the higher level class, may be reclassified to the higher level class upon approval by the City Manager.

Section 11. Salary Differentials/Stipends

Exceptions shall be made to Sections 2 and 3 of this Plan as follows:

a. (5%) Salary Differential

After investigation and approval by the City Manager, a 5% Salary Differential shall be assigned to persons found to possess as a regular assignment such additional duties and responsibilities or whose positions entail certain hazards as to warrant additional compensation, which additional salary shall be limited to the following:

No current provisions

b. (10%) Salary Differential

After investigation and approval by the City Manager, a 10% Salary Differential shall be assigned to persons found to possess as a regular assignment such additional duties and responsibilities or whose positions entail certain hazards as to warrant additional compensation, which additional salary shall be limited to the following:

No current provisions

c. Bi-lingual Pay

1. Appointed Officials (Non-represented)

The City Clerk, City Treasurer and City Manager shall be entitled to the same compensation as provided to Management/Confidential employees, which shall be provided as a stipend rather than incorporated into base pay, when the positions have been designated as bi-lingual positions.

Notwithstanding the above, provisions of an employment agreement shall supersede and control over any description of benefits/salary that may be contained in this Fringe Benefits and Salary Plan.

2. Management/Confidential Employees (Non-represented)

Management/Confidential employees shall be entitled to the same compensation as provided to Miscellaneous employees, which shall be provided as a stipend rather than incorporated into base pay, when the positions have been designated as bi-lingual positions.

3. Miscellaneous Employees (Cudahy Miscellaneous Employees' Association)¹⁶

Approved and certified employees shall be compensated with a bilingual pay stipend in the amount of \$75.00 per month for oral translation duties, and \$125.00 per month for oral and written translations.

The provisions of this section shall be administered in accordance with the specific language in the Cudahy Miscellaneous Employees' Association MOU.

d. Temporary Upgrade – Acting Capacity

1. Miscellaneous Employees (Cudahy Miscellaneous Employees' Association)¹⁷

An employee who has been designated by the City to serve in an acting capacity for thirty (30) consecutive work days or more shall receive Step A of the pay range for the classification in which the employee is performing active duties, or a stipend of 5% above the base pay, whichever is greater. Service in an acting capacity shall not be used as a basis for, or in support of, a request for reclassification. The City Manager or designee may determine that a position filled pursuant to an acting assignment shall be filled based on a competitive process to afford an equal opportunity for internal/external candidates.

e. Temporary Upgrade – Work Out of Class

1. Miscellaneous Employees (Cudahy Miscellaneous Employees' Association)¹⁸

The City may temporarily assign employees to work out of classification. The selection of employees for an out-of-classification assignment shall be at the discretion of the City Manager or designee. A temporary out-of-class stipend of 5% above the employee's base pay shall be authorized with advance approval by the Department Head, upon consultation and approval from the City Manager or designee when an employee is designated and scheduled to work in an out-of-class assignment. Paid holidays shall be considered as days actually worked. Other forms of authorized leave such as sick leave, emergency leave and vacation shall not be considered as days actually worked.

¹⁶ See CMEA MOU, p. 19.

¹⁷ See CMEA MOU, pp. 7-8.

¹⁸ See CMEA MOU, p. 8.

Section 12. Overtime

The City's pay policy is intended to comply with the salary pay requirements of current State and Federal laws, and shall be construed in accordance with these laws and regulations. Further, the City shall administer the pay practices related to overtime consistent with the City's personnel rules and the Cudahy Miscellaneous Employees' Association MOU.

Non-exempt employees shall be paid for hours worked in accordance with all legal requirements. Overtime is calculated at one and one-half (1 ½) times the employee's regular base rate of pay for all time worked over 40 hours in one workweek. Hours paid that are not actually worked, such as holidays, sick days, and vacation hours do not count as hours worked when calculating weekly overtime.

a. Miscellaneous Employees – (Cudahy Miscellaneous Employee's Association)¹⁹

1. For all workweeks in which there is no designated holiday that falls during the workweek or a day in which the employee is sent home due to an unexpected City closure, or by management due to lack of work or an act of God, the employee shall be eligible for overtime pay (time and one half the employee's regular rate of pay as that term is used in the Fair Labor Standards Act) for time worked over 40 hours per workweek. In a workweek where there is a designated holiday that falls during the workweek or a day in which the employee is sent home due to an unexpected City closure, or by management due to lack of work or an act of God and is thus unable to work their regularly scheduled shift, and the employee has not taken any time off or leave during that same week (e.g. vacation, sick or other personal leave), the employee shall be eligible for overtime pay (time and one half) for time worked beyond the employee's scheduled shift(s) during that workweek.
2. When an employee is not regularly scheduled to work on Saturdays and Sundays the employee shall receive overtime pay (time and one-half) for all time worked on those days. When an employee works on a designated City holiday, the employee shall receive overtime pay (time and one half) for all time worked on the holiday.

Exempt employees are not entitled to receive overtime pay even though they may have to work hours beyond their normal schedule, as work demands require.

Section 13. Compensatory Time Off

a. Miscellaneous Employees – (Cudahy Miscellaneous Employee's Association)²⁰

The City's pay policy is intended to comply with the salary pay requirements of current State and Federal laws, and shall be construed in accordance with these laws and regulations. Further, the City shall administer the pay practices related to Compensatory Time consistent with the City's personnel rules and the Cudahy Miscellaneous Employees' Association MOU.

¹⁹ See CMEA MOU, pp. 16-17

²⁰ CMEA MOU, p. 18.

Compensatory time is an alternative method of overtime payment to non-exempt employees. In lieu of paying a non-exempt employee for overtime worked, employees may be granted compensatory time off at the overtime rate of one and one half (1 ½) for each hour of overtime worked. Employees shall have the option of receiving overtime pay for any overtime worked. Use of earned compensatory time off must be approved in advance by the Department Head or designee. The maximum accrual limit is 120 hours.

Section 14. Executive Leave

Management/Confidential employees shall be entitled to take three (3) days (27 hours) of executive leave per fiscal year. The three (3) days (27 hours) may not be carried over to the next fiscal year and their use must have the prior permission of the City Manager. This provision shall be administered in accordance with the City's Personnel Rules and the Cudahy Miscellaneous Employees' Association MOU.

Section 15. On-Call (Standby) Pay

a. Miscellaneous Employees – (Cudahy Miscellaneous Employee's Association)²¹

An employee who has been instructed by their direct supervisor to stand-by is free to use this time for their own benefit. Employees On-Call (Standby) shall receive two (2) hours of compensatory time for an assigned 24 consecutive hour shift, which will not be counted towards over-time calculations.

The City's pay policy is intended to comply with the salary pay requirements of current State and Federal laws, and shall be construed in accordance with these laws and regulations. Further, the City shall administer the pay practices related to On-Call (Standby) Pay consistent with the City's personnel rules and the Cudahy Miscellaneous Employees' Association MOU.

Section 16. Call Back Pay

a. Miscellaneous Employees – (Cudahy Miscellaneous Employee's Association)²²

Call back duty occurs when an employee is called back in to work after their regular shift has ended. An employee called back to duty shall be paid a minimum of two (2) hours of compensatory time at a rate equal to time and one-half (1 ½) the regular hourly pay rate, and for actual hours worked at time and one-half the regular hourly pay rate, if hours worked exceeds two (2).

²¹ CMEA MOU, p. 18.

²² CMEA MOU, p. 19.

The City's pay policy is intended to comply with the salary pay requirements of current State and Federal laws, and shall be construed in accordance with these laws and regulations. Further, the City shall administer the pay practices related to Call Back Pay consistent with the City's personnel rules and the Cudahy Miscellaneous Employees' Association MOU.

Section 17. Additional Approved Increases in Compensation and Changes to the Salary and Classification Plans

a. Miscellaneous Employees – (Cudahy Miscellaneous Employee's Association)²³

All members shall receive:

- A 2% increase to their base rate effective July 1, 2019;
- A 2% increase to their base rate effective July 1, 2020; and
- A 2.5% increase to their base rate effective July 1 2021.

Section 18. The Provisions of This Plan Shall Be Operative on the Date of Its Adoption.

ADDENDUM:

1. HOURLY RANGE TABLES
2. ASSOCIATION RANGE TABLES
3. MANAGEMENT/CONFIDENTIAL RANGE TABLES
4. SALARY SCHEDULES

²³ CMEA MOU, p. 5.

HOURLY RANGE TABLES

**Compensation Schedule Effective
January 1, 2019**

| Hourly Steps | | | |
|---------------------|----------|----------|----------|
| Ranges | A | B | C |
| H1 | 12.00 | 12.55 | 12.87 |
| H2 | 12.55 | 12.86 | 13.19 |
| H3 | 12.86 | 13.19 | 13.52 |
| H4 | 13.19 | 13.52 | 13.86 |
| H5 | 13.52 | 13.86 | 14.20 |
| H6 | 14.20 | 14.55 | 14.92 |
| H7 | 14.92 | 15.29 | 15.67 |
| H8 | 15.67 | 16.06 | 16.46 |
| H9 | 16.46 | 17.28 | 18.15 |
| H10 | 18.15 | 19.06 | 20.01 |

| | |
|-----------------------------------|------------|
| Account Clerk | H10 |
| Administrative Clerk | H10 |
| Administrative Intern | H5 |
| Community Preservation Technician | H8 |
| Maintenance Aide | H2 |
| Municipal Enforcement Officer | H6 |
| Planning Technician | H7 |
| Recreation Aide | H1 |
| Recreation Leader | H3 |
| Sr. Recreation Leader | H4 |

**Compensation Schedule Effective
January 1, 2020**

| Hourly Steps | | | |
|---------------------|----------|----------|----------|
| Ranges | A | B | C |
| H1 | 13.00 | 13.65 | 14.33 |
| H2 | 13.65 | 14.33 | 15.05 |
| H3 | 14.33 | 15.05 | 15.80 |
| H4 | 15.05 | 15.80 | 16.59 |
| H5 | 15.80 | 16.20 | 16.61 |
| H6 | 16.20 | 16.61 | 17.03 |
| H7 | 16.61 | 17.03 | 17.46 |
| H8 | 17.46 | 17.90 | 18.35 |
| H9 | 17.90 | 18.35 | 18.81 |
| H10 | 18.35 | 19.27 | 20.23 |

| | |
|-----------------------------------|------------|
| Account Clerk | H10 |
| Administrative Clerk | H10 |
| Administrative Intern | H5 |
| Community Preservation Technician | H8 |
| Maintenance Aide | H2 |
| Municipal Enforcement Officer | H6 |
| Planning Technician | H7 |
| Recreation Aide | H1 |
| Recreation Leader | H3 |
| Sr. Recreation Leader | H4 |

ASSOCIATION RANGE TABLES

Compensation Schedule Effective

July 1, 2019

| Ranges | Association Steps | | | | | | | | | |
|--------|----------------------|------|------|------|------|------|-------|-------|-------|-------|
| | A | B | C | D | E | F | G | H | I | J |
| A1 | 3169 | 3248 | 3330 | 3413 | 3498 | 3586 | 3675 | 3767 | 3861 | 3958 |
| A2 | 3321 | 3404 | 3489 | 3577 | 3666 | 3758 | 3852 | 3948 | 4047 | 4148 |
| A3 | 3487 | 3574 | 3663 | 3755 | 3849 | 3945 | 4044 | 4145 | 4248 | 4354 |
| A4 | 3656 | 3747 | 3841 | 3937 | 4035 | 4136 | 4239 | 4345 | 4454 | 4565 |
| A5 | 3835 | 3930 | 4029 | 4129 | 4233 | 4338 | 4447 | 4558 | 4672 | 4789 |
| A6 | 4027 | 4128 | 4231 | 4337 | 4445 | 4556 | 4670 | 4787 | 4907 | 5029 |
| A7 | 4063 | 4165 | 4269 | 4376 | 4485 | 4597 | 4712 | 4830 | 4951 | 5074 |
| A8 | 4226 | 4332 | 4440 | 4551 | 4665 | 4782 | 4901 | 5024 | 5149 | 5278 |
| A9 | 4435 | 4546 | 4659 | 4776 | 4895 | 5017 | 5143 | 5271 | 5403 | 5538 |
| A10 | 4656 | 4773 | 4892 | 5014 | 5140 | 5268 | 5400 | 5535 | 5673 | 5815 |
| A11 | 4888 | 5011 | 5136 | 5264 | 5396 | 5531 | 5669 | 5811 | 5956 | 6105 |
| A12 | 4951 | 5075 | 5202 | 5332 | 5465 | 5602 | 5742 | 5886 | 6033 | 6184 |
| A13 | 5128 | 5256 | 5388 | 5522 | 5661 | 5802 | 5947 | 6096 | 6248 | 6404 |
| A14 | 5381 | 5516 | 5654 | 5795 | 5940 | 6089 | 6241 | 6397 | 6557 | 6721 |
| A15 | 5646 | 5787 | 5932 | 6080 | 6232 | 6388 | 6548 | 6711 | 6879 | 7051 |
| A16 | 5923 | 6071 | 6223 | 6378 | 6538 | 6701 | 6869 | 7041 | 7217 | 7397 |
| A17 | 6216 | 6371 | 6530 | 6694 | 6861 | 7033 | 7208 | 7389 | 7573 | 7763 |
| A18 | 6521 | 6684 | 6851 | 7022 | 7198 | 7378 | 7562 | 7751 | 7945 | 8144 |
| A19 | 6842 | 7013 | 7188 | 7368 | 7552 | 7741 | 7934 | 8133 | 8336 | 8544 |
| A20 | 7181 | 7360 | 7544 | 7733 | 7926 | 8124 | 8327 | 8535 | 8749 | 8968 |
| A21 | 7535 | 7724 | 7917 | 8115 | 8317 | 8525 | 8739 | 8957 | 9181 | 9410 |
| A22 | 7908 | 8106 | 8308 | 8516 | 8729 | 8947 | 9171 | 9400 | 9635 | 9876 |
| A23 | 8299 | 8506 | 8719 | 8937 | 9160 | 9389 | 9624 | 9864 | 10111 | 10364 |
| A24 | 8711 | 8928 | 9152 | 9380 | 9615 | 9855 | 10102 | 10354 | 10613 | 10878 |

Compensation Schedule Effective

July 1, 2020

| Ranges | Association Steps | | | | | | | | | |
|--------|----------------------|------|------|------|------|-------|-------|-------|-------|-------|
| | A | B | C | D | E | F | G | H | I | J |
| A1 | 3248 | 3329 | 3413 | 3498 | 3585 | 3676 | 3767 | 3861 | 3958 | 4057 |
| A2 | 3404 | 3489 | 3576 | 3666 | 3758 | 3852 | 3948 | 4047 | 4148 | 4252 |
| A3 | 3574 | 3663 | 3755 | 3849 | 3945 | 4044 | 4145 | 4249 | 4354 | 4463 |
| A4 | 3747 | 3841 | 3937 | 4035 | 4136 | 4239 | 4345 | 4454 | 4565 | 4679 |
| A5 | 3931 | 4028 | 4130 | 4232 | 4339 | 4446 | 4558 | 4672 | 4789 | 4909 |
| A6 | 4128 | 4231 | 4337 | 4445 | 4556 | 4670 | 4787 | 4907 | 5030 | 5155 |
| A7 | 4165 | 4269 | 4376 | 4485 | 4597 | 4712 | 4830 | 4951 | 5075 | 5201 |
| A8 | 4332 | 4440 | 4551 | 4665 | 4782 | 4902 | 5024 | 5150 | 5278 | 5410 |
| A9 | 4546 | 4660 | 4775 | 4895 | 5017 | 5142 | 5272 | 5403 | 5538 | 5676 |
| A10 | 4772 | 4892 | 5014 | 5139 | 5269 | 5400 | 5535 | 5673 | 5815 | 5960 |
| A11 | 5010 | 5136 | 5264 | 5396 | 5531 | 5669 | 5811 | 5956 | 6105 | 6258 |
| A12 | 5075 | 5202 | 5332 | 5465 | 5602 | 5742 | 5886 | 6033 | 6184 | 6339 |
| A13 | 5256 | 5387 | 5523 | 5660 | 5803 | 5947 | 6096 | 6248 | 6404 | 6564 |
| A14 | 5516 | 5654 | 5795 | 5940 | 6089 | 6241 | 6397 | 6557 | 6721 | 6889 |
| A15 | 5787 | 5932 | 6080 | 6232 | 6388 | 6548 | 6712 | 6879 | 7051 | 7227 |
| A16 | 6071 | 6223 | 6379 | 6537 | 6701 | 6869 | 7041 | 7217 | 7397 | 7582 |
| A17 | 6371 | 6530 | 6693 | 6861 | 7033 | 7209 | 7388 | 7574 | 7762 | 7957 |
| A18 | 6684 | 6851 | 7022 | 7198 | 7378 | 7562 | 7751 | 7945 | 8144 | 8348 |
| A19 | 7013 | 7188 | 7368 | 7552 | 7741 | 7935 | 8132 | 8336 | 8544 | 8758 |
| A20 | 7361 | 7544 | 7733 | 7926 | 8124 | 8327 | 8535 | 8748 | 8968 | 9192 |
| A21 | 7723 | 7917 | 8115 | 8318 | 8525 | 8738 | 8957 | 9181 | 9411 | 9645 |
| A22 | 8106 | 8309 | 8516 | 8729 | 8947 | 9171 | 9400 | 9635 | 9876 | 10123 |
| A23 | 8506 | 8719 | 8937 | 9160 | 9389 | 9624 | 9865 | 10111 | 10364 | 10623 |
| A24 | 8929 | 9151 | 9381 | 9615 | 9855 | 10101 | 10355 | 10613 | 10878 | 11150 |

Compensation Schedule Effective

July 1, 2021

| Association Steps | | | | | | | | | | |
|------------------------------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|
| Ranges | A | B | C | D | E | F | G | H | I | J |
| A1 | 3329 | 3412 | 3498 | 3585 | 3675 | 3768 | 3861 | 3958 | 4057 | 4158 |
| A2 | 3489 | 3576 | 3665 | 3758 | 3852 | 3948 | 4047 | 4148 | 4252 | 4358 |
| A3 | 3663 | 3755 | 3849 | 3945 | 4044 | 4145 | 4249 | 4355 | 4463 | 4575 |
| A4 | 3841 | 3937 | 4035 | 4136 | 4239 | 4345 | 4454 | 4565 | 4679 | 4796 |
| A5 | 4029 | 4129 | 4233 | 4338 | 4447 | 4557 | 4672 | 4789 | 4909 | 5032 |
| A6 | 4231 | 4337 | 4445 | 4556 | 4670 | 4787 | 4907 | 5030 | 5156 | 5284 |
| A7 | 4269 | 4376 | 4485 | 4597 | 4712 | 4830 | 4951 | 5075 | 5202 | 5331 |
| A8 | 4440 | 4551 | 4665 | 4782 | 4902 | 5025 | 5150 | 5279 | 5410 | 5545 |
| A9 | 4660 | 4777 | 4894 | 5017 | 5142 | 5271 | 5404 | 5538 | 5676 | 5818 |
| A10 | 4891 | 5014 | 5139 | 5267 | 5401 | 5535 | 5673 | 5815 | 5960 | 6109 |
| A11 | 5135 | 5264 | 5396 | 5531 | 5669 | 5811 | 5956 | 6105 | 6258 | 6414 |
| A12 | 5202 | 5332 | 5465 | 5602 | 5742 | 5886 | 6033 | 6184 | 6339 | 6497 |
| A13 | 5387 | 5522 | 5661 | 5802 | 5948 | 6096 | 6248 | 6404 | 6564 | 6728 |
| A14 | 5654 | 5795 | 5940 | 6089 | 6241 | 6397 | 6557 | 6721 | 6889 | 7061 |
| A15 | 5932 | 6080 | 6232 | 6388 | 6548 | 6712 | 6880 | 7051 | 7227 | 7408 |
| A16 | 6223 | 6379 | 6538 | 6700 | 6869 | 7041 | 7217 | 7397 | 7582 | 7772 |
| A17 | 6530 | 6693 | 6860 | 7033 | 7209 | 7389 | 7573 | 7763 | 7956 | 8156 |
| A18 | 6851 | 7022 | 7198 | 7378 | 7562 | 7751 | 7945 | 8144 | 8348 | 8557 |
| A19 | 7188 | 7368 | 7552 | 7741 | 7935 | 8133 | 8335 | 8544 | 8758 | 8977 |
| A20 | 7545 | 7733 | 7926 | 8124 | 8327 | 8535 | 8748 | 8967 | 9192 | 9422 |
| A21 | 7916 | 8115 | 8318 | 8526 | 8738 | 8956 | 9181 | 9411 | 9646 | 9886 |
| A22 | 8309 | 8517 | 8729 | 8947 | 9171 | 9400 | 9635 | 9876 | 10123 | 10376 |
| A23 | 8719 | 8937 | 9160 | 9389 | 9624 | 9865 | 10112 | 10364 | 10623 | 10889 |
| A24 | 9152 | 9380 | 9616 | 9855 | 10101 | 10354 | 10614 | 10878 | 11150 | 11429 |

MANAGEMENT/CONFIDENTIAL
RANGE TABLES

**Compensation Schedule Effective
July 1, 2017**

| Confidential | | | | | | | | | | |
|---------------------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|
| Steps | | | | | | | | | | |
| Ranges | A | B | C | D | E | F | G | H | I | J |
| C1 | 3867 | 3963 | 4062 | 4164 | 4268 | 4375 | 4484 | 4596 | 4711 | 4829 |
| C2 | 4759 | 4878 | 5000 | 5125 | 5253 | 5385 | 5519 | 5657 | 5799 | 5944 |
| C3 | 6011 | 6174 | 6317 | 6472 | 6634 | 6802 | 6972 | 7144 | 7324 | 7507 |

**Compensation Schedule Effective
July 1, 2008**

| Management Steps | | | | | | | | | | |
|-------------------------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|
| Ranges | A | B | C | D | E | F | G | H | I | J |
| M1 | 5322 | 5474 | 5591 | 5729 | 5847 | 6020 | 6171 | 6325 | 6483 | 6645 |
| M2 | 6011 | 6174 | 6317 | 6472 | 6634 | 6802 | 6972 | 7144 | 7324 | 7507 |
| M3 | 7102 | 7279 | 7462 | 7649 | 7841 | 8037 | 8238 | 8445 | 8655 | 8871 |
| M4 | 8436 | 8562 | 8703 | 8852 | 9007 | 9175 | 9357 | 9548 | 9763 | 9989 |
| M5 | 9751 | 9957 | 10181 | 10417 | 10659 | 10909 | 11151 | 11382 | 11614 | 11781 |

SALARY SCHEDULES

CITY OF CUDAHY
SALARY SCHEDULE
EFFECTIVE DATE NOVEMBER 19, 2019

| TITLE | GROUP | RATE | RANGE | STEP A | STEP B | STEP C | STEP D | STEP E | STEP F | STEP G | STEP H | STEP I | STEP J |
|--|--------------|---------|-----------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|
| Account Clerk | PT | HOURLY | H10 | 18.15 | 19.06 | 20.01 | | | | | | | |
| Accounting Technician | CMEA | MONTHLY | A12 | 4951 | 5075 | 5202 | 5332 | 5465 | 5602 | 5742 | 5886 | 6033 | 6184 |
| Administrative Analyst | CONFIDENTIAL | MONTHLY | C1 | 3867 | 3963 | 4062 | 4164 | 4268 | 4375 | 4484 | 4596 | 4711 | 4829 |
| Administrative Assistant | CMEA | MONTHLY | A8 | 4226 | 4332 | 4440 | 4551 | 4665 | 4782 | 4901 | 5024 | 5149 | 5278 |
| Administrative Clerk | PT | HOURLY | H10 | 18.15 | 19.06 | 20.01 | | | | | | | |
| Administrative Intern | PT | HOURLY | H4 | 13.19 | 13.52 | 13.86 | | | | | | | |
| Assistant City Engineer | CMEA | MONTHLY | A20 | 7181 | 7360 | 7544 | 7733 | 7926 | 8124 | 8327 | 8535 | 8749 | 8968 |
| Assistant City Clerk | MGMT | MONTHLY | M2 | 6011 | 6174 | 6317 | 6472 | 6634 | 6802 | 6972 | 7144 | 7324 | 7507 |
| Assistant Engineer | CMEA | MONTHLY | A14 | 5381 | 5516 | 5654 | 5795 | 5940 | 6089 | 6241 | 6397 | 6557 | 6721 |
| Associate Engineer | CMEA | MONTHLY | A16 | 5923 | 6071 | 6223 | 6378 | 6538 | 6701 | 6869 | 7041 | 7217 | 7397 |
| Assistant Recreation Program Coordinator | CMEA | MONTHLY | A5 | 3835 | 3930 | 4029 | 4129 | 4233 | 4338 | 4447 | 4558 | 4672 | 4789 |
| City Council Member | ELECTED | MONTHLY | FLAT RATE | 483.60 | | | | | | | | | |
| City Clerk | APPOINTED | MONTHLY | FLAT RATE | 8270 | | | | | | | | | |
| City Manager | APPOINTED | MONTHLY | FLAT RATE | 16,250 | | | | | | | | | |
| City Treasurer | APPOINTED | MONTHLY | FLAT RATE | 5057 | | | | | | | | | |
| Community Development Manager | MGMT | MONTHLY | M3 | 7102 | 7279 | 7462 | 7649 | 7841 | 8037 | 8238 | 8445 | 8655 | 8871 |
| Community Preservation Officer | CMEA | MONTHLY | A8 | 4226 | 4332 | 4440 | 4551 | 4665 | 4782 | 4901 | 5024 | 5149 | 5278 |
| Community Preservation Technician | PT | HOURLY | H8 | 15.67 | 16.06 | 16.46 | | | | | | | |
| Deputy City Clerk | CONFIDENTIAL | MONTHLY | C2 | 4759 | 4878 | 5000 | 5125 | 5253 | 5385 | 5519 | 5657 | 5799 | 5944 |
| Finance Manager | MGMT | MONTHLY | M5 | 9751 | 9957 | 10181 | 10417 | 10659 | 10909 | 11151 | 11382 | 11614 | 11781 |
| Human Resources Manager | MGMT | MONTHLY | M3 | 7102 | 7279 | 7462 | 7649 | 7841 | 8037 | 8238 | 8445 | 8655 | 8871 |
| Human Resources Specialist | CONFIDENTIAL | MONTHLY | C3 | 6011 | 6174 | 6317 | 6472 | 6634 | 6802 | 6972 | 7144 | 7324 | 7507 |
| Junior Deputy City Clerk | CONFIDENTIAL | MONTHLY | C1 | 3867 | 3963 | 4062 | 4164 | 4268 | 4375 | 4484 | 4596 | 4711 | 4829 |
| Maintenance Aide | PT | HOURLY | H2 | 12.55 | 12.86 | 13.19 | | | | | | | |
| Maintenance Leader | CMEA | MONTHLY | A6 | 4027 | 4128 | 4231 | 4337 | 4445 | 4556 | 4670 | 4787 | 4907 | 5029 |
| Maintenance Superintendent | CMEA | MONTHLY | A11 | 4888 | 5011 | 5136 | 5264 | 5396 | 5531 | 5669 | 5811 | 5956 | 6105 |
| Maintenance Supervisor | CMEA | MONTHLY | A9 | 4435 | 4546 | 4659 | 4776 | 4895 | 5017 | 5143 | 5271 | 5403 | 5538 |
| Maintenance Worker | CMEA | MONTHLY | A3 | 3487 | 3574 | 3663 | 3755 | 3849 | 3945 | 4044 | 4145 | 4248 | 4354 |
| Municipal Enforcement Officer | PT | HOURLY | H6 | 14.20 | 14.55 | 14.92 | | | | | | | |
| Planning Assistant | CMEA | MONTHLY | A9 | 4435 | 4546 | 4659 | 4776 | 4895 | 5017 | 5143 | 5271 | 5403 | 5538 |
| Planning Associate | CMEA | MONTHLY | A10 | 4656 | 4773 | 4892 | 5014 | 5140 | 5268 | 5400 | 5535 | 5673 | 5815 |
| Planning Technician | PT | HOURLY | H7 | 14.92 | 15.29 | 15.67 | | | | | | | |
| Public Safety and Services Manager | MGMT | MONTHLY | M3 | 7102 | 7279 | 7462 | 7649 | 7841 | 8037 | 8238 | 8445 | 8655 | 8871 |
| Recreation Aide | PT | HOURLY | H1 | 12.00 | 12.55 | 12.87 | | | | | | | |
| Recreation Leader | PT | HOURLY | H2 | 12.55 | 12.86 | 13.19 | | | | | | | |
| Recreation Program Coordinator | CMEA | MONTHLY | A9 | 4435 | 4546 | 4659 | 4776 | 4895 | 5017 | 5143 | 5271 | 5403 | 5538 |
| Senior Accountant | CMEA | MONTHLY | A17 | 6216 | 6371 | 6530 | 6694 | 6861 | 7033 | 7208 | 7389 | 7573 | 7763 |
| Senior Community Preservation Officer | CMEA | MONTHLY | A9 | 4435 | 4546 | 4659 | 4776 | 4895 | 5017 | 5143 | 5271 | 5403 | 5538 |
| Senior Recreation Leader | PT | HOURLY | H3 | 12.86 | 13.19 | 13.52 | | | | | | | |

CITY OF CUDAHY
SALARY SCHEDULE
EFFECTIVE DATE JANUARY 1, 2020

| TITLE | GROUP | RATE | RANGE | STEP A | STEP B | STEP C | STEP D | STEP E | STEP F | STEP G | STEP H | STEP I | STEP J |
|--|--------------|---------|-----------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|
| Account Clerk | PT | HOURLY | H10 | 18.35 | 19.27 | 20.23 | | | | | | | |
| Accounting Technician | CMEA | MONTHLY | A12 | 4951 | 5075 | 5202 | 5332 | 5465 | 5602 | 5742 | 5886 | 6033 | 6184 |
| Administrative Analyst | CONFIDENTIAL | MONTHLY | C1 | 3867 | 3963 | 4062 | 4164 | 4268 | 4375 | 4484 | 4596 | 4711 | 4829 |
| Administrative Assistant | CMEA | MONTHLY | A8 | 4226 | 4332 | 4440 | 4551 | 4665 | 4782 | 4901 | 5024 | 5149 | 5278 |
| Administrative Clerk | PT | HOURLY | H10 | 18.35 | 19.27 | 20.23 | | | | | | | |
| Administrative Intern | PT | HOURLY | H4 | 15.05 | 15.80 | 16.59 | | | | | | | |
| Assistant City Engineer | CMEA | MONTHLY | A20 | 7181 | 7360 | 7544 | 7733 | 7926 | 8124 | 8327 | 8535 | 8749 | 8968 |
| Assistant City Clerk | MGMT | MONTHLY | M2 | 6011 | 6174 | 6317 | 6472 | 6634 | 6802 | 6972 | 7144 | 7324 | 7507 |
| Assistant Engineer | CMEA | MONTHLY | A14 | 5381 | 5516 | 5654 | 5795 | 5940 | 6089 | 6241 | 6397 | 6557 | 6721 |
| Associate Engineer | CMEA | MONTHLY | A16 | 5923 | 6071 | 6223 | 6378 | 6538 | 6701 | 6869 | 7041 | 7217 | 7397 |
| Assistant Recreation Program Coordinator | CMEA | MONTHLY | A5 | 3835 | 3930 | 4029 | 4129 | 4233 | 4338 | 4447 | 4558 | 4672 | 4789 |
| City Council Member | ELECTED | MONTHLY | FLAT RATE | 483.60 | | | | | | | | | |
| City Clerk | APPOINTED | MONTHLY | FLAT RATE | 8270 | | | | | | | | | |
| City Manager | APPOINTED | MONTHLY | FLAT RATE | 16,250 | | | | | | | | | |
| City Treasurer | APPOINTED | MONTHLY | FLAT RATE | 5057 | | | | | | | | | |
| Community Development Manager | MGMT | MONTHLY | M3 | 7102 | 7279 | 7462 | 7649 | 7841 | 8037 | 8238 | 8445 | 8655 | 8871 |
| Community Preservation Officer | CMEA | MONTHLY | A8 | 4226 | 4332 | 4440 | 4551 | 4665 | 4782 | 4901 | 5024 | 5149 | 5278 |
| Community Preservation Technician | PT | HOURLY | H8 | 17.46 | 17.90 | 18.35 | | | | | | | |
| Deputy City Clerk | C2 | MONTHLY | C2 | 4759 | 4878 | 5000 | 5125 | 5253 | 5385 | 5519 | 5657 | 5799 | 5944 |
| Finance Manager | MGMT | MONTHLY | M5 | 9751 | 9957 | 10181 | 10417 | 10659 | 10909 | 11151 | 11382 | 11614 | 11781 |
| Human Resources Manager | MGMT | MONTHLY | M3 | 7102 | 7279 | 7462 | 7649 | 7841 | 8037 | 8238 | 8445 | 8655 | 8871 |
| Human Resources Specialist | CONFIDENTIAL | MONTHLY | C3 | 6011 | 6174 | 6317 | 6472 | 6634 | 6802 | 6972 | 7144 | 7324 | 7507 |
| Junior Deputy City Clerk | CONFIDENTIAL | MONTHLY | C1 | 3867 | 3963 | 4062 | 4164 | 4268 | 4375 | 4484 | 4596 | 4711 | 4829 |
| Maintenance Aide | PT | HOURLY | H2 | 13.65 | 14.33 | 15.05 | | | | | | | |
| Maintenance Leader | CMEA | MONTHLY | A6 | 4027 | 4128 | 4231 | 4337 | 4445 | 4556 | 4670 | 4787 | 4907 | 5029 |
| Maintenance Superintendent | CMEA | MONTHLY | A11 | 4888 | 5011 | 5136 | 5264 | 5396 | 5531 | 5669 | 5811 | 5956 | 6105 |
| Maintenance Supervisor | CMEA | MONTHLY | A9 | 4435 | 4546 | 4659 | 4776 | 4895 | 5017 | 5143 | 5271 | 5403 | 5538 |
| Maintenance Worker | CMEA | MONTHLY | A3 | 3487 | 3574 | 3663 | 3755 | 3849 | 3945 | 4044 | 4145 | 4248 | 4354 |
| Municipal Enforcement Officer | PT | HOURLY | H6 | 16.20 | 16.61 | 17.03 | | | | | | | |
| Planning Assistant | CMEA | MONTHLY | A9 | 4435 | 4546 | 4659 | 4776 | 4895 | 5017 | 5143 | 5271 | 5403 | 5538 |
| Planning Associate | CMEA | MONTHLY | A10 | 4656 | 4773 | 4892 | 5014 | 5140 | 5268 | 5400 | 5535 | 5673 | 5815 |
| Planning Technician | PT | HOURLY | H7 | 16.61 | 17.03 | 17.46 | | | | | | | |
| Public Safety and Services Manager | MGMT | MONTHLY | M3 | 7102 | 7279 | 7462 | 7649 | 7841 | 8037 | 8238 | 8445 | 8655 | 8871 |
| Recreation Aide | PT | HOURLY | H1 | 13.00 | 13.65 | 14.33 | | | | | | | |
| Recreation Leader | PT | HOURLY | H2 | 13.65 | 14.33 | 15.05 | | | | | | | |
| Recreation Program Coordinator | CMEA | MONTHLY | A9 | 4435 | 4546 | 4659 | 4776 | 4895 | 5017 | 5143 | 5271 | 5403 | 5538 |
| Senior Accountant | CMEA | MONTHLY | A17 | 6216 | 6371 | 6530 | 6694 | 6861 | 7033 | 7208 | 7389 | 7573 | 7763 |
| Senior Community Preservation Officer | CMEA | MONTHLY | A9 | 4435 | 4546 | 4659 | 4776 | 4895 | 5017 | 5143 | 5271 | 5403 | 5538 |
| Senior Recreation Leader | PT | HOURLY | H3 | 14.33 | 15.05 | 15.80 | | | | | | | |



Item Number 12A

STAFF REPORT

Date: January 7, 2020
To: Honorable Mayor/Chair and City Council/Agency Members
From: Santor Nishizaki, Acting City Manager/Executive Director
By: City Attorney's Office
Subject: **Authorize the Acting City Manager to Execute a Regulatory Process Review Letter for Glo Green, LLC on behalf of the City of Cudahy**

RECOMMENDATION

The City Council is requested to authorize the Acting City Manager to execute the attached Regulatory Process Review Letter for Glo Green, LLC on behalf of the City of Cudahy.

BACKGROUND

The principals of Glo Green, LLC, have presented an innovative new building construction delivery process for consideration by the City of Cudahy.

Since the proposed building construction and delivery process proposed by Glo Green is new and innovative, it is important that the City verify that such building construction methods are consistent with and incorporate all appropriate new building construction safety standards and that the building delivery method proposed by Glo Green is consistent with existing uniform building codes and construction design standards.

The purpose of the attached "Regulatory Process Review Letter" is to set out a framework in which the City can investigate and confirm how easily existing codes and standards may accommodate such new and innovative methods of construction and whether the City may need to modify existing building codes to accommodate the construction delivery method as proposed by Glo Green.

The Regulatory Process Review Letter sets forth a process whereof the City may undertake a formal review of the suitability of the Glo Green delivery method to certain types of new construction in the City. The City Council reserves its sole and absolute discretion to consider the evaluation and recommendation of the Chief Building Official and the City Manager with respect to any action by the City to authorize developers or builders to use the Glo Green building delivery method for new development in the City.

FINANCIAL IMPACT

The City shall contribute up to 20 hours of time for the Chief Building Official for the study. In the event that additional time may be required, Go Green shall be responsible for reimbursing the City for such additional costs in excess of 20 hours.

ATTACHMENTS

- A. Regulatory Process Review Letter

January __, 2020

Angelo Farraggia
Glo Green, LLC
4713 W. Jefferson Blvd.
Los Angeles, CA 90016

Re: City of Cudahy Regulatory Process Review Letter for Glo Green, LLC

Dear Mr. Farraggia:

This correspondence is referred to herein as the “Regulatory Process Review Letter” or the “Letter” and is delivered by the City of Cudahy (the “City”) to Glo Green, LLC (“Glo Green”) subject to the terms and conditions set forth below.

Glo Green has previously presented information to the City which describes unique system of building residential, commercial and industrial use structures incorporating sustainable construction technologies at competitive costs.

In order for the City to further evaluate the feasibility of implementation of a new and innovative building design and construction delivery method such as proposed by Glo Green, the City needs to confirm that the uniform building codes and structural building design standards which have been adopted by the City are compatible with the building construction and delivery methods proposed by Glo Green.

This Letter sets out a process for the City to conduct such an evaluation and assessment of the application for the City’s existing building codes and structural design standards to the Glo Green building system, and if necessary, present recommendations for potential changes or modifications to such existing City building codes in order to accommodate new development using such new and innovative building and construction delivery program.

The City’s regulatory review process for the Glo Green building delivery system includes the following elements:

1. subject to the cooperation and assistance of Glo Green, the Chief Building Official and the City Manager shall prepare and deliver to the Cudahy City Council by a date not later than March 3, 2020 a written report and recommendation to the City Council which describes any regulatory change, modification or amendment to the uniform building code as adopted by the City which may be recommended to accommodate City permitting and regulation of the construction of a new development in the City where one or more elements of the construction methods and delivery program as proposed by Glo Green.
2. the City of Cudahy shall make available the Chief Building Official of the City to discuss and evaluate with Glo Green the building construction delivery system of Glo Green in light of the existing building and safety regulatory program of the City (e.g. the uniform building code, as previously adopted by the City of Cudahy).

Angelo Farraggia

January __, 2020

Page 2

3. Glo Green shall be responsible for reimbursing the City for its costs and overhead in supporting the technical consultation of Glo Green and the Chief Building Official in excess of twenty (20) hours of the time of the Chief Building Official (and his/her designee) devoted to such technical consultation as set forth in subparagraph 2, above.
4. the City Council of the City reserves its sole discretion to receive, approve or reject in whole or in part the written recommendation described in subparagraph 2, above.
5. the City Council shall further reserve its sole discretion to consider and approve or disapprove any modification, amendment or other regulatory accommodation of the Cudahy Municipal Code as may be necessary or recommended by the Chief Building Official and the City Manager to accommodate new construction or development in the City where the proposed development construction methods include the construction delivery program proposed by Glo Green or any third person.

No building and safety regulatory process review of the Glo Green construction delivery program shall prevent the City from consulting with third parties about any development construction methods, including without limitation any development construction method similar to or comparable with the methods proposed by Glo Green, and the City Council reserves the right to cancel, withdraw or terminate any study or consultation with Glo Green under subparagraphs 2 and 3 upon five (5) days written notice to Glo Green.

Nothing in this Regulatory Process Review Letter shall be deemed to commit or obligate the City to approve or disapprove any development regulation as maybe applicable to the Glo Green building delivery method.

If you have any question regarding this letter, please don't hesitate to contract me.

Very truly yours,

Santor Nishizaki

cc: City Clerk
Chief Building Official