

MEMORANDUM OF UNDERSTANDING

ENGINEERS & TORRANCE FISCAL EMPLOYEES ASSOCIATION (ENGINEERS & TFEA)

A MEMORANDUM OF UNDERSTANDING SETTING FORTH THE HOURS, WAGES AND WORKING CONDITIONS FOR EMPLOYEES REPRESENTED BY THE ENGINEERS AND TORRANCE FISCAL EMPLOYEES ASSOCIATION (Engineers & TFEA).

An Agreement of the undersigned representatives of the Engineers and the Torrance Fiscal Employees Association (TFEA) and the representatives of the City of Torrance (City) that:

The attached Resolution is recommended to the City Council for adoption in its entirety. It covers wages, hours and working conditions for the period of July 1, 2024 to June 30, 2028 and was reached through agreement of the undersigned parties.

Signed this 29th day of October, 2024.

Management

Engineers & TFEA

/s/ Ian Dailey

/s/ Tom Chesney

/s/ Jamie Le

/s/ Leaf Stilson

/s/ Joseph Enzmann

RESOLUTION NO. 2024-81

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF TORRANCE, CALIFORNIA, SETTING FORTH HOURS, WAGES AND WORKING CONDITIONS FOR EMPLOYEES REPRESENTED BY THE ENGINEERS AND TORRANCE FISCAL EMPLOYEES ASSOCIATION (Engineers & TFEA) AND REPEALING RESOLUTION NO. 2022-119.

The City Council of the City of Torrance does hereby resolve as follows:

SECTION I

That Resolution No. 2022-119 is hereby repealed in its entirety.

SECTION II

The following agreement between representatives of Management and the representatives of the Engineers and Torrance Fiscal Employees Association (Engineers & TFEA) is hereby approved in its entirety to read as follows:

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ARTICLE 1 - INTRODUCTION

SECTION 1.1 PREAMBLE

- A) The following is the Agreement regarding hours, wages and working conditions between the City of Torrance and the Engineers and Torrance Fiscal Employees' Association (Engineers & TFEA). Each section of this Agreement shall be considered in its entirety and subsections shall be considered only in the context of sections as a whole.
- B) Where the benefits to Engineers and Fiscal employees are different, the differences will be noted either in the text or in separate subsections specific to the representative group. Otherwise, the provisions will apply equally to Engineers and Fiscal employees. All employees in this agreement shall be considered part of the Engineers group for purposes of this agreement, except the following classifications which pertain to Fiscal Employees:
- Account Clerk
 - Accountant
 - Accounting Technician
 - Payroll Specialist
- C) It is the purpose of this Memorandum of Understanding to promote and provide for harmonious relations, cooperation, and understanding between the City and the employees covered herein; to provide for an orderly and equitable means of resolving any misunderstandings or differences which may arise under this Agreement; and to set forth the understanding of the parties reached as a result of good faith negotiations.

SECTION 1.2 MANAGEMENT RIGHTS

- A) The City shall have the exclusive right to determine the mission of each of its departments, commissions, boards and agencies, set levels of service to be performed, direct its employees, exercise control and discretion over its organization and operations, and determine the methods, means and personnel by which the City's operations are to be conducted, and the levels of service met, and carry out its mission in emergencies; provided however, that the exercise to these rights does not preclude employees and their representatives from consulting or raising grievances about the practical consequences that decisions on these matters may have on wages, hours and other terms and conditions of employment.
- B) Prevailing rights, rules of conduct and all other working conditions in effect at the date of this Agreement and not inconsistent herewith shall be continued. Management shall have the right to amend, supplement or add to said rules during the term of this Agreement; provided, however, that Management shall first meet and confer with the association in establishing such changes

SECTION 1.3 EMPLOYEE RIGHTS

The City shall not hinder or discipline employees for exercising any rights or benefits provided in this Agreement or by State or Federal laws or municipal code provisions.

ARTICLE 2 – COMPENSATION

SECTION 2.1 PAY RANGES AND CLASS TITLES

- A) The pay grades described below are hereby assigned to the classifications of the following Engineers & TFEA employees:

Effective October 20, 2024

The following listing outlines the crosswalk required to implement the salary grids effective the above date:

- **Account Clerk:** Employees will crosswalk down one step (i.e. employees on step 6* will be placed at step 5) and any employees on step 1* will be placed on step 1.
- **Accounting Technician:** Employees will crosswalk down one step (i.e. employees on step 6* will be placed at step 5) and any employees on step 1* will be placed on step 1.
- **Code Enforcement Officer, Sr:** Employees will crosswalk down two steps (i.e. employees on step 6* will be placed at step 4) and any employees on step 1* and 2* will be placed on step 1.
- **Environmental Quality Officer, Sr:** Employees will crosswalk down two steps (i.e. employees on step 6* will be placed at step 4) and any employees on step 1* and 2* will be placed on step 1.
- **Fire Prevention Specialist:** Employees on step 1*, 2*, 3*, and 4* shall be awarded an early step progression effective October 20, 2024 and maintain their current step advancement anniversary date.
- **Permit Technician I:** Employees will crosswalk down one step (i.e. employees on step 7* will be placed at step 6) and any employees on step 1* will be placed on step 1.
- **Permit Technician II:** Employees will crosswalk down one step (i.e. employees on step 5* will be placed at step 4) and any employees on step 1* will be placed on step 1.

* Indicates that the step number is referring to the salary grid prior to October 20, 2024.

PARS Eligible Employee Salary Grids

Pay Ranges	Basis	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
Account Clerk (PARS)	Hourly	\$24.60	\$25.83	\$27.13	\$28.49	\$29.92		
Accountant (PARS)	Hourly	\$38.21	\$40.13	\$42.14	\$44.25	\$46.47	\$48.80	
Accounting Technician (PARS)	Hourly	\$29.92	\$31.42	\$33.00	\$34.65	\$36.39		
Assistant Engineer (PARS)	Hourly	\$37.56	\$39.44	\$41.42	\$43.50	\$45.68	\$47.97	\$50.37
Associate Engineer (PARS)	Hourly	\$49.89	\$52.39	\$55.01	\$57.77	\$60.66		
Building Permit Technician (PARS)	Hourly	\$25.51	\$26.79	\$28.13	\$29.54	\$31.02		
Code Enforcement Officer(PARS)	Hourly	\$33.57	\$35.25	\$37.02	\$38.88	\$40.83	\$42.88	
Code Enforcement Officer, Sr (PARS)	Hourly	\$41.75	\$43.84	\$46.04	\$48.35			
Engineering Technician I (PARS)	Hourly	\$26.09	\$27.40	\$28.77	\$30.21	\$31.73		
Engineering Technician II (PARS)	Hourly	\$33.32	\$34.99	\$36.74				
Engineering Technician III (PARS)	Hourly	\$34.99	\$36.74	\$38.58	\$40.51	\$42.54		
Environmental Qual Officer (PARS)	Hourly	\$33.57	\$35.25	\$37.02	\$38.88	\$40.83	\$42.88	
Environmental Qual Officer, Sr (PARS)	Hourly	\$41.75	\$43.84	\$46.04	\$48.35			
Fire Prevention Specialist (PARS)	Hourly	\$35.62	\$37.41	\$39.29	\$41.26	\$43.33	\$45.50	
Housing Specialist (PARS)	Hourly	\$32.43	\$34.06	\$35.77	\$37.56	\$39.44		
Inspector, Building (PARS)	Hourly	\$32.02	\$33.63	\$35.32	\$37.09	\$38.95	\$40.90	\$42.95
Inspector, Building, Sr. (PARS)	Hourly	\$39.02	\$40.98	\$43.03	\$45.19	\$47.45		
Inspector, Electrical, Sr (PARS)	Hourly	\$39.02	\$40.98	\$43.03	\$45.19	\$47.45		
Inspector, Mech & Plumbng, Sr (PARS)	Hourly	\$39.02	\$40.98	\$43.03	\$45.19	\$47.45		
Inspector, Public Works (PARS)	Hourly	\$35.34	\$37.11	\$38.97	\$40.92	\$42.97	\$45.12	\$47.38
Inspector, Public Works, Sr (PARS)	Hourly	\$45.12	\$47.38	\$49.75	\$52.24			
Inspector, Public Works-Cap Prj (PARS)	Hourly	\$35.34	\$37.11	\$38.97	\$40.92	\$42.97	\$45.12	\$47.38
Payroll Specialist (PARS)	Hourly	\$29.54	\$31.01	\$32.57	\$34.20	\$35.91	\$37.71	
Permit Technician I (PARS)	Hourly	\$26.49	\$27.82	\$29.22	\$30.69	\$32.23	\$33.85	
Permit Technician II (PARS)	Hourly	\$32.29	\$33.91	\$35.61	\$37.40			
Planning Assistant (PARS)	Hourly	\$32.53	\$34.16	\$35.87	\$37.67	\$39.56	\$41.54	
Planning Associate (PARS)	Hourly	\$38.01	\$39.92	\$41.92	\$44.02	\$46.23	\$48.55	
Plans Examiner (PARS)	Hourly	\$39.35	\$41.32	\$43.39	\$45.56	\$47.84	\$50.24	
Senior Planner (PARS)	Hourly	\$45.62	\$47.91	\$50.31	\$52.83	\$55.48	\$58.26	
Sr. Fire Prevention Specialist (PARS)	Hourly	\$44.42	\$46.65	\$48.99	\$51.44	\$54.02		
Supervising Plans Examiner (PARS)	Hourly	\$48.23	\$50.65	\$53.19	\$55.85	\$58.65		

Non-PARS Eligible Employee Salary Grids

Pay Ranges	Basis	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
Account Clerk (Non-PARS)	Hourly	\$24.83	\$26.08	\$27.39	\$28.76	\$30.20		
Accountant (Non-PARS)	Hourly	\$38.56	\$40.49	\$42.52	\$44.65	\$46.89	\$49.24	
Accounting Technician (Non-PARS)	Hourly	\$30.20	\$31.71	\$33.30	\$34.97	\$36.72		
Assistant Engineer (Non-PARS)	Hourly	\$37.93	\$39.83	\$41.83	\$43.93	\$46.13	\$48.44	\$50.87
Associate Engineer (Non-PARS)	Hourly	\$50.39	\$52.91	\$55.56	\$58.34	\$61.26		
Building Permit Technician (Non-PARS)	Hourly	\$25.77	\$27.06	\$28.42	\$29.85	\$31.35		
Code Enforcement Officer (Non-PARS)	Hourly	\$33.91	\$35.61	\$37.40	\$39.27	\$41.24	\$43.31	
Code Enforcement Officer, Sr (Non-PARS)	Hourly	\$42.15	\$44.26	\$46.48	\$48.81			
Engineering Technician I (Non-PARS)	Hourly	\$26.35	\$27.67	\$29.06	\$30.52	\$32.05		
Engineering Technician II (Non-PARS)	Hourly	\$33.64	\$35.33	\$37.10				
Engineering Technician III (Non-PARS)	Hourly	\$35.33	\$37.10	\$38.96	\$40.91	\$42.96		
Environmental Qual Officer (Non-PARS)	Hourly	\$33.91	\$35.61	\$37.40	\$39.27	\$41.24	\$43.31	
Environmental Qual Officer, Sr (Non-PARS)	Hourly	\$42.15	\$44.26	\$46.48	\$48.81			
Fire Prevention Specialist (Non-PARS)	Hourly	\$35.98	\$37.78	\$39.67	\$41.66	\$43.75	\$45.94	
Housing Specialist (Non-PARS)	Hourly	\$32.75	\$34.39	\$36.11	\$37.92	\$39.82		
Inspector, Building (Non-PARS)	Hourly	\$32.34	\$33.96	\$35.66	\$37.45	\$39.33	\$41.30	\$43.37
Inspector, Building, Sr. (Non-PARS)	Hourly	\$39.39	\$41.36	\$43.43	\$45.61	\$47.90		
Inspector, Electrical, Sr (Non-PARS)	Hourly	\$39.39	\$41.36	\$43.43	\$45.61	\$47.90		
Inspector, Mech & Plumbng,sr (Non-PARS)	Hourly	\$39.39	\$41.36	\$43.43	\$45.61	\$47.90		
Inspector, Public Works (Non-PARS)	Hourly	\$35.68	\$37.47	\$39.35	\$41.32	\$43.39	\$45.56	\$47.84
Inspector, Public Works, Sr (Non-PARS)	Hourly	\$45.54	\$47.82	\$50.22	\$52.74			
Inspector,Public Works-Cap Prj (Non-PARS)	Hourly	\$35.68	\$37.47	\$39.35	\$41.32	\$43.39	\$45.56	\$47.84
Payroll Specialist (Non-PARS)	Hourly	\$29.83	\$31.33	\$32.90	\$34.55	\$36.28	\$38.10	
Permit Technician I (Non-PARS)	Hourly	\$26.76	\$28.10	\$29.51	\$30.99	\$32.54	\$34.17	
Permit Technician II (Non-PARS)	Hourly	\$32.61	\$34.25	\$35.97	\$37.77			
Planning Assistant (Non-PARS)	Hourly	\$32.87	\$34.52	\$36.25	\$38.07	\$39.98	\$41.98	
Planning Associate (Non-PARS)	Hourly	\$38.40	\$40.32	\$42.34	\$44.46	\$46.69	\$49.03	
Plans Examiner (Non-PARS)	Hourly	\$39.75	\$41.74	\$43.83	\$46.03	\$48.34	\$50.76	
Senior Planner (Non-PARS)	Hourly	\$46.08	\$48.39	\$50.81	\$53.36	\$56.03	\$58.84	
Sr. Fire Prevention Specialist (Non-PARS)	Hourly	\$44.85	\$47.10	\$49.46	\$51.94	\$54.54		
Supervising Plans Examiner (Non-PARS)	Hourly	\$48.71	\$51.15	\$53.71	\$56.40	\$59.22		

Effective July 13, 2025

The following listing outlines the crosswalk required to implement the salary grids effective the above date:

- **Payroll Specialist:** Employees will crosswalk down three steps (i.e. employees on step 6* will be placed at step 3) and any employees on step 1*, 2*, or 3* will be placed on step 1.
- **Planning Assistant:** Employees will crosswalk down one step (i.e. employees on step 6* will be placed at step 5) and any employees on step 1* will be placed on step 1.
- **Planning Associate:** Employees will crosswalk down one step (i.e. employees on step 6* will be placed at step 5) and any employees on step 1* will be placed on step 1.
- **Plans Examiner:** Employees will crosswalk down two steps (i.e. employees on step 6* will be placed at step 4) and any employees on step 1* or 2* will be placed on step 1.
- **Senior Planner:** Employees will crosswalk down one step (i.e. employees on step 6* will be placed at step 5) and any employees on step 1* will be placed on step 1.
- **Supervising Plans Examiner:** Employees will crosswalk down two steps (i.e. employees on step 6* will be placed at step 4) and any employees on step 1* or 2* will be placed on step 1.

* Indicates that the step number is referring to the salary grid prior to October 20, 2024.

The following listing outlines the crosswalk required to implement the salary grids effective the above date:

The following positions include additional steps added to the salary grid. Employees in these classifications who have been at the maximum step of their grid for more than 12 months as of July 12, 2025, shall be granted a step increase effective July 13, 2025. For classifications with more than one step added, subsequent step increases shall be granted on the employee's current anniversary cycle for step increases.

- Engineering Technician I
- Payroll Specialist
- Planning Assistant
- Planning Associate
- Plans Examiner
- Senior Planner
- Supervising Plans Examiner

PARS Eligible Employee Salary Grids

Pay Ranges	Basis	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
Account Clerk (PARS)	Hourly	\$25.10	\$26.36	\$27.68	\$29.07	\$30.53			
Accountant (PARS)	Hourly	\$38.98	\$40.93	\$42.98	\$45.13	\$47.39	\$49.76		
Accounting Technician (PARS)	Hourly	\$30.53	\$32.06	\$33.67	\$35.36	\$37.13			
Assistant Engineer (PARS)	Hourly	\$38.32	\$40.24	\$42.26	\$44.38	\$46.60	\$48.93	\$51.38	
Associate Engineer (PARS)	Hourly	\$51.38	\$53.95	\$56.65	\$59.49	\$62.47			
Building Permit Technician (PARS)	Hourly	\$26.03	\$27.34	\$28.71	\$30.15	\$31.66			
Code Enforcement Officer(PARS)	Hourly	\$34.25	\$35.97	\$37.77	\$39.66	\$41.65	\$43.74		
Code Enforcement Officer, Sr (PARS)	Hourly	\$42.59	\$44.72	\$46.96	\$49.31				
Engineering Technician I (PARS)	Hourly	\$26.62	\$27.96	\$29.36	\$30.83	\$32.38			
Engineering Technician II (PARS)	Hourly	\$34.00	\$35.70	\$37.49					
Engineering Technician III (PARS)	Hourly	\$35.70	\$37.49	\$39.37	\$41.34	\$43.41			
Environmental Qual Officer (PARS)	Hourly	\$34.25	\$35.97	\$37.77	\$39.66	\$41.65	\$43.74		
Environmental Qual Officer, Sr (PARS)	Hourly	\$42.59	\$44.72	\$46.96	\$49.31				
Fire Prevention Specialist (PARS)	Hourly	\$36.34	\$38.16	\$40.07	\$42.08	\$44.19	\$46.40		
Housing Specialist (PARS)	Hourly	\$33.08	\$34.74	\$36.48	\$38.31	\$40.23			
Inspector, Building (PARS)	Hourly	\$32.67	\$34.31	\$36.03	\$37.84	\$39.74	\$41.73	\$43.82	
Inspector, Building, Sr. (PARS)	Hourly	\$39.81	\$41.81	\$43.91	\$46.11	\$48.42			
Inspector, Electrical, Sr (PARS)	Hourly	\$39.81	\$41.81	\$43.91	\$46.11	\$48.42			
Inspector, Mech & Plumbng, Sr (PARS)	Hourly	\$39.81	\$41.81	\$43.91	\$46.11	\$48.42			
Inspector, Public Works (PARS)	Hourly	\$36.05	\$37.86	\$39.76	\$41.75	\$43.84	\$46.04	\$48.35	
Inspector, Public Works, Sr (PARS)	Hourly	\$46.03	\$48.34	\$50.76	\$53.30				
Inspector,Public Works-Cap Prj (PARS)	Hourly	\$36.05	\$37.86	\$39.76	\$41.75	\$43.84	\$46.04	\$48.35	
Payroll Specialist (PARS)	Hourly	\$34.89	\$36.64	\$38.48	\$40.41	\$42.44			
Permit Technician I (PARS)	Hourly	\$27.02	\$28.38	\$29.80	\$31.29	\$32.86	\$34.51		
Permit Technician II (PARS)	Hourly	\$32.94	\$34.59	\$36.32	\$38.14				
Planning Assistant (PARS)	Hourly	\$34.85	\$36.60	\$38.43	\$40.36	\$42.38	\$44.50		
Planning Associate (PARS)	Hourly	\$40.72	\$42.76	\$44.90	\$47.15	\$49.51	\$51.99		
Plans Examiner (PARS)	Hourly	\$44.26	\$46.48	\$48.81	\$51.26	\$53.83	\$56.53		
Senior Planner (PARS)	Hourly	\$48.87	\$51.32	\$53.89	\$56.59	\$59.42	\$62.40		
Sr. Fire Prevention Specialist (PARS)	Hourly	\$45.31	\$47.58	\$49.96	\$52.46	\$55.09			
Supervising Plans Examiner (PARS)	Hourly	\$54.26	\$56.98	\$59.83	\$62.83	\$65.98			

Non-PARS Eligible Employee Salary Grids

Pay Ranges	Basis	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
Account Clerk (Non-PARS)	Hourly	\$25.58	\$26.86	\$28.21	\$29.63	\$31.12			
Accountant (Non-PARS)	Hourly	\$39.72	\$41.71	\$43.80	\$45.99	\$48.29	\$50.71		
Accounting Technician (Non-PARS)	Hourly	\$31.12	\$32.68	\$34.32	\$36.04	\$37.85			
Assistant Engineer (Non-PARS)	Hourly	\$39.07	\$41.03	\$43.09	\$45.25	\$47.52	\$49.90	\$52.40	
Associate Engineer (Non-PARS)	Hourly	\$52.40	\$55.02	\$57.78	\$60.67	\$63.71			
Building Permit Technician (Non-PARS)	Hourly	\$26.55	\$27.88	\$29.28	\$30.75	\$32.29			
Code Enforcement Officer (Non-PARS)	Hourly	\$34.93	\$36.68	\$38.52	\$40.45	\$42.48	\$44.61		
Code Enforcement Officer, Sr (Non-PARS)	Hourly	\$43.42	\$45.60	\$47.88	\$50.28				
Engineering Technician I (Non-PARS)	Hourly	\$27.15	\$28.51	\$29.94	\$31.44	\$33.02			
Engineering Technician II (Non-PARS)	Hourly	\$34.68	\$36.42	\$38.25					
Engineering Technician III (Non-PARS)	Hourly	\$36.42	\$38.25	\$40.17	\$42.18	\$44.29			
Environmental Qual Officer (Non-PARS)	Hourly	\$34.93	\$36.68	\$38.52	\$40.45	\$42.48	\$44.61		
Environmental Qual Officer, Sr (Non-PARS)	Hourly	\$43.42	\$45.60	\$47.88	\$50.28				
Fire Prevention Specialist (Non-PARS)	Hourly	\$37.06	\$38.92	\$40.87	\$42.92	\$45.07	\$47.33		
Housing Specialist (Non-PARS)	Hourly	\$33.74	\$35.43	\$37.21	\$39.08	\$41.04			
Inspector, Building (Non-PARS)	Hourly	\$33.32	\$34.99	\$36.74	\$38.58	\$40.51	\$42.54	\$44.67	
Inspector, Building, Sr. (Non-PARS)	Hourly	\$40.58	\$42.61	\$44.75	\$46.99	\$49.34			
Inspector, Electrical, Sr (Non-PARS)	Hourly	\$40.58	\$42.61	\$44.75	\$46.99	\$49.34			
Inspector, Mech & Plumbng,sr (Non-PARS)	Hourly	\$40.58	\$42.61	\$44.75	\$46.99	\$49.34			
Inspector, Public Works (Non-PARS)	Hourly	\$36.76	\$38.60	\$40.53	\$42.56	\$44.69	\$46.93	\$49.28	
Inspector, Public Works, Sr (Non-PARS)	Hourly	\$46.91	\$49.26	\$51.73	\$54.32				
Inspector,Public Works-Cap Prj (Non-PARS)	Hourly	\$36.76	\$38.60	\$40.53	\$42.56	\$44.69	\$46.93	\$49.28	
Payroll Specialist (Non-PARS)	Hourly	\$35.59	\$37.37	\$39.24	\$41.21	\$43.28			
Permit Technician I (Non-PARS)	Hourly	\$27.57	\$28.95	\$30.40	\$31.92	\$33.52	\$35.20		
Permit Technician II (Non-PARS)	Hourly	\$33.59	\$35.27	\$37.04	\$38.90				
Planning Assistant (Non-PARS)	Hourly	\$35.56	\$37.34	\$39.21	\$41.18	\$43.24	\$45.41		
Planning Associate (Non-PARS)	Hourly	\$41.53	\$43.61	\$45.80	\$48.09	\$50.50	\$53.03		
Plans Examiner (Non-PARS)	Hourly	\$45.15	\$47.41	\$49.79	\$52.28	\$54.90	\$57.65		
Senior Planner (Non-PARS)	Hourly	\$49.85	\$52.35	\$54.97	\$57.72	\$60.61	\$63.65		
Sr. Fire Prevention Specialist (Non-PARS)	Hourly	\$46.20	\$48.51	\$50.94	\$53.49	\$56.17			
Supervising Plans Examiner (Non-PARS)	Hourly	\$55.33	\$58.10	\$61.01	\$64.07	\$67.28			

Effective July 12, 2026

PARS Eligible Employee Salary Grids

Pay Ranges	Basis	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
Account Clerk (PARS)	Hourly	\$25.61	\$26.90	\$28.25	\$29.67	\$31.16			
Accountant (PARS)	Hourly	\$39.76	\$41.75	\$43.84	\$46.04	\$48.35	\$50.77		
Accounting Technician (PARS)	Hourly	\$31.16	\$32.72	\$34.36	\$36.08	\$37.89			
Assistant Engineer (PARS)	Hourly	\$39.09	\$41.05	\$43.11	\$45.27	\$47.54	\$49.92	\$52.42	
Associate Engineer (PARS)	Hourly	\$52.42	\$55.05	\$57.81	\$60.71	\$63.75			
Building Permit Technician (PARS)	Hourly	\$26.56	\$27.89	\$29.29	\$30.76	\$32.30			
Code Enforcement Officer(PARS)	Hourly	\$34.94	\$36.69	\$38.53	\$40.46	\$42.49	\$44.62		
Code Enforcement Officer, Sr (PARS)	Hourly	\$43.45	\$45.63	\$47.92	\$50.32				
Engineering Technician I (PARS)	Hourly	\$27.16	\$28.52	\$29.95	\$31.45	\$33.03			
Engineering Technician II (PARS)	Hourly	\$34.69	\$36.43	\$38.26					
Engineering Technician III (PARS)	Hourly	\$36.43	\$38.26	\$40.18	\$42.19	\$44.30			
Environmental Qual Officer (PARS)	Hourly	\$34.94	\$36.69	\$38.53	\$40.46	\$42.49	\$44.62		
Environmental Qual Officer, Sr (PARS)	Hourly	\$43.45	\$45.63	\$47.92	\$50.32				
Fire Prevention Specialist (PARS)	Hourly	\$37.07	\$38.93	\$40.88	\$42.93	\$45.08	\$47.34		
Housing Specialist (PARS)	Hourly	\$33.75	\$35.44	\$37.22	\$39.09	\$41.05			
Inspector, Building (PARS)	Hourly	\$33.33	\$35.00	\$36.75	\$38.59	\$40.52	\$42.55	\$44.68	
Inspector, Building, Sr. (PARS)	Hourly	\$40.61	\$42.65	\$44.79	\$47.03	\$49.39			
Inspector, Electrical, Sr (PARS)	Hourly	\$40.61	\$42.65	\$44.79	\$47.03	\$49.39			
Inspector, Mech & Plumbng, Sr (PARS)	Hourly	\$40.61	\$42.65	\$44.79	\$47.03	\$49.39			
Inspector, Public Works (PARS)	Hourly	\$36.78	\$38.62	\$40.56	\$42.59	\$44.72	\$46.96	\$49.31	
Inspector, Public Works, Sr (PARS)	Hourly	\$46.96	\$49.31	\$51.78	\$54.37				
Inspector,Public Works-Cap Prj (PARS)	Hourly	\$36.78	\$38.62	\$40.56	\$42.59	\$44.72	\$46.96	\$49.31	
Payroll Specialist (PARS)	Hourly	\$35.59	\$37.37	\$39.24	\$41.21	\$43.28			
Permit Technician I (PARS)	Hourly	\$27.57	\$28.95	\$30.40	\$31.92	\$33.52	\$35.20		
Permit Technician II (PARS)	Hourly	\$33.60	\$35.28	\$37.05	\$38.91				
Planning Assistant (PARS)	Hourly	\$35.55	\$37.33	\$39.20	\$41.16	\$43.22	\$45.39		
Planning Associate (PARS)	Hourly	\$41.54	\$43.62	\$45.81	\$48.11	\$50.52	\$53.05		
Plans Examiner (PARS)	Hourly	\$45.15	\$47.41	\$49.79	\$52.28	\$54.90	\$57.65		
Senior Planner (PARS)	Hourly	\$49.85	\$52.35	\$54.97	\$57.72	\$60.61	\$63.65		
Sr. Fire Prevention Specialist (PARS)	Hourly	\$46.22	\$48.54	\$50.97	\$53.52	\$56.20			
Supervising Plans Examiner (PARS)	Hourly	\$55.35	\$58.12	\$61.03	\$64.09	\$67.30			

Non-PARS Eligible Employee Salary Grids

Pay Ranges	Basis	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
Account Clerk (Non-PARS)	Hourly	\$26.35	\$27.67	\$29.06	\$30.52	\$32.05			
Accountant (Non-PARS)	Hourly	\$40.92	\$42.97	\$45.12	\$47.38	\$49.75	\$52.24		
Accounting Technician (Non-PARS)	Hourly	\$32.05	\$33.66	\$35.35	\$37.12	\$38.98			
Assistant Engineer (Non-PARS)	Hourly	\$40.25	\$42.27	\$44.39	\$46.61	\$48.95	\$51.40	\$53.97	
Associate Engineer (Non-PARS)	Hourly	\$53.97	\$56.67	\$59.51	\$62.49	\$65.62			
Building Permit Technician (Non-PARS)	Hourly	\$27.35	\$28.72	\$30.16	\$31.67	\$33.26			
Code Enforcement Officer (Non-PARS)	Hourly	\$35.98	\$37.78	\$39.67	\$41.66	\$43.75	\$45.94		
Code Enforcement Officer, Sr (Non-PARS)	Hourly	\$44.73	\$46.97	\$49.32	\$51.79				
Engineering Technician I (Non-PARS)	Hourly	\$27.97	\$29.37	\$30.84	\$32.39	\$34.01			
Engineering Technician II (Non-PARS)	Hourly	\$35.72	\$37.51	\$39.39					
Engineering Technician III (Non-PARS)	Hourly	\$37.51	\$39.39	\$41.36	\$43.43	\$45.61			
Environmental Qual Officer (Non-PARS)	Hourly	\$35.98	\$37.78	\$39.67	\$41.66	\$43.75	\$45.94		
Environmental Qual Officer, Sr (Non-PARS)	Hourly	\$44.73	\$46.97	\$49.32	\$51.79				
Fire Prevention Specialist (Non-PARS)	Hourly	\$38.18	\$40.09	\$42.10	\$44.21	\$46.43	\$48.76		
Housing Specialist (Non-PARS)	Hourly	\$34.76	\$36.50	\$38.33	\$40.25	\$42.27			
Inspector, Building (Non-PARS)	Hourly	\$34.32	\$36.04	\$37.85	\$39.75	\$41.74	\$43.83	\$46.03	
Inspector, Building, Sr. (Non-PARS)	Hourly	\$41.80	\$43.89	\$46.09	\$48.40	\$50.82			
Inspector, Electrical, Sr (Non-PARS)	Hourly	\$41.80	\$43.89	\$46.09	\$48.40	\$50.82			
Inspector, Mech & Plumbng,sr (Non-PARS)	Hourly	\$41.80	\$43.89	\$46.09	\$48.40	\$50.82			
Inspector, Public Works (Non-PARS)	Hourly	\$37.87	\$39.77	\$41.76	\$43.85	\$46.05	\$48.36	\$50.78	
Inspector, Public Works, Sr (Non-PARS)	Hourly	\$48.32	\$50.74	\$53.28	\$55.95				
Inspector,Public Works-Cap Prj (Non-PARS)	Hourly	\$37.87	\$39.77	\$41.76	\$43.85	\$46.05	\$48.36	\$50.78	
Payroll Specialist (Non-PARS)	Hourly	\$36.66	\$38.50	\$40.43	\$42.46	\$44.59			
Permit Technician I (Non-PARS)	Hourly	\$28.40	\$29.82	\$31.32	\$32.89	\$34.54	\$36.27		
Permit Technician II (Non-PARS)	Hourly	\$34.60	\$36.33	\$38.15	\$40.06				
Planning Assistant (Non-PARS)	Hourly	\$36.63	\$38.47	\$40.40	\$42.42	\$44.55	\$46.78		
Planning Associate (Non-PARS)	Hourly	\$42.78	\$44.92	\$47.17	\$49.53	\$52.01	\$54.62		
Plans Examiner (Non-PARS)	Hourly	\$46.51	\$48.84	\$51.29	\$53.86	\$56.56	\$59.39		
Senior Planner (Non-PARS)	Hourly	\$51.35	\$53.92	\$56.62	\$59.46	\$62.44	\$65.57		
Sr. Fire Prevention Specialist (Non-PARS)	Hourly	\$47.59	\$49.97	\$52.47	\$55.10	\$57.86			
Supervising Plans Examiner (Non-PARS)	Hourly	\$56.99	\$59.84	\$62.84	\$65.99	\$69.29			

Effective July 11, 2027

PARS Eligible Employee Salary Grids

Pay Ranges	Basis	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
Account Clerk (PARS)	Hourly	\$25.87	\$27.17	\$28.53	\$29.96	\$31.46			
Accountant (PARS)	Hourly	\$40.16	\$42.17	\$44.28	\$46.50	\$48.83	\$51.28		
Accounting Technician (PARS)	Hourly	\$31.46	\$33.04	\$34.70	\$36.44	\$38.27			
Assistant Engineer (PARS)	Hourly	\$39.49	\$41.47	\$43.55	\$45.73	\$48.02	\$50.43	\$52.96	
Associate Engineer (PARS)	Hourly	\$52.96	\$55.61	\$58.40	\$61.32	\$64.39			
Building Permit Technician (PARS)	Hourly	\$26.83	\$28.18	\$29.59	\$31.07	\$32.63			
Code Enforcement Officer(PARS)	Hourly	\$35.29	\$37.06	\$38.92	\$40.87	\$42.92	\$45.07		
Code Enforcement Officer, Sr (PARS)	Hourly	\$43.89	\$46.09	\$48.40	\$50.82				
Engineering Technician I (PARS)	Hourly	\$27.44	\$28.82	\$30.27	\$31.79	\$33.38			
Engineering Technician II (PARS)	Hourly	\$35.05	\$36.81	\$38.66					
Engineering Technician III (PARS)	Hourly	\$36.81	\$38.66	\$40.60	\$42.63	\$44.77			
Environmental Qual Officer (PARS)	Hourly	\$35.29	\$37.06	\$38.92	\$40.87	\$42.92	\$45.07		
Environmental Qual Officer, Sr (PARS)	Hourly	\$43.89	\$46.09	\$48.40	\$50.82				
Fire Prevention Specialist (PARS)	Hourly	\$37.45	\$39.33	\$41.30	\$43.37	\$45.54	\$47.82		
Housing Specialist (PARS)	Hourly	\$34.09	\$35.80	\$37.59	\$39.47	\$41.45			
Inspector, Building (PARS)	Hourly	\$33.67	\$35.36	\$37.13	\$38.99	\$40.94	\$42.99	\$45.14	
Inspector, Building, Sr. (PARS)	Hourly	\$41.02	\$43.08	\$45.24	\$47.51	\$49.89			
Inspector, Electrical, Sr (PARS)	Hourly	\$41.02	\$43.08	\$45.24	\$47.51	\$49.89			
Inspector, Mech & Plumbng, Sr (PARS)	Hourly	\$41.02	\$43.08	\$45.24	\$47.51	\$49.89			
Inspector, Public Works (PARS)	Hourly	\$37.15	\$39.01	\$40.97	\$43.02	\$45.18	\$47.44	\$49.82	
Inspector, Public Works, Sr (PARS)	Hourly	\$47.43	\$49.81	\$52.31	\$54.93				
Inspector,Public Works-Cap Prj (PARS)	Hourly	\$37.15	\$39.01	\$40.97	\$43.02	\$45.18	\$47.44	\$49.82	
Payroll Specialist (PARS)	Hourly	\$35.95	\$37.75	\$39.64	\$41.63	\$43.72			
Permit Technician I (PARS)	Hourly	\$27.85	\$29.25	\$30.72	\$32.26	\$33.88	\$35.58		
Permit Technician II (PARS)	Hourly	\$33.94	\$35.64	\$37.43	\$39.31				
Planning Assistant (PARS)	Hourly	\$35.91	\$37.71	\$39.60	\$41.58	\$43.66	\$45.85		
Planning Associate (PARS)	Hourly	\$41.96	\$44.06	\$46.27	\$48.59	\$51.02	\$53.58		
Plans Examiner (PARS)	Hourly	\$45.61	\$47.90	\$50.30	\$52.82	\$55.47	\$58.25		
Senior Planner (PARS)	Hourly	\$50.35	\$52.87	\$55.52	\$58.30	\$61.22	\$64.29		
Sr. Fire Prevention Specialist (PARS)	Hourly	\$46.69	\$49.03	\$51.49	\$54.07	\$56.78			
Supervising Plans Examiner (PARS)	Hourly	\$55.91	\$58.71	\$61.65	\$64.74	\$67.98			

Non-PARS Eligible Employee Salary Grids

Pay Ranges	Basis	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
Account Clerk (Non-PARS)	Hourly	\$27.15	\$28.51	\$29.94	\$31.44	\$33.02			
Accountant (Non-PARS)	Hourly	\$42.15	\$44.26	\$46.48	\$48.81	\$51.26	\$53.83		
Accounting Technician (Non-PARS)	Hourly	\$33.02	\$34.68	\$36.42	\$38.25	\$40.17			
Assistant Engineer (Non-PARS)	Hourly	\$41.46	\$43.54	\$45.72	\$48.01	\$50.42	\$52.95	\$55.60	
Associate Engineer (Non-PARS)	Hourly	\$55.60	\$58.38	\$61.30	\$64.37	\$67.59			
Building Permit Technician (Non-PARS)	Hourly	\$28.18	\$29.59	\$31.07	\$32.63	\$34.27			
Code Enforcement Officer (Non-PARS)	Hourly	\$37.06	\$38.92	\$40.87	\$42.92	\$45.07	\$47.33		
Code Enforcement Officer, Sr (Non-PARS)	Hourly	\$46.08	\$48.39	\$50.81	\$53.36				
Engineering Technician I (Non-PARS)	Hourly	\$28.81	\$30.26	\$31.78	\$33.37	\$35.04			
Engineering Technician II (Non-PARS)	Hourly	\$36.80	\$38.64	\$40.58					
Engineering Technician III (Non-PARS)	Hourly	\$38.64	\$40.58	\$42.61	\$44.75	\$46.99			
Environmental Qual Officer (Non-PARS)	Hourly	\$37.06	\$38.92	\$40.87	\$42.92	\$45.07	\$47.33		
Environmental Qual Officer, Sr (Non-PARS)	Hourly	\$46.08	\$48.39	\$50.81	\$53.36				
Fire Prevention Specialist (Non-PARS)	Hourly	\$39.33	\$41.30	\$43.37	\$45.54	\$47.82	\$50.22		
Housing Specialist (Non-PARS)	Hourly	\$35.81	\$37.61	\$39.50	\$41.48	\$43.56			
Inspector, Building (Non-PARS)	Hourly	\$35.35	\$37.12	\$38.98	\$40.93	\$42.98	\$45.13	\$47.39	
Inspector, Building, Sr. (Non-PARS)	Hourly	\$43.06	\$45.22	\$47.49	\$49.87	\$52.37			
Inspector, Electrical, Sr (Non-PARS)	Hourly	\$43.06	\$45.22	\$47.49	\$49.87	\$52.37			
Inspector, Mech & Plumbing, Sr (Non-PARS)	Hourly	\$43.06	\$45.22	\$47.49	\$49.87	\$52.37			
Inspector, Public Works (Non-PARS)	Hourly	\$39.01	\$40.97	\$43.02	\$45.18	\$47.44	\$49.82	\$52.32	
Inspector, Public Works, Sr (Non-PARS)	Hourly	\$49.77	\$52.26	\$54.88	\$57.63				
Inspector, Public Works-Cap Prj (Non-PARS)	Hourly	\$39.01	\$40.97	\$43.02	\$45.18	\$47.44	\$49.82	\$52.32	
Payroll Specialist (Non-PARS)	Hourly	\$37.76	\$39.65	\$41.64	\$43.73	\$45.92			
Permit Technician I (Non-PARS)	Hourly	\$29.26	\$30.73	\$32.27	\$33.89	\$35.59	\$37.37		
Permit Technician II (Non-PARS)	Hourly	\$35.64	\$37.43	\$39.31	\$41.28				
Planning Assistant (Non-PARS)	Hourly	\$37.73	\$39.62	\$41.61	\$43.70	\$45.89	\$48.19		
Planning Associate (Non-PARS)	Hourly	\$44.07	\$46.28	\$48.60	\$51.03	\$53.59	\$56.27		
Plans Examiner (Non-PARS)	Hourly	\$47.91	\$50.31	\$52.83	\$55.48	\$58.26	\$61.18		
Senior Planner (Non-PARS)	Hourly	\$52.90	\$55.55	\$58.33	\$61.25	\$64.32	\$67.54		
Sr. Fire Prevention Specialist (Non-PARS)	Hourly	\$49.02	\$51.48	\$54.06	\$56.77	\$59.61			
Supervising Plans Examiner (Non-PARS)	Hourly	\$58.70	\$61.64	\$64.73	\$67.97	\$71.37			

SECTION 2.2 BASE PAY

A) Definition

Base hourly pay shall be the hourly rate of pay for a particular classification without consideration of any special compensation. For Engineers & TFEA, base hourly pay shall be a step plan, said steps being five (5) percent apart.

B) Regular Pay

Regular pay shall be that compensation which is used for calculating PERS contributions and for PERS retirement earnings.

C) Starting Pay Rates

Original appointment shall normally be made at the first step of the base pay range. Upon recommendation of the Department Head, and approval of the City Manager, initial compensation may be at a higher step within the base pay range where it is based on the outstanding and unusual character of the employee's experience and ability over and above the qualification requirements specified for the class, or there is a temporary shortage of applicants for the class involved, provided that, in the latter case, all current

employees in the same class involved who are receiving less than the new initial compensation rate shall have their rates of pay adjusted to such rate.

SECTION 2.3 SALARY ADVANCEMENTS

- A) Salary step advancement within a range shall be on the 1st day of the nearest pay period to the anniversary of each year of service, to the maximum step of the base pay range.

Upon recommendation of the Department Head and approval of the City Manager, such step advancement may be accelerated where outstanding performance may justify.

- B) Advancement to the next step following such accelerated advancement shall normally be after one year.

- C) Rate of Pay on Promotion

Upon promotion, any employee covered by this Agreement shall receive the lowest step in the new range, which provides a minimum of 5% increase in base pay.

SECTION 2.4 METHODS OF COMPENSATION

- A) Compensation shall be paid on an hourly basis.

- B) Payments due shall be paid on a biweekly basis unless otherwise specified in this Agreement. By mutual consent of the parties, more frequent payments and other modifications can be made.

SECTION 2.5 CONTINUITY OF SERVICE

Service requirements for advancement within the pay range, industrial accident leave, long term disability, holidays, and vacation shall be based on continuous and total service as a regular employee.

- A) Leaves of absence without pay of ten working days or less and leaves with pay shall not interrupt continuous service nor be deducted from total service.

- B) Leaves of absence without pay in excess of ten working days except for extended military leave, shall be deducted in computing total service but shall not serve to interrupt continuous service.

- C) All unauthorized absences without leave shall be grounds for disciplinary action except where it can be shown that the employee could not respond due to a bona fide emergency (the employee shall still be docked for any time not worked). Any unauthorized leave in excess of three working days in any calendar month shall be deducted from total service and may at the discretion of the City Manager interrupt continuity of service or may be grounds for discharge.

ARTICLE 3 - SPECIAL COMPENSATION

SECTION 3.1 PREMIUM PAY

Employees assigned to work requiring specified duties which require skills and abilities not contemplated in the employee's normal assignments in the areas described in this section shall receive premium pay only while so assigned. Such premium pay shall be for the hours actually worked in the assignment. Premiums requiring licenses/certificates will be assigned on the following pay period after it was earned and received by Department.

Premiums requiring licenses/certificates will be implemented upon the start of the assignment to specified duties that require licenses/certifications and upon receipt of any necessary documentation. Assignments and reassignments shall be made by the Department Head subject to the approval of the City Manager according to workload and skills required, and subject to any special provisions specified in this section for any particular assignment. Whether premium pay is reported as PERSable compensation shall be determined by CalPERS as prescribed under Title 2 CCR Section 571. The City will strive to ensure any premium currently reported to CalPERS will remain part of pensionable compensation. Any changes made by CalPERS regarding requirements for premium reporting shall initiate meet and confer.

A) Lead Planning Associate

The Planning Associate(s) who are primarily responsible for the day-to-day activities, which may include supervision of a Planning Section, or be assigned to oversee specialized programs, specific planning activities in targeted and focused areas of the City (e.g., Downtown Torrance, Eastside Industrial Area, WALTERIA, Del Amo), and historic preservation function, or City sustainability and Environmental Programming as assigned by the Community Development Director shall be given the title of Lead Planning Associate and receive a premium of 10% above the base pay per hour while so assigned.

B) Housing Specialist

A Housing Specialist may be appointed by the Department Head to be responsible for additional administrative functions for the Housing Division which may include review of case work for accuracy and preparation of administrative reports and budgets. The premium shall be 5% above base pay per hour while so assigned.

C) Senior Grading Inspector Assignment Premium

An employee of the Community Development Department whom the Department Head certifies is capable of performing the necessary duties will be given the responsibility of Senior Grading Inspector duties. That employee will receive a premium of 10% above the base pay per hour while so assigned.

D) Supervising Environmental Quality Officer Premium

The Senior Environmental Quality Officer assigned by the Department Head to oversee the daily activities of the Environmental Quality Section, shall receive a premium of 10% above the base pay per hour while so assigned for additional supervising duties including but not limited to staff liaison to the Environmental Quality and Energy Conservation Commission. While receiving the premium, the employee shall report to the Neighborhood Services Manager.

E) Code Enforcement Premium

Code Enforcement Officers and Senior Code Enforcement Officers that obtain a Certified Code Enforcement Officer (CCEO) Certification shall receive a 6% premium. Code Enforcement Officers and Senior Code Enforcement Officers may also receive a 2% premium for each of the following Code Enforcement Training Certificates:

- Module I (Basic)
- Module II (Intermediate)
- Module III (Advanced)

The maximum premium amount a Code Enforcement Officer or Senior Code Enforcement Officer may receive under this section shall not exceed 6%.

F) Employees in the position of Associate Engineer, Assistant Engineer, Structural Plans Examiner and Plans Examiner who are Licensed Architects or possess a valid California Professional Engineering Registration shall receive a premium of 5% above the base pay per hour. A copy of the license must be provided to the Department Head for proof of eligibility.

G) Effective October 8, 2000, employees in the classes of Planning Associate or Planning Assistant who achieve the designation of the American Institute of Certified Planners shall receive a premium of 2.5% above the base pay per hour. Proof of this designation must be submitted to the Department Head.

H) Contract Administration Coordinator

An employee in the classification series of Senior Inspector, who is assigned to the duties of coordinating the administrative aspects of instruction or facilities maintenance of public facilities shall be assigned the working class title of Contract Administration Coordinator and shall receive a premium of 10% above the base pay per hour above that of Senior Inspector base pay, while so assigned.

I) NPDES Coordination

An employee of the Community Risk Reduction Division whom the Chief certifies is capable of performing the necessary duties will be responsible for coordinating the NPDES commercial/industrial inspection program. That employee shall receive a premium of 5% above base pay per hour while so assigned.

J) Public Works Inspection Premium

1. Senior Associate Engineer. The Associate Engineer who is responsible for overall supervision of the Plan Check, Permit, and Public Works Inspection units of the Engineering Division of the Community Development Department as assigned by the Department Head and reporting to the Assistant Building Regulations Administrator shall receive a premium of 10% above the base pay per hour while so assigned.
2. Senior/Lead Public Works Inspector. The Public Works Inspector who is assigned as the Senior/Lead Public Works Inspector is primarily responsible to lead and supervise the day-to-day activities of Public Works inspection unit and inspectors in the Engineering Division of the Community Development Department. Duties include training inspectors, facilitating complaints from public program participants,

coordinating assignments for inspectors, reviewing the work of inspectors for accuracy, scheduling inspectors for coverage, and preparation of administration reports as assigned by the Community Development Director. The Senior/Lead Public Works Inspector reports to the Associate Engineer and shall receive a 10% premium above the base pay per hour while so assigned.

K) Associate Engineer

The Associate Engineer, who is assigned to the review and signing of final subdivision maps, shall receive a premium of 6% above the base pay per hour while so assigned.

L) Fire Prevention Specialist/Senior Fire Prevention Specialist

Employees in the position of Fire Prevention Specialist and Senior Fire Prevention Specialist who possess a valid California State Fire Marshal Certificate or Hazardous Waste Operations and Emergency Response (HAZWOPER), or American Red Cross First Aid, American Red Cross/American Heart Association Cardiopulmonary Resuscitation (CPR)), California Office of the State Marshall Fire Prevention Course approved by the Fire Chief, or NPDES Certificate shall receive a 2% premium. A copy of the license must be provided to the Department Head for proof of eligibility. These premiums may be combined with the ICC Education Incentives (Section 3.5) and shall be increased two percent for each additional certificate held by an employee to a maximum of 12%.

M) Certified Access Specialist (CASp) program:

Employees in the positions of Sr. Building Inspector, Structural Plans Examiner or Plans Examiner who possess a valid Certified Access Specialist (CASp) certificate, shall receive a 2.5% certification pay. The Community Development Department Director or designee will approve and designate the employees eligible for the CASp certification pay. Plan Examiners hired after the effective date of this MOU are required to possess the CASp certificate. The City will provide the initial and ongoing test fee for the examination.

N) Fire Investigator Assignments

1. The Fire investigation team consists of (4) team members assigned by the Fire Chief.
 - a. Designated Senior Fire Prevention Specialist (SFPS) will be assigned as a Fire Investigator as part of their duties.
 - b. The Department will establish an eligibility list for those Fire Prevention Specialist (FPS) interested in being an investigator when more than three (3) FPS show interest to be an Investigator.
 - i. The Fire Chief will have the rule of the list when selecting the FPS to be assigned as Investigator. The rule of the list means that the Fire Chief may select anyone on the eligibility list no matter what number or position they are on the eligibility list.
 - c. Investigation duties include: fire scene investigation, evidence collection, all documentation and court appearances associated with fire investigation.
 - d. Investigators will conduct investigation-related training for operation personnel.
2. The investigation team will work with the Fire Marshal to develop a schedule that provides call-out coverage 24-hour a day, 365 days per year by at least two (2) Investigators.
 - a. Investigators on approved vacation will not be considered available to respond to call outs.

3. In lieu of stand-by time, and for the additional duties associated as an Investigator, SFPS and FPS assigned as a Fire investigator will:
 - a. Earn 1.54 hours investigation compensatory time per pay period. Beginning January 1, 2025 employees shall earn 40 hours of compensatory time off on an annual basis each January 1. For employees that are assigned mid calendar year, their compensatory time off will be pro-rated based on each full month assigned to the role.
 - b. Investigation compensatory time will be added to existing compensatory time with a maximum accrual of 120 hours (80 existing plus 40 additional for SFPS and FPS assigned to Fire Investigation).
 - c. Investigation compensatory time can only be used for time-off. Investigation compensatory time off will be approved by the Fire Marshal / Deputy Fire Marshal.
 - d. Investigatory compensation time has no cash value.
 - e. When an Investigator is called to the scene of an incident, they will be paid four (4) hours of double-time.
 - f. Investigators may participate-with South Bay Arson Task Force call-outs.
4. A vehicle with the needed supplies will be provided and parked in the rear parking lot of City Hall.
 - a. The vehicle is not for personal use.
 - b. Safety equipment to perform an investigation will be provided by the department.
5. When a Fire Prevention Specialist assigned as a Fire investigator is contacted and fails to respond to an incident for the third (3rd) time in a twelve (12) month period that Investigator will be removed from being an Investigator.
 - a. The Investigator will be replaced by another FPS on the Investigator eligibility list.
 - b. An FPS Investigator may request through the chain of command to be removed from the team. The requesting FPS Investigator may be granted removal after another FPS Investigator has been trained.

O) Cross Connection Certification

The Associate Engineer assigned to the Engineering Division of the Community Development Department who is possesses a Cross Connection Control Program certification and is responsible for the review of water projects shall receive a premium of 2.5% above the base pay per hour. A copy of the certification must be provided to the Department Head for proof of eligibility. The Community Development Department Director or designee will approve and designate the Associate Engineer eligible for said certification pay.

P) Training Premium

When an occupying a fiscal employee position is required by his or her supervisor to train an employee of a higher classification, a premium of 5% above the base pay per hour will be provided for the period of time the employee spends in the training capacity.

Q) Budget Development Premium

The Accountant who has the prime responsibility of developing the City budget shall receive a premium of 7% above the base pay per hour while so assigned.

RQ) Laserfiche Premium

Employees in the classification of Engineering Technician III and Assistant Engineers in the Community Development Department that support activities utilizing the Laserfiche, as approved by the Director or designee, shall receive a 2.5% premium for each of the below certifications:

- Laserfiche Capture
- Laserfiche Records Management

The maximum premium amount an employee may receive under this section shall not exceed 5%.

SECTION 3.2 MOVE-UP ASSIGNMENT

A) Objective:

The objective of this Section is to provide a manner of paying employees for work done and responsibility assumed when an employee is moved-up to a higher classification during a temporary absence of another employee.

B) Assignment:

1. When an employee is temporarily absent from his/her job, another employee may be assigned by the Department Head or his/her designee to do the work of the absent employee.
2. The assigned employee need not possess the minimum qualifications for the position of the absent employee unless a specific license or certificate is required to legally perform the move-up assignment. The Department Head will certify that the assigned employee is capable of performing the work of the absent employee.
3. An employee with a performance improvement plan and/or a "Below Standard" or "Unsatisfactory" performance evaluation in the preceding 12 months will not be considered. For purposes of this section, the employee's performance shall be considered standard if they have not received an evaluation for more than a year.
4. The Department Head may permit the position to remain temporarily vacant.
5. An employee may decline a move-up assignment subject to subsection E, Priority 1 and Priority 2.

C) Duration of Assignment:

Any employee moved-up pursuant to this section shall remain in the higher class until the incumbent returns to duty, subject to the following conditions:

1. Each such assignment shall not exceed 90 days duration.
2. If the work is not performed in a satisfactory manner, the Department Head may remove the employee who has moved-up and move-up another employee to replace him/her or leave the position unfilled.

D) No Probationary Period Credit:

Time served by an employee assigned to a higher class under the provisions of this section shall not be credited toward that employee's probationary period in the higher class.

E) Priority for Move-Up Assignments:

1. Move-up will be done on a rotational basis with each assignment counting as one "turn" irrespective of the length of the move-up, as follows:

a) **Priority 1:** If a current non-expired Civil Service list exists, priority will be given to those employees in the same Division regularly employed in a lower classification who are on the list. Offers will be made in the order the employees are ranked on the list.

Priority 2: If no current, non-expired Civil Service list exists, or the move-up cannot be filled using Priority 1, priority will be given to those regularly employed in the next lower classification on a seniority basis.

Priority 3: In emergency situations, and when no volunteers are found using Priorities 1 & 2, move up assignments may be mandatory through an inverse seniority assignment, or can be made through the **next** lower classification at the sole discretion of the Department Head or his/her designee.

- b) For all move-up opportunities of more than five (5) consecutive days, departments may use more than one person to fill the vacant position using this rotational system.
- c) Employees will indicate their preference in participating in the move-up by notifying their Department Head or designee on a "Move-Up Interest Form" provided by the department. Employees will indicate their preference for being contacted for move-ups by filing a "move-up interest form" with their Division. This form will allow employees to freeze their name for all move-up opportunities, or to indicate communication preferences regarding move-up opportunities. In absence of a form on file, employees will be assumed to be interested in move-up opportunities, but will only be contacted while on duty using City communication channels.

F) Absence of Moved-Up Employees:

If a moved-up employee is absent, another employee may be assigned during such absence, subject to all provisions of this Section.

G) Move-Up Pay for Vacant Position:

1. Employees moved-up pursuant to this Section shall be paid for all days worked in the higher class at a salary rate of the lowest step of the class or the lowest step for such assigned position which will give the employee five percent (5%) more than the current base salary of that employee, whichever is the higher within the base pay range for the class.
2. For the purpose of this Section, one shift shall constitute a day.
3. Any assignment to a higher class of a half shift but less than a full shift requires the prior approval of the City Manager or designee.

4. The Department Head or designee must authorize move-up.

SECTION 3.3 SUPERVISORY PAY

All supervisors covered by this agreement shall be paid at a higher rate than any of their subordinates. A supervisor's salary rate shall be advanced to that rate which will provide a pay of 5% higher than any subordinate's base pay (exclusive of special compensation) regardless of the supervisor's length of service.

SECTION 3.4 NIGHT SHIFT

All full-time employees covered by this Agreement who are assigned night shifts shall be paid a premium of 5% above their base hourly pay. A night shift shall be defined as a shift in which ½ or more of the shift is scheduled to work after 5:00 p.m. or before 7:30 a.m.

SECTION 3.5 EDUCATIONAL INCENTIVE PREMIUM

All employees in the Inspection and Enforcement Unit, including Public Works Inspectors, and employees in the Planning Section should seek to continue their education, improve their skills, and keep themselves informed of the state of the art of their specific skill area. Total educational incentive premiums shall not exceed 12%, including section A, B, and C combined.

To assist in this aim, the following educational incentive premium is in effect:

A) International Code Council (ICC) and American Concrete Institute (ACI) Program

Employees who are covered by this agreement and who have obtained an ICC or ACI certificate in one of the certified areas shall receive a premium of 4% above base pay for the first ICC/ACI certification computed on a hourly basis as educational incentive premium.

This educational incentive premium shall be increased two percent (2%) for each additional certificate held under the ACI/ICC section held by an employee to a maximum of 12%.

International Code Council Premium

1. The City will provide the initial and ongoing test fee for the ICC examination in any of the fields out of the training budget in the Community Development and Fire Departments.
2. Each additional certificate must be related to the employee's normal assignments as well as those back-up assignments an employee might reasonably be expected to carry out.
3. Effective August 30, 1998, the Building Code accessibility/usability specialist's certification will no longer count towards the premiums. Employees who currently hold the accessibility/usability specialist's certification will be allowed to retain it and may continue to certify for it prior to expiration of the current certification. In addition, only certifications which are attained through individual testing and not due to a combination of certifications will count for this premium.

4. Certificates must be maintained by the certification provisions of the ICC provided, however, that the Department Head, with the approval of the City Manager, may authorize a delay of updating the certificate on the basis of hardship.
5. Failure to maintain a certification will result in a loss of 2% premium pay for each year's delay of certification.
6. If the ICC certification program is discontinued, the representatives of Management and Engineers & TFEA shall meet and confer to establish equivalent requirements for an internal certification program.

American Concrete Institute (ACI) Premium

1. Public Works Inspectors, Senior Public Works Inspectors, Building Inspectors and Senior Building Inspectors are eligible to receive premium pay in accordance with this section upon completing the following:
 - a. ACI Concrete Construction Special Inspector
 2. Public Works Inspectors and Senior Public Works Inspectors are eligible to receive premium pay in accordance with this section upon completing the following:
 - a. ACI Concrete Field Testing Technician Grade I
 - b. ACI Concrete Laboratory Testing Level I
 - c. ACI Concrete Transportation Construction Inspector
- B) Employees who are covered by this agreement and who have obtained any of the below Leadership in Energy & Environmental Design Accredited Professional (LEED AP) certificates shall receive a premium of 2.5% above base pay computed on an hourly basis as educational incentive premium:
- a. LEED AP
 - b. LEED AP BD+C (Building Design and Construction)
 - c. LEED AP Homes
 - d. LEED AP ND (Neighborhood Development)

The City will provide the initial and ongoing test fee for the examination in any of the fields out of the training budget in the Community Development Department. Effective July 1, 2024, Leadership in Energy & Environmental Design Accredited Professional (LEED AP) will no longer be available to employees to receive as a premium. Employees who hold any of these certifications, as of July 1, 2024, will retain their premium pay and may continue to certify for them prior to expiration. In addition, only certifications which are attained through individual testing and not due to a combination of certifications will count for this premium.

- C) Employees who are covered by this agreement and who have obtained any of the below Build It Green Certifications shall receive a premium of 2.5% above base pay computed on an hourly basis as educational incentive premium:
- Green Point Advisor
 - Green Point Rater

The City will provide the initial and ongoing test fee for the examination in any of the fields out of the training budget in the Community Development Department. Effective July 1, 2024, Build It Green Certification will no longer be available to employees to receive as a premium. Employees who hold either of these certifications, as of July 1, 2024, will retain their premium pay and may continue to certify for them prior to expiration. In addition, only certifications which are attained through individual testing and not due to a combination of certifications will count for this premium.

ARTICLE 4 - BENEFITS

SECTION 4.1 HOLIDAYS

For employees covered by this Agreement the following days shall be considered holidays with pay:

- New Year's Day
- Martin Luther King Jr. Day
- Lincoln's Birthday
- Washington's Birthday
- Memorial Day
- Independence Day
- Labor Day
- Veterans Day
- Thanksgiving Day
- Day after Thanksgiving Day
- Christmas Eve
- Christmas Day
- New Year's Eve

When a holiday occurs on a Saturday, the day immediately preceding shall be observed as the holiday. When a holiday occurs on Sunday, the day immediately following will be observed as a holiday. If a holiday falls on an employee's scheduled day off, the employee will accrue vacation leave.

Holiday pay shall be computed as base hourly pay inclusive of the premium pays listed in Article 3 – Special Compensation with the exception that move-up assignment pay is only included when an employee is assigned on temporary appointment.

A) Pay for Holidays Worked:

Fiscal employees shall receive pay at the rate of one and one-half (1½) times the regular hourly rate. This is in addition to the regular work shift of holiday pay.

Engineer employees shall receive pay at double the daily rate if required to work on any of the holidays. This is in addition to the regular work shift of holiday pay.

B) Value of Holidays

1. A holiday shall be one full work shift.
2. Holidays falling on scheduled work days shall be paid in an amount equal to the amount of hours normally scheduled for the work shift.

3. If a holiday falls on a scheduled day off, the employee will accrue the following amounts of vacation leave:
 - a. For employees working a 9/80 schedule: 8 hours
 - b. For employees working a 4/10 schedule: 10 hours
 - c. For employees working a 5-day week (40 hours): 8 hours
 - d. For employees working part-time: their regularly scheduled shift

SECTION 4.2 VACATION LEAVE

A) Accrual Rate for *Engineers*

- 1) Employees in classifications covered by this agreement shall earn vacation leave prorated on an hourly basis as follows:
 - a) From date of hire to the end of the 1st year of service (months 0-12)—a total of 6.58 hours per month.
 - b) From the beginning of the 2nd year to the end of the 2nd year (months 13-24)—a total of 7.21 hours per month.
 - c) From the beginning of the 3rd year to the end of the 3rd year (months 25-36)—a total of 7.87 hours per month.
 - d) From the beginning of the 4th year to the end of the 4th year (months 37-48)—a total of 8.54 hours per month.
 - e) From the beginning of the 5th year to the end of the 6th year (months 49-72)—a total of 10.54 hours per month.
 - f) From the beginning of the 7th year to the end of the 9th year (months 73-108)—a total of 11.21 hours per month.
 - g) From the beginning of the 10th year to the end of the 20th year (months 109-240)—a total of 14.56 hours per month.
 - h) From the beginning of the 21st year to the end of the 24th year (months 241-288)—a total of 15.88 hours per month.
 - i) From the beginning of the 25th year (month 289)—a total of 18.54 hours per month.

B) Accrual Rate for *Fiscal Employees*

- 1) Employees in classifications covered by this agreement shall earn combined vacation and annual leave prorated on an hourly basis as follows:
 - a) From the date of hire to the end of the first year of employment at the rate of 6.57 hours per month of employment.
 - b) Commencing with the 2nd year of employment and until completion of two years of employment at the rate of 7.51 hours per month of employment.

- c) Commencing with the 3rd year of employment and until completion of three years of employment at the rate of 8.17 hours per month of employment.
- d) Commencing with the 4th year of employment and until completion of four years of employment at the rate of 8.84 hours per month of employment.
- e) Commencing with the 5th year of employment and until the completion of nine years of employment at the rate of 10.84 hours per month of employment.
- f) Commencing with the 10th year of employment and until the completion of 20 years of employment at the rate of 14.19 hours per month of employment.
- g) Commencing with the 21st year of employment at the rate of 15.51 hours per month.
- h) Commencing with the 25th year of employment at the rate of 16.17 hours per month of employment.

C) Eligibility

Only probationary or permanent employees shall earn vacation leave and only while receiving compensation from or through the City. Vacation shall be prorated on an hourly-earned basis. All service mentioned shall be total and continuous.

D) Scheduling

The time of taking vacation shall be requested by the employee with the approval of the Department Head or his/her designee. An employee may take vacation leave only in increments of full days or shifts unless Department Head or division manager approval is given for smaller increments.

E) Borrowing

An employee may borrow up to 40 hours of unearned vacation subject to the approval of his/her Department Head.

F) Maximum Accrual

1) Engineers

An employee may accrue vacation leave up to the amount earned over the preceding 36 months based on the vacation accrual table in Attachment D provided, however, that vacation accrued in excess of 200 hours must receive Department Head approval.

2) Fiscal Employees

An employee may accrue vacation up to the amount earned over the preceding 36 months based on the vacation accrual table in Attachment D provided, however, that vacation accrued in excess of 160 hours must receive Department Head approval.

G) Effect of Holidays

When an authorized holiday occurs during a vacation period, such days shall not be deducted from earned vacation.

H) Effect of Separation

Any borrowed vacation owed by a terminating employee shall be deducted from the employee's final pay, while any vacation owed to a terminating employee shall be added to the employee's final pay in the form of cash or 457 deferred income once Section 4.14.C has been satisfied (RHSP).

I) Vacation leave is allocated on an hour-by-hour basis. Therefore, if an employee is off on a 9 hour day, the employee will be charged 9 hours. If an employee is off on an 8 hour day, the employee will be charged 8 hours.

J) Pay for Vacation

1) Active Employee – Annual optional cash out

Cash or deferral to 457 plan: An employee, subject to Department Head approval, may select each year to receive pay or defer into the 457 plan vacation up to maximum of 160 hours per fiscal year (28 days prior notice must be given for such a request) if at least 40 hours of vacation remains on the books. Pay may be taken as deferred compensation up to the maximum allowed by the IRS code.

K) At the time of retirement or separation, the provision of Section 4.14.C (RHSP) shall apply.

SECTION 4.3 SICK LEAVE

A) Sick Leave Use

An employee may use sick leave to care for themselves or family members in compliance with the City's Policy on Leaves of Absence in accordance with State and Federal Law. Such time shall be deducted from the existing sick leave accruals of the employee. In addition, employees may use sick leave for the following reasons:

1) Retirement Early Notification Incentive Program:

An employee may use sick leave in accordance with the Retirement Early Notification Incentive Program requirements.

B) Accrual rate

Employees shall be granted sick leave in the amount of six hours per month to a maximum of 600 hours accrued sick leave.

C) Cash or deferred compensation options

1) Employees may select to convert any sick leave granted but unused over 300 hours into cash or 457 plan deferred savings. Conversion will be at the rate of one hour of pay for each hour of unused sick leave.

- 2) Any hours of sick leave which would have been granted over 600 hours will be automatically cashed down the first pay date in December. An employee who wishes to defer this amount must submit a written request to the Finance Department's Payroll Division no later than November 15th. Hours converted into cash or 457 plan deferred income will be at the rate of one hour pay for each hour of unused sick leave.

D) Overtime rate after sick leave

- 1) In the event an employee is absent on sick leave during part of a week and subsequently is required to work on his/her regular day off, he/she shall be compensated in the same manner as for overtime. He/she may, however, be required to substantiate an illness by a written statement from an attending licensed physician or a personal affidavit.
- 2) Said provisions shall not apply where an employee is called out for emergency work after hours and the overtime rate shall apply regardless of sick leave taken during the week.
- 3) For the purposes of call-out, employees who are absent on sick leave will be placed in the position of least seniority on the day they are absent and will remain in that seniority ranking until they return to regular duty.

E) Effect of Separation

- 1) At the time of retirement or separation, the provision of Section 4.14.C (RHSP) shall apply as well as the provisions below. After satisfying the requirements of Section 4.14.C, an employee covered by this Agreement shall have their remaining accumulated sick leave converted by the City into cash or deferred income on the following basis:
 - a) After seven years of service, each hour of accumulated sick leave shall be paid at $\frac{1}{2}$ the employee's hourly rate of pay.
 - b) At retirement, each hour of accumulated sick leave shall be paid at the employee's hourly rate of pay.
- 2) Accumulated sick leave shall be paid at the hourly rate upon the death of an employee covered by this Agreement regardless of years of service, to be paid to the employee's beneficiary.

F) Depleted sick leave

Employees who have insufficient sick leave accrued to cover an absence may request the use of other accrued leaves, according to departmental work rules. If no other accrued leaves are granted, employees are required to apply for a leave of absence without pay at the earliest possible time; that is, at the beginning of the leave or immediately upon return to work. Failure to submit the request for leave will constitute unauthorized absence which could lead to disciplinary action. Such a request for leave shall not be unreasonably denied.

G) Personal Leave

Two work shifts of sick leave/vacation leave per calendar year may be used by the employee for personal leave for which no verification is required. Such leave must be

approved in advance per departmental work rules and shall not be unreasonably denied. However, personal leave may be denied for employees with a "Below Standard" or "Unsatisfactory" performance review within the preceding 12 months. The amount used is deducted from sick leave or vacation leave and may not be carried over from year-to-year. The time shall be taken in increments of no less than one-half shift.

The leave, while paid for out of sick leave, is actually paid personal leave and is not a part of sick leave usage in and of itself.

- H) Employees covered by this Agreement may participate in the Catastrophic Leave Program as a donor or recipient (Attachment B).

SECTION 4.4 INDUSTRIAL INJURY OR ILLNESS

Engineers & TFEA and the City agree that the purpose of workers' compensation benefits is for the employee injured on duty to receive his/her usual salary while on authorized IOD leave. It is not the intention that, by the virtue of the State's mandated workers' compensation rate and the quirks of the tax system, that injured workers receive more than their normal take home pay. Thus, the City and Engineers & TFEA will work towards an equitable manner of paying workers' compensation benefits that do not exceed the injured workers normal take home pay.

Further, both parties agree to work towards a safe and healthy workplace that encourages good employee health and a safe work environment.

- A) Amount of Leave

- 1) Engineers

- a) For injuries sustained prior to August 3, 1997, the following applies:

In the event an employee sustains an injury or illness arising out of and occurring in the course of his/her employment with the City, the employee shall be entitled to industrial injury leave as follows:

- i) Up to three (3) months during the first two (2) years of employment.
- ii) Up to six (6) months during the third and fourth (3rd and 4th) year of employment.
- iii) Up to twelve (12) months after four (4) years of employment for industrial injury.
- iv) Such leave shall be at ninety percent (90%) of regular salary rate. Said leave shall terminate upon return to regular work or when the injury is deemed permanent or stationary, or at the expiration of the maximum time period listed in this Section.

- b) For injuries sustained on or after August 3, 1997, the following applies:

In the event an employee sustains an injury or illness arising out of and occurring in the course of his/her employment with the City, the employee shall be entitled to industrial injury leave as follows:

- i) Up to three (3) months during the first two (2) years of employment.
- ii) Up to six (6) months during the third and fourth (3rd and 4th) year of employment.

- iii) Up to eight (8) months after four (4) years of employment for industrial injury.
- iv) Such leave shall be at eighty-five percent (85%) of regular salary rate. Said leave shall terminate upon return to regular work or when the injury is deemed permanent or stationary, or at the expiration of the maximum time period listed in this Section.

2) Fiscal Employees

- a) For injuries sustained prior to August 3, 1997, the following applies:
In the event an employee sustains an injury or illness arising out of and occurring in the course of his/her employment with the City, the employee shall be entitled to industrial injury leave as follows:

- i) Up to three months during the first three (3) years of employment.
- ii) Up to six (6) months during the fourth (4th) year of employment.
- iii) Up to twelve (12) months after four (4) years of employment for industrial injury.
- iv) Such leave shall be at ninety percent (90%) of regular salary rate. Said leave shall terminate upon return to regular work or when the injury is deemed permanent or stationary, or at the expiration of the maximum time period listed in this Section.

- b) For injuries sustained on or after August 3, 1997, the following applies:

In the event an employee sustains an injury or illness arising out of and occurring in the course of his/her employment with the City, the employee shall be entitled to industrial injury leave as follows:

- i) Up to three (3) months during the first three (3) years of employment.
- ii) Up to six (6) months during the fourth (4th) year of employment.
- iii) Up to eight (8) months after four (4) years of employment for industrial injury.
- iv) Such leave shall be at eighty-five percent (85%) of regular salary rate. Said leave shall terminate upon return to regular work or when the injury is deemed permanent or stationary, or at the expiration of the maximum time period listed in this Section.

- c) For injuries sustained on or after January 31, 2010, the following applies:

In the event an employee sustains an injury or illness arising out of and occurring in the course of his/her employment with the City, the employee shall be entitled to industrial injury leave as follows:

- i) Up to three (3) months during the first two (2) years of employment.
- ii) Up to six (6) months during the third and fourth year of employment.
- iii) Up to eight (8) months after four (4) years of employment for industrial injury.

iv) Such leave shall be at eighty-five percent (85%) of regular salary rate. Said leave shall terminate upon return to regular work or when the injury is deemed permanent or stationary, or at the expiration of the maximum time period listed in this Section.

- B) Employees who are on industrial injury leave with pay as a result of an industrial injury shall continue to accrue seniority, receive holidays, and accrue vacation and sick leave benefits the same as if they had been present for duty.
- C) An employee on industrial injury shall be under the direction of the City subject to medical advice and shall be available at all times unless he/she receives specific permission from the City.
- D) An employee on industrial injury leave shall inform the City of any current outside employment and/or such outside employment during the four (4) years immediately prior to such injury. An employee on industrial injury leave shall not enter into any employment or physical activity, as determined by an appropriate physician, which might exacerbate his injury or illness.
- E) Management and the employee organizations jointly indicate their concern for the proper use of industrial injury leave. Management has the responsibility to seek lateral transfer of an injured employee where appropriate and to process involuntary disability retirement where necessary.
 - 1) The Department Head shall notify Engineers & TFEA within seventy-two (72) hours of any industrial injury which causes the death or hospitalization of any member of the bargaining unit.

SECTION 4.5 LEAVES OF ABSENCE

An employee may file a Request for Leave in compliance with the City's Policy on Leaves of Absence in accordance with State and Federal Laws.

SECTION 4.6 BEREAVEMENT LEAVE

An employee may utilize Bereavement Leave in compliance with the City's Policy on Leaves of Absence in accordance with State Law.

SECTION 4.7 COMPASSIONATE LEAVE

An employee may utilize Compassionate Leave in compliance with the City's Policy on Leaves of Absence.

SECTION 4.8 JURY DUTY

An employee who is summoned for jury service shall be covered in compliance with the City's Policy on Leaves of Absence.

SECTION 4.9 FAMILY-SCHOOL PARTNERSHIP LEAVE

An employee may utilize Family-School Partnership Leave in compliance with the City's Policy on Leaves of Absence and in accordance with State Law.

SECTION 4.10 EMPLOYEE INSURANCE

A) Cost of Medical Insurance for Active Employees

The City shall pay the applicable monthly PERS minimum employer contribution per employee for active employee health insurance. In addition to the PERS minimum employer contribution, the City shall provide active employees with an additional contribution. The aggregate amount shall be referred to as the "City Contribution".

Effective July 1, 2024

	1 Party	2 Party	Family
City Contribution	\$597.68 per month	\$1,140.36 per month	\$1,595.96 per month

On the pay period including November 1, 2024 the City shall issue a one-time payment, for those currently eligible and receiving health insurance benefits as of July 1, 2024, in the following amounts based on enrollment tier: 1 party: \$484.08; 2 party: \$1,008.90; Family: \$1,196.28.

Effective January 1, 2025

	1 Party	2 Party	Family
City Contribution	\$678.36 per month	\$1,308.51 per month	\$1,795.34 per month

B) Cash-In-Lieu Payments

Full-time employees who meet the following requirements will receive a cash-in-lieu payment of \$400.00 per month for as long as the employee opts-out of medical coverage:

1. The employee provides proof of minimum essential coverage ("MEC") through another source (other than coverage in the individual market, whether or not obtained through Covered California) for the plan year for which the employee opts-out of City-offered coverage ("alternative required coverage").
2. The proof of coverage must show that the employee and all individuals in the employee's expected tax family have (or will have) the required MEC for the plan year. The employee must provide reasonable evidence of the MEC for the applicable period by signing and submitting an attestation to the City.
3. The employee must provide such reasonable evidence and attestation of alternative coverage every plan year during open enrollment.
4. The City will not provide the cash-in-lieu payment if it knows or has reason to know that the employee or tax family member does not have the alternative required coverage.

C) Short/Long Term Disability Insurance

- 1) Employees shall be covered for the commercial insurance long term/short term disability program as follows:

- a) An employee must request a medical leave of absence in conjunction with a request for such benefits.
- b) After an elimination period, employees will receive 2/3 base pay for a period as determined under the guidelines of the commercial insurance policy.

Eligibility for this commercial plan, and all provisions of the plan are in accordance with commercial insurance policy.

D) Life Insurance

Employees covered under this agreement shall receive a life insurance policy in the amount of no less than \$50,000.

E) Retiree Insurance

The City shall pay the PERS mandated minimum employer health contribution per month per retiree who elects to participate in the PERS health insurance program towards medical insurance. The employer contribution will apply only toward the health insurance premium of one of the authorized PERS health insurance plans and has no cash value if not used in this manner. The PERS mandated minimum employer health contribution amount changes annually as directed by CalPERS.

F) Dental Insurance:

All employees covered by this agreement will receive two-party dental insurance. This benefit has no cash value if not used. If employees want to cover additional family members, additional insurance may be purchased.

G) Vision Insurance

All employees covered under this agreement will receive one-party vision insurance. This benefit has no cash value if not used. If employees want to cover additional family members, additional insurance may be purchased.

SECTION 4.11 RETIREMENT

Employees covered by this Agreement shall be covered by the California Public Employees' Retirement System (PERS).

- A) Employees covered by this Agreement shall be covered by the City contract with the Public Employees' Retirement System 2% at 55 Plan (per Government Code § 21354), including ½ pay continuance, highest single year (per Government Code § 20042) and military buy-back. (per Government Code § 21264.1) and supplemented by Social Security.
- B) The City shall pay the employee's 7% contribution to PERS for employees covered by this agreement.
- C) The 7% paid by the City is considered as employer-paid member contributions (EPMC) and the same 7% will be reported to PERS as compensation earnable in accordance with Government Code § 20636(c)(4) pursuant to Section 20691.
- D) Effective January 11, 2011, all new hires who qualify as "classic members" of PERS shall be responsible for the employee's contribution to PERS, currently 7% of pay.

1) Section 4.11(B and C) would no longer be applicable for new hires.

- E) In accordance with the provisions of the Public Employees' Pension Reform Act (PEPRA), employees covered by this agreement hired on or after January 1, 2013 who do not qualify as "classic members" of PERS, shall be considered "new members" and shall be enrolled in the 2% at age 62 defined benefit formula with final compensation calculation period of three (3) consecutive years. Employees shall be responsible for fifty percent (50%) of the normal cost attributable to the applicable retirement formula.

Note: The definition of "classic member" or "new member" is established per the California Public Employees' Retirement System (CALPERS).

PARS Defined Benefit Plan

- A) There is hereby established a supplemental retirement system called PARS.
- B) PARS is a private retirement plan administered by Public Agency Retirement Services.
- C) The PARS benefit is described in the Plan document which is on file in the City Clerk's Office.
- D) The employee organization did not take a pay grid adjustment for the period starting January 25, 2004. The amount of 2.32% from January 25, 2004, to June 30, 2004, and another 2.32% from July 1, 2004, to the start of a new agreement (for a total of 4.64% carried forward) was used to fund the PARS benefit.
- E) If, in the future, the amount of City contribution towards the plan exceeds the 4.64%, the employee organization agrees that the employee organization will fund the plan by a reduction in the future pay grids of employees covered by the Memorandum of Understanding, to be discussed by meet and confer process.
- F) Further costs for the administration of the plan, such as actuarial studies and other expenses will be paid for from the plan itself and not by the City.
- G) The employee organization further agrees that when conducting future salary surveys, the Torrance salaries will be increased by a total of 4.64% for comparison purposes, along with any future pay adjustments, either up or down. The employee organization further agrees that if portions of the pay grid as defined in Section 2.1 are utilized for enhancing the PARS benefit, then the 4.64% will be increased to reflect the percentage used. There is a possibility of a grid adjustment downward in the event of underfunding of the PARS plan.
- H) Any new classes moved into this agreement shall be subject to meet and confer for plan costing, surveys and other aspects of this agreement.
- I) Per Resolution No. 2009-02 for Engineers and Resolution 2009-03 for Fiscal Employees, the employee organization agreed to an additional pay grid adjustment of 0.5% effective January 18, 2009, to be used to fund the PARS benefit plan (for a total of 5.14% carried forward).
- J) Per Resolution No. 2010-101 for Fiscal Employees, the employee organization agreed to an additional adjustment of 0.88% from a combination of reduction in vacation leave accrual

benefits and stopping the City's contribution to the employees' 401A plan effective October 01, 2010 to be used to fund the PARS benefit plan (for a total of 6.02% carried forward).

- K) To comply with the provision of Public Employees' Pension Reform Act of 2013 (PEPRA), PARS will no longer be available to employees hired or promoted to Engineers & TFEA on or after January 1, 2013.
- L) Effective October 20, 2024, PARS eligible participants will cease accruing years of service, which will freeze the participants' highest year of service prospectively (in terms of both length of service and salary level for the purpose of calculating the PARS benefit). The agreed upon COLA for Engineers & TFEA members during the term of this MOU is 3% effective October 20, 2024, 3% effective July 13, 2025, 3% effective July 12, 2026, and 3% effective July 11, 2027. However, PARS eligible participants will receive a reduced COLA on the salary grid adjustments of 3% effective October 20, 2024, 2% effective July 13, 2025, 2% effective July 12, 2026, and 1% effective July 11, 2027 to address current funding of the plan. Therefore, PARS eligible participants will contribute 0% effective October 20, 2024, 1% effective June 1, 2025, 1% effective July 12, 2026, and 2% effective July 11, 2027 to the PARS plan in lieu of the fully agreed upon COLA adjustment to salary grids. As a result, PARS participants will contribute a total of 10.02% toward the plan through reduced salary grids and accruals and non-PARS participants continue to contribute a total of 5.02% toward the plan through reduced salary grids and accruals. The City agrees to indemnify, defend and hold Board members and Officers free and harmless from any and all liability and claims for damage by any employees covered under this agreement regarding this section. The City agrees to not seek future contribution increases to address the PARS Pension Plan funding status. Aside from freezing the benefit number of service years and highest 12-month final compensation for calculating of PARS benefit, all other features of the PARS plan will remain unchanged and as described in the PARS Plan Summary and other documents as they were before the repealing of MOU Resolution No. 2022-119.

SECTION 4.12 UNIFORMS

The City shall pay a uniform allowance two times per year with payments made during June and December of each year as follows:

- A) \$107.50 each six (6) months of employment for employees in the classification of Fire Prevention Specialist and Senior Fire Prevention Specialist.
- B) These amounts will be prorated for actual time of employment.
- C) Uniform allowance is PERSable for employees hired prior to January 1, 2013. The City will comply with the provisions of the Public Employees' Pension Reform Act (PEPRA) in determining if uniform allowance is PERSable for employees hired after January 1, 2013.
- D) New Fire Prevention Specialists and Senior Fire Prevention Specialists will receive 2 uniform shirts and pants upon hire.

SECTION 4.13 TOOL AND EDUCATIONAL MATERIALS ALLOWANCE

For Engineers, the City shall pay a \$175.00 tool and educational materials allowance payable in February. Employees who are on the payroll effective the first pay period in February will be eligible for such benefit.

SECTION 4.14 DEFERRED COMPENSATION

Employees covered by this agreement shall be eligible to participate in the City-administered deferred compensation plans consisting of a 457 plan and 401(a) plan.

Enabling plan documents for the 457 and 401(a) plans are on file with the City Treasurer. All plans are subject to the rules and regulations of appropriate government code sections.

A) The 457 plan is available for all employees. Employee contributions to this plan can include voluntary deductions from pay and cash received from accrued vacation and sick leave cash out.

B) 401(a) Plan

Employees covered by this agreement are automatically enrolled in the 401(a) deferred compensation plan upon completion of one year of service. (A one-time irrevocable opting-out option by current employees was allowed by July 1, 2001.) Funds deposited into the 401(a) plan are decided on by the majority vote of Engineers & TFEA participants. Effective July 1, 2001, the City contributes \$300 per year (\$11.54 per pay period) into this deferred compensation plan. For employees that opted out of this plan in 2001, the \$300 is placed in their 457 deferred compensation plan account. Effective October 1, 2010, this contribution will be used to fund the Public Agency Retirement System (PARS) benefit.

C) Retirement Health Savings Plan (RHSP)

For retiring and separating employees, the following shall apply:

1. Any hours under or equal to 600 (sick) and 600 (vacation) will be deposited into the Mission Square Retirement Health Savings Program, therein referred to as the RHSP Plan.
2. The remaining balance up to limits allowed by law will be disbursed into the City's 457 plan or be paid in cash.

SECTION 4.15 LICENSES AND CERTIFICATES

The City agrees to provide an amount to cover those certificates and licenses that upgrade the knowledge, skills, and professionalism of employees covered by this agreement. The City shall provide \$220 reimbursement per year for this purpose. The qualifying licenses and certificates with recurrent annual fees shall be:

- Registered Professional Engineer
- Licensed Land Surveyor
- American Institute of Certified Planners

In January of each year the Engineers will present to the City a list of employees maintaining the above-listed licenses and certificates. The City shall pay for the certificates in so far as the yearly allotment will provide. If more licenses and/or certificates are maintained than can be covered by this fund, then the contributions shall be reduced pro rata to the employee. If all of the fund is not used in a given year, then the remainder shall be carried forward to the next year. The payment shall be made in February of each year, along with the tool allowance (Section 4.13).

SECTION 4.16 SHOE ALLOWANCE

Employees required by their Department Heads to wear safety shoes or boots shall receive a shoe allowance of \$135.00 once per year payable during September of each year. Employees who are on the payroll effective the first pay period in August will be eligible for such a benefit. Such an employee is subject to appropriate disciplinary action for failure to wear these safety shoes or boots while on the job.

ARTICLE 5 - HOURS OF WORK

SECTION 5.1 HOURS OF WORK

Torrance City Hall will have the following hours of work:

Monday–Thursday	7:30 a.m. - 5:30 p.m.
Alternate Friday	7:30 a.m. - 5:30 p.m.
Alternate Friday	Closed

Other City divisions not located in the City Hall complex may modify schedules for work groups to operate on either a 9/80 "open" or 9/80 "closed" schedule that does not conform to the above.

The City will continue to work toward the implementation of a modified work schedule in departments which do not currently operate under the 9/80 program.

A) A) Public Works Department

Employees on a 9/80 work schedule must start their work shift at an established, consistent daily start time between the hours of 6:30 a.m. and 8:30 a.m. An employee must establish said start time with his/her supervisor.

Public Works Department employees in the classification of Public Works Inspector – Capital Projects must start their work shift at an established, consistent daily start time between the hours of 6:30 a.m. and 7:30 a.m. An employee must establish said start time with his/her supervisor. His/her supervisor may temporarily change the start time to accommodate a project’s needs and will inform the employee of the start time a minimum of four (4) calendar days in advance of the effective date.

B) Fire Department

Employees in the classification of Fire Prevention Specialist and Senior Fire Prevention Specialist shall work a 4/10 rotating shift, scheduled at the discretion of the Fire Chief, with the following schedules:

- a) Monday- Thursday (4-10s)
- b) Tuesday-Friday (4-10s)

Employees shall work from 7:00 am till 6:00 pm with an unpaid hour for lunch.

SECTION 5.2 LUNCH PERIODS

Employees covered by this Agreement shall be entitled to a lunch period not to exceed 1 hour per regular work day or regular work shift subject to departmental rules developed to accommodate a flexible work schedule.

- A) Such lunch periods shall be without pay and may not be accumulated.
- B) There shall be no restrictions on the employee during such lunch periods unless compensated for as overtime.
- C) The amount of time for lunch period and the procedure for taking lunch period shall be determined by departmental rules and regulations.

SECTION 5.3 REST BREAKS

Employees covered by this Agreement may be allowed a 15 minute rest period in accordance with departmental rules during each half of the regular workday or regular work shift. In such cases:

- A) These rest periods will not be taken at the beginning or end of either half of the regular workday or work shift.
- B) Rest periods may not be accumulated, nor shall such rest periods have any monetary value if unused.
- C) The provisions of the Section may be modified by a supplemental Memorandum of Understanding between Engineers & TFEA and the City to effectuate a flexible work hours concept.
- D) Rest periods shall be taken at or near the work site.

SECTION 5.4 JOB SHARING

- A) Employees in the Planning Department who have Department Head approval may participate in a job sharing program. This shall be on a basis of two employees in one budgeted position, with each employee working 40 hours in a pay period. Upon receipt of a request for participation in a job sharing program, the Department may assign the employee to a half time schedule, if practical, pending identification of a qualified individual in the same classification who is willing to occupy the remaining half time position.
- B) Nothing in this provision shall require a department to maintain a job share in the situation where a full time position is budgeted, and after two months of reasonable effort to recruit an individual to occupy the other half of the position, such efforts are unsuccessful. An incumbent of a job share may return to a full time schedule when the other half position becomes vacant or by request and approval to transfer to a vacant full time position.
- C) An employee who is denied a job share is entitled to receive the reasons for denial.
- D) This job share program shall operate for a test period not to exceed 18 months. It shall be evaluated by the Department Head and the employee organization within 90 days. Any needed modifications in the program will be implemented at that time.

ARTICLE 6 - OVERTIME

SECTION 6.1 OVERTIME COMPENSATION

- A) Employees covered by this Agreement shall be compensated by pay at the rate of 1½ times the regular hourly rate of the employee for hours worked in excess of a regularly

scheduled shift in any day or 40 hours in any week, provided, however, that this may be modified to reflect the 9/80 work schedule and those on a four-day and/or flexible work week schedules.

B) An employee may request compensation in the form of time off at the rate of time and one-half for hours worked in lieu of pay subject to the approval of the Department Head. Such compensatory time cannot be accrued in excess of 80 hours and must be taken within a reasonable amount of time.

C) Computation

Overtime shall be computed for actual time worked.

D) Overtime Claims for Compensation

Overtime worked must be reported to the Finance Director within 15 calendar days after the end of the pay period which the services were rendered. Failure to do so waives any claim for compensation for such employment by the employee concerned.

1) Engineers

- a) Time worked after normal business hours for "Inspections" which are not contiguous to the normal work schedule and/or on weekends and which are normal days off, will receive a two-hour minimum and be compensated at time and one-half.
- b) If the work or inspection is done after normal working hours that are noncontiguous with the normal work schedule, the compensation will be as in 6.1(D)(1)(a) above.
- c) If the overtime is contiguous with the normal work schedule, the compensation will be at a rate of time and one half for actual hours worked with no minimum.

2) Fiscal Employees

- a) For overtime on a project that starts during the employee's regular shift and continues into overtime, the following will apply:

Employees who are working on a project at the end of the work shift will first be offered the overtime assignment. If the employee does not accept the offer of overtime then overtime will be offered to the employees in the same classification in accordance with their appointment date to that classification within the section/division/department.

- b) When an employee who is scheduled for overtime work not contiguous to the regular work shift is not able to perform the duties required due to circumstances beyond the control of the employee, such employees shall be compensated at the regular overtime rate for a minimum of 2 hours. If said overtime is scheduled after 12:00 midnight and before 5:00 a.m., such minimum shall be increased to 3 hours.

SECTION 6.2 CALL-OUT

Employees covered by this Agreement who are called-out after regular working hours to respond immediately for emergency work shall be compensated at a double-time rate for the first 2 hours with a guaranteed minimum of 2 hours. Such minimum shall be increased to three hours if an

employee is called-out after 12:00 midnight and before 5:00 a.m.; provided, however, that call out work in excess of the first 2 hours will be compensated at the regular overtime rate.

Availability for emergency work shall be determined by departmental rules and regulations. In the event of a lack of response to emergency situations, the City shall take whatever steps are necessary to maintain appropriate service levels to the public.

ARTICLE 7 - CONDITIONS OF EMPLOYMENT

SECTION 7.1 PROBATIONARY PERIOD

- A. For all classifications covered by this Agreement there shall be a probationary period which shall be one (1) year of service for original, non-promotional appointments and a probationary period of six (6) months of service for all promotional appointments.
- B. An employee's probationary period shall be extended if the employee is absent from the performance of his/her normally assigned duties in excess of ten cumulative working days during his/her probationary period for any leave of absence (except approved vacation), including, but not limited to, industrial injury, extended illness/injury, or light duty. The probationary period will be extended by the amount of time equal to the time absent.

SECTION 7.2 DISCIPLINARY PROVISIONS

An employee may be suspended without pay, demoted or discharged for just cause. Employees, other than probationary, shall have the right of appeal provided under Civil Service Rules and Regulations and the Torrance Municipal Code.

SECTION 7.3 TRANSFERS - LATERAL TRANSFERS/MEDICAL LATERAL TRANSFERS

A) Lateral Transfer

- 1) A permanent employee in a representation unit represented by Engineers & TFEA may make themselves eligible for lateral entry into a classification in representation units represented by Engineers & TFEA, whose salary range is equal to or less than that of the classification of position presently held by the employee. Salary ranges shall be considered to be equal if there is no more than a 7.5% difference in the highest steps in the two classes.
- 2) When a position in a classification for which employees have applied for lateral entry becomes vacant, employees who have so applied shall be given the opportunity to lateral into the position pursuant to the following:
 - a) No promotional list exists for the position.
 - b) The Department Heads involved approve of the lateral appointment. Such approval will not be required where lateral appointment is the result of a layoff or medical disability.
 - c) The City Manager concurs in the lateral appointment.
 - d) Priority of consideration shall be on the basis of seniority subject to the above.

- e) Such lateral appointment of the employee shall be subject to 180 days period to verify this competency in the new position.

The employee shall receive a progress report from the Department Head at the end of each 30 day period. If an employee does not receive a satisfactory progress report, he/she shall be returned to his previous status.

- 3) The approval and verification of Department Head and the City Manager shall be final.
- 4) If an employee accepts a lateral transfer, the employee shall be placed on a pay step for the current classification which is closest in pay to their former classification pay step regardless if the highest step in the new classification is lower than their former pay.

B) Transfer (in-class)

- 1) Employees who make in class transfers shall be subject to a six-month probationary period to verify competency in the new position.
- 2) Items (A)(2)(a) through (e), and (A)(3) through (4) shall apply.

C) Medical Lateral Transfers

- 1) Employees who are subject to medical lateral transfers shall be subject to a six-month probationary period.
- 2) For Engineers, items (A)(2)(a) through (e), and (A)(3) through (4) shall apply.

SECTION 7.4 LAYOFF PROVISIONS

Engineers

Layoff from other representation units: in case of layoff in a classification not covered by this Agreement, an employee who had previous permanent employment in a classification covered by this Agreement shall have the right to any vacant position previously held or such lower vacant positions they qualify for; provided, however, that all current employees in the representation unit shall be allowed lateral opportunity per Section 7.3 of this Agreement and/or the exclusive right to promote if they are on any certified list or in the process of testing for the certified list in the representation unit first.

Fiscal Employees

A) Prerequisite for Layoff

When as a result of a cutback in personnel it becomes necessary to initiate a layoff of employees in any representation unit covered by this Agreement, the following shall be the prerequisite to such a layoff:

- 1) All temporary, seasonal and/or recurrent and probationary employees have been released from the class.
- 2) Employees in the class have been given an opportunity to seek lateral transfer to existing vacant positions (See Section 7.3).

- 3) Management will meet and consult with the representatives of Engineers & TFEA over alternative courses of action to avoid such layoff.
- 4) Notice of actual layoff shall be given no less than 72 hours before the date of implementation. Such shall include:
 - a) Classification where layoff is to occur;
 - b) Seniority list by total continuous City seniority of employees in the effected class;
 - c) List of current permanent vacancies in all classes represented by Engineers & TFEA;
 - d) Separate notice to any employee in the class who has two or more below standard ratings within the preceding three years.

B) Order of Layoff

- 1) Employees who have two or more below standard ratings within the preceding 3 years shall be laid off first;
- 2) Next layoff shall occur on the basis of City-wide seniority, the least senior employee based on total continuous employment shall be laid off first and any subsequent layoff shall proceed to the next least senior;
- 3) Ties in Seniority: Where the total and continuous employment of two employees are of the same length, seniority shall be decided by the drawing of lots.

C) Voluntary Reduction of Class

An employee so laid off may choose voluntary reduction of class so as to avoid layoff.

- 1) Such voluntary reduction can be to a lower class of previous standing or to a lower class in the same occupational grouping (see Section 2.1).
- 2) If the voluntary reduction in class causes a layoff in the lower class such layoff shall follow the provisions of this Section.

D) Recall

Employees who laterally transfer, take a voluntary reduction or are laid-off pursuant to the provisions of this Section shall have their names entered onto a recall list for the classification of original standing.

- 1) Such list shall be in inverse order of layoff, lateral transfer or reduction.
- 2) A recall list shall be kept by the Civil Service Commission and shall be used when any vacancy for that class is to be filled.
- 3) The list shall be maintained until all names have been offered an opportunity for recall or at the end of two years, whichever occurs first.

- 4) The appointing authority shall offer appointment to the first name on said list, if the individual accepts, he or she shall be appointed (after 60 days from the date of layoff the employee may be required to take a medical examination so as to insure the employee is medically and mentally capable of performing the duties of the class).

E) Layoff from Other Representation Units

In the case of a layoff in a classification not covered by this Agreement, an employee who had previous employment in a classification covered by this Agreement shall have the same rights as listed in subsection 7.4(C), provided, however, that such an employee's seniority shall be based solely upon total employment in classifications covered by this Agreement.

SECTION 7.5 INACTIVE STATUS

Subject to the approval of the employee's Department Head, the City Manager and the Civil Service Commission, an employee may request inactive status.

- A) Such a request must be made before the termination of an employee or within 30 days of such termination.
- B) The inactive status shall continue for no more than one year.
- C) Inactive status shall qualify a past employee to be certified as a name in addition to the three open eligibles for a vacant position in the classification from which he/she was terminated.
- D) All employee benefits shall not accrue during such inactive status and the employee shall not have continuity of service.

SECTION 7.6 CLASSIFICATION STUDIES

- A) The City retains the right to conduct and prepare classification studies. The City retains the absolute right to reallocate budgeted funds from vacant positions.
- B) The parties agree that changes in job specifications are within scope under the Meyers-Milias-Brown Act. The City will notify the appropriate employee representative in writing of its intent to prepare and submit a revised class specification to the Civil Service Commission for action. The employee representative will be invited to give input into the formulation of the revised specifications via meetings between the City and the employee representative. After the proposed revised specification is drafted, the City will submit the revision electronically to the employee representative for review, redlining and modifications. Within 30 days, the employee representative may then request additional meetings with a City representative to meet and confer over the revised class specification and possible salary adjustments if warranted. Upon conclusion of these meetings or at the end of a 30 day period, the City may alter the proposed specification or may send the revised specifications as they originally developed to the Civil Service Commission. However, if differences persist between the class specifications proposed by the City and the employee representative, then both versions will be sent to the Civil Service Commission to discuss and decide what class specs will be adopted. If either side is dissatisfied with the outcome of the Commission, the City, or the employee representative may present its position to the City Council.

The Council item will include the employee representative's position as an attachment. The Human Resources Division will notify the employee representative of the scheduled City Council meeting four weeks in advance. The employee representative must submit its position in writing (electronically) to the Human Resources Division two weeks prior to the scheduled City Council meeting

- C) In the event that the modification of a class specification shall result in the consolidation of two or more classes, the City and the employee representative will meet and confer with regard to the status of the incumbents and their hours, wages and working conditions. A permanent incumbent employee in a current classification covered by the agreement will not have wages and/or benefits reduced as a result of the above actions.

ARTICLE 8 - GRIEVANCES

SECTION 8.1 DEFINITION

A grievance is a complaint by one or more employees concerning the application or interpretation of ordinances, rules, policies, practices or procedures within the scope of this Agreement affecting employee's wages, hours and working conditions.

SECTION 8.2 SCOPE

This procedure shall be used to resolve every grievance for which no other methods of solution are provided by law; provided, however, that it shall not include a complaint arising from disciplinary action.

SECTION 8.3 GRIEVANCE PROCEDURES

A) First Step: Supervisory Level

- 1) The grievance may be presented in writing on a form provided by the City. The first Section of the form must be completed fully by the employee or representative. If the form is not complete, it will be returned to the employee. The employee(s) and/or the representative(s) must notify the supervisor when an issue is to be processed in accordance with this grievance procedure.
- 2) The aggrieved employee(s) and/or a representative shall meet and consult with the employee's immediate supervisor.
- 3) The immediate supervisor may ask for a superior to participate.
- 4) If a grievance is not resolved by the end of the third full working day, after being received by the immediate supervisor, the employee may within 10 working days appeal in writing to the Department Head on a form provided by the City.
- 5) If a grievance is against a Department Head, the employee shall appeal to the City Manager.

B) Second Step: Department Head Level

- 1) The aggrieved employee(s) and/or a representative(s) shall meet and consult with the employee's Department Head, or City Manager if grievance is against Department Head.

- 3) The Department Head may require the employee's superiors to be present at such conference.
 - 3) If the grievance is not resolved by the end of the 5th full working day after being received by the Department Head, the employee may within 10 working days appeal in writing to the City Manager.
- C) Third Step: City Manager Level
- 1) The aggrieved employee(s) and/or a representative(s) shall meet and consult with the City Manager or a designee.
 - 2) The City Manager may require the Department Head to be present at such conference.
 - 3) If the grievance is not resolved satisfactorily by the end of the 5th full working day after being received by the City Manager, the employee may within 10 working days appeal in writing through the City Manager for binding arbitration.
- D) Fourth Step: Arbitration
- 1) As soon as possible, and in no case later than ten (10) working days after receipt of an appeal, the City Manager or a designee shall request a list of seven (7) names from the American Arbitration Association.
 - 3) Representatives of Management and the employee's representative will select an arbitrator within three (3) working days from receipt of the list. If agreement cannot be reached from among these names, each of the parties shall strike names from the list in rotation until only one name remains. Priority in striking shall be decided by the flip of a coin.
 - 3) The decision of the Arbitrator shall be final. Such decision shall not add to or otherwise modify the language of this Agreement.

SECTION 8.4 GENERAL GRIEVANCE PROVISIONS

- A) All time periods specified in this Section may be extended by mutual consent of the aggrieved employee(s) or his representative(s) and the Management representative involved. This extension must be done in writing.
- B) The aggrieved employee(s) and representative(s) shall be allowed reasonable time to participate in the grievance proceedings without loss of pay for the time so spent. (For the purpose of Workers' Compensation and retirement, any City employee involved shall be considered on duty during any grievance procedure.)
- C) Cost of arbitration shall be equally shared by the parties.
- D) A grievance shall be considered untimely if not presented by the employee within 30 calendar days of the alleged grievance or within 30 days of its effect upon the employee in those instances where it is shown that the employee could not reasonably have known of the grievable action.
- E) Written grievances shall be on a form provided by the City.
- F) The grievant is entitled to competent representation of his choice.
- G) Employees are assured freedom from reprisal for using this grievance procedure.

- H) An employee who has initiated a grievance or assisted another employee in initiating and/or processing a grievance shall not in any way be coerced, intimidated or discriminated against.
- I) All parties participating in the grievance process shall be required to produce truthful information.
- J) Failure on the part of the grievant or his/her representative to participate in good faith at any point during the grievance process shall render the grievance abandoned.
- K) If the City fails to respond within the time lines as set forth above, the grievant may proceed automatically to the next step.

ARTICLE 9 - GENERAL

SECTION 9.1 SECURITY PROVISIONS

- A) The following Agency Shop provisions shall apply to employees in classifications listed in Section 2.1 of this Agreement.
 - 1) Each employee in this bargaining unit who is not on a leave of absence shall either become a member of the representative employee group, pay to the employee group a service fee of ninety percent (90%) of the monthly dues and general assessments of the employee group for the term of this Memorandum of Understanding, or in the case of religious objection (see section B) pay an amount equal to the service fee to a non-denominational charity. Such amounts shall be determined by the employee group and shall be implemented by the City in the first payroll period following written notice of a new amount.
 - 2) The City and the appropriate employee group shall jointly notify all new employees of the representation unit that they are required to pay dues, service fee, or make a charitable donation, and that such amounts will be automatically deducted from their paychecks.
 - 3) Notification of new employees:
An authorization card will be distributed by the City during the new employees' orientation meeting. The card will state that there are three options for employees in classifications covered by this agreement: pay full Union dues, pay a Union service fee of 90% of the dues amount, or make a contribution to a nondenominational charity due to religious objection.

The card will also state that failure to sign will result in automatic deduction of the service fee amount.

The employee has the opportunity of changing this choice on the card one time during the month of November each year.
- B) Any employee who is a member of a bona fide religion, body or sect which has historically held conscientious objections to joining or financially supporting public employee organizations shall be not required to join or financially support the representative employee group. Such employees shall in lieu of the agency shop fee, donate an equal

amount to a non-labor, non-religious charitable fund exempt from taxation under Section 501C of the Internal Revenue Service Code, which has been selected by the employee from a list of such funds designated by the United Way charity. Such alternate contribution shall be made by payroll deduction as a condition of continued exemption from the requirements of financial support to the representative employee group.

- C) The representative employee group agrees to indemnify, defend and hold the City free and harmless from any and all liability and claims for damage by any persons including, but not limited to, employees in classifications covered by this agreement, regarding this section. It is also agreed that neither any employee nor the representative employee groups shall have made any claim against the City for any deductions made or not made, as the case may be, unless a claim of error is made in writing to the City within thirty (30) calendar days after the date such deduction were or should have been made.
- D) The representative employee group shall keep adequate and itemized record of its financial transactions and shall make available annually to the City Clerk of the City of Torrance, and to all unit employees, within sixty (60) calendar days after the end of its fiscal year, a detailed written financial report thereof in the form of balance sheet and an operating statement, certified as to its accuracy by its president and the secretary-treasurer or corresponding principal officer, or by a certified public accountant.
- E) This section shall apply to all current employees effective December 16, 2001. Current employees who do not make a status selection effective December 31, 2001, shall automatically default to the service fee. Transfers into positions covered by either Engineers & TFEA shall have 30 days from the date of transfer to make their selection of membership status. New hires into the City shall have 90 days to select membership status.

SECTION 9.2 NON-DISCRIMINATION, EQUAL EMPLOYMENT OPPORTUNITY AND DISCRIMINATORY HARASSMENT

- A) The City and Engineers & TFEA support the concept of equal employment opportunity.
- B) Neither the City nor Engineers & TFEA shall discriminate on the basis of age, sex, marital status, disability, medical condition, race, color, national origin, religion, sexual orientation, union or non-union affiliation, or political affiliation.
- C) The City and Engineers & TFEA agree that they will work to ensure a working environment free of discriminatory harassment.
- D) The parties agree to cooperate actively and positively to provide encouragement, assistance and appropriate training opportunities. Where feasible, the City will provide on the job training and other training opportunities.
- E) This Section is expressly non-grievable. Any violation will be redressed through the City Discrimination policy.

SECTION 9.3 JOB ACTION

- A) Engineers & TFEA and their members agree that during the term of this Agreement there shall be no strike, slowdown, concerted use of sick leave or other concerted job action.
- B) In the event of an unauthorized job action, the City agrees that there will be no liability on the part of Engineers & TFEA, provided the employee organization promptly and publicly

disavows such unauthorized action, orders the employees to return to work and attempts to bring about a prompt resumption of normal operations, and provided further that the employee organization notifies the City in writing, within forty-eight (48) hours after the commencement of such job action, what measures it has taken to comply with the provisions of this Section.

- C) In the event such actions by the employee organization have not effected resumption of normal work practices, the City shall have the right to take appropriate disciplinary action against individual employees participating in the concerted job action.

SECTION 9.4 TRAINING

- A) Job Training:

During the life of this Agreement, the representatives of Engineers & TFEA and Management will jointly develop a training program. The intent of this program will be to encourage upward mobility and to develop the full potentials of the employee.

- B) The City shall work in cooperation with Engineers & TFEA employees interested in specific skill training to make equipment and assistance available where possible for training during the employees off duty hours.

SECTION 9.5 EMPLOYEE RELATIONS LEAVE

- A) Engineers

An amount equal to 12 work shifts per fiscal year shall be available for employees to participate in Employee Relations Leave outside the City. This time must be requested in advance and if the representative's supervisor has not given prior approval, the leave may not be taken. Unused hours from the previous year can be carried over and will be used first in subsequent years; however maximum shifts used in any one year cannot exceed 16 shifts (or 144 hours). This time would apply to all employee association related business on and off-site.

- B) Fiscal Employees

Upon receiving authorization from the City Manager and/or Department Head, authorized association representatives shall be allowed reasonable time off without loss of pay to attend negotiation session, and to participate in grievances, disciplinary action, and appeal hearings.

SECTION 9.6 DUES CHECK-OFF

Engineers & TFEA is authorized to use payroll deductions for collecting employee organization dues and insurance on a monthly basis. The City will provide all new employees with payroll deduction cards and agreed to information about Engineers & TFEA employees.

SECTION 9.7 USE OF CITY VEHICLE

The use of an assigned City vehicle shall be for City purposes only and misuse shall be grounds for disciplinary action.

SECTION 9.8 WELFARE TO WORK

Duties normally performed by employees represented by Engineers & TFEA shall not be assigned to welfare recipients, welfare to work participants or any public, private or non-profit organization using the services of welfare recipients. No Engineers & TFEA represented employees shall be displaced by such individuals. Displaced shall be defined as partial displacement such as reduction in hours of work, wages or employment benefits.

ARTICLE 10 - MISCELLANEOUS

SECTION 10.1 RELEASE TIME

The City recognizes that employees and representatives of the Association are entitled by law to reasonable release time for many purposes. The purpose of this provision is to memorialize the parties' intent with respect to use of reasonable release time.

Use of release time is necessary for the Association to effectively operate. However, it is essential for efficient operations of City service that supervisors and managers are timely informed of the use of release time to ensure minimal impact to service delivery. For these reasons, the parties agree that release time will be provided in accordance with this article.

The parties agree that Employees will utilize the form attached to this agreement as Exhibit D to provide notice of their request to use release time. Release time will not be unreasonably denied.

- A. Negotiations: If negotiations are set more than 48 hours in advance, employees are required to complete the Release Time form and submit it at least 48 hours in advance. If negotiations are set with less than 48 hours advance notice, employees are required to complete the Release Time form and submit it as soon as possible.

Employees will be provided with release time for the entire period of the negotiation session (including travel time from their worksite) as well as one half (½) hour before and one (1) hour after.

- B. Hearings: Release time is available for time spent in hearings (e.g., PERB, discipline, grievances, Civil Service Commission), preparing for hearings, and traveling to such hearings. It is expected that employees who are using release time for these purposes will complete and submit the Release Time form with sufficient notice to minimize impact to operations. If a hearing is set more than 48 hours in advance, employees are required to complete the Release Time form and submit it at least 48 hours in advance. The City will provide paid release time to one employee without City Manager approval. Additional paid release time may be requested by the employee group with the approval of the City Manager of the City Manager's designee.
- C. Meetings to Represent Employees: There are numerous situations where employees in the Association may seek representation, including, but not limited to, an Administrative Conference, investigation where the employee has a reasonable belief that the meeting may lead to the imposition of discipline, or other meetings where representation is legally appropriate. If such meetings are set more than 48 hours in advance, employees are required to complete the Release Time form and submit it at least 48 hours in advance. If such meetings are set with less than 48 hours advance notice, employees are required to complete the Release Time form and submit it as soon as possible.
- D. Releases shall only be for those employees requiring release from actual scheduled hours of work.

- E. Employees who desire to meet with their union representative during work hours regarding Union-related business (such as questions about rules, policies, MOU provisions, etc.) may be released from duty with the approval of their supervisor for such purposes. The parties intend that such meetings shall be 15 minutes or less in duration.

SECTION 10.2 EMPLOYEE MANAGEMENT MEETINGS

Upon request, monthly meetings between the employee group and management will be held. A request for the meeting must be made two weeks prior to the date desired. An agenda may be prepared by either party. Either party may add items to the agenda.

SECTION 10.3 CONTINUED DISCUSSIONS

- A) Management and employee group will continue to discuss the following items:
- Move-Up/Temporary Appointment Language
 - Section 2.2: Removal of 5% step language
 - Section 4.12/Section 4.13: Eliminate uniform, shoe/tool allowance and increase base pay accordingly
 - Section 4.13.1: Review language about reimbursement taking place in February each year as opposed to upon receipt.
 - Clarify OT to be once 40 hours worked in a work week, inclusive of accrual usage to trigger overtime compensation.
 - Complete a classification and compensation analysis using a mutually agreed upon listing of comparable cities for the following positions:
 - Building Inspector
 - Senior Building Inspector
 - Senior Electrical Inspector
 - Senior Mechanical and Electrical Inspector

ARTICLE 11 - EFFECTIVE DATES

SECTION 11.1 PROVISIONS EFFECTIVE

This Agreement shall be effective from the date of its approval by the City Council unless superseded by a subsequent Agreement. Such agreement may be reopened for further meeting and conferring and may be continued or modified by the consent of both parties.

ARTICLE 12 – NOTICES

SECTION 12.1 NOTICES

- A. Notices to City. The address for all notices (hereinafter defined) given by Association to City shall be:

City Manager's Office
Attn: Chief Labor Negotiator
City of Torrance
3031 Torrance Boulevard
Torrance, CA 90503

Fax: (310) 618-5891

- B. Notices to Association. The address for all Notices hereunder given by City to Association shall be given in the following manner:

In January of each year the Association shall provide to the address shown in 12.1.A. above a listing of the officers of the Association. Included in that listing are those officers that are to be noticed per this Section; included shall be the mailing or e-mail address or both to be used for that notice. A facsimile number may be given if available. The list of officers for notice shall be updated by the Association every six (6) months.

- C. Effectiveness. Any and all notices, demands or other communications ("Notices") required or desired to be given hereunder by either party shall be in writing and shall be validly given or made by any of the following methods:

- 1) By personal delivery;
- 2) By facsimile transmission if also deposited at the same time for delivery by United States mail in the manner described in clause (iii);
- 3) By deposit in the United States mail, certified or registered, postage prepaid; or
- 4) By delivery by a same day or overnight courier (e.g., Federal Express, etc.).

For Notices served personally or by courier, service shall be conclusively deemed made at the time of such personal service or refusal to accept service. Notice served by facsimile transmission shall conclusively be deemed to have been made as of the earlier of:


- a) The first business day following the date of transmission to the facsimile number, if any, shown above, so long as the sender has reasonable confirmation of the receipt by the receiving facsimile machine of the facsimile transmission; or
- b) The date of receipt or refusal of the concurrently mailed copy of the Notice. If such Notice is transmitted by mail, such shall be deemed delivered upon actual delivery or refusal to accept delivery, addressed to the party to whom such Notice is to be given at the address set forth above.

Any party hereto may change its address or facsimile number for the purpose of receiving Notices as herein provided by a written notice given in the manner as outlined in Section 12.1.B above to the other party or parties hereto. By following the methods as outlined for Notice, it will constitute notice given in accordance with this provision on the date received or refused.


SECTION III SEVERABILITY


If any section, subsection, sentence, clause, or phrase of this resolution is for any reason held to be invalid or unconstitutional by the decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of the resolution. The City Council hereby declares that it would have passed this resolution and each section, subsection, sentence, clause, or phrase thereof, irrespective of the fact that any one or more sections, subsections, sentences, clauses, or phrases be declared invalid or unconstitutional.

INTRODUCED, APPROVED and ADOPTED this 29th day of October, 2024.


George K. Chen
Mayor of the City of Torrance

APPROVED AS TO FORM:
PATRICK Q. SULLIVAN, Esq. City Attorney

ATTEST:

Rebecca Poirier, MMC
City Clerk

By 
Tatia Y. Strader, Esq.
Assistant City Attorney

- Attachment A: PROCEDURES AND RULES REGARDING LONG-TERM DISABILITY PLAN AND PARTIAL DISABILITY
- Attachment B: CATASTROPHIC LEAVE PROGRAM
- Attachment C: REQUEST FOR RELEASE TIME FORM
- Attachment D: MAXIMUM VACATION ACCRUAL TABLE

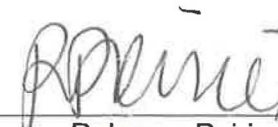
TORRANCE CITY COUNCIL RESOLUTION NO. 2024-81

STATE OF CALIFORNIA)
COUNTY OF LOS ANGELES) ss
CITY OF TORRANCE)

I, Rebecca Poirier, City Clerk of the City of Torrance, California, do hereby certify that the foregoing resolution was duly introduced, approved, and adopted by the City Council of the City of Torrance at a regular meeting of said Council held on the 29th day of October 2024 by the following vote:

- AYES: COUNCILMEMBERS Gerson, Kaji, Kalani, Lewis, Mattucci, Sheikh, and Mayor Chen.
- NOES: COUNCILMEMBERS None.
- ABSTAIN: COUNCILMEMBERS None.
- ABSENT: COUNCILMEMBERS None.

Date: 12/16/24


Rebecca Poirier, MMC
City Clerk of the City of Torrance

ATTACHMENT A

PROCEDURES AND RULES REGARDING LONG-TERM DISABILITY PLAN AND PARTIAL DISABILITY

I. PURPOSE

To provide a uniform approach for administering the City's Long-Term Protection Plan.

II. DEFINITIONS

- A. "Injury" means bodily injury caused by a non-industrial accident occurring while the employee is employed by the City.
- B. "Sickness" means non-industrial sickness or disease causing loss of employment while the individual is employed by the City.
- C. "Total Disability" means the substantial inability or physical incapacity of the employee to engage in his/her regular occupation or an occupation of similar compensation as the result of non-industrial sickness or injury.
- D. "Partial Disability" means the substantial inability or physical incapacity of the employee to engage, except on a half-time basis, in his/her regular occupation or an occupation of similar compensation as the result of non-industrial sickness or injury.
- E. "Regular Care and Attendance" means observation and treatment to the extent necessary under existing standards of medical practice for the condition causing the disability.

III. BENEFITS UNDER THE CITY PROGRAM

- A. Total or Partial Disability:

If an injury or sickness results in continuous total disability or continuous partial disability or combination of both, the employee while covered hereunder, who requires "regular care and attendance", shall receive from the City the monthly benefit. The monthly benefit will terminate on the earliest of:

- 1) The date of death of the employee;
- 2) The date benefits have been incurred for the maximum benefit period;
- 3) The date the employee retired (provided, however, that the employee shall receive a total of the monthly benefit related to a combination of both retirement and long-term disability benefits if totally or partially disabled to the normal expiration of benefits);
- 4) The date the employee ceases to be totally or partially disabled;
- 5) The date specified in a settlement agreement between the employee and the City.

The employee shall be eligible for benefits as noted below:

$$\frac{\text{Full-time Employment}}{\text{Two (2) months}} = \frac{\text{Full-time LTD}}{\text{One (1) month}}$$

<u>Full-time Employment</u> One (1) month	=	<u>Part-time LTD</u> One (1) month
<u>Part-time Employment</u> Four (4) months	=	<u>Full-time LTD</u> One (1) month
<u>Part-time Employment</u> Two (2) months	=	<u>Part-time LTD</u> One (1) month

B. Recurrent Disability:

- 1) If, following a period of disability due to sickness or injury, for which the Monthly Benefit was payable under the program, the employee shall resume duties of his or her regular occupation for a continuous period of one year or more, any subsequent disability resulting from or contributed to by the same cause or causes shall be considered as a new period of disability.
- 2) If the injured employee resumes the duties of his/her regular occupation, for less than a one year period of time, the following shall apply:
 - a) A subsequent disability resulting from the same cause shall be considered a continuation of the original incident. The employee shall be eligible for the length of time specified in the Long-Term Disability Benefit section of the Resolution less that amount of time previously utilized for the same incident.
 - b) An employee who sustains a subsequent disability resulting from a new cause shall be eligible for one month of benefits for each two months of service worked in the intervening period of time plus any earned time remaining from the initial incident.
- 3) The determination as to whether a disability is a new incident or a continuation of an original incident shall be subject to verification by medical authority and appropriate supporting medical documentation.

IV. REDUCTIONS

- A. The monthly benefit otherwise provided under this program for any period shall be reduced by any amount received by or due to be received by the employee from the following sources for the same period so that the total combined amount shall not exceed the employee's base pay:
- 1) Any State or Federal Government Disability or Retirement plans;
 - 2) Salary or wages paid by the employer or other employer;
 - 3) Workers' Compensation or any similar law;
 - 4) Any total disability and total and permanent disability provisions of any insurance policy; and
 - 5) Unemployment insurance.

V. TERMINATION OF COVERAGE

- A. The coverage of any employee shall terminate on the earliest of the following dates:
- 1) The date the program is terminated by mutual agreement of the employee groups and the City of Torrance;

- 2)¹ The date the employee leaves or is dismissed from the employment of the employer, is retired or leaves the representation groups covered by the Master Resolution.
- 3) The date of entry of the employee into military service except for temporary duty of 30 days or less.

B. Such termination shall be without prejudice to any pre-existing total disability claim of the employee except as agreed to between the parties in settlement.

VI. EXCLUSIONS

A. The program does not cover disability:

- 1) Resulting from any intentionally self-inflicted injury;
- 2) Caused by or resulting from service in the Armed Forces of any country, except for temporary active duty assignments of not more than 30 days.
- 3) Resulting from any act of war, declared or undeclared;
- 4) Resulting from participating in or consequence of having participated in the committing of a felony.

¹ Monthly benefits may extend beyond the termination date of employment for the maximum benefit period, provided, however, that insurance coverage was in effect at the time the injury/illness was sustained.

ATTACHMENT B

CATASTROPHIC LEAVE PROGRAM (revised 1998)

Purpose

The purpose of this Catastrophic Leave Program is to allow employees to assist another employee during times of personal crisis when serious illness or injury has incapacitated him/her or a family member and the employee is therefore unable to work. It can also be used for employees who suffer catastrophic illness or injury who must undergo intermittent medical treatment such as chemotherapy. This program is solely for employees whose accrued leave balances have been exhausted.

Policy

The Catastrophic Leave Program allows an employee to transfer eligible leave hours (vacation, sick leave, compensatory time and/or administrative leave) to another employee when a catastrophic illness or injury occurs. A catastrophic illness or injury is defined as a serious health condition which substantially incapacitates an employee or qualifying family member, or which forces the employee or family member to undergo ongoing or lengthy substantial medical treatment. The illness or injury further creates a financial hardship because the employee has or will exhaust all leave time. For the purpose of the Catastrophic Leave Program, qualifying family member shall mean an employee's parents, step parents, spouse, registered domestic partner, children and stepchildren.

An employee will not be eligible for catastrophic leave until he/she has exhausted all leave time, including sick leave, vacation, compensatory time and administrative leave.

Donated hours may be used under the following situations:

- To cover the elimination period before short-term and/or long-term disability benefits begin
- To supplement short-term and/or long-term disability benefits
- To cover the time used on unpaid Family Leave

Procedures/Guidelines for Using Catastrophic Leave

1. Leave of Absence paperwork² must be submitted to the Human Resources Department. It should include medical certification of a serious health condition per the FMLA guidelines and the dates the employee expects to be absent. The leave must be approved by the Department Head and the Human Resources Director.
2. Verification of illness or injury of the employee or qualifying family member must be provided in writing by the treating physician on the City provided forms.
3. The employee or representative makes a request for catastrophic leave donations to the employee's department. The City Manager's Office is then notified and advertises the donation request via e-mail.

² Leave of Absence paperwork consists of Request for Leave of Absence form and either a Physician Certification Form or a Family Medical Certification form (for family illness).

4. The period of absence will be determined by the written verification of the employee's or family member's physician and will not be based on the number of hours donated.
5. Employees who are approved for the Catastrophic Leave Program due to a qualifying family member's catastrophic illness/injury may use donated time for a maximum of 12 weeks during a rolling one year period, as is allowed by the Family and Medical Leave Act.
6. Employees must exhaust all personal leave hours (vacation, sick leave, etc.) prior to using any donated hours.
7. Employees will not accrue vacation, sick leave, or service time while using donated hours.
8. Donated hours may not be converted to cash ("cashed down").
9. The catastrophic leave bank will be closed and no further donations will be accepted under the following conditions:
 - The ill/injured employee returns to work full time, or
 - The 12 weeks of Family Leave have been exhausted, or
 - The ongoing, intermittent treatment program has been completed.

In these cases, any unused donated balances will be returned to the respective donating employees.

Procedures / Guidelines for Donating Hours

1. Employees who wish to donate eligible leave hours must complete a Catastrophic Leave Bank Transfer Authorization form.
2. Donations of Catastrophic Leave hours are made on a voluntary basis.
3. All donated time must be in increments of one hour or more.
4. Donations of leave hours, once used, are irrevocable and become part of the receiving employee's leave bank.
5. Employees with less than 40 hours of sick leave may not donate sick leave hours. This provision may be waived by the City Manager if a donating employee has given notice of terminating employment with the City and there is a current qualified Catastrophic Leave Bank recipient.

Confidentiality

To protect the confidentiality of the program, the names of individuals who donate will not be released. The exact amount of hours donated will be provided to the receiving employee upon request for the purpose of computing the length of time to be covered by the catastrophic leave bank.

ATTACHMENT C

REQUEST FOR RELEASE TIME FORM

In accordance with your MOU, the City and your Association have agreed to utilize this form for the use of all Release Time.

Instructions: Please e-mail this completed form to BOTH ReleaseTime@TorranceCA.gov & your immediate Supervisor.

Date Submitted: _____

Employee Name: _____

Immediate Supervisor: _____

Department / Division: _____

Release Date(s) Requested: _____

Scheduled Meeting Time(s): _____

Location of Meeting: _____

Purpose (check appropriate box):

- Negotiations
- Hearing
- Meeting(s) to represent employees
- Employee Relations Leave

Employee's signature: _____

Supervisor's signature: _____

City Manager's Office: _____

Employees on paid release time are required to limit their activities to matters within the course and scope of representation. The use of such time for personal or campaign activities is prohibited by law (California Government Code Section 8314).

ATTACHMENT D

MAXIMUM VACATION ACCRUAL TABLE

In accordance with the provisions of Section 4.2.F, the table below must be used for calculating the maximum accrual for vacation ONLY.

A) Accrual Rate for *Engineers*

- 1) Employees in classifications covered by this Agreement shall earn combined vacation and annual leave prorated on an hourly basis as follows:
 - a) From date of hire to the end of the 2nd year of service (months 0-24)—a total of 8.67 hours per month.
 - b) From the beginning of the 3rd year to the end of the 3rd year (months 25-36)—a total of 9.33 hours per month.
 - c) From the beginning of the 4th year to the end of the 4th year (months 37-48)—a total of 10.00 hours per month.
 - d) From the beginning of the 5th year to the end of the 6th year (months 49-72)—a total of 12.00 hours per month.
 - e) From the beginning of the 7th year to the end of the 9th year (months 73-108)—a total of 12.67 hours per month.
 - f) From the beginning of the 10th year to the end of the 20th year (months 109-240)—a total of 16.02 hours per month.
 - g) From the beginning of the 21st year to the end of the 24th year (months 241-288)—a total of 17.34 hours per month.
 - h) From the beginning of the 25th year (month 289)—a total of 20.00 hours per month.

B) Accrual Rate for *Fiscal Employees*

- 1) Employees in classifications covered by this Agreement shall earn vacation as follows:
 - a) The rate of 8.67 hours per month of employment by each regular employee.
 - b) Commencing with the 3rd year of employment and until completion of three years of employment, at the rate of 9.33 hours per month of employment.
 - c) Commencing with the 4th year of employment and until completion of four years of employment, at the rate of 10 hours per month of employment.
 - d) Commencing with the 5th year of employment and until the completion of nine years of employment, at the rate of 12 hours per month of employment.
 - e) Commencing with the 10th year of employment and until the completion of 20 years of employment, at the rate of 15.35 hours per month of employment.
 - f) Commencing with the 21st year of employment, at the rate of 16.67 hours per month.

- g) Commencing with the 25th year of employment, at the rate of 17.33 hours per month of employment.

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