

**MEMORANDUM OF
UNDERSTANDING**

between the

City of Woodland

and the

Woodland

**Mid-Management/
Professional Association**

Professional Association

July 1, 2024 to June 30, 2026

RESOLUTION NO.

MEMORANDUM OF UNDERSTANDING
BETWEEN THE WOODLAND MID-MANAGEMENT PROFESSIONAL ASSOCIATION
AND THE CITY OF WOODLAND

The City of Woodland and the Woodland Mid-Management/Professional Association, representing employees employed by the City of Woodland in the classifications designated herein in Article I, Section I under the title “Application,” by and through their authorized representatives hereby ratify as and for a memorandum of understanding the attached Resolution entitled “A Resolution of the City Council of the City of Woodland Approving Certain Terms and Conditions for Mid-Management Unit Employees” including the exhibits appended hereto, and recommend that the Resolution shall be incorporated into the City’s adopted Personnel Rules and Regulations and thereafter the attached Resolution shall be used merely for purposes of interpreting the specific rules and regulations addressed. In resolving questions of interpretation, the Resolution shall be the primary source in all cases.

DATED: June 18, 2024

Representative of the
Woodland Mid-Management/Professional
Association

Representative of the City of
Woodland

RESOLUTION NO.

A RESOLUTION OF THE CITY COUNCIL OF THE
CITY OF WOODLAND APPROVING CERTAIN TERMS AND CONDITIONS FOR
MID MANAGEMENT UNIT EMPLOYEES

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ARTICLE I
GENERAL PROVISIONS

1.1 Application

1.1.1 This Resolution applies to employees in the following classifications and ranges:

Accountant I	116
Accountant II	120
Assistant Engineer	125
Assistant Planner	118
Associate Civil Engineer	131
Associate Engineer	127
Associate Planner	124
Building Inspection Services Manager	132
Business Engagement/Resource Conservation Program Manager	124
Chief Building Official	140
Chief Collection Systems Operator	132
Chief Information Officer	142
Chief Plant Operator	132
Chief Project Engineer	145
Chief Water Systems Operator	132
Children's Librarian II	118
City Engineer	145
Communications and Strategic Policy Manager	134
Community Services Program Manager	125
Construction Project Manager	129
Data Services Manager	136
Economic Development Manager	136
Electrical / Signs & Markings Supervisor	134
Environmental Resources Analyst	127
Environmental Sustainability Manager	131
Finance Officer	141
Financial Services Manager	136
Fleet & Facilities Manager	131
GIS Coordinator	132
Housing Analyst I	120
Housing Analyst II	124
Human Resources Analyst I	121
Human Resources Analyst II	126
Human Resources Manager	140

Infrastructure O & M Superintendent	132
Junior Engineer	121
Junior Planner	113
Laboratory & Environmental Compliance Mgr.	129
Laboratory Supervisor	127
Library Program Manager I	122
Library Program Manager II	125
Management Analyst I	120
Management Analyst II	125
Marketing & Business Rel Spec	118
Office Manager	115
Operations and Maintenance Superintendent	137
Park Planner	132
Park Superintendent	132
Planning Manager	140
Principal Civil Engineer	141
Principal Planner	136
Principal Utilities Civil Engineer	141
Public Works O&M Infrastructure Admin	141
Purchasing Manager	123
Recreation Superintendent	131
Redevelopment Manager	136
Senior Accountant	125
Senior Associate Civil Engineer	134
Senior Center Manager	120
Senior Civil Engineer	138
Senior Construction Project Manager	131
Senior Environmental Resources Analyst	131
Senior Human Resources Analyst	132
Senior Management Analyst	131
Senior Planner	132
Social Services Manager	132
Sports Manager	125
Technical Services Manager	136
Transportation Engineer	134
Treatment Plant Superintendent	137
Utilities Administrator	141
Wastewater Systems Administrator	141
Water Pollution Control Facility Superintendent	141
Water Systems Administrator	141

1.2 Term and Compensation Study

- 1.2.1 Except where the context otherwise determines or otherwise provides, the provisions of this Resolution shall apply from the first full pay period after Association ratification and adoption of the agreement by the City Council on its regular agenda consistent with the Brown Act through June 30, 2026.
- 1.2.2 The City and the Association will meet to discuss the need to conduct an analysis of benchmark city selection and a compensation study prior to the start of negotiations.

ARTICLE II COMPENSATION

2.1 Salary (Modified July 2024)

- 2.1.1 Salary schedules for unit classifications shall be increased by as follows:
- January 1, 2025: 4.0%
 - January 1, 2026: 4.0%

2.2 Uniforms

- 2.2.1 Represented employees required by their Department Director to wear a uniform shall, at the Department Director's discretion, be provided with the uniform and corresponding laundry service for the uniform. Employees required by their Department Director to wear safety boots shall be entitled to up to a maximum of \$100.00 per fiscal year to purchase a replacement pair upon written evidence of purchase of acceptable safety boot determined by the Department.

2.3 Longevity Pay (Modified July 2024)

- 2.3.1 The City shall pay longevity pay according to the following schedule on a monthly basis.

<u>Length of Service</u>	<u>Annual Amount</u>	<u>Monthly Amount</u>
10 years	\$ 600	\$ 50.00
15 years	\$ 900	\$ 75.00
20 years	\$1,200	\$100.00

Effective June 30, 2026, the City shall pay longevity pay according to the following schedule, on a biweekly basis:

<u>Length of Service</u>	<u>Percentage of Pay</u>
10 years	1.0% of base pay
15 years	1.5% of base pay
20 years	2.0% of base pay

2.4 Promotional Pay

- 2.4.1 The City agrees that all promotions within the unit shall result in a minimum five percent (5%) increase in pay for the affected employee.

2.5 Out of Class Work

- 2.5.1 Assignment to perform work of a higher-level classification Employees assigned by their supervisor to perform the essential duties of a higher-level classification shall receive an additional five percent (5%) of base pay as out of class compensation. In the case of assignment, the minimum period of time to be eligible for out of class work pay must be twenty-four (24) consecutive work hours (3 days). Payment shall continue for the term of the assignment to the higher-level classification duties. Assignments shall be limited to six (6) months, which may be extended on approval of the City Manager.
- 2.5.2 Assignment as Acting Department Head In the case of assignment as an acting department head, the minimum period of time to be eligible for acting pay must be twenty-four (24) consecutive work hours (3 days). The compensation shall be an additional ten percent (10%) of the base pay. Payment shall continue for the term of the assignment to the higher-level classification duties. Acting assignments shall be limited to six (6) months, which may be extended on approval of the City Manager.
- 2.5.3 Assignment of duties beyond the scope of employee's classification: Employees assigned to perform significant and additional duties outside the scope of their job description shall receive an additional five percent (5%) of base pay as special assignment pay. In the case of assignment, the minimum period of time to be eligible for out of class work pay must be twenty-four (24) consecutive work hours (3 days).
- 2.5.4 No simultaneous pay: Employees may not receive more than one out of class pay under this provision at a time.

2.6 Administrative Leave

- 2.6.1 Each represented employee shall receive an annual bank of ninety-six (96) hours administrative leave on July 1 of each year. This administrative leave shall be in addition to accrued vacation leave and other leaves provided by the City.

Administrative leave shall be subject to the same rules for usage and accounting as vacation leave with the following exceptions:

- Each employee may, at his/her request, have up to forty (40) unused hours of the bank paid directly to him/her at their hourly rate of pay in effect at the time of the request.
 - No employee may carry over any balance past June 30 each year.
- 2.6.4 It is recognized that in some instances unit employees may be required to work extraordinarily long hours on special projects or unique circumstances. Should such an extraordinary occasion arise, the Department Director may recommend to the City

Manager that the employee be granted additional Administrative Leave in addition to the 96 hours already provided subject to the following provisions:

- 2.6.4.1 Additional Administrative Leave hours granted cannot exceed 24 hours in any Fiscal Year.
 - 2.6.4.2 Additional Administrative Leave hours must be approved by the Personnel Officer and specifically authorized by the City Manager.
 - 2.6.4.3 Additional Administrative Leave shall not be construed to constitute overtime compensation nor be applied on an hour for hour basis.
- 2.6.5 Employees terminating prior to January 1 of any fiscal year shall be responsible for repaying a prorated share of Administrative Leave credited to them on July 1. For example, an employee working 25% of the year would owe the City 60 hours of Administrative Leave. If more than 20 hours of Administrative Leave had already been taken in time off or cash, at the time of termination, the employee would be responsible for payment of the balance of the hours due in either vacation leave or in cash. Cash payment would be made at the current rate of pay.

2.7 Bilingual Pay

- 2.7.1 Designated bilingual employees shall receive additional compensation above their regular salary at a rate equal to Two Hundred Dollars (\$200) per month, paid biweekly.

2.8 Jury Duty

- 2.8.1 Employees shall be entitled to receive full pay in addition to any compensation received for serving as a member of a jury. This does not include Grand Jury duty.

2.9 Library Sunday Hours

- 2.9.1 Tenured Librarians shall not be required to work on Sundays more frequently than one Sunday in four.
- 2.9.2 If the Librarian scheduled to work on a Sunday is unable to work (illness or approved absence), then no other Librarian shall be required to change his/her schedule to cover that absence unless (1) approved by the Library Services Director and (2) the Librarian is agreeable to work that Sunday.

2.10 Deferred Compensation

The City of Woodland will match an individual's deferred compensation contribution up to three percent (3%) of the individual's base salary as reflected in Appendix A. Only plans approved by the City in its deferred compensation program will be eligible for City contribution. At the time of this contract ratification, the City offers three deferred compensation providers from which employees may select. Individual employees will be responsible to ensure their contribution and the City's matching contribution meet Internal Revenue Code Section 457 deferred compensation program requirements. In addition, as their salary is adjusted, individual employees will be responsible to make periodic changes to the amounts of compensation deferred.

ARTICLE III EDUCATION INCENTIVE

3.1 Professional Growth Incentive)

- 3.1.1 Employees covered by this Resolution are eligible to participate in the Professional Growth Incentive Program. Employees may receive a reimbursement for professional memberships (including licenses, applications and renewal fees), subscriptions, professional training, attainment of academic degrees and related fees, and equipment limited to desktop computers or components (memory, hard drives, video cards, power supplies, mother boards), keyboards, monitors (maximum 32 inches), computer mouse(s)/pointing devices, laptop/notebook/tablet computers, printers, City standard suite of office productivity software (currently Microsoft Office Suite), security software, videoconferencing cameras and microphones, and cellular phones and related charging accessories, unless considered used mostly for personal entertainment. Smart watches and wireless earbuds are not eligible for reimbursement under this section. All such requests require advance approval by the City. Reimbursement per fiscal year per employee shall be \$625.00. In the event that the full reimbursement amount is not used in any fiscal year, the amount will carry over to the next fiscal year. Under no circumstances will an employee be eligible to carry over more than \$625.
- 3.1.2 Employees terminating prior to January 1 of any fiscal year shall be responsible for repaying a prorated share of Professional Reimbursement they have spent. For example, an employee working 25% of the year would be entitled to a Professional Reimbursement not to exceed, \$156.25. If employee received a reimbursement of greater than \$156.25, at the time of termination, the employee would be responsible for payment of the difference. This will be taken out of the employee's final check. If there is not enough funds to cover this amount, the City will invoice the employee for the difference. Funds carried over from a previous fiscal year are not subject to proration.

ARTICLE IV

MEDICAL AND RELATED BENEFITS

4.1 Medical Insurance

- 4.1.1 The City shall make available to all unit employees, the CalPERS medical insurance program. Employees shall have the option of enrolling in any of the plans provided by CalPERS.
- 4.1.2 For Employees hired before October 26, 2006, the City provides a two tier medical benefits program:
- Tier One: Employee Only and Employee plus One
 - Tier Two: Employee plus Family

4.1.2.1 Employees hired before October 26, 2006 who provide proof of dual coverage under PERS or other medical insurance programs may decline to accept medical coverage. These employees shall be eligible for a payment of \$ 405 per month.

January 1	Employee plus One	Employee plus Family
2025	\$1,689.07	\$2,195.79
2026	\$1,689.07	\$2,195.79

4.1.3 The City shall make available to all unit employees, a medical insurance program through CalPERS or a program which offers a quality and variety of plans at least equivalent to the medical insurance program offered by CalPERS. Employees shall have the option of enrolling in any of the plans.

4.1.4 For all benefited Employees, the City provides a three tier medical benefits program:

- Tier One: Employee Only
- Tier Two: Employee plus One
- Tier Three: Employee plus Family

4.1.5 Employees who provide proof of dual coverage under PERS or other medical insurance programs may decline to accept medical coverage. These employees shall be eligible for a payment of \$405 per month.

4.1.6 The City shall contribute up to the following amounts towards employee medical insurance coverage and cafeteria plan benefit:

January 1	Employee Only	Employee plus One	Employee plus Family
2025	\$844.54	\$1,689.07	\$2,195.79
2026	\$844.54	\$1,689.07	\$2,195.79

4.2 Medical Insurance Upon Retirement

4.2.1 Employees who retire from the City may be eligible for Medical Insurance in accordance with the CalPERS Medical Plan. Dental, Vision and Long-Term Disability Insurance is not provided to retirees.

4.2.2 For employees who were **hired before July 1, 2006**, with ten (10) or more years of service with the City of Woodland, who either retire and are eligible to receive benefits under the City's PERS plan or retire for disability under PERS shall be eligible for continued health and life insurance coverage subject to the following terms and conditions:

4.2.2.1 Employees 50 years old or older who separate from City service but postpone application to receive PERS retirement benefits must pay the premiums for any continued insurance coverage until the application for benefits is approved;

4.2.2.2 Retirees who are eligible for Medicare must enroll in Medicare or lose City Benefits as allowed by PEMHCA.

- 4.2.2.3 The parties agree that upon written notification by the City to the Association, the City and the Association agree to meet and confer through the impasse process to negotiate the City's contribution related to Medicare eligible retirees.
 - 4.2.2.3.1 Retirees who were hired prior to July 1, 2006, have a vested right to receive full medical insurance benefits in retirement equal to the total medical benefit provided to active employees. In the immediate case, such retirees shall receive the combined value of the medical benefit and the cafeteria plan benefit to equal the total benefit. In future cases, should the City again restructure its health care benefits, such retirees shall continue to receive the full value provided to active employees for health benefits irrespective of how they may subsequently be structured.
 - 4.2.2.4 Life Insurance will be continued with the same benefit level and conditions as active employees except as adjusted according to the schedule outlined in the City's "Life Insurance Outline of Benefits" or in any modifications or other plans that replace the current plan.
 - 4.2.2.5 Health Insurance coverage will be coordinated with Medicare when retirees become eligible. and
 - 4.2.2.6 Dental, Vision and Long-Term Disability Benefits will not be offered or provided to retirees.
- 4.2.3 Employees who were **hired on or after July 1, 2006**, and have ten (10) or more years of service with the City of Woodland who either retire and are eligible to receive benefits under the City's PERS plan or retire for disability under PERS shall be eligible for continued health and life insurance coverage subject to the following terms and conditions will receive medical insurance benefits in retirement as follows:
 - 4.2.3.1 Insurance benefits levels to retirees who were hired after July 1, 2006, will receive a benefit equal only to the Public Employees' Medical and Hospital Care Act (PEMHCA) Medical Benefit.
 - 4.2.3.2 Retirement Health Savings Plan. The City of Woodland has established a program in which employees participate to save, on a tax deferred basis, money to help pay the cost of healthcare once an individual retires. The Retirement Health Savings Plan (RHSP) may be used for medical, dental and vision care as well as other healthcare expenses.
 - 4.2.3.2.1 For employees hired on or after July 1, 2006, participation in the City's RHSP is mandatory.
 - 4.2.3.2.2 Contributions: The City shall contribute \$100 per month to the employee's RHSP account; the employee shall contribute \$50 per month to their RHSP account. These contributions shall start after an employee has successfully completed their initial probationary period. However, upon successful completion of probation, the City shall contribute a lump sum of \$100 per month for each month served in the employee's initial probation.

- 4.2.3.2.3 Initial Probationary Period. During an employee's initial probationary period with the City, neither the employee nor the City shall contribute to the employee's RHSP account. The initial probationary period is that probationary period when an employee is first hired. A probationary period is also in effect when an individual changes classification or is promoted to a higher classification; City and employee contributions to RHSP accounts will continue during such promotional probationary periods.
- 4.2.3.2.4 Conversion of Sick Leave. Once an employee has accrued 500 hours of sick leave, the City shall convert 50% of additional sick leave earned to a cash contribution to an employee's RHSP account. This results in all sick leave earned above 500 hours being changed to 4 hours per month (versus 8 hours) with the value of 4 hours of salary being contributed to the employee's RHSP account. If accrued sick leave balance falls below 500 hours, the employee will once again accrue 8 hours of sick leave, until the sick leave accrued balance exceeds 500, then sick leave will be changed to 4 hours per month with the value of 4 hours of salary being contributed to the employee's RHSP.
- 4.2.3.2.5 Employees hired prior to July 1, 2006, were provided, on a one-time, irrevocable basis, the opportunity to opt out of the City's retiree medical plan (paragraph 4.2.2). Employees who selected this option shall continue to participate in the City's retiree health savings plan under the terms set forth above in paragraph 4.2.3. For these employees, the City's contribution is \$250 per month and the employee's contribution is \$50 per month. At the employee's option, any portion of this \$250 City contribution may be paid into an approved deferred compensation plan.

4.3 Dental Insurance

4.3.1 The City shall maintain in effect the Dental Insurance Program for the term of this agreement.

4.4 Long Term Disability Insurance

4.4.1 The City shall continue to provide a long-term disability insurance plan for all represented employees with benefits equivalent to that provided by the current plan.

4.5 Vision Insurance

4.5.1 The City shall continue to provide employees covered by this Resolution with vision insurance benefits equivalent to that provided in the current plan.

4.6 Life Insurance

4.6.1 The City shall maintain in effect life insurance for represented employees in the amount of Fifty Thousand Dollars (\$50,000.00).

4.7 Flexible Spending Account

4.7.1 The City will maintain in effect a qualified plan under Internal Revenue Code Section 125. Such account shall provide for pre-tax treatment of employee obligations for medical and dependent care costs.

4.8 Reopener on Medical Insurance Upon Retirement

4.8.1 The parties agree to meet and discuss for the purpose of discussing options for reducing the City's costs associated with funding of the current retiree medical benefits, with the shared goal of ensuring that full funding of retiree medical benefits is sustainable within the City's long term financial plan. Any changes shall be by mutual agreement.

ARTICLE V LEAVES

5.1 Holidays

5.1.1 City holidays to be observed by represented employees shall be:

January 1st
Third Monday in January (Martin Luther King's Birthday)
Third Monday in February (Presidents Day)
Fourth Monday in May (Memorial Day)
July 4th
First Monday in September (Labor Day)
November 11th (Veteran's Day)
Thanksgiving Day

The Day after Thanksgiving Day
 Christmas Eve – ½ day (observed last workday before Christmas)
 December 25th (Christmas Day)

5.1.2 In addition, each represented employee shall have 16 hours added to his/her vacation leave total as of July 1 each year.

An employee must work or be paid for all or part of both the employee’s regularly scheduled workday before and after a holiday to be eligible for that holiday.

5.1.3 Represented employees in permanent part-time positions shall receive pay for City holidays on a pro-rata basis regardless of whether they are scheduled to work holiday or not. The pro-rata holiday benefit to be received shall be equal to the employee's average daily work hours, regardless of the time they would have otherwise been scheduled to work.

5.2 Vacation Leave

5.2.1 The vacation leave earning rate for each employee shall be as follows:

<u>Years of Service</u>	<u>Vacation Earned Per Month</u>
0 through 3 years	7.0 hours
4 through 5 years	9.0 hours
6 through 10 years	11.3 hours
11 through 15 years	13.3 hours
16 through 20 years	15.3 hours
Over 20 years	16.6 hours

5.2.2 Employees with less than ten (10) years of service with the City may carry an unused balance of vacation leave of no more than thirty-four (34) days (272 hours) past January 1 of each year. Employees with ten (10) years of service or more may carry an unused balance of vacation leave of no more than forty-four (44) days (352 hours) past January 1 of each year. Employees with fifteen (15) years of service or more may carry an unused balance of vacation leave of no more than fifty (50) days (400 hours) past January 1 of each year.

5.2.3 No employee may buy out more than ninety-six (96) hours of vacation per calendar year. Employees may cash out accrued vacation leave once they have three or more years of service. Each calendar year an employee may, at employee’s request, cash out up to ninety-six (96) accrued hours of vacation based on the chart below.

<u>Years of Service</u>	<u>Annual Maximum Vacation Leave</u>
	Cash out
0 to 3 years	0 hours
3 to 5 years	40 hours
5 to 8 years	80 hours

8 + years

96 hours

Vacation leave hours are paid directly to employee at their regular hourly rate of pay at the time of the request in lieu of time off providing the employee is taking at least a cumulative total of 40 hours of vacation leave per calendar year. Payment will be made at the straight time rate.

5.3 Sick Leave

5.3.1 Represented full-time employees shall accrue sick leave at the rate of one (1) day per month.

5.4 Catastrophic Illness or Injury

5.4.1 Represented employees may donate portions of their Vacation or Administrative Leave accumulations to the Catastrophic leave bank to benefit employees who have suffered catastrophic illness or injury. Employees receiving donations of time from the bank must first exhaust all available vacation, administrative time and sick leave.

ARTICLE VI RETIREMENT

6.1 Retirement

6.1.1 The City will continue its participation in the Public Employee's Retirement System during the term of this agreement.

6.1.2 Permanent Employees of the City of Woodland fall under one of the three CalPERS Pension formulas as follows:

- Tier 1: Employees hired by the City of Woodland on or before December 4, 2012 or who are legacy/classic members as defined by CalPERS are eligible for the 2.7% @ 55 CalPERS retirement pension program calculated at the single highest year pensionable compensation formula.
- Tier 2: Employees hired by the City of Woodland on or after December 5, 2012 and before January 1, 2013 or who are new hires to the city of Woodland but are legacy/classic members determined by CalPERS are eligible for the 2% @ 60 CalPERS retirement pension program calculated at the three-year average pensionable compensation formula.
- Tier 3: Public Employees' Pension Reform Act (PEPRA) Employees hired on or after January 1, 2013 and who are not CalPERS legacy/classic members are eligible for the 2% @ 62 CalPERS retirement pension program calculated at the three-year average pensionable compensation formula.

6.1.3 PERS Employee Contribution towards Employee's Share of Retirement cost.

- Tier 1 employees shall continue to pay the full 8% of pensionable salary of the employee share towards the 2.7%@55 CalPERS retirement pension program.

- Tier 2 employees shall continue to pay the full 7% of pensionable salary of the employee share towards the 2%@60 CalPERS retirement pension program.
- Tier 3 (PEPRA) employees shall continue to pay 50% of the normal cost as determined by CalPERS towards the 2%@62 CalPERS retirement pension program.

6.1.4 Employee Cost Sharing towards Employers Cost of CalPERS Retirement Pension Program

6.1.4.1 Pursuant to Public Employees Retirement Law § 20516 employees in Tier 1 & Tier 2 will pay three percent (3%) of pensionable compensation towards the employers share of CalPERS retirement in addition to the contribution towards the employee share of retirement as described in the section above. Employees in Tier 3 (PEPRA) will not contribute an additional percentage of pensionable compensation towards the employer's share of CalPERS in addition to the 50% of normal cost as determined by CalPERS for Tier 3 (PEPRA) employees. The City adopted a resolution pursuant to IRS Code §4.14(h)(2) to allow this payment on a pre-tax basis.

6.1.5 The City provides the 1959 Survivor's Security Benefit as specified in the Government Code, Section 20862.8. This benefit provides a monthly allowance to certain eligible survivors of an employee who dies prior to retirement.

6.1.6 The City provides the sick leave conversion benefit as specified in the Government Code, Section 20965.

ARTICLE VII WORKING CONDITIONS

7.1 Work Hours

7.1.1 Work hours for represented employees shall be those agreed to between the employee and his/her Department Director.

7.2 Contracting Out

7.2.1 City shall notify the Association of any formal consideration made by the City Council for the contracting of services presently performed by represented employees. Whenever the City contemplates contracting such services, the City shall endeavor to have the new contractor give first consideration for employment opportunities to represented employees who would be displaced from their job as a result of the contract.

7.2.2 The City retains the right to decide to contract out prior to beginning negotiations. However, the City shall negotiate the effect of contracting out with the Association prior to taking any further action to contract out.

7.3 Introduction of New Technology

- 7.3.1 The City agrees to confer with representatives of Association on the impacts of the City's decision to introduce new technology into work performed by classes represented by the Association.

7.4 Association Leave

- 7.4.1 Each month, elected officers of the Association shall be entitled to take leave with pay from work in order to perform Association business, but such leave shall be limited to an aggregate total of eight (8) hours per calendar month. Each employee taking such leave shall arrange a convenient time approved in advance by his/her immediate supervisor. Unused time shall not accumulate for use in future months, without prior written approval by the City's Personnel Officer.

- 7.4.2 Association employees authorized by the Association president shall be entitled to use work time in order to prepare and distribute an Association Newsletter. Such time off shall be taken only with advance approval by the employee's immediate supervisor and the maximum time off allowed in the aggregate, shall be (10) hours per month. Unused time shall not accumulate for use in future months without prior written approval by the City's Personnel Officer.

7.5 Other Working Conditions Not Set Forth Herein

- 7.5.1 Other working conditions not set forth herein for employees covered by this Resolution shall continue as applicable on December 7, 2011, unless determined otherwise by the Woodland City Council in accordance with law or required otherwise by law.

ARTICLE VIII. OTHER COMPENSABLE ITEMS NOT SET FORTH HEREIN

8.1 Other Compensable Items not set Forth Herein

- 8.1.1 Other items not set forth herein which are compensable as terms and conditions of employment of the employees covered by this Resolution shall continue to be compensated by the City of Woodland at the rate applicable on Exhibit A, unless determined otherwise by the Woodland City Council in accordance with law or required otherwise by law.

APPENDIX A)
SALARY SCHEDULE EFFECTIVE JULY 1, 2024