

City of Healdsburg

**Mid-Management and Professional  
Employees Association Benefit  
Package**

August 6, 2017 to June 30, 2020

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## **I. CLASSIFICATIONS DESIGNATED MID-MANAGEMENT AND PROFESSIONAL EMPLOYEES ASSOCIATION**

- 1.1 For the purpose of this document, the following positions are considered members of the Mid-Management and Professional Employees Association (“Mid-Management”):

Accounting Manager  
Accounting Supervisor  
Administrative Analyst  
Administrative Services Manager  
Associate Civil Engineer  
Building Official  
City Clerk  
Deputy Public Works Director  
Electric Engineer/Deputy Electric Utility Director  
Electric Operations Superintendent  
Facility/Events Coordinator II  
Finance Manager  
Fire Marshal  
Fire Training Officer  
General Service Superintendent  
Information Systems Coordinator  
Park Superintendent  
Park Supervisor  
Parks and Open Space Manager  
Personnel Specialist  
Police Lieutenant  
Principal Engineer  
Project Planner  
Public Communication and Community Outreach Coordinator  
Public Works Engineering and Operations Manager  
Public Works Operations and Utility Superintendent  
Recreation Manager  
Recreation Supervisor  
Senior Civil Engineer  
Senior Planner  
Streets and Storm Drains Superintendent  
Utility Conservation Analyst  
Water and Wastewater Operations Superintendent  
(Amended 8/2017)

- 1.2 The City of Healdsburg (“City”) recognizes the Mid-Management and Professional Employees Association as the exclusive representative on behalf of the employees occupying the job classifications listed above in Section 1.1. Such representation being subject to and qualified by employee rights under applicable State and Federal law to be represented by the organization of their choice. (Added 7/2010)

## **II. SALARY PLAN**

- 2.1 The base salary range for each classification covered by this MOU is contained in Appendix ‘A’ entitled Schedule of Salary Ranges, attached hereto and incorporated herein. (Amended 7/1/14)

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- 2.2** Employees occupying a position in a classification covered by this MOU shall be paid within the base salary range specified for their classification, as described below. Incremental salary steps within the base salary range shall progress in five steps, from Step A through Step E. Step A shall generally be established so that the progression from Step A to Step E occurs in 5% increments.
- 2.3** Original Appointment. The salary for a new employee entering City employment shall be the minimum or first salary step (Step A) for the classification to which the employee is appointed, provided however, that the City Manager may, when circumstances so warrant, appoint at other than the first step ( Step A).
- 2.4** Advancement within Salary Range.
- a) Full-time employees appointed at the first step (Step A) shall be eligible for advancement to the second step (Step B) of the specific salary range six (6) months after original appointment, provided that the employee's performance merits the increase. Advancement to the remaining steps may be made after one (1) year of satisfactory service at each successive salary step, provided that the employee's performance merits the increase.
  - b) A step increase will be denied in any case where it is determined, upon reliable evidence that the employee in question has not progressed satisfactorily in acquiring and using the learning skills necessary for the proper performance of the position to which he/she has been assigned, or that the employee has failed to perform work assignments satisfactorily during the period he/she has served at this present salary step. All adverse reports or recommendations pertaining to the withholding of step increases will be reviewed by the City Manager prior to the affected employee's salary anniversary date.
  - c) All evaluation reports shall be prepared by the City on a timely basis. Salary increases (cost of living and/or step) shall be applied retroactively to the employee's salary anniversary date.
  - d) Changes in an employee's salary because of promotion or demotion may set a revised salary anniversary date for that employee, for the purpose of step increase.
  - e) Whenever the schedule of compensation for a classification is revised, each incumbent in a position to which the revised schedule applies, shall be paid at the same step in the revised ranges as the step at which the employee was paid in the previous range.
- 2.5** Salary Step after Promotion or Demotion. When employees are promoted, they shall be entitled to receive compensation at the beginning step of the class to which the employee has been promoted. In the instance where the pay ranges overlap; promotion shall be effected at the next higher step in the range, with a minimum five percent (5%) increase where possible, of the new class.

When an employee is demoted, whether such demotion is voluntary or otherwise, the employee's compensation shall be adjusted to the salary prescribed for the classification to which the employee is demoted and unless otherwise provided, the specific rate of pay within the range shall be determined by the City Manager; provided however, that an employee demoted for non-disciplinary reasons shall be placed at the salary step in the lower classification which most closely approximates, but does not exceed, the employee's salary in the higher classification.

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If an employee takes a voluntary demotion to a classification previously held within the same series, the employee shall be placed at a step commensurate with length of service in both classifications. If the classifications are not within the same series, the employee shall be placed at the same step in the lower classification which the employee held last, and the service time at such step shall be the same as the service time held previously at such step.

- 2.6 The City agrees that the methodology used to determine future increases may be based upon surveys, CPI and/or another method that is mutually agreed to by both the City and the Mid-Management Group.
- 2.7 Salary Compaction: Issues related to salary compaction may be addressed by the City Manager of her/his designee.
- 2.8 Wages (Amended 8/2017):
- Commencing the pay period beginning August 6, 2017, all classifications covered by this agreement shall receive a 3.4% cost of living adjustment.
  - Commencing the pay period beginning August 6, 2017, public safety employees in classifications represented by Mid-Management shall receive an additional 1% pay increase.
  - Year 2, effective July 1, 2018, all classifications covered by this agreement shall receive a cost of living adjustment equivalent to the percent change in the consumer price index for the period February of the prior year to February of the current year, as published by the Bureau of Labor Statistics (All item in San Francisco-Oakland-San Jose, CA, all urban consumers, not seasonally adjusted), not to be less than 3% or more than 4%.
  - Effective July 1, 2018, public safety employees in classifications represented by Mid-Management shall receive an additional 1% pay increase.
  - Year 3, effective July 1, 2019, all classifications covered by this agreement shall receive a cost of living adjustment equivalent to the percent change in the consumer price index for the period February of the prior year to February of the current year, as published by the Bureau of Labor Statistics (All item in San Francisco-Oakland-San Jose, CA, all urban consumers, not seasonally adjusted), not to be less than 3% or more than 4%.
  - Effective July 1, 2019, public safety employees in classifications represented by Mid-Management shall receive an additional 1% pay increase.

In the event Transient Occupancy Tax ("TOT") and/or Sales Tax revenue declines below fiscal year 2014-15 levels, based on final fiscal year revenue figures as of October 31, subsequent additional cost of living adjustment(s) in fiscal years 2018 and/or 2019 shall be reduced by 50% until such time as revenue recovers to fiscal year 2014-15 revenue levels.

If the final audit figures (estimated availability in January) show a recovery to fiscal year 2014-15 revenue levels, the cost of living adjustment will be restored.

Restoration shall be on a prospective basis only.

The 2014-15 actual General Fund Sales Tax revenue was \$3,010,244 and the 2014-15 actual General Fund Transient Occupancy Tax revenue was \$485,091.

#### Compensation Study

- The City will target a completion date of January 1, 2019 for a Comprehensive Classification and Compensation study to be conducted by a private, professional firm with expertise in this area. The completion of the study will trigger a reopener for salaries.

### III. ADMINISTRATIVE LEAVE

Effective July 1 of each fiscal year Mid-Management employees will receive forty (40) hours of leave into their Administrative Leave bank which shall be scheduled by their Department Head upon request. Additional hours of Administrative Leave may be available based on the following:

The actual number of hours allocated to each employee will be determined based on:

An additional forty (40) hours of Administrative Leave may be available based on the following:

By June 1<sup>st</sup> (for the subsequent year) each Department Head will submit to the Human Resources Division their recommendation (and any supporting justification) for the amount of additional Administrative Leave hours for each Mid-Management employee in their Department.

When calculating their recommendation, the Department Heads will take the following into consideration:

- A) Only preapproved excess hours may be credited toward Administrative Leave.
- B) Hours which are worked at the employees' discretion and not at the request or with the approval of the Department Head shall not be counted as eligible hours for Administrative Leave.

Up to an additional twenty (20) hours of Administrative Leave may be granted at the City Manager's discretion at time of presentation by the Department Head.

Employees will be issued the hours on July 1st of each year. All Administrative Leave must be used within the same fiscal year. Any unused administrative leave remaining at the end of the fiscal year shall be forfeited. Administrative leave accruals shall not be eligible for cash-out.

New hires filling a vacated position will be given a prorated amount of Administrative Leave, with the amount recommended by the Department Head, and approved by the City Manager.

### IV. HOLIDAYS

4.1 Holidays with pay for Mid-Management employees shall be as follows:

New Year's Day - January 1st  
Martin Luther King Jr. Day - 3rd Monday in January

- Washington's Birthday - 3rd Monday in February
- Memorial Day - Last Monday in May
- Independence Day - July 4th
- Labor Day - First Monday in September
- Veteran's Day - November 11th
- Thanksgiving Day - Last Thursday in November
- Christmas Day - December 25th
- Work Holidays - Day after Thanksgiving
- Christmas Eve Day
- New Year's Eve Day

4.2 When any of the above holidays falls on a Sunday, the Monday following shall be observed as the holiday. Likewise, if the holiday falls on a Saturday, the preceding Friday will be observed as the holiday.

**V. VACATION**

5.1 All employees shall become eligible for vacation as it is earned. Vacation shall be accrued according to the following schedule: (Amended 7/2000)

Years of Service	Hours Accrued per Pay period	Annual Hours	Equivalent Days	Maximum Accrual
0-2	3.08	80	10	240
2+-5	3.69	96	12	288
5+-10	4.62	120	15	360
10+-15	5.54	144	18	432
15+-20	6.15	160	20	480
20+-25	7.07	184	23	552
25+	7.69	200	25	600

5.2 An employee may defer some or all of his/her vacation to the next following year. Employees will be paid out the excess amount of accumulated vacation days beyond three times their annual accrual rate on November 30<sup>th</sup> of each year. A partial "sell back" of vacation time may be approved, provided that the employee has taken a reasonable vacation leave. (Amended 8/2017)

**VI. SICK LEAVE**

6.1 All employees shall accrue sick leave on a bi-weekly basis at the rate of 3.69 hours per pay period. Employees shall accrue sick leave from their first day of employment. Accumulation of unused sick leave shall be unlimited.

6.2 Sick leave may be used for the diagnosis, care, or treatment of an existing health condition of, or preventative care for, an employee or an employee's family member.

For purposes of this Policy, "family member" includes a biological, adopted, or foster child, stepchild, legal ward, a child to whom the employee stands in loco parentis, or a child of a registered domestic partner, regardless of the child's age or dependency status; a biological, adoptive, or foster sibling, parent, stepparent, or legal guardian of an employee or the employee's spouse or registered domestic partner, or a person who stood in loco parentis when the Employee was a minor child; a spouse; a State of California registered domestic partner; a grandparent; or a grandchild.

- 6.3 Sick leave may be used for employees who are victims of domestic violence, sexual assault, or stalking, taking time off to obtain or attempt to obtain any relief, including, but not limited to, a temporary restraining order, restraining order, or other injunctive relief, to help ensure the health, safety, or welfare of the victim or his or her child.
- 6.4 Sick leave may be used for employees who are victims of domestic violence, sexual assault, or stalking, taking time off to seek medical attention for injuries caused by the domestic violence, sexual assault, or stalking; to obtain services from a domestic violence shelter, program, or rape crisis center as a result of domestic violence, sexual assault, or stalking; to obtain psychological counseling related to an experience of domestic violence, sexual assault, or stalking; and to participate in safety planning and take other actions to increase safety from future domestic violence, sexual assault, or stalking, including temporary or permanent relocation.
- 6.5 Employees eligible for the ICMA Retiree Health Savings (RHS) Plan will have the option of converting all unused sick leave hours accrued in one Fiscal Year into their RHS Account.
- 6.6 Upon retirement from the City or death, the retiree will be paid in cash or as contribution to the employee's (RHS) Account at the employee's discretion, for one-half of his/her accrued sick leave but in no case will payment exceed 1000 hours. (Amended 7/2006)
- 6.7 An employee who does not use any sick leave during the fiscal year shall be entitled to one full day of vacation or compensation equal to one day's pay.

## **VII. BEREAVEMENT LEAVE**

A maximum of five (5) days paid leave per occurrence, not to be subtracted from sick leave, will be granted to employees upon death or critical illness of a member of their immediate family, including father, mother, brother, sister, wife, husband or child, step child, daughter-in-law, son-in-law, grandparents or grandchild. Days may be non-sequential. Additional days of sick leave may be granted with cause upon approval of the Department Head. (Amended 7/2014)

## **VIII. MILITARY LEAVE**

Military leaves shall be granted in accordance with the provisions of applicable California State and Federal Law. All employees legally entitled to military leave shall provide the department head/city manager an opportunity, within the limits of the military orders and regulations, to determine when such leave shall be taken. Department heads/city manager may modify the employee's work schedule to accommodate the requirements applying to the leave.

## **IX. EMPLOYEE BENEFITS**



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- 9.1 Medical Plan: All regular full-time Mid-Management employees are eligible to participate in the City's group medical plans. The City agrees to offer to meet and confer regarding any change in currently offered medical plans/benefits during the term of this agreement.

Effective September 1, 2017, the City's contribution toward health insurance shall be a dollar amount up to 100% of the lowest cost medical plan, not including Sutter ML19, by premium category. For those employees that select a more expensive medical plan, the difference between the City's contribution and the actual premium of the plan selected, shall be paid by the employee on a pre-tax basis.

Employees opting out of the City paid Medical Plan shall receive a monthly stipend in an amount equal to \$477 per month. (Amended 2017)

- 9.2 Life Insurance: The City will pay the premium for a \$100,000 life insurance policy for Mid-Management employees. City will pay any increased life insurance premium costs which may be incurred during the term of this MOU in conformance with those rates as set by the City's insurance carrier. (Amended 7/2014)

- 9.3 Dental Plan: Mid-Management employees are eligible to participate in the group dental plan with the same coverage available under Delta Dental where under the City shall pay 100% of the premium for employee and dependents. The City will pay any increased dental insurance premium costs which may be incurred during the term of this MOU in conformance with those rates as set by Delta Dental. (Amended 7/1998)

- 9.4 Vision Care Plan: Mid-Management employees are eligible to participate in a group vision care plan offered by REMIF where under the City shall pay 100% of the monthly premium for employee and dependents. Employees enrolled in Kaiser will not be covered by the REMIF vision care plan, in as much as vision care is included in the Kaiser Health plan. The City will pay any increased vision care premium costs which may be incurred during the term of this MOU of Understanding in conformance with those rates as set by REMIF. (Amended 7/1987)

- 9.5 Long-term Disability Insurance: The City will pay the monthly premium for a long-term disability insurance plan. Terms of insurance shall include, but not be limited to the following: (1) Amount of Insurance: 67% of monthly salary for a maximum of \$6,000 per month; (2) Elimination Period: Benefits will commence on the 91<sup>st</sup> day of continuous disability; and (3) Integration of Benefits: Full family. (Added 7/1988)

## **X. PUBLIC EMPLOYEES RETIREMENT SYSTEM**

- 10.1 Safety Employees: On behalf of its employees, the City has contracted with the California Public Employees' Retirement System (PERS) for retirement benefits. The classifications of Police Lieutenant, Fire Training Officer and Fire Marshal are designated as 'Safety' members of PERS. All other Mid-Management classifications are designated as 'Local Miscellaneous' members of PERS. For safety employees in classifications represented by Mid-Management and hired prior to the effective date of the CalPERS amendment establishing a second tier pension plan, the retirement formula will be 3% at 50. The City shall maintain additional CalPERS benefits as follows: 1) "1959 Survivor Benefits, Level IV" for which employees pay \$.93 per bi-weekly pay period; 2) Post Retirement Survivor Allowance; and 3) One Year Final Compensation. Safety employees in classifications represented by the Mid-Management pay the 9%

employee contribution to PERS. The employee contribution is made by a pre-tax payroll deduction of 9%.

For safety employees hired on or after the effective date of the CalPERS amendment establishing a second tier pension plan, the retirement formula will be 2% at 50. Retirement benefits will be calculated using the average income of the highest three (3) consecutive years. Employees will pay the 9% employee contribution to CalPERS. The employee contribution is made by a pre-tax payroll deduction of 9%.

- 10.2 Local Miscellaneous Employees: On behalf of its non-sworn employees, the City has contracted with the Public Employees' Retirement System (PERS) for retirement benefits. Such employees are designated 'Local Miscellaneous' members of PERS. For Local Miscellaneous employees in classifications represented by Mid-Management and hired prior to the effective date of the CalPERS amendment establishing a second tier pension plan, the retirement formula will be 2.5% at 55. The City shall maintain additional CalPERS benefits as follows: 1) "1959 Survivor Benefits, Level IV" for which employees pay \$.93 per bi-weekly pay period; 2) Post Retirement Survivor Allowance; and 3) One Year Final Compensation. Local Miscellaneous employees in classifications represented by the Mid-Management pay the 8% employee contribution to PERS. The employee contribution is made by a pre-tax payroll deduction of 8%. (Amended 7/1/12)

For 'Local Miscellaneous' employees hired on or after the effective date of the CalPERS amendment establishing a second tier pension plan for Local Miscellaneous Members, the retirement formula will be 2% at 60. Retirement benefits will be calculated using the average income of the highest three (3) consecutive years. Employees will pay the 7% employee contribution to CalPERS. The employee contribution is made by a pre-tax payroll deduction of 7%. (Added 7/1/12)

- 10.3 Public Safety Employees – CalPERS Pension Swap:

Effective the pay period beginning August 6, 2017 and a CalPERS contract amendment, classic public safety employees in classifications represented by the Mid-Management shall contribute a total of 10% to PERS. The employee contribution is made by a pre-tax payroll deduction of 10%. As soon as administratively feasible the City shall implement a contract amendment. This pension contribution shall extend beyond the expiration of this MOU and is intended to satisfy the 2018 member contribution pursuant to PEPRA.

Effective the first full pay period in July 2018, classic public safety employees in classifications represented by the Mid-Management shall contribute a total of 11% to PERS. The employee contribution is made by a pre-tax payroll deduction of 11%.

Effective the first full pay period in July 2019, classic public safety employees in classifications represented by the Mid-Management shall contribute a total of 12% to PERS. The employee contribution is made by a pre-tax payroll deduction of 12%. (Added 8/2017)

- 10.4 PEPRA. The Public Employees' Pension Reform Act of 2013 (PEPRA) and related Public Employees' Retirement law amendments in Assembly Bill 340 became law on September 12, 2012 and the provisions were effective January 1, 2013. The City and Mid-Management agree to implement all PEPRA provisions and all applicable amendments thereto. Effective January 1, 2013 all employees defined by PEPRA as "New members" in PERS 'Safety' classifications shall pay 50% of the total normal cost for the new Safety PERS pension formula of 2.7%@57, which is currently 11.5% as an employee contribution (on a pre-tax payroll deduction) with final compensation

determined by the highest average annual pensionable compensation earned by an employee during a period of at least 36 consecutive months. Effective January 1, 2013 all employees defined by PEPRA as "New members" in PERS 'Miscellaneous' classifications shall pay 50% of the total normal cost for the new Miscellaneous PERS pension formula of 2% @ 62, which is currently 6.5% as an employee contribution (on a pre-tax payroll deduction), with final compensation determined by the highest average annual pensionable compensation earned by an employee during a period of at least 36 consecutive months.

## **XI. AUTOMOBILE REIMBURSEMENT**

Employees shall be reimbursed for use of their private vehicle for city business up to the IRS allowable rate. The City Manager is authorized to establish an automobile allowance for members of the Mid-Management group provided the amount does not exceed \$350.00 per month.

## **XII. CLOTHING ALLOWANCE**

- 12.1 The City shall provide the uniforms for employees as specified by either the Fire or Police Chief.
- 12.2 The City will provide safety glasses, boots, city-issued shirts, and safety vests to employees in those classifications that require such clothing and equipment per Cal OSHA regulations.

## **XIII. LEAVE OF ABSENCE**

- 13.1 Providing that satisfactory arrangements can be made to perform the employee's duties without undue interference with the normal work routine, the City may grant an employee a leave of absence without pay for compelling personal reasons for a period of six (6) months in duration and for urgent and substantial reasons up to a maximum of one year. A leave of absence without pay must be requested by employee and approved by City, and shall be in writing specifying the date of return. Any employee failing to return to work upon expiration of an approved leave of absence shall be deemed to have resigned his/her employment with the City. A leave of absence without pay is not an employment right and the City may deny such request if such leave interferes with the normal working schedule of the department. Said employee will not accrue sick leave, vacation benefits or educational incentive benefits while on leave status and City will cease paying medical, dental and visual insurance premiums. The employee may remain covered by such insurance if he or she pays the premiums.
- 13.2 The conditions under which an employee will be restored to employment on the termination of leave of absence shall be clearly stated - by the City in conjunction with granting of the leave absence. An employee's status as a regular employee will not be impaired by such leave absence, however, the probation or evaluation period of an employee who is granted a leave absence shall be extended by the duration of such leave from the position from which probation or longevity is being served.
- 13.3 An employee who is sick and has used all his/her sick leave shall use his/her vacation leave of the duration of time that the employee is away from work. If an employee uses

all his/her sick leave and vacation leave and is still sick, he/she may be granted a leave of absence without pay per Section 13.1.

#### **XIV. JURY DUTY**

No deductions shall be made from the salary of any employee while the employee is on jury duty provided the employee shall reimburse the City any compensation received, less any mileage and expense allowance, received as a juror.

#### **XV. COMPENSATION FOR ILLNESS OR INJURY INCURRED IN COURSE OF EMPLOYMENT**

- 15.1 Safety personnel who are absent from their work due to injuries or illnesses arising out of or in the course of this employment are entitled to benefits under 4850 regulations of the State Labor Code.
- 15.2 Non-safety employees compelled to be absent from his/her work duty due to injuries or illness arising out of or in the course of this employment, he/she shall be eligible for supplemental benefits for a period of ninety (90) days. Such benefits shall commence with the first day of absence immediately following the day of disability. The amount of supplemental payment payable for each day of absence shall be ninety percent (90%) of the employee's basic weekly wage rate divided by five (5), less the sum of any payment to which he/she may be entitled under the Worker's Compensation and Insurance Chapters of the State Labor Code.
- 15.3 If at the end of said ninety (90) days, an employee is still unable to return to work, he/she may use his/her accumulated sick leave to supplement any payment to which he/she may be entitled under the Worker's Compensation and Insurance Chapters of the State Labor Code.

#### **XVI. LONGEVITY PAY PLAN**

- 16.1 Employees shall be eligible to receive longevity pay as set forth herein upon the satisfactory completion of a minimum of five (5) continual years of service.

The effective date of a longevity pay increase shall be the beginning of the pay period following the date of eligibility.

Any employee shall receive such pay in addition to his/her basic rate of pay in accordance with the following schedule:

<u>Years of Service</u>	<u>Pay Rate</u>
5 years	2%
10 years	3%
15 years	4%
20 years	5%
25 years	6%

- 16.2 For the purpose of this article, base rate of pay shall mean the salary at the time of the anniversary milestones indicated above. (Amended 7/2006)

### **XVII. BILINGUAL PAY**

Mid-Management employees who have the ability to understand and speak the Spanish language shall be eligible to receive additional compensation at the rate of \$150 per calendar month. (Amended 7/2000)

Qualification for this extra compensation may be proven by certification; however, the City Manager may waive this certification requirement if he is otherwise satisfied as to the individual's bilingual qualifications. The City may require re-certification on an annual basis.

### **XVIII. EDUCATIONAL REIMBURSEMENT**

- 18.1 The City encourages and supports educational and training programs that provide career development in areas directly related to their work. The City will provide reimbursement for courses approved by the City Manager or his designee, subject to budget limitations. The employee shall submit a request in writing stating the course outline and how the course will help on the employee's job and benefit the City. The classes will be taken on the employee's own time.
- 18.2 Students/employees who receive a "C" grade or better, shall be reimbursed for tuition, fees and material costs directly related to the approved course. Employees pursuing a graduate degree in a major related to their work shall be reimbursed for 50% of all such costs.
- 18.3 If the student/employee leaves the employment of the City within one calendar year of having received such benefit, the employee will pay back to the City three-quarters (3/4) of said semester/quarter reimbursement. If the student/employee leaves the employment of the City within two calendar years of having received such benefit, the employee will pay back to the City one-half (1/2) of said semester/quarter reimbursement. 7/1992)
- 18.4 At the time of enrollment, the employee shall sign an agreement to abide by the provisions of paragraphs 18.2 and 18.3.

### **XIX. OUTSIDE EMPLOYMENT**

No employee shall follow any other calling or occupation or engage in any business that will tend to impair the efficiency of such employee or be incompatible with their position with the City or that will affect the relationship between the City and the business community. Before accepting any other position or engaging in any other business, the employee will obtain the approval of the department head. If the department head finds that any particular employment violates this policy, he shall withhold his approval of such outside employment. The decision of the department head is subject to review by the City Manager at the request of the employee. The decision of the City Manager shall be final.

### **XX. EVERGREEN CLAUSE**

The City provides that if agreement on a successor MOU has not been reached by 12 a.m. (midnight) on the expiration date of the current MOU, the existing MOU shall continue in full

force and effect until a successor MOU is adopted, or failing agreement to adopt a successor MOU, until the applicable impasse procedure is exhausted. (Added 7/2010)

**XXI. OVERTIME**

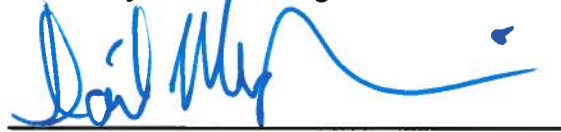
When approved by the respective department head in advance, employee shall be compensated at the hourly rate for non-regular hours worked on emergencies outside of the city, where a current written agreement exists that provides for cost reimbursement. The parties agree that such hourly compensation shall not modify or in any way impact Employee's exempt employment status. (Added 08/2017)

**XXII. RATIFICATION**

The designated representatives of the City and the designated representatives of the Mid-Management and Professional Employees Association, having met and conferred in good faith regarding wages, hours, and other terms and conditions of employment submit the following Memorandum of Understanding to the City Council of the City of Healdsburg, dated August 6, 2017, for its determination with the recommendation that it be approved, to be effective August 6, 2017 through June 30, 2020

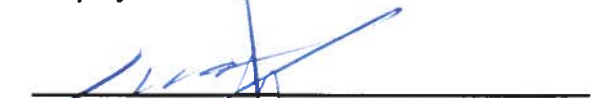
Signed this 22nd day of August, 2017.

Designated Representative  
of the City of Healdsburg



David Mickaelian  
City Manager

Designated Representatives  
Mid-Management and Professional  
Employees Association



Mario Landeros  
Representative



Matt Jenkins  
Representative



Todd Woolman  
Representative

Approved by City Council Resolution No. ~~86~~ 86-2017

MID-MANAGEMENT AND PROFESSIONAL EMPLOYEES ASSOCIATION BENEFIT PACKAGE  
 FY 2017-2020

**APPENDIX 'A'**  
**SCHEDULE OF SALARY RANGES**

Job Classification	Steps				
	A step	B step	C step	D step	E step
Accounting Manager	\$7,596.80	\$7,984.55	\$8,391.94	\$8,820.02	\$9,269.81
Accounting Supervisor	\$6,741.68	\$7,086.00	\$7,447.90	\$7,827.38	\$8,226.50
Administrative Analyst	\$6,414.94	\$6,741.68	\$7,086.00	\$7,447.90	\$7,827.38
Administrative Services Manager	\$7,673.31	\$8,064.17	\$8,475.70	\$8,907.91	\$9,362.87
Associate Civil Engineer	\$7,301.07	\$7,673.31	\$8,064.17	\$8,475.70	\$8,907.91
Building Official	\$8,475.70	\$8,907.91	\$9,362.87	\$9,840.58	\$10,342.07
City Clerk	\$7,447.90	\$7,827.38	\$8,226.50	\$8,646.31	\$9,087.83
Deputy Public Works Director	\$9,086.79	\$9,552.09	\$10,037.04	\$10,549.90	\$11,087.58
Electric Engineer and Operations Manager	\$9,866.43	\$10,359.65	\$10,877.68	\$11,422.60	\$11,992.33
Electric Engineer/Deputy Electric Utility Director	\$9,177.78	\$9,647.22	\$10,137.34	\$10,655.37	\$11,198.22
Electric Operations Superintendent	\$9,086.79	\$9,552.09	\$10,037.04	\$10,549.90	\$11,087.58
Facility/Events Coordinator II	\$4,483.42	\$4,711.94	\$4,952.86	\$5,205.16	\$5,470.89
Finance Manager	\$8,475.70	\$8,907.91	\$9,362.87	\$9,840.58	\$10,342.07
Fire Marshal	\$9,083.84	\$9,549.47	\$10,033.88	\$10,546.49	\$11,084.15
Fire Training Officer	\$9,083.84	\$9,549.47	\$10,033.88	\$10,546.49	\$11,084.15
General Services Superintendent	\$7,673.31	\$8,064.17	\$8,475.70	\$8,907.91	\$9,362.87
Housing & Economic Development Analyst	\$6,479.04	\$6,809.92	\$7,157.35	\$7,522.35	\$7,905.96
Information Systems Coordinator	\$7,522.35	\$7,905.96	\$8,309.22	\$8,733.16	\$9,178.82
Park Superintendent	\$7,596.80	\$7,984.55	\$8,391.94	\$8,820.02	\$9,269.81
Park Supervisor	\$6,226.75	\$6,544.19	\$6,878.17	\$7,228.69	\$7,596.80
Parks and Open Space Manager	\$8,391.94	\$8,820.02	\$9,269.81	\$9,743.38	\$10,239.70
Personnel Specialist	\$6,878.17	\$7,228.69	\$7,596.80	\$7,984.55	\$8,391.94
Police Lieutenant	\$8,905.32	\$9,360.50	\$9,836.57	\$10,338.73	\$10,865.95
Principal Engineer	\$9,672.04	\$10,156.98	\$10,664.68	\$11,197.19	\$11,757.61
Project Planner	\$6,921.60	\$7,267.99	\$7,631.95	\$8,013.50	\$8,414.69
Public Communication & Community Outreach Coordinator	\$6,022.00	\$6,329.00	\$6,652.00	\$6,991.00	\$7,340.55
Public Works Engineering & Operations Manager	\$9,866.43	\$10,359.65	\$10,877.68	\$11,422.60	\$11,992.33
Public Works Operations & Utility Superintendent	\$8,226.50	\$8,646.31	\$9,087.83	\$9,551.06	\$10,038.07
Recreation Manager	\$6,946.41	\$7,301.07	\$7,673.31	\$8,064.17	\$8,475.70
Recreation Supervisor	\$5,865.88	\$6,164.71	\$6,479.04	\$6,809.92	\$7,157.35
Senior Civil Engineer	\$8,560.49	\$8,997.87	\$9,455.93	\$9,938.81	\$10,445.47
Senior Planner	\$8,475.70	\$8,907.91	\$9,362.87	\$9,840.58	\$10,342.07
Streets and Storm Drains Superintendent	\$8,226.50	\$8,646.31	\$9,087.83	\$9,551.06	\$10,038.07
Utility Conservation Analyst	\$6,479.04	\$6,809.92	\$7,157.35	\$7,522.35	\$7,905.96
Water and Wastewater Operations Superintendent	\$8,226.50	\$8,646.31	\$9,087.83	\$9,551.06	\$10,038.07