

**RESOLUTION NO. 2024-70**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF TORRANCE, CALIFORNIA, SETTING FORTH HOURS, WAGES AND WORKING CONDITIONS FOR EMPLOYEES REPRESENTED BY THE TORRANCE PROFESSIONAL AND SUPERVISORY ASSOCIATION (TPSA) FOR THE PERIOD FROM JULY 1, 2024 – JUNE 30, 2028 AND REPEALING RESOLUTION NO. 2022-120.**

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

**SECTION I**

That Resolution No. 2022-120 is hereby repealed in its entirety.

**SECTION II**

The following agreement between representatives of Management and the representatives of the Torrance Professional and Supervisory Association (TPSA) is hereby approved in its entirety to read as follows:

**MEMORANDUM OF UNDERSTANDING**

**TORRANCE PROFESSIONAL AND SUPERVISORY ASSOCIATION  
(TPSA)**

**A MEMORANDUM OF UNDERSTANDING SETTING FORTH THE HOURS,  
WAGES AND WORKING CONDITIONS FOR EMPLOYEES REPRESENTED BY  
THE TORRANCE PROFESSIONAL AND SUPERVISORY ASSOCIATION  
(TPSA)**

An Agreement of the undersigned representatives of the Torrance Professional and Supervisory Association (TPSA) 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 beginning July 1, 2024 - June 30, 2028 and was reached through agreement of the undersigned parties.

Signed this 10<sup>th</sup> day of September 2024.

Management

TPSA

/s/ Ian Dailey

/s/ Leslie Cortez

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/s/ Jamie Le

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/s/ Chuck Schaich

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## ARTICLE 1 - PREAMBLE

### **SECTION 1.1 INTRODUCTION**

The following is the Agreement regarding hours, wages and working conditions between the City of Torrance and the Torrance Professional and Supervisory Association. 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.

## ARTICLE 2 - COMPENSATION PROVISIONS

### **SECTION 2.1 BASE PAY RANGE**

#### **A. Starting Pay Rates:**

Original appointment to a class shall normally be made at the first step. Upon recommendation of the department head, and approval of the City Manager, initial compensation may be at a higher monthly rate within the range for the class, based either on the outstanding and unusual character of the employee's experience and ability over and above the qualification requirements specified for the class; or a temporary shortage of applicants for the class involved; and further 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.

#### **B. Step Advancement:**

Base pay step advancement within a pay range shall be on the anniversary date of each year of service, to the maximum step of the base pay range.

#### **C. Accelerated Step Advancement:**

Upon recommendation of the department head and approval of the City Manager, such step advancement may be accelerated where outstanding performance may justify. Advancement to the next step following such accelerated advancement shall normally be after one year.

#### **D. Evaluation**

A below standard evaluation in the rating period directly before the date of step advancement shall delay the step advancement six months or until performance is standard or better.

Performance evaluations shall be given every twelve (12) months of employee service. A failure to provide a performance report within 30 days of the normal date shall be defined as standard for the purpose of this section.

### **SECTION 2.3 RATE OF PAY ON PROMOTION**

Upon promotion, any employee covered by this Agreement shall receive the lowest step in the new range which provides 5% increase in base pay (to exclude longevity and any other pay).

## SECTION 2.4 REQUIREMENTS AS TO CONTINUITY OF SERVICE

Service requirements for advancement within the pay range, longevity pay, industrial accident leave, long term disability, holidays, vacation, and annual leave 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, those days 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 consecutive workdays shall be grounds for discharge.

## SECTION 2.5 METHODS OF COMPENSATION

Compensation shall be earned on an hourly basis.

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.

## ARTICLE 3 - COMPENSATION

### SECTION 3.1 PAY RANGES AND CLASS TITLES

- A. The pay grades described on the following pages hereby assigned to the classifications of the following TPSA employees:

***Effective September 8, 2024***

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

- **Admin Analyst/Sr. Admin Analyst:** Employees on steps 1\* through 4\*, will be placed on step 1. Employees on step 5\* will be placed on step 5. Employees on step 6\*, 7\*, 8\*, 9\*, and 10\* will be placed on step 6.
- **License Supervisor:** Employees on step 8\* will be placed on step 7.
- **Public Works Supervisor:** Employees on step 5\* for 12 months or greater, will be placed on step 6.
- **Senior Admin 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.
- **Senior Buyer:** Employees on step 8\* will be placed at step 7.
- **Sr. Forensic ID Specialist:** 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 Admin Assistant:** 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 step 2\* will be placed on step 1.
- **Traffic & Lighting Supervisor:** 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.

\* Indicates that the step number is referring to the salary grid prior to September 8, 2024.

**PARS Eligible Employee Salary Grids**

Pay Ranges	Basis	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
Accountant, Senior (PARS)	Hourly	\$43.81	\$46.01	\$48.32	\$50.74	\$53.28	\$55.95		
Admin Analyst/Sr. Admin Analyst (PARS)	Hourly	\$38.78	\$40.72	\$42.76	\$44.90	\$47.15	\$49.51		
Air Con/Heat/Elec Supervisor (PARS)	Hourly	\$41.05	\$43.11	\$45.27	\$47.54	\$49.92	\$52.42		
Bldg Inspection Supervisor (PARS)	Hourly	\$43.43	\$45.61	\$47.90	\$50.30	\$52.82	\$55.47		
Budget Supervisor (PARS)	Hourly	\$48.37	\$50.79	\$53.33	\$56.00	\$58.80	\$61.74	\$64.83	
Building Maintenance Supervisr (PARS)	Hourly	\$39.68	\$41.67	\$43.76	\$45.95	\$48.25	\$50.67	\$53.21	\$55.88
Buyer (PARS)	Hourly	\$33.55	\$35.23	\$37.00	\$38.85	\$40.80	\$42.84	\$44.99	
Central Services Coordinator (PARS)	Hourly	\$26.74	\$28.08	\$29.49	\$30.97	\$32.52	\$34.15	\$35.86	
Central Services Supervisor (PARS)	Hourly	\$36.07	\$37.88	\$39.78					
Communication Supv/Wireless (PARS)	Hourly	\$43.59	\$45.77	\$48.06	\$50.47	\$53.00			
Communications Supv/Telecomm (PARS)	Hourly	\$43.59	\$45.77	\$48.06	\$50.47	\$53.00			
Deputy City Clerk II (PARS)	Hourly	\$33.63	\$35.32	\$37.09	\$38.95	\$40.90	\$42.95	\$45.10	\$47.36
Facilities Service Supervisor (PARS)	Hourly	\$31.71	\$33.30	\$34.97	\$36.72	\$38.56	\$40.49		
Fire Prevention Supervisor (PARS)	Hourly	\$50.88	\$53.43	\$56.11	\$58.92	\$61.87			
Fleet Services Supervisor (PARS)	Hourly	\$42.68	\$44.82	\$47.07	\$49.43	\$51.91			
Forensic ID Specialist (PARS)	Hourly	\$33.47	\$35.15	\$36.91	\$38.76	\$40.70			
Forensic Supervisor (PARS)	Hourly	\$47.08	\$49.44	\$51.92	\$54.52	\$57.25			
Housing Supervisor (PARS)	Hourly	\$41.76	\$43.85	\$46.05	\$48.36	\$50.78			
Info Tech Specialist (PARS)	Hourly	\$31.52	\$33.10	\$34.76	\$36.50	\$38.33	\$40.25	\$42.27	
Info Technology Analyst (PARS)	Hourly	\$38.51	\$40.44	\$42.47	\$44.60	\$46.83	\$49.18	\$51.64	
Juvenile Diversion Case Worker (PARS)	Hourly	\$26.05	\$27.36	\$28.73	\$30.17	\$31.68	\$33.27	\$34.94	
Juvenile Diversion Coordinator (PARS)	Hourly	\$40.17	\$42.18	\$44.29	\$46.51	\$48.84			
Librarian, Senior (PARS)	Hourly	\$40.23	\$42.25	\$44.37	\$46.59				
License Supervisor (PARS)	Hourly	\$37.63	\$39.52	\$41.50	\$43.58	\$45.76	\$48.05	\$50.46	
Park Services Supervisor (PARS)	Hourly	\$37.08	\$38.94	\$40.89	\$42.94	\$45.09	\$47.35		
Permit Center Supervisor (PARS)	Hourly	\$37.60	\$39.48	\$41.46	\$43.54	\$45.72			
Police Services Supervisor (PARS)	Hourly	\$35.45	\$37.23	\$39.10	\$41.06	\$43.12	\$45.28		
Policy and Resources Specialist (PARS)	Hourly	\$48.37	\$50.79	\$53.33	\$56.00	\$58.80	\$61.74	\$64.83	
Producer Writer, Asst (PARS)	Hourly	\$20.20	\$21.21	\$22.28	\$23.40	\$24.57	\$25.80	\$27.09	
Public Safety Communications Supv (PARS)	Hourly	\$38.92	\$40.87	\$42.92	\$45.07	\$47.33	\$49.70		
Public Works Supervisor (PARS)	Hourly	\$38.45	\$40.38	\$42.40	\$44.52	\$46.75	\$49.09		
Ranger Supervisor (PARS)	Hourly	\$32.98	\$34.63	\$36.37	\$38.19	\$40.10	\$42.11		
Senior Admin Assistant (PARS)	Hourly	\$29.91	\$31.41	\$32.99	\$34.64	\$36.38			
Senior Buyer (PARS)	Hourly	\$41.75	\$43.84	\$46.04	\$48.35	\$50.77	\$53.31	\$55.98	
Sr. Forensic ID Specialist (PARS)	Hourly	\$40.76	\$42.80	\$44.94	\$47.19	\$49.55	\$52.03		
Supervising Admin Assistant (PARS)	Hourly	\$36.51	\$38.34	\$40.26	\$42.28				
Supervising Producer/Writer (PARS)	Hourly	\$34.24	\$35.96	\$37.76	\$39.65	\$41.64	\$43.73	\$45.92	
Systems Analyst (PARS)	Hourly	\$46.86	\$49.21	\$51.68	\$54.27	\$56.99			
Traffic & Lighting Supervisor (PARS)	Hourly	\$43.54	\$45.72	\$48.01	\$50.42	\$52.95			
Transit Supervisor (PARS)	Hourly	\$39.69	\$41.68	\$43.77	\$45.96	\$48.26			
Transit Training Coordinator (PARS)	Hourly	\$45.14	\$47.40	\$49.77	\$52.26	\$54.88	\$57.63	\$60.52	
Warehouse Supervisor (PARS)	Hourly	\$33.31	\$34.98	\$36.73	\$38.57	\$40.50			
Water Operations Supervisor (PARS)	Hourly	\$52.27	\$54.89	\$57.64	\$60.53	\$63.56			

Steps highlighted in grey are considered extended steps. See Section 3.2 for further details.

## 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
Accountant, Senior (Non-PARS)	Hourly	\$44.65	\$46.89	\$49.24	\$51.71	\$54.30	\$57.02		
Admin Analyst/Sr. Admin Analyst (Non-PARS)	Hourly	\$39.52	\$41.50	\$43.58	\$45.76	\$48.05	\$50.46		
Air Con/Heat/Elec Supervisor (Non-PARS)	Hourly	\$41.86	\$43.96	\$46.16	\$48.47	\$50.90	\$53.45		
Bldg Inspection Supervisor (Non-PARS)	Hourly	\$44.28	\$46.50	\$48.83	\$51.28	\$53.85	\$56.55		
Budget Supervisor (Non-PARS)	Hourly	\$49.34	\$51.81	\$54.41	\$57.14	\$60.00	\$63.00	\$66.15	
Building Maintenance Supervisr (Non-PARS)	Hourly	\$40.44	\$42.47	\$44.60	\$46.83	\$49.18	\$51.64	\$54.23	\$56.95
Buyer (Non-PARS)	Hourly	\$34.20	\$35.91	\$37.71	\$39.60	\$41.58	\$43.66	\$45.85	
Central Services Coordinator (Non-PARS)	Hourly	\$27.27	\$28.64	\$30.08	\$31.59	\$33.17	\$34.83	\$36.58	
Central Services Supervisor (Non-PARS)	Hourly	\$36.79	\$38.63	\$40.57					
Communication Supv/Wireless (Non-PARS)	Hourly	\$44.43	\$46.66	\$49.00	\$51.45	\$54.03			
Communications Supv/Telecomm (Non-PARS)	Hourly	\$44.43	\$46.66	\$49.00	\$51.45	\$54.03			
Deputy City Clerk II (Non-PARS)	Hourly	\$34.29	\$36.01	\$37.82	\$39.72	\$41.71	\$43.80	\$45.99	\$48.29
Facilities Service Supervisor (Non-PARS)	Hourly	\$32.33	\$33.95	\$35.65	\$37.44	\$39.32	\$41.29		
Fire Prevention Supervisor (Non-PARS)	Hourly	\$51.90	\$54.50	\$57.23	\$60.10	\$63.11			
Fleet Services Supervisor (Non-PARS)	Hourly	\$43.52	\$45.70	\$47.99	\$50.39	\$52.91			
Forensic ID Specialist (Non-PARS)	Hourly	\$34.10	\$35.81	\$37.61	\$39.50	\$41.48			
Forensic Supervisor (Non-PARS)	Hourly	\$47.99	\$50.39	\$52.91	\$55.56	\$58.34			
Housing Supervisor (Non-PARS)	Hourly	\$42.57	\$44.70	\$46.94	\$49.29	\$51.76			
Info Tech Specialist (Non-PARS)	Hourly	\$32.14	\$33.75	\$35.44	\$37.22	\$39.09	\$41.05	\$43.11	
Info Technology Analyst (Non-PARS)	Hourly	\$39.28	\$41.25	\$43.32	\$45.49	\$47.77	\$50.16	\$52.67	
Juvenile Diversion Case Worker (Non-PARS)	Hourly	\$26.57	\$27.90	\$29.30	\$30.77	\$32.31	\$33.93	\$35.63	
Juvenile Diversion Coordinator (Non-PARS)	Hourly	\$40.98	\$43.03	\$45.19	\$47.45	\$49.83			
Librarian, Senior (Non-PARS)	Hourly	\$41.03	\$43.09	\$45.25	\$47.52				
License Supervisor (Non-PARS)	Hourly	\$38.37	\$40.29	\$42.31	\$44.43	\$46.66	\$49.00	\$51.45	
Park Services Supervisor (Non-PARS)	Hourly	\$37.78	\$39.67	\$41.66	\$43.75	\$45.94	\$48.24		
Permit Center Supervisor (Non-PARS)	Hourly	\$38.31	\$40.23	\$42.25	\$44.37	\$46.59			
Police Services Supervisor (Non-PARS)	Hourly	\$36.11	\$37.92	\$39.82	\$41.82	\$43.92	\$46.12		
Policy and Resources Specialist (Non-PARS)	Hourly	\$49.34	\$51.81	\$54.41	\$57.14	\$60.00	\$63.00	\$66.15	
Producer Writer, Asst (Non-PARS)	Hourly	\$20.59	\$21.62	\$22.71	\$23.85	\$25.05	\$26.31	\$27.63	
Public Safety Communications Supv (Non-PAR)	Hourly	\$39.66	\$41.65	\$43.74	\$45.93	\$48.23	\$50.65		
Public Works Supervisor (Non-PARS)	Hourly	\$39.17	\$41.13	\$43.19	\$45.35	\$47.62	\$50.01		
Ranger Supervisor (Non-PARS)	Hourly	\$33.59	\$35.27	\$37.04	\$38.90	\$40.85	\$42.90		
Senior Admin Assistant (Non-PARS)	Hourly	\$30.49	\$32.02	\$33.63	\$35.32	\$37.09			
Senior Buyer (Non-PARS)	Hourly	\$42.55	\$44.68	\$46.92	\$49.27	\$51.74	\$54.33	\$57.05	
Sr. Forensic ID Specialist (Non-PARS)	Hourly	\$41.55	\$43.63	\$45.82	\$48.12	\$50.53	\$53.06		
Supervising Admin Assistant (Non-PARS)	Hourly	\$37.19	\$39.05	\$41.01	\$43.07				
Supervising Producer/Writer (Non-PARS)	Hourly	\$34.91	\$36.66	\$38.50	\$40.43	\$42.46	\$44.59	\$46.82	
Systems Analyst (Non-PARS)	Hourly	\$47.79	\$50.18	\$52.69	\$55.33	\$58.10			
Traffic & Lighting Supervisor (Non-PARS)	Hourly	\$44.41	\$46.64	\$48.98	\$51.43	\$54.01			
Transit Supervisor (Non-PARS)	Hourly	\$40.49	\$42.52	\$44.65	\$46.89	\$49.24			
Transit Training Coordinator (Non-PARS)	Hourly	\$46.05	\$48.36	\$50.78	\$53.32	\$55.99	\$58.79	\$61.73	
Warehouse Supervisor (Non-PARS)	Hourly	\$33.96	\$35.66	\$37.45	\$39.33	\$41.30			
Water Operations Supervisor (Non-PARS)	Hourly	\$53.40	\$56.07	\$58.88	\$61.83	\$64.93			

Steps highlighted in grey are considered extended steps. See Section 3.2 for further details.

***Effective June 1, 2025***

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 May 31, 2025, shall be granted a step increase effective June 1, 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.

- Admin Analyst/Sr. Admin Analyst
- Communication Supv/Wireless
- Communications Supv/Telecom
- Forensic ID Specialist
- Forensic Supervisor
- Permit Center Supervisor
- Police Services Supervisor
- Public Safety Comm Supvr
- Public Works Supervisor
- Ranger Supervisor
- Senior Admin Assistant

**PARS Eligible Employee Salary Grids**

Pay Ranges	Basis	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
Accountant, Senior (PARS)	Hourly	\$46.94	\$49.29	\$51.76	\$54.35	\$57.07	\$59.93		
Admin Analyst/Sr. Admin Analyst (PARS)	Hourly	\$39.56	\$41.54	\$43.62	\$45.81	\$48.11	\$50.52	\$53.05	\$55.71
Air Con/Heat/Elec Supervisor (PARS)	Hourly	\$41.88	\$43.98	\$46.18	\$48.49	\$50.92	\$53.47		
Bldg Inspection Supervisor (PARS)	Hourly	\$44.30	\$46.52	\$48.85	\$51.30	\$53.87	\$56.57		
Budget Supervisor (PARS)	Hourly	\$49.34	\$51.81	\$54.41	\$57.14	\$60.00	\$63.00	\$66.15	
Building Maintenance Supervisr (PARS)	Hourly	\$40.48	\$42.51	\$44.64	\$46.88	\$49.23	\$51.70	\$54.29	\$57.01
Buyer (PARS)	Hourly	\$34.23	\$35.95	\$37.75	\$39.64	\$41.63	\$43.72	\$45.91	
Central Services Coordinator (PARS)	Hourly	\$27.28	\$28.65	\$30.09	\$31.60	\$33.18	\$34.84	\$36.59	
Central Services Supervisor (PARS)	Hourly	\$36.80	\$38.64	\$40.58					
Communication Supv/Wireless (PARS)	Hourly	\$44.47	\$46.70	\$49.04	\$51.50	\$54.08	\$56.79		
Communications Supv/Telecomm (PARS)	Hourly	\$44.47	\$46.70	\$49.04	\$51.50	\$54.08	\$56.79		
Deputy City Clerk II (PARS)	Hourly	\$34.31	\$36.03	\$37.84	\$39.74	\$41.73	\$43.82	\$46.02	\$48.33
Facilities Service Supervisor (PARS)	Hourly	\$32.35	\$33.97	\$35.67	\$37.46	\$39.34	\$41.31		
Fire Prevention Supervisor (PARS)	Hourly	\$51.90	\$54.50	\$57.23	\$60.10	\$63.11			
Fleet Services Supervisor (PARS)	Hourly	\$43.54	\$45.72	\$48.01	\$50.42	\$52.95			
Forensic ID Specialist (PARS)	Hourly	\$34.14	\$35.85	\$37.65	\$39.54	\$41.52	\$43.60		
Forensic Supervisor (PARS)	Hourly	\$48.03	\$50.44	\$52.97	\$55.62	\$58.41	\$61.34		
Housing Supervisor (PARS)	Hourly	\$42.60	\$44.73	\$46.97	\$49.32	\$51.79			
Info Tech Specialist (PARS)	Hourly	\$32.16	\$33.77	\$35.46	\$37.24	\$39.11	\$41.07	\$43.13	
Info Technology Analyst (PARS)	Hourly	\$39.29	\$41.26	\$43.33	\$45.50	\$47.78	\$50.17	\$52.68	
Juvenile Diversion Case Worker (PARS)	Hourly	\$26.58	\$27.91	\$29.31	\$30.78	\$32.32	\$33.94	\$35.64	
Juvenile Diversion Coordinator (PARS)	Hourly	\$40.98	\$43.03	\$45.19	\$47.45	\$49.83			
Librarian, Senior (PARS)	Hourly	\$41.04	\$43.10	\$45.26	\$47.53				
License Supervisor (PARS)	Hourly	\$38.39	\$40.31	\$42.33	\$44.45	\$46.68	\$49.02	\$51.48	
Park Services Supervisor (PARS)	Hourly	\$37.83	\$39.73	\$41.72	\$43.81	\$46.01	\$48.32		
Permit Center Supervisor (PARS)	Hourly	\$38.36	\$40.28	\$42.30	\$44.42	\$46.65	\$48.99		
Police Services Supervisor (PARS)	Hourly	\$36.16	\$37.97	\$39.87	\$41.87	\$43.97	\$46.17	\$48.48	
Policy and Resource Specialist (PARS)	Hourly	\$49.34	\$51.81	\$54.41	\$57.14	\$60.00	\$63.00	\$66.15	
Producer Writer, Asst (PARS)	Hourly	\$20.61	\$21.65	\$22.74	\$23.88	\$25.08	\$26.34	\$27.66	
Public Safety Comm Supvr (PARS)	Hourly	\$39.70	\$41.69	\$43.78	\$45.97	\$48.27	\$50.69	\$53.23	
Public Works Supervisor (PARS)	Hourly	\$39.22	\$41.19	\$43.25	\$45.42	\$47.70	\$50.09	\$52.60	
Ranger Supervisor (PARS)	Hourly	\$33.64	\$35.33	\$37.10	\$38.96	\$40.91	\$42.96	\$45.11	
Senior Admin Assistant (PARS)	Hourly	\$30.51	\$32.04	\$33.65	\$35.34	\$37.11	\$38.97		
Senior Buyer (PARS)	Hourly	\$42.59	\$44.72	\$46.96	\$49.31	\$51.78	\$54.37	\$57.09	
Sr. Forensic ID Specialist (PARS)	Hourly	\$41.58	\$43.66	\$45.85	\$48.15	\$50.56	\$53.09		
Supervising Admin Assistant (PARS)	Hourly	\$39.11	\$41.07	\$43.13	\$45.29				
Supervising Producer/Writer (PARS)	Hourly	\$34.93	\$36.68	\$38.52	\$40.45	\$42.48	\$44.61	\$46.85	
Systems Analyst (PARS)	Hourly	\$47.80	\$50.19	\$52.70	\$55.34	\$58.11			
Traffic & Lighting Supervisor (PARS)	Hourly	\$44.42	\$46.65	\$48.99	\$51.44	\$54.02			
Transit Supervisor (PARS)	Hourly	\$40.49	\$42.52	\$44.65	\$46.89	\$49.24			
Transit Training Coordinator (PARS)	Hourly	\$46.05	\$48.36	\$50.78	\$53.32	\$55.99	\$58.79	\$61.73	
Warehouse Supervisor (PARS)	Hourly	\$33.98	\$35.68	\$37.47	\$39.35	\$41.32			
Water Operations Supervisor (PARS)	Hourly	\$53.32	\$55.99	\$58.79	\$61.73	\$64.82			



Pay Ranges	Basis	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
Accountant, Senior (PARS)	Hourly	\$46.94	\$49.29	\$51.76	\$54.35	\$57.07	\$59.93		
Admin Analyst/Sr. Admin Analyst (PARS)	Hourly	\$39.56	\$41.54	\$43.62	\$45.81	\$48.11	\$50.52	\$53.05	\$55.71
Air Con/Heat/Elec Supervisor (PARS)	Hourly	\$41.88	\$43.98	\$46.18	\$48.49	\$50.92	\$53.47		
Bldg Inspection Supervisor (PARS)	Hourly	\$44.30	\$46.52	\$48.85	\$51.30	\$53.87	\$56.57		
Budget Supervisor (PARS)	Hourly	\$49.34	\$51.81	\$54.41	\$57.14	\$60.00	\$63.00	\$66.15	
Building Maintenance Supervisor (PARS)	Hourly	\$40.48	\$42.51	\$44.64	\$46.88	\$49.23	\$51.70	\$54.29	\$57.01
Buyer (PARS)	Hourly	\$34.23	\$35.95	\$37.75	\$39.64	\$41.63	\$43.72	\$45.91	
Central Services Coordinator (PARS)	Hourly	\$27.28	\$28.65	\$30.09	\$31.60	\$33.18	\$34.84	\$36.59	
Central Services Supervisor (PARS)	Hourly	\$36.80	\$38.64	\$40.58					
Communication Supv/Wireless (PARS)	Hourly	\$44.47	\$46.70	\$49.04	\$51.50	\$54.08	\$56.79		
Communications Supv/Telecomm (PARS)	Hourly	\$44.47	\$46.70	\$49.04	\$51.50	\$54.08	\$56.79		
Deputy City Clerk II (PARS)	Hourly	\$34.31	\$36.03	\$37.84	\$39.74	\$41.73	\$43.82	\$46.02	\$48.33
Facilities Service Supervisor (PARS)	Hourly	\$32.35	\$33.97	\$35.67	\$37.46	\$39.34	\$41.31		
Fire Prevention Supervisor (PARS)	Hourly	\$51.90	\$54.50	\$57.23	\$60.10	\$63.11			
Fleet Services Supervisor (PARS)	Hourly	\$43.54	\$45.72	\$48.01	\$50.42	\$52.95			
Forensic ID Specialist (PARS)	Hourly	\$34.14	\$35.85	\$37.65	\$39.54	\$41.52	\$43.60		
Forensic Supervisor (PARS)	Hourly	\$48.03	\$50.44	\$52.97	\$55.62	\$58.41	\$61.34		
Housing Supervisor (PARS)	Hourly	\$42.60	\$44.73	\$46.97	\$49.32	\$51.79			
Info Tech Specialist (PARS)	Hourly	\$32.16	\$33.77	\$35.46	\$37.24	\$39.11	\$41.07	\$43.13	
Info Technology Analyst (PARS)	Hourly	\$39.29	\$41.26	\$43.33	\$45.50	\$47.78	\$50.17	\$52.68	
Juvenile Diversion Case Worker (PARS)	Hourly	\$26.58	\$27.91	\$29.31	\$30.78	\$32.32	\$33.94	\$35.64	
Juvenile Diversion Coordinator (PARS)	Hourly	\$40.98	\$43.03	\$45.19	\$47.45	\$49.83			
Librarian, Senior (PARS)	Hourly	\$41.04	\$43.10	\$45.26	\$47.53				
License Supervisor (PARS)	Hourly	\$38.39	\$40.31	\$42.33	\$44.45	\$46.68	\$49.02	\$51.48	
Park Services Supervisor (PARS)	Hourly	\$37.83	\$39.73	\$41.72	\$43.81	\$46.01	\$48.32		
Permit Center Supervisor (PARS)	Hourly	\$38.36	\$40.28	\$42.30	\$44.42	\$46.65	\$48.99		
Police Services Supervisor (PARS)	Hourly	\$36.16	\$37.97	\$39.87	\$41.87	\$43.97	\$46.17	\$48.48	
Policy and Resource Specialist (PARS)	Hourly	\$49.34	\$51.81	\$54.41	\$57.14	\$60.00	\$63.00	\$66.15	
Producer Writer, Asst (PARS)	Hourly	\$20.61	\$21.65	\$22.74	\$23.88	\$25.08	\$26.34	\$27.66	
Public Safety Comm Supvr (PARS)	Hourly	\$39.70	\$41.69	\$43.78	\$45.97	\$48.27	\$50.69	\$53.23	
Public Works Supervisor (PARS)	Hourly	\$39.22	\$41.19	\$43.25	\$45.42	\$47.70	\$50.09	\$52.60	
Ranger Supervisor (PARS)	Hourly	\$33.64	\$35.33	\$37.10	\$38.96	\$40.91	\$42.96	\$45.11	
Senior Admin Assistant (PARS)	Hourly	\$30.51	\$32.04	\$33.65	\$35.34	\$37.11	\$38.97		
Senior Buyer (PARS)	Hourly	\$42.59	\$44.72	\$46.96	\$49.31	\$51.78	\$54.37	\$57.09	
Sr. Forensic ID Specialist (PARS)	Hourly	\$41.58	\$43.66	\$45.85	\$48.15	\$50.56	\$53.09		
Supervising Admin Assistant (PARS)	Hourly	\$39.11	\$41.07	\$43.13	\$45.29				
Supervising Producer/Writer (PARS)	Hourly	\$34.93	\$36.68	\$38.52	\$40.45	\$42.48	\$44.61	\$46.85	
Systems Analyst (PARS)	Hourly	\$47.80	\$50.19	\$52.70	\$55.34	\$58.11			
Traffic & Lighting Supervisor (PARS)	Hourly	\$44.42	\$46.65	\$48.99	\$51.44	\$54.02			
Transit Supervisor (PARS)	Hourly	\$40.49	\$42.52	\$44.65	\$46.89	\$49.24			
Transit Training Coordinator (PARS)	Hourly	\$46.05	\$48.36	\$50.78	\$53.32	\$55.99	\$58.79	\$61.73	
Warehouse Supervisor (PARS)	Hourly	\$33.98	\$35.68	\$37.47	\$39.35	\$41.32			
Water Operations Supervisor (PARS)	Hourly	\$53.32	\$55.99	\$58.79	\$61.73	\$64.82			

Steps highlighted in grey are considered extended steps. See Section 3.2 for further details.

## 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
Accountant, Senior (Non-PARS)	Hourly	\$48.30	\$50.72	\$53.26	\$55.93	\$58.73	\$61.67		
Admin Analyst/Sr. Admin Analyst (Non-PARS)	Hourly	\$40.71	\$42.75	\$44.89	\$47.14	\$49.50	\$51.98	\$54.58	\$57.31
Air Con/Heat/Elec Supervisor (Non-PARS)	Hourly	\$43.12	\$45.28	\$47.55	\$49.93	\$52.43	\$55.06		
Bldg Inspection Supervisor (Non-PARS)	Hourly	\$45.61	\$47.90	\$50.30	\$52.82	\$55.47	\$58.25		
Budget Supervisor (Non-PARS)	Hourly	\$50.83	\$53.38	\$56.05	\$58.86	\$61.81	\$64.91	\$68.16	
Building Maintenance Supervizr (Non-PARS)	Hourly	\$41.66	\$43.75	\$45.94	\$48.24	\$50.66	\$53.20	\$55.86	\$58.66
Buyer (Non-PARS)	Hourly	\$35.23	\$37.00	\$38.85	\$40.80	\$42.84	\$44.99	\$47.24	
Central Services Coordinator (Non-PARS)	Hourly	\$28.09	\$29.50	\$30.98	\$32.53	\$34.16	\$35.87	\$37.67	
Central Services Supervisor (Non-PARS)	Hourly	\$37.90	\$39.80	\$41.79					
Communication Supv/Wireless (Non-PARS)	Hourly	\$45.77	\$48.06	\$50.47	\$53.00	\$55.65	\$58.44		
Communications Supv/Telecomm (Non-PARS)	Hourly	\$45.77	\$48.06	\$50.47	\$53.00	\$55.65	\$58.44		
Deputy City Clerk II (Non-PARS)	Hourly	\$35.32	\$37.09	\$38.95	\$40.90	\$42.95	\$45.10	\$47.36	\$49.73
Facilities Service Supervisor (Non-PARS)	Hourly	\$33.30	\$34.97	\$36.72	\$38.56	\$40.49	\$42.52		
Fire Prevention Supervisor (Non-PARS)	Hourly	\$53.46	\$56.14	\$58.95	\$61.90	\$65.00			
Fleet Services Supervisor (Non-PARS)	Hourly	\$44.83	\$47.08	\$49.44	\$51.92	\$54.52			
Forensic ID Specialist (Non-PARS)	Hourly	\$35.13	\$36.89	\$38.74	\$40.68	\$42.72	\$44.86		
Forensic Supervisor (Non-PARS)	Hourly	\$49.43	\$51.91	\$54.51	\$57.24	\$60.11	\$63.12		
Housing Supervisor (Non-PARS)	Hourly	\$43.85	\$46.05	\$48.36	\$50.78	\$53.32			
Info Tech Specialist (Non-PARS)	Hourly	\$33.11	\$34.77	\$36.51	\$38.34	\$40.26	\$42.28	\$44.40	
Info Technology Analyst (Non-PARS)	Hourly	\$40.46	\$42.49	\$44.62	\$46.86	\$49.21	\$51.68	\$54.27	
Juvenile Diversion Case Worker (Non-PARS)	Hourly	\$27.37	\$28.74	\$30.18	\$31.69	\$33.28	\$34.95	\$36.70	
Juvenile Diversion Coordinator (Non-PARS)	Hourly	\$42.21	\$44.33	\$46.55	\$48.88	\$51.33			
Librarian, Senior (Non-PARS)	Hourly	\$42.27	\$44.39	\$46.61	\$48.95				
License Supervisor (Non-PARS)	Hourly	\$39.53	\$41.51	\$43.59	\$45.77	\$48.06	\$50.47	\$53.00	
Park Services Supervisor (Non-PARS)	Hourly	\$38.92	\$40.87	\$42.92	\$45.07	\$47.33	\$49.70		
Permit Center Supervisor (Non-PARS)	Hourly	\$39.46	\$41.44	\$43.52	\$45.70	\$47.99	\$50.39		
Police Services Supervisor (Non-PARS)	Hourly	\$37.20	\$39.06	\$41.02	\$43.08	\$45.24	\$47.51	\$49.89	
Policy and Resource Specialist (Non-PARS)	Hourly	\$50.83	\$53.38	\$56.05	\$58.86	\$61.81	\$64.91	\$68.16	
Producer Writer, Asst (Non-PARS)	Hourly	\$21.21	\$22.28	\$23.40	\$24.57	\$25.80	\$27.09	\$28.45	
Public Safety Comm Supvr (Non-PARS)	Hourly	\$40.85	\$42.90	\$45.05	\$47.31	\$49.68	\$52.17	\$54.78	
Public Works Supervisor (Non-PARS)	Hourly	\$40.35	\$42.37	\$44.49	\$46.72	\$49.06	\$51.52	\$54.10	
Ranger Supervisor (Non-PARS)	Hourly	\$34.60	\$36.33	\$38.15	\$40.06	\$42.07	\$44.18	\$46.39	
Senior Admin Assistant (Non-PARS)	Hourly	\$31.41	\$32.99	\$34.64	\$36.38	\$38.20	\$40.11		
Senior Buyer (Non-PARS)	Hourly	\$43.83	\$46.03	\$48.34	\$50.76	\$53.30	\$55.97	\$58.77	
Sr. Forensic ID Specialist (Non-PARS)	Hourly	\$42.80	\$44.94	\$47.19	\$49.55	\$52.03	\$54.64		
Supervising Admin Assistant (Non-PARS)	Hourly	\$40.23	\$42.25	\$44.37	\$46.59				
Supervising Producer/Writer (Non-PARS)	Hourly	\$35.96	\$37.76	\$39.65	\$41.64	\$43.73	\$45.92	\$48.22	
Systems Analyst (Non-PARS)	Hourly	\$49.23	\$51.70	\$54.29	\$57.01	\$59.87			
Traffic & Lighting Supervisor (Non-PARS)	Hourly	\$45.75	\$48.04	\$50.45	\$52.98	\$55.63			
Transit Supervisor (Non-PARS)	Hourly	\$41.71	\$43.80	\$45.99	\$48.29	\$50.71			
Transit Training Coordinator (Non-PARS)	Hourly	\$47.44	\$49.82	\$52.32	\$54.94	\$57.69	\$60.58	\$63.61	
Warehouse Supervisor (Non-PARS)	Hourly	\$34.98	\$36.73	\$38.57	\$40.50	\$42.53			
Water Operations Supervisor (Non-PARS)	Hourly	\$55.01	\$57.77	\$60.66	\$63.70	\$66.89			

Steps highlighted in grey are considered extended steps. See Section 3.2 for further details.

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
Accountant, Senior (PARS)	Hourly	\$47.88	\$50.28	\$52.80	\$55.44	\$58.22	\$61.14		
Admin Analyst/Sr. Admin Analyst (PARS)	Hourly	\$40.36	\$42.38	\$44.50	\$46.73	\$49.07	\$51.53	\$54.11	\$56.82
Air Con/Heat/Elec Supervisor (PARS)	Hourly	\$42.72	\$44.86	\$47.11	\$49.47	\$51.95	\$54.55		
Bldg Inspection Supervisor (PARS)	Hourly	\$45.19	\$47.45	\$49.83	\$52.33	\$54.95	\$57.70		
Budget Supervisor (PARS)	Hourly	\$50.33	\$52.85	\$55.50	\$58.28	\$61.20	\$64.26	\$67.48	
Building Maintenance Supervisr (PARS)	Hourly	\$41.29	\$43.36	\$45.53	\$47.81	\$50.21	\$52.73	\$55.37	\$58.14
Buyer (PARS)	Hourly	\$34.92	\$36.67	\$38.51	\$40.44	\$42.47	\$44.60	\$46.83	
Central Services Coordinator (PARS)	Hourly	\$27.83	\$29.23	\$30.70	\$32.24	\$33.86	\$35.56	\$37.34	
Central Services Supervisor (PARS)	Hourly	\$37.54	\$39.42	\$41.40					
Communication Supv/Wireless (PARS)	Hourly	\$45.36	\$47.63	\$50.02	\$52.53	\$55.16	\$57.92		
Communications Supv/Telecomm (PARS)	Hourly	\$45.36	\$47.63	\$50.02	\$52.53	\$55.16	\$57.92		
Deputy City Clerk II (PARS)	Hourly	\$35.00	\$36.75	\$38.59	\$40.52	\$42.55	\$44.68	\$46.92	\$49.27
Facilities Service Supervisor (PARS)	Hourly	\$33.00	\$34.65	\$36.39	\$38.21	\$40.13	\$42.14		
Fire Prevention Supervisor (PARS)	Hourly	\$52.94	\$55.59	\$58.37	\$61.29	\$64.36			
Fleet Services Supervisor (PARS)	Hourly	\$44.42	\$46.65	\$48.99	\$51.44	\$54.02			
Forensic ID Specialist (PARS)	Hourly	\$34.83	\$36.58	\$38.41	\$40.34	\$42.36	\$44.48		
Forensic Supervisor (PARS)	Hourly	\$49.00	\$51.45	\$54.03	\$56.74	\$59.58	\$62.56		
Housing Supervisor (PARS)	Hourly	\$43.46	\$45.64	\$47.93	\$50.33	\$52.85			
Info Tech Specialist (PARS)	Hourly	\$32.81	\$34.46	\$36.19	\$38.00	\$39.90	\$41.90	\$44.00	
Info Technology Analyst (PARS)	Hourly	\$40.08	\$42.09	\$44.20	\$46.41	\$48.74	\$51.18	\$53.74	
Juvenile Diversion Case Worker (PARS)	Hourly	\$27.12	\$28.48	\$29.91	\$31.41	\$32.99	\$34.64	\$36.38	
Juvenile Diversion Coordinator (PARS)	Hourly	\$41.80	\$43.89	\$46.09	\$48.40	\$50.82			
Librarian, Senior (PARS)	Hourly	\$41.87	\$43.97	\$46.17	\$48.48				
License Supervisor (PARS)	Hourly	\$39.16	\$41.12	\$43.18	\$45.34	\$47.61	\$50.00	\$52.50	
Park Services Supervisor (PARS)	Hourly	\$38.59	\$40.52	\$42.55	\$44.68	\$46.92	\$49.27		
Permit Center Supervisor (PARS)	Hourly	\$39.13	\$41.09	\$43.15	\$45.31	\$47.58	\$49.96		
Police Services Supervisor (PARS)	Hourly	\$36.89	\$38.74	\$40.68	\$42.72	\$44.86	\$47.11	\$49.47	
Policy and Resources Specialist (PARS)	Hourly	\$50.33	\$52.85	\$55.50	\$58.28	\$61.20	\$64.26	\$67.48	
Producer Writer, Asst (PARS)	Hourly	\$21.03	\$22.09	\$23.20	\$24.36	\$25.58	\$26.86	\$28.21	
Public Safety Communications Supv (PARS)	Hourly	\$40.50	\$42.53	\$44.66	\$46.90	\$49.25	\$51.72	\$54.31	
Public Works Supervisor (PARS)	Hourly	\$40.01	\$42.02	\$44.13	\$46.34	\$48.66	\$51.10	\$53.66	
Ranger Supervisor (PARS)	Hourly	\$34.32	\$36.04	\$37.85	\$39.75	\$41.74	\$43.83	\$46.03	
Senior Admin Assistant (PARS)	Hourly	\$31.13	\$32.69	\$34.33	\$36.05	\$37.86	\$39.76		
Senior Buyer (PARS)	Hourly	\$43.45	\$45.63	\$47.92	\$50.32	\$52.84	\$55.49	\$58.27	
Sr. Forensic ID Specialist (PARS)	Hourly	\$42.42	\$44.55	\$46.78	\$49.12	\$51.58	\$54.16		
Supervising Admin Assistant (PARS)	Hourly	\$39.90	\$41.90	\$44.00	\$46.20				
Supervising Producer/Writer (PARS)	Hourly	\$35.63	\$37.42	\$39.30	\$41.27	\$43.34	\$45.51	\$47.79	
Systems Analyst (PARS)	Hourly	\$48.76	\$51.20	\$53.76	\$56.45	\$59.28			
Traffic & Lighting Supervisor (PARS)	Hourly	\$45.31	\$47.58	\$49.96	\$52.46	\$55.09			
Transit Supervisor (PARS)	Hourly	\$41.30	\$43.37	\$45.54	\$47.82	\$50.22			
Transit Training Coordinator (PARS)	Hourly	\$46.98	\$49.33	\$51.80	\$54.39	\$57.11	\$59.97	\$62.97	
Warehouse Supervisor (PARS)	Hourly	\$34.66	\$36.40	\$38.22	\$40.14	\$42.15			
Water Operations Supervisor (PARS)	Hourly	\$54.39	\$57.11	\$59.97	\$62.97	\$66.12			

Steps highlighted in grey are considered extended steps. See Section 3.2 for further details.



### 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
Accountant, Senior (Non-PARS)	Hourly	\$49.75	\$52.24	\$54.86	\$57.61	\$60.50	\$63.53		
Admin Analyst/Sr. Admin Analyst (Non-PARS)	Hourly	\$41.94	\$44.04	\$46.25	\$48.57	\$51.00	\$53.55	\$56.23	\$59.05
Air Con/Heat/Elec Supervisor (Non-PARS)	Hourly	\$44.42	\$46.65	\$48.99	\$51.44	\$54.02	\$56.73		
Bldg Inspection Supervisor (Non-PARS)	Hourly	\$46.98	\$49.33	\$51.80	\$54.39	\$57.11	\$59.97		
Budget Supervisor (Non-PARS)	Hourly	\$52.36	\$54.98	\$57.73	\$60.62	\$63.66	\$66.85	\$70.20	
Building Maintenance Supervisr (Non-PARS)	Hourly	\$42.91	\$45.06	\$47.32	\$49.69	\$52.18	\$54.79	\$57.53	\$60.41
Buyer (Non-PARS)	Hourly	\$36.29	\$38.11	\$40.02	\$42.03	\$44.14	\$46.35	\$48.67	
Central Services Coordinator (Non-PARS)	Hourly	\$28.94	\$30.39	\$31.91	\$33.51	\$35.19	\$36.95	\$38.80	
Central Services Supervisor (Non-PARS)	Hourly	\$39.04	\$41.00	\$43.05					
Communication Supv/Wireless (Non-PARS)	Hourly	\$47.15	\$49.51	\$51.99	\$54.59	\$57.32	\$60.19		
Communications Supv/Telecomm (Non-PARS)	Hourly	\$47.15	\$49.51	\$51.99	\$54.59	\$57.32	\$60.19		
Deputy City Clerk II (Non-PARS)	Hourly	\$36.38	\$38.20	\$40.11	\$42.12	\$44.23	\$46.45	\$48.78	\$51.22
Facilities Service Supervisor (Non-PARS)	Hourly	\$34.30	\$36.02	\$37.83	\$39.73	\$41.72	\$43.81		
Fire Prevention Supervisor (Non-PARS)	Hourly	\$55.07	\$57.83	\$60.73	\$63.77	\$66.96			
Fleet Services Supervisor (Non-PARS)	Hourly	\$46.18	\$48.49	\$50.92	\$53.47	\$56.15			
Forensic ID Specialist (Non-PARS)	Hourly	\$36.19	\$38.00	\$39.90	\$41.90	\$44.00	\$46.20		
Forensic Supervisor (Non-PARS)	Hourly	\$50.92	\$53.47	\$56.15	\$58.96	\$61.91	\$65.01		
Housing Supervisor (Non-PARS)	Hourly	\$45.17	\$47.43	\$49.81	\$52.31	\$54.93			
Info Tech Specialist (Non-PARS)	Hourly	\$34.11	\$35.82	\$37.62	\$39.51	\$41.49	\$43.57	\$45.75	
Info Technology Analyst (Non-PARS)	Hourly	\$41.68	\$43.77	\$45.96	\$48.26	\$50.68	\$53.22	\$55.89	
Juvenile Diversion Case Worker (Non-PARS)	Hourly	\$28.20	\$29.61	\$31.10	\$32.66	\$34.30	\$36.02	\$37.83	
Juvenile Diversion Coordinator (Non-PARS)	Hourly	\$43.48	\$45.66	\$47.95	\$50.35	\$52.87			
Librarian, Senior (Non-PARS)	Hourly	\$43.54	\$45.72	\$48.01	\$50.42				
License Supervisor (Non-PARS)	Hourly	\$40.72	\$42.76	\$44.90	\$47.15	\$49.51	\$51.99	\$54.59	
Park Services Supervisor (Non-PARS)	Hourly	\$40.09	\$42.10	\$44.21	\$46.43	\$48.76	\$51.20		
Permit Center Supervisor (Non-PARS)	Hourly	\$40.65	\$42.69	\$44.83	\$47.08	\$49.44	\$51.92		
Police Services Supervisor (Non-PARS)	Hourly	\$38.32	\$40.24	\$42.26	\$44.38	\$46.60	\$48.93	\$51.38	
Policy and Resources Specialist (Non-PARS)	Hourly	\$52.36	\$54.98	\$57.73	\$60.62	\$63.66	\$66.85	\$70.20	
Producer Writer, Asst (Non-PARS)	Hourly	\$21.85	\$22.95	\$24.10	\$25.31	\$26.58	\$27.91	\$29.31	
Public Safety Communications Supv (Non-PARS)	Hourly	\$42.08	\$44.19	\$46.40	\$48.72	\$51.16	\$53.72	\$56.41	
Public Works Supervisor (Non-PARS)	Hourly	\$41.57	\$43.65	\$45.84	\$48.14	\$50.55	\$53.08	\$55.74	
Ranger Supervisor (Non-PARS)	Hourly	\$35.64	\$37.43	\$39.31	\$41.28	\$43.35	\$45.52	\$47.80	
Senior Admin Assistant (Non-PARS)	Hourly	\$32.36	\$33.98	\$35.68	\$37.47	\$39.35	\$41.32		
Senior Buyer (Non-PARS)	Hourly	\$45.15	\$47.41	\$49.79	\$52.28	\$54.90	\$57.65	\$60.54	
Sr. Forensic ID Specialist (Non-PARS)	Hourly	\$44.09	\$46.30	\$48.62	\$51.06	\$53.62	\$56.31		
Supervising Admin Assistant (Non-PARS)	Hourly	\$41.44	\$43.52	\$45.70	\$47.99				
Supervising Producer/Writer (Non-PARS)	Hourly	\$37.04	\$38.90	\$40.85	\$42.90	\$45.05	\$47.31	\$49.68	
Systems Analyst (Non-PARS)	Hourly	\$50.71	\$53.25	\$55.92	\$58.72	\$61.66			
Traffic & Lighting Supervisor (Non-PARS)	Hourly	\$47.13	\$49.49	\$51.97	\$54.57	\$57.30			
Transit Supervisor (Non-PARS)	Hourly	\$42.97	\$45.12	\$47.38	\$49.75	\$52.24			
Transit Training Coordinator (Non-PARS)	Hourly	\$48.87	\$51.32	\$53.89	\$56.59	\$59.42	\$62.40	\$65.52	
Warehouse Supervisor (Non-PARS)	Hourly	\$36.03	\$37.84	\$39.74	\$41.73	\$43.82			
Water Operations Supervisor (Non-PARS)	Hourly	\$56.67	\$59.51	\$62.49	\$65.62	\$68.91			

Steps highlighted in grey are considered extended steps. See Section 3.2 for further details.

**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
Accountant, Senior (PARS)	Hourly	\$48.84	\$51.29	\$53.86	\$56.56	\$59.39	\$62.36		
Admin Analyst/Sr. Admin Analyst (PARS)	Hourly	\$41.17	\$43.23	\$45.40	\$47.67	\$50.06	\$52.57	\$55.20	\$57.96
Air Con/Heat/Elec Supervisor (PARS)	Hourly	\$43.58	\$45.76	\$48.05	\$50.46	\$52.99	\$55.64		
Bldg Inspection Supervisor (PARS)	Hourly	\$46.10	\$48.41	\$50.84	\$53.39	\$56.06	\$58.87		
Budget Supervisor (PARS)	Hourly	\$51.34	\$53.91	\$56.61	\$59.45	\$62.43	\$65.56	\$68.84	
Building Maintenance Supervisr (PARS)	Hourly	\$42.12	\$44.23	\$46.45	\$48.78	\$51.22	\$53.79	\$56.48	\$59.31
Buyer (PARS)	Hourly	\$35.62	\$37.41	\$39.29	\$41.26	\$43.33	\$45.50	\$47.78	
Central Services Coordinator (PARS)	Hourly	\$28.39	\$29.81	\$31.31	\$32.88	\$34.53	\$36.26	\$38.08	
Central Services Supervisor (PARS)	Hourly	\$38.30	\$40.22	\$42.24					
Communication Supv/Wireless (PARS)	Hourly	\$46.27	\$48.59	\$51.02	\$53.58	\$56.26	\$59.08		
Communications Supv/Telecomm (PARS)	Hourly	\$46.27	\$48.59	\$51.02	\$53.58	\$56.26	\$59.08		
Deputy City Clerk II (PARS)	Hourly	\$35.70	\$37.49	\$39.37	\$41.34	\$43.41	\$45.59	\$47.87	\$50.27
Facilities Service Supervisor (PARS)	Hourly	\$33.66	\$35.35	\$37.12	\$38.98	\$40.93	\$42.98		
Fire Prevention Supervisor (PARS)	Hourly	\$54.00	\$56.70	\$59.54	\$62.52	\$65.65			
Fleet Services Supervisor (PARS)	Hourly	\$45.31	\$47.58	\$49.96	\$52.46	\$55.09			
Forensic ID Specialist (PARS)	Hourly	\$35.53	\$37.31	\$39.18	\$41.14	\$43.20	\$45.36		
Forensic Supervisor (PARS)	Hourly	\$49.98	\$52.48	\$55.11	\$57.87	\$60.77	\$63.81		
Housing Supervisor (PARS)	Hourly	\$44.33	\$46.55	\$48.88	\$51.33	\$53.90			
Info Tech Specialist (PARS)	Hourly	\$33.47	\$35.15	\$36.91	\$38.76	\$40.70	\$42.74	\$44.88	
Info Technology Analyst (PARS)	Hourly	\$40.89	\$42.94	\$45.09	\$47.35	\$49.72	\$52.21	\$54.83	
Juvenile Diversion Case Worker (PARS)	Hourly	\$27.67	\$29.06	\$30.52	\$32.05	\$33.66	\$35.35	\$37.12	
Juvenile Diversion Coordinator (PARS)	Hourly	\$42.64	\$44.78	\$47.02	\$49.38	\$51.85			
Librarian, Senior (PARS)	Hourly	\$42.71	\$44.85	\$47.10	\$49.46				
License Supervisor (PARS)	Hourly	\$39.95	\$41.95	\$44.05	\$46.26	\$48.58	\$51.01	\$53.57	
Park Services Supervisor (PARS)	Hourly	\$39.37	\$41.34	\$43.41	\$45.59	\$47.87	\$50.27		
Permit Center Supervisor (PARS)	Hourly	\$39.92	\$41.92	\$44.02	\$46.23	\$48.55	\$50.98		
Police Services Supervisor (PARS)	Hourly	\$37.63	\$39.52	\$41.50	\$43.58	\$45.76	\$48.05	\$50.46	
Policy and Resources Specialist (PARS)	Hourly	\$51.34	\$53.91	\$56.61	\$59.45	\$62.43	\$65.56	\$68.84	
Producer Writer, Asst (PARS)	Hourly	\$21.46	\$22.54	\$23.67	\$24.86	\$26.11	\$27.42	\$28.80	
Public Safety Communications Supv (PARS)	Hourly	\$41.31	\$43.38	\$45.55	\$47.83	\$50.23	\$52.75	\$55.39	
Public Works Supervisor (PARS)	Hourly	\$40.82	\$42.87	\$45.02	\$47.28	\$49.65	\$52.14	\$54.75	
Ranger Supervisor (PARS)	Hourly	\$35.01	\$36.77	\$38.61	\$40.55	\$42.58	\$44.71	\$46.95	
Senior Admin Assistant (PARS)	Hourly	\$31.76	\$33.35	\$35.02	\$36.78	\$38.62	\$40.56		
Senior Buyer (PARS)	Hourly	\$44.32	\$46.54	\$48.87	\$51.32	\$53.89	\$56.59	\$59.42	
Sr. Forensic ID Specialist (PARS)	Hourly	\$43.27	\$45.44	\$47.72	\$50.11	\$52.62	\$55.26		
Supervising Admin Assistant (PARS)	Hourly	\$40.70	\$42.74	\$44.88	\$47.13				
Supervising Producer/Writer (PARS)	Hourly	\$36.35	\$38.17	\$40.08	\$42.09	\$44.20	\$46.41	\$48.74	
Systems Analyst (PARS)	Hourly	\$49.74	\$52.23	\$54.85	\$57.60	\$60.48			
Traffic & Lighting Supervisor (PARS)	Hourly	\$46.22	\$48.54	\$50.97	\$53.52	\$56.20			
Transit Supervisor (PARS)	Hourly	\$42.13	\$44.24	\$46.46	\$48.79	\$51.23			
Transit Training Coordinator (PARS)	Hourly	\$47.92	\$50.32	\$52.84	\$55.49	\$58.27	\$61.19	\$64.25	
Warehouse Supervisor (PARS)	Hourly	\$35.36	\$37.13	\$38.99	\$40.94	\$42.99			
Water Operations Supervisor (PARS)	Hourly	\$55.48	\$58.26	\$61.18	\$64.24	\$67.46			

Steps highlighted in grey are considered extended steps. See Section 3.2 for further details.



## 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
Accountant, Senior (Non-PARS)	Hourly	\$51.25	\$53.82	\$56.52	\$59.35	\$62.32	\$65.44		
Admin Analyst/Sr. Admin Analyst (Non-PARS)	Hourly	\$43.20	\$45.36	\$47.63	\$50.02	\$52.53	\$55.16	\$57.92	\$60.82
Air Con/Heat/Elec Supervisor (Non-PARS)	Hourly	\$45.76	\$48.05	\$50.46	\$52.99	\$55.64	\$58.43		
Bldg Inspection Supervisor (Non-PARS)	Hourly	\$48.39	\$50.81	\$53.36	\$56.03	\$58.84	\$61.79		
Budget Supervisor (Non-PARS)	Hourly	\$53.94	\$56.64	\$59.48	\$62.46	\$65.59	\$68.87	\$72.32	
Building Maintenance Supervisr (Non-PARS)	Hourly	\$44.20	\$46.41	\$48.74	\$51.18	\$53.74	\$56.43	\$59.26	\$62.23
Buyer (Non-PARS)	Hourly	\$37.38	\$39.25	\$41.22	\$43.29	\$45.46	\$47.74	\$50.13	
Central Services Coordinator (Non-PARS)	Hourly	\$29.81	\$31.31	\$32.88	\$34.53	\$36.26	\$38.08	\$39.99	
Central Services Supervisor (Non-PARS)	Hourly	\$40.22	\$42.24	\$44.36					
Communication Supv/Wireless (Non-PARS)	Hourly	\$48.57	\$51.00	\$53.55	\$56.23	\$59.05	\$62.01		
Communications Supv/T/telecomm (Non-PARS)	Hourly	\$48.57	\$51.00	\$53.55	\$56.23	\$59.05	\$62.01		
Deputy City Clerk II (Non-PARS)	Hourly	\$37.48	\$39.36	\$41.33	\$43.40	\$45.57	\$47.85	\$50.25	\$52.77
Facilities Service Supervisor (Non-PARS)	Hourly	\$35.33	\$37.10	\$38.96	\$40.91	\$42.96	\$45.11		
Fire Prevention Supervisor (Non-PARS)	Hourly	\$56.73	\$59.57	\$62.55	\$65.68	\$68.97			
Fleet Services Supervisor (Non-PARS)	Hourly	\$47.57	\$49.95	\$52.45	\$55.08	\$57.84			
Forensic ID Specialist (Non-PARS)	Hourly	\$37.28	\$39.15	\$41.11	\$43.17	\$45.33	\$47.60		
Forensic Supervisor (Non-PARS)	Hourly	\$52.45	\$55.08	\$57.84	\$60.74	\$63.78	\$66.97		
Housing Supervisor (Non-PARS)	Hourly	\$46.53	\$48.86	\$51.31	\$53.88	\$56.58			
Info Tech Specialist (Non-PARS)	Hourly	\$35.14	\$36.90	\$38.75	\$40.69	\$42.73	\$44.87	\$47.12	
Info Technology Analyst (Non-PARS)	Hourly	\$42.94	\$45.09	\$47.35	\$49.72	\$52.21	\$54.83	\$57.58	
Juvenile Diversion Case Worker (Non-PARS)	Hourly	\$29.05	\$30.51	\$32.04	\$33.65	\$35.34	\$37.11	\$38.97	
Juvenile Diversion Coordinator (Non-PARS)	Hourly	\$44.79	\$47.03	\$49.39	\$51.86	\$54.46			
Librarian, Senior (Non-PARS)	Hourly	\$44.85	\$47.10	\$49.46	\$51.94				
License Supervisor (Non-PARS)	Hourly	\$41.95	\$44.05	\$46.26	\$48.58	\$51.01	\$53.57	\$56.25	
Park Services Supervisor (Non-PARS)	Hourly	\$41.30	\$43.37	\$45.54	\$47.82	\$50.22	\$52.74		
Permit Center Supervisor (Non-PARS)	Hourly	\$41.87	\$43.97	\$46.17	\$48.48	\$50.91	\$53.46		
Police Services Supervisor (Non-PARS)	Hourly	\$39.47	\$41.45	\$43.53	\$45.71	\$48.00	\$50.40	\$52.92	
Policy and Resources Specialist (Non-PARS)	Hourly	\$53.94	\$56.64	\$59.48	\$62.46	\$65.59	\$68.87	\$72.32	
Producer Writer, Asst (Non-PARS)	Hourly	\$22.51	\$23.64	\$24.83	\$26.08	\$27.39	\$28.76	\$30.20	
Public Safety Communications Supv (Non-PARS)	Hourly	\$43.35	\$45.52	\$47.80	\$50.19	\$52.70	\$55.34	\$58.11	
Public Works Supervisor (Non-PARS)	Hourly	\$42.82	\$44.97	\$47.22	\$49.59	\$52.07	\$54.68	\$57.42	
Ranger Supervisor (Non-PARS)	Hourly	\$36.71	\$38.55	\$40.48	\$42.51	\$44.64	\$46.88	\$49.23	
Senior Admin Assistant (Non-PARS)	Hourly	\$33.34	\$35.01	\$36.77	\$38.61	\$40.55	\$42.58		
Senior Buyer (Non-PARS)	Hourly	\$46.51	\$48.84	\$51.29	\$53.86	\$56.56	\$59.39	\$62.36	
Sr. Forensic ID Specialist (Non-PARS)	Hourly	\$45.42	\$47.70	\$50.09	\$52.60	\$55.23	\$58.00		
Supervising Admin Assistant (Non-PARS)	Hourly	\$42.69	\$44.83	\$47.08	\$49.44				
Supervising Producer/Writer (Non-PARS)	Hourly	\$38.16	\$40.07	\$42.08	\$44.19	\$46.40	\$48.72	\$51.16	
Systems Analyst (Non-PARS)	Hourly	\$52.24	\$54.86	\$57.61	\$60.50	\$63.53			
Traffic & Lighting Supervisor (Non-PARS)	Hourly	\$48.55	\$50.98	\$53.53	\$56.21	\$59.03			
Transit Supervisor (Non-PARS)	Hourly	\$44.26	\$46.48	\$48.81	\$51.26	\$53.83			
Transit Training Coordinator (Non-PARS)	Hourly	\$50.34	\$52.86	\$55.51	\$58.29	\$61.21	\$64.28	\$67.50	
Warehouse Supervisor (Non-PARS)	Hourly	\$37.12	\$38.98	\$40.93	\$42.98	\$45.13			
Water Operations Supervisor (Non-PARS)	Hourly	\$58.38	\$61.30	\$64.37	\$67.59	\$70.97			

Steps highlighted in grey are considered extended steps. See Section 3.2 for further details.

## SECTION 3.2 EXTENDED STEPS

A. Pay steps in Section 3.1 marked as Extended Steps shall be implemented as outlined below:

**Admin Analyst/Sr. Admin Analyst:** progressing to Steps 6, 7, and 8 is reserved for Admin Analysts upon receiving an Above Standard rating on their performance evaluation, recommendation of the Department Head, and approval of the City Manager. Upon reaching steps 6, 7, and 8, employees become Senior Admin Analysts. In the event an employee is promoting into the position of Admin Analyst, initial step placement shall address Section 2.3 on Rate of Pay Upon Promotion first if the employee has an Above Standard evaluation, with subsequent step advancement conforming to the requirements of this section. In the event an employee does not have an Above Standard evaluation step advancement can be achieved upon receipt and receiving approvals outlined in this section.

## SECTION 3.3 PREMIUM PAY

- A. Employees assigned to work requiring specified duties which require skills and abilities not contemplated in the employee's normal assignment 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. All premium pay, and whether it is reported to CalPERS and included in an employee's PERSable compensation, shall be determined by CalPERS as prescribed under Title 2 CCR Section 571.
- B. 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.
- C. Removal of employees from premium pay for disciplinary or reasons of incompetence or abolishing of positions shall be preceded by notice to employee organization representatives with the intent of precluding unfair action.
- D. Designated Assignments:
1. The Park Services Supervisor assigned to Playground Safety Inspection duties and who possesses a valid Playground Safety Inspector certification shall receive a 5% premium while so assigned.

Tasks associated with this premium include but are not limited to:

- Develop and use a manager approved audit form for safety inspections.
- Prepare a notebook and/or use the notebook that has photos of each playground, the brand, and the date of installation.
- Using the form, perform quarterly safety checks on all playground equipment under the purview of Park Services. Inform the manager of the schedule and put it on the calendar in the office. Turn in the audit forms to the manager and act on any noted repairs.
- Monitor the daily play safety checks done by parks staff. Ensure they are being completed and respond to the checks as needed by closing sections, replacing parts and training staff to properly install equipment.
- Ensure the fibar or sand is raked when needed so that the exit points of equipment meet standards.
- Track repairs and closures and openings of playgrounds by sending an email to the manager, the Department Director's Administrative Assistant, the

department administrative assistant and noting it on the white board in the ready room.

- Turn in an annual playground report that included a spreadsheet of all the playgrounds, what non-routine work was done on them and when and by whom. Indicate any repairs and replacements that were done in each playground.

2. The Park Services Supervisor and Public Works Supervisor assigned to Arborist duties and possesses a valid ISA Arborist certification shall receive a 5% premium will so assigned.

Tasks associated with this premium include but are not limited to:

- Managing all the trees in the parks using Arbor Access.
- Assess trees that need service as in trimming or removal and create work lists to be turned into West Coast Arborist's (WCA).
- Work with WCA to inspect trees and confirm service
- Ensure work done by WCA is what was agreed upon and was done to completion.
- Ensure all tree dedications and removals are entered into arbor access. Keep our inventory up to date.
- Create a semi-annual report indicating work completed and anticipated work to be done.
- Create an annual report including all the work done, uncompleted list and what is anticipated for the following year.
- Ensure there are always two other staff members Leads or Supervisors who are fluent in using Arbor Access.
- Manage and track the WCA contract and budget ensuring funds are spent responsibly and we do not over or under run the budget.

3. The Park Services Supervisor assigned to the Equipment Management Program or other special administrative duties shall receive a 7% premium while so assigned.
4. The Police Services Supervisor on the day shift who acts in a lead capacity in Records Division shall receive 7.5% while so assigned.
5. The Park Services Supervisor assigned to the Splash Pad oversight duties and who possesses a valid NRPA Aqua Facility Operator (AFO) certification shall receive a 4.5% premium while so assigned.

Tasks associated with this premium include but are not limited to:

- Complete oversight of the daily Splashpad maintenance
- Ensure the schedule of daily, weekly, monthly and annual service is done as outlined by staff and Vortex.
- Ensure the water tank is cleaned annually using above or below ground means.
- Ensure the fountain is running and cleaned daily.
- Ensure the proper procedures of winterizing and bringing back online the Splashpad.
- Maintain the daily log, ensure it is being filled out properly and completely.
- Keep a file of the daily log.



- Work with staff and any contractor associated with the Splashpad while it is being serviced.
  - Ensure at least two Leads are fluent in the Splashpad maintenance. Include their training schedule and information shared in training in a Splashpad file.
  - Provide a semi-annual report to the manager that includes a summary of maintenance and anomalies in data or service.
  - Provide an annual report to the manager that includes the year in review for the splashpad and all the records of service done throughout the year.
6. The Systems Analyst assigned supervisory duties shall be paid a premium of 5% while so assigned.
  7. Senior Librarians who work on Sundays to supervise the outside staffing contract shall receive a 10% premium for "Sunday work." This is in addition to any overtime pay.
  8. The Public Works Supervisor and Park Services Supervisor who possesses a valid Qualified Applicator Certification which is required for incumbents who supervise the application of pesticides shall receive 2.5% premium. This will only be utilized so long as the State program is in effect.

Tasks associated with this premium include but are not limited to:

- Supervise the Pest Applicator assigned in Parks
  - Develop and/or edit a route sheet so that it includes the pertinent information and tasks done by the Applicator
  - With the Pest Applicator, set a schedule of what routine maintenance done in parks
  - With the Pest Applicator, ensure the proper reporting is done both as needed and annually
  - Set an annual training for Leads for spraying.
  - Ensure the proper use, storage and handling of all materials used by the pest applicators.
  - Post daily, on the white board the route the Pest Applicator will be taking. Note this too on the daily
  - Respond to all inquiries from the public regarding material used in parks to control plant and animal pests.
  - Keep all records of applications done in parks.
  - Ensure the Pest Applicator turns in a complete daily route sheet.
  - Provide an annual report to the manager that includes a summary of what was done, what the challenges were, how the challenges were addressed and recommendations for future changes in our Pest Control Program.
9. The Information Technology Analyst assigned supervisory duties shall be paid a premium of 5% while so assigned.
  10. The Administrative Analyst assigned City Yard supervision duties shall be paid a premium of 15% while so assigned. The Public Works Director has the sole discretion to assign or remove the premium at any time.
  11. The Police Services Supervisor in the Traffic Division assigned bilingual duties shall receive a monthly allowance of \$50.

12. The Water Operations Supervisor assigned as operator to the Goldsworthy Desalination Plant or other City water production facilities shall receive a seven and one-half percent (7.5%) assignment pay. The incumbent who receives this assignment pay may use the working title Water Plant Supervisor. The Department Head will assign the premium based on the process outlined in Attachment I.
13. A Police Services Supervisor who is assigned Animal Control supervision duties in addition to their regular assignment shall be paid a premium of 5% while so assigned.
14. The Public Works Supervisor of the Public Works Department who is assigned to provide required Theory and Behind-the-Wheel (BTW) Entry-Level Driver Training (ELDT) involving the actual operation of a Commercial Motor Vehicle (CMV) on a range or a public road pursuant to Title 49, Code of Federal Regulations (CFR) §383.73 shall receive a 15% premium pay while so assigned. To be eligible for this designation, the Public Works Supervisor must be registered with the Federal Motor Carrier Safety Administration (FMCSA) Training Provider Registry (TPR). Assignment shall be at the full discretion of the Director of Public Works.

E. Certification Pay

1. Systems Analysts, Information Technology Analysts, and Information Technology Specialists who possess certifications as listed in Attachment B – Attachment F shall be eligible to obtain a maximum of 15% in premiums as designated.
2. The Public Works Supervisor assigned to the Wastewater/Sweeping Section of the Sanitation Division of the Public Works Department who possesses a Collection System Maintenance Grade 4 Certificate shall receive a 10% premium as designated.
3. Building Inspection Supervisors who achieve the Certified Access Specialist Program (CASp) certification shall be paid a premium of 2.5%.
4. The Police Services Supervisors assigned to the Records Division who possess P.O.S.T. Records Supervisor course or equivalent course approved by the Police Department shall receive certification pay of 2.5%.
5. Fleet Services Supervisors who have qualified in a departmentally approved course certified by the CA State Fire Marshall on aerial ladders and pumps unique to fire apparatus equipment, or that are continuing their education in a departmentally approved course of study on equipment unique to fire apparatus shall receive certification pay of 5%. The Department Head shall approve no more than two Fleet Services Supervisors at any one time to receive the 5% certification pay as outlined in this paragraph.
6. Building Inspection Supervisors and Permit Center Supervisors who have obtained an ICC certificate in one of the certified areas shall receive 4% of base pay computed on an hourly basis as educational incentive premium.
  - a. 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 Human Resources Division.

- b. This educational incentive premium shall be increased two percent for each additional certificate held by an employee to a maximum of 12%. 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.
- c. Certificates must be maintained by the recertification 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.
- d. Failure to maintain a certification will result in a loss of 2% for each year's delay of recertification.
- e. If the ICC certification program is discontinued, the representatives of Management and TPSA shall meet and confer to establish equivalent requirements for an internal certification program.

**ARTICLE 4 - BENEFITS**

**SECTION 4.1 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**

	<b>1 Party</b>	<b>2 Party</b>	<b>Family</b>
City Contribution	\$597.68 per month	\$1,140.36 per month	\$1,595.96 per month

On the pay period including October 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**

	<b>1 Party</b>	<b>2 Party</b>	<b>Family</b>
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. 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.

## D. Term Life

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

## E. Short/Long Term Disability

1. Employees shall be covered by the commercial short-term disability (STD) / long-term disability (LTD) program as follows:
  - a. An employee must request a medical leave of absence in connection with a request for such benefits.
  - b. After an elimination period, employees may be eligible to receive  $\frac{2}{3}$  of their base pay under either STD or LTD as applicable under the guidelines of the commercial insurance policy.
  - c. All provisions of the plan are in accordance with the commercial insurance policy.
  - d. The City intends to maintain a commercial disability policy which covers the employees to a maximum of  $\frac{2}{3}$  pay, to be coordinated with other benefits the employee may receive. If this coverage is no longer available, due to costs or premiums or other market fluctuations, the parties will meet and confer to arrive at a means of maintaining the level of benefit.

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 by 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 4.2 RETIREMENT

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

- A. All classic (PEPRA exempt) employees covered by this Agreement shall be covered by the highest year PERS retirement option (per Government Code § 20042).
- B. Effective July 10, 1983, the City shall pay 7% of the amount paid of the Public Employees Retirement System on behalf of each employee. These contributions shall at the time of termination belong to the employee.
- C. The seven percent (7%) paid by the City shall be considered as employer-paid member contributions (EPMC) and the same percent (7%) will be reported to PERS as compensation earnable.
- D. For classic (PEPRA exempt) employees hired on or after November 9, 2010, they shall be responsible for the employee's contribution to PERS, currently 7% of pay.
  - 1. Section 4.2(B and C) would no longer be applicable.
- E. Effective by enabling action of the City Council of the City of Torrance and the California Public Employees' Retirement System, classic (PEPRA exempt) employees covered by this agreement shall receive the 2% at 55 benefit (per Government Code § 21354).
- F. 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; and
- 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. There is a possibility of a grid adjustment downward in the event of underfunding of the PARS plan. The IT Specialists previously received a pay adjustment of 4.64% before being represented by TPSA, so this should be taken into consideration for future salary surveys.
- 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. 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 the TPSA employee organization on or after January 1, 2013.
- J. Effective September 8, 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 TPSA members during the term of this MOU is 3% effective September 8, 2024, 3% effective June 1, 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 (2% for PARS eligible participants as opposed to a 3% for Non-PARS eligible participants) to address current underfunding of the plan. Therefore, PARS eligible participants will contribute 1% effective September 8, 2024, 1% effective June 1, 2025, 1% effective July 12, 2026, and 1% 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 TPSA Board members and Officers free and harmless from any and all liability and claims for damage by any TPSA employees regarding this section. 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. 2022-120.

At the time of retirement or separation, the provision of Section 4.3B (RHS) shall apply.



### **SECTION 4.3 DEFERRED COMPENSATION**

Employees covered by this Agreement are required to participate in the Retirement Health Savings Plan pursuant to this Agreement. Employees shall also be eligible to participate in the City-administered deferred compensation plans consisting of a 457 plan.

Enabling plan documents for the 457 and Retirement Health Savings 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 outs as described in Sections 4.7(I) for vacation leave and 4.5(C) for sick leave.
- B. Retirement Health Savings

For retiring and separating employees, the following shall apply:

1. Any hours under or equal to 600 (sick) and 300 (vacation) will be deposited into the Mission Square Retirement Health Savings Program, therein referred to as the RHS 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 4.4 WORK-RELATED INJURIES**

- A. 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:
  1. Up to three (3) months during the first two (2) years of employment.
  2. Up to six (6) months during the third (3rd) year of employment.
  3. Up to eight (8) months after four (4) years of employment.
  4. 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 leave 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. Management and the employee organization 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 TPSA within seventy-two (72) hours of any industrial injury which causes the death or hospitalization of any member of the bargaining unit.
- E. An employee on industrial 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/her injury or illness.

#### **SECTION 4.5 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 for each month of service 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 pay for each hour of unused sick leave.
- 2. Any hours of sick leave which would have been granted over 600 hours accrued sick leave 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 15<sup>th</sup>. 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 4.3B (Retirement Health Savings) shall apply, as well as the provisions below. After satisfying the requirements of Section 4.3B, 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. At separation and after 1 year of service, each hour of accumulated sick leave shall equal  $\frac{1}{4}$  the employee's hourly rate of pay.
  - b. At separation and after 7 years of service, each hour of accumulated sick leave shall equal  $\frac{1}{2}$  the employee's hourly rate of pay.
  - c. 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. 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.

- G. Employees covered by this agreement may participate in the Catastrophic Leave Program as a donor or recipient (Attachment A).

## SECTION 4.6 HOLIDAYS

### A. Holidays:

For the purpose of 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
- The day after Thanksgiving
- Christmas Eve
- Christmas Day
- New Year's Eve

For purposes of this section, Christmas Eve and New Year's Eve are not calendar holidays.

When a holiday falls on a weekday (from Monday to Friday), the City will close in observance of the holiday.

When a calendar holiday, Christmas Eve, or New Year's Eve falls on a Saturday, the Friday immediately preceding will be observed as the holiday. When a calendar holiday, Christmas Eve, or New Year's Eve falls on a Sunday, the Monday immediately following will be observed as a holiday.

### B. Pay for Holidays Worked:

1. An employee scheduled to work on both the observed and calendar holidays shall be compensated at the regular hourly rate on the observed holiday, in addition to the regular holiday pay. The employee shall be compensated at the rate of time and one half on the calendar holiday, without holiday pay.

An employee scheduled to work on the observed holiday but not the calendar holiday shall be compensated at the rate of time and one half on the observed holiday in addition to the regular holiday pay. The employee shall not be paid on the calendar holiday.

An employee scheduled to work on a calendar holiday but not on the observed holiday shall be compensated at the rate of time and one half on the calendar holiday, without holiday pay. The employee shall be paid the regular holiday pay on the observed holiday.

2. Emergency work on any of the observed holidays expressly named in subsection A shall be compensated under Section 5.5 "Call Out."
3. Holiday overtime worked by employees "required to work" on holidays is considered PERS-able (income to be included in calculating retirement benefit). This section applies to the following classifications: Transit Supervisor, Senior Forensic Identification Specialist, Forensic Identification Specialist, Police Services Supervisors, and Public Safety Communications Supervisor.

C. Value of Holidays:

1. A holiday shall be a regular work shift (8-hour day = 8-hour holiday; 9-hour day = 9 hour holiday; 10 hour day = 10 hour holiday).
2. If a holiday falls on an eight (8), nine (9) hour or ten (10) hour workday, the City will close and the employee will receive eight (8), nine (9), or ten (10) hours holiday pay depending on their regular work schedule.
3. If a holiday falls on a 9/80 scheduled day off, the City will close, and the employee will accrue eight (8) hours of holiday leave (depending on their regular work schedule) which will be added to the employee's vacation leave balance. If a holiday falls on a 4/10 scheduled day off, the City will close, and the employee will accrue 10 hours of holiday leave which will be added to the employee's vacation leave balance.

## SECTION 4.7 VACATION LEAVE

A. Employees covered by this Agreement shall earn vacation leave prorated on an hourly basis as follows:

1. Commencing with the 1<sup>st</sup> year of service, at the rate of 6.55 hours per month of employment.
2. Commencing with the 3<sup>rd</sup> year of service, at the rate of 7.88 hours per month of employment.
3. Commencing with the 5<sup>th</sup> year of service, at the rate of 10.55 hours per month of employment.
4. Commencing with the 10<sup>th</sup> year of service, at the rate of 13.90 hours per month of employment.
5. Commencing with the 21<sup>st</sup> year of service, at the rate of 15.22 hours per month of employment.
6. Commencing with the 25<sup>th</sup> year of service, at the rate of 15.88 hours per month of employment.

B. All paid time off for 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; if an employee is off on a 10-hour day, the employee will be charged 10 hours.

With the implementation of a modified work week, employees are encouraged to schedule their routine appointments on the designated day off.

C. Eligibility:

Employees shall earn vacation leave and only while receiving compensation from or through the City and it shall be prorated on an hourly-earned basis.

D. Scheduling:

The time of taking vacation leave shall be requested by the employee with the approval of the Department Head or his/her designee.

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:

Any hours of vacation leave which would have been granted but unused over 600 hours shall be automatically cashed down the first pay date in December. Hours are converted into cash or 457 plan deferred income on the basis of one hour pay for each hour of unused vacation leave. An employee who wishes to defer this amount must submit a written request to the Finance Department's Payroll Division no later than November 15<sup>th</sup>.

G. Effect of Holiday:

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

H. Effect of Separation:

Any borrowed vacation leave 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 cash, 457 and/or RHS.

I. 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 to defer into the 457 plan vacation up to a maximum of 160 hours per fiscal year (28 days prior notice must be given for such a request) if at least 40 hours remain on the books. Pay may be taken as deferred compensation up to the maximum allowed by the IRS code.

2. Separating or Retiring Employee - Deferral of Vacation Pay

457 Plan: Upon separation or retirement, employees may defer any amount into the plan up to limits allowed by law once Section 4.3B has been satisfied (RHS).

J. At the time of retirement or separation, the provision of Section 4.3B (RHS) shall apply.

#### **SECTION 4.8 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 4.9 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 4.10 COMPASSIONATE LEAVE**

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

#### **SECTION 4.11 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 4.12 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 4.13 TOOL ALLOWANCE**

Employees covered by this Agreement who are required by their Department Head to use their own tools in the performance of their duties shall be paid the same tool allowance as employees in the Torrance Municipal Employees (AFSCME Local 1117) bargaining unit.

#### **SECTION 4.14 LICENSES**

- A. Employees who are required by their Department Head to possess a commercial driver's license shall be reimbursed of the full cost of obtaining the required license(s).
- B. The Park Services Supervisor (designated Pest Control Advisor) who is required by the Department Head to possess a valid State of California Pest Control Advisor License shall be reimbursed for the full cost of obtaining the required license.

#### **SECTION 4.15 UNIFORM ALLOWANCE**

The City shall pay a uniform allowance as follows:

- A. \$500 per year paid in December for the following classifications: Fire Prevention Supervisor, Forensic Identification Specialist, Forensic Supervisor, Police Services Supervisor, Senior Forensic Identification Specialist, and Transit Supervisor.

#### **SECTION 4.16 INOCULATIONS**

The City will provide the Ranger Supervisor with a rabies vaccine.



## ARTICLE 5 - SPECIAL COMPENSATION PROVISIONS

### SECTION 5.1 OVERTIME COMPENSATION

A. Rate:

Employees shall be compensated by pay at the rate of 1½ times the regular hourly rate of the employee for hours worked in excess of eight hours in any one work shift or 40 hours in any one week.

Employees covered under this Agreement who participate in the 9/80 modified work week shall receive compensation by pay at the rate of 1½ times the regular hourly rate of the employee for hours worked in excess of the regularly scheduled work shift or 9/80 work week.

Employees covered under this Agreement who participate in a 4/10 work week shall receive compensation by pay at the rate of 1½ times the regular hourly rate of the employee for hours worked in excess of the regularly scheduled work shift or 4/10 work week.

B. Compensatory Time:

An employee, subject to Department Head approval, may select to accrue/bank compensatory time off at time and one-half of overtime worked. Such compensatory time can be accrued to maximum of 80 hours. In addition, compensatory time may be cashed out or deferred on an annual basis. Election must be made prior to December 1 and payment will be made prior to December 15 of each year.

C. Computation:

Overtime shall be computed for actual time worked except call out described in Section 5.5.

D. Claims for Compensation:

Overtime worked must be reported to the Finance Director within 25 calendar days after the end of the pay period in which the services were rendered.

E. For overtime on a project that starts during the employee's regular shift and continues into overtime, the following shall apply:

Employees who are working on a project at the end of the work shift shall 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.

F. 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 employee shall be compensated for the regular overtime rate for a minimum of two 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 5.2 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 their 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 to 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 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 move-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 5.3 NIGHT SHIFT DIFFERENTIAL**

- A. All full-time employees covered by this Agreement who are assigned to night shifts shall be paid a 5% premium of their base hourly pay. A night shift shall be defined as a shift in which one-half or more of the shift is scheduled to work after 4 p.m. In addition, employees who are required to work a shift where  $\frac{1}{2}$  or more of the shift is after midnight shall be paid a 7 $\frac{1}{2}$ % premium of their base hourly pay. Such premium shall not be paid on top of overtime pay.
- B. Effective March 19, 1995, for the Senior Librarians assigned to branch libraries, a night shift shall be defined as one half of the shift scheduled to work after 3 p.m., so long as branch operating hours are modified due to budgetary constraints.
- C. Effective October 8, 2000, Senior Librarians assigned to night shifts as defined in Section B above, shall be paid 10% above their average base hourly pay.

### **SECTION 5.4 SUPERVISORY PAY POLICY**

A supervisor shall receive no less than 5% over the base pay of any employee supervised.

### **SECTION 5.5 CALL OUT**

Any employee who is called out outside of regular working hours to respond immediately for emergency work shall be compensated at a double time rate for the first two hours with a guaranteed minimum of two 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 two hours will be compensated at the regular overtime rate.

Availability for emergency call out 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.

### **SECTION 5.6 FORENSIC UNIT STAND-BY PAY**

Employees assigned to Forensic Unit Stand-By shall receive pay equal to two hours of straight time per day while so assigned. Stand-by will normally be scheduled for one (1) week in duration. This pay shall be guaranteed regardless of the scheduling of the employee during the period. Employees assigned to Forensic Unit Stand-By must be available during the week assigned to respond to after regular work hour assignments. The actual hours worked will be compensated at time and one-half. Management will provide a mobile phone to the employee while assigned to Forensic Unit Stand-By. The operation of this program is subject to the direction and control of Police Department management. Any changes within the duration of the assignment must be approved by Police Department management.

## **SECTION 5.7 CRITICAL INFRASTRUCTURE SUPPORT STAND-BY PAY**

Employees supporting City critical infrastructure in the Communications and Information Technology Department shall receive pay equal to four hours of straight time per week. Critical infrastructure refers to essential systems, facilities, and assets because their disruption would impact community public safety, security, or public health. This pay shall be guaranteed regardless of the employee's scheduling during the period. The critical infrastructure support employees are identified upon recommendation of the Department Head and approval of the City Manager. Employees assigned to critical infrastructure support must be available during the week assigned to respond to after regular work hour assignments. It is the intent for all stand-by pay to be filled on a volunteer basis. However, if a stand-by assignment is not fully staffed, the Department will assign employees on a rotational basis that is equitable for all employees as determined by the Department, and participation will be mandatory in order to fill the operational need. In the event a call-out is required, the actual hours worked will be compensated according to the call-out rules.

## **ARTICLE 6 - WORKING CONDITIONS**

### **SECTION 6.1 HOURS OF WORK**

- A. Employees covered under this Agreement who are not on a modified, 9/80 or 4/10 work week schedule shall normally work a five (5) day, forty (40) hour workweek.
- B. City Hall Operating Hours
  - 1. Torrance City Hall will operate on a 9/80 closed schedule with the following hours of operation:  

Monday through Thursday:	7:30 a.m. - 5:30 p.m.
Alternate Fridays:	7:30 a.m. - 5:30 p.m.
  - 2. 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, or a 4/10 modified work week.
  - 3. The City will continue to work toward the implementation of a modified work schedule in the departments which do not currently operate under the 9/80 program.

### **SECTION 6.2 LUNCH PERIODS**

Employees covered by this Agreement shall be entitled to a lunch period not to exceed one hour per regular workday or regular work shift.

- A. Such lunch periods shall be without pay, as specified under Hours of Work, 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 a lunch period shall be determined by departmental rules and regulations.

### **SECTION 6.3 REST PERIODS**

Employees covered by this Agreement may be allowed a 15-minute rest period in accordance with departmental rules and regulations 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. Rest periods shall be taken at or near the work site.

### **SECTION 6.4 INDUSTRIAL SAFETY**

- A. City Driver Physicals:

The City shall provide required medical examinations at a City-designated medical facility where required operator's license makes such necessary. Drivers with a Commercial Driver License are required to submit to the required medical examination at a City-designated medical facility.

- B. Safety Shoes:

Employees covered by this Agreement who are required by their Department Head to wear safety shoes or boots shall be paid the same as employees in the Torrance Municipal Employees (AFSCME Local 1117) bargaining unit. Such an employee is subject to appropriate disciplinary action for failure to wear these safety shoes or boots while on the job.

- C. Where the medical condition of an employee is such that he/she can no longer safely carry out the duties of his/her classification, Management and the employee's representatives of mid-management shall jointly seek alternative employment for the employee within the City where possible.
- D. For employees covered by this Agreement who are required by their Department Head to wear safety glasses and currently wear prescription safety glasses, glasses may be purchased and/or replaced every other year, upon receipt from a licensed ophthalmologist examination to a maximum of \$140.

## **SECTION 6.5 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 class specifications are within the scope of the Meyers-Milias-Brown Act. The City will notify TPSA in writing of its intent to prepare and submit a revised class specification to the Civil Service Commission for action. TPSA will be invited to give input into the formulation of the revised specifications via meetings between the City and TPSA. After the proposed revised specification is drafted, the City will submit the revision electronically to TPSA for review, redlining and modifications. Within 30 working days, TPSA may then request additional meetings with a City representative to meet and confer over the revised class specification and possibly salary adjustments if warranted. Upon conclusion of these meetings or at the end of a 30-day period, the City may alter the proposed class specification or may send the revised specification as originally developed to the Civil Service Commission. However, if differences persist between the class specifications proposed by the City and TPSA, then both versions will be sent to the Civil Service Commission to discuss and decide which class specifications will be adopted. If either side is dissatisfied with the outcome of the Commission, the City or TPSA may present its position to the City Council.

The Council item will include TPSA's position as an attachment. The Human Resources Department will notify TPSA of the scheduled City Council meeting four weeks in advance. TPSA must submit its position in writing (or electronically) to the Human Resources Department 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 group 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.
- D. A salary survey of each class covered in this MOU will be completed every 3 years upon request of the TPSA board members. One third of the positions will be surveyed per year beginning in FY 22-23, and every year thereafter.

## **SECTION 6.6 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 6.7 TRANSFERS/LATERAL/MEDICAL LATERAL TRANSFERS**

- A. Lateral transfer:
  - 1. A permanent employee in a representation unit represented by TPSA may make themselves eligible for lateral entry into a classification in representation units represented by TPSA 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 a 180-day 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, they shall be returned to their 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 step rate for the current classification which is the 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.
2. Items 2b, 2c, and 2e above shall apply.

**C. Medical Lateral Transfers**

1. Employees who are subject to medical lateral transfers shall be subject to a six-month probationary period.

**ARTICLE 7 - GENERAL PROVISIONS**

**SECTION 7.1 NONDISCRIMINATION, EQUAL OPPORTUNITY, AND SEXUAL HARASSMENT**

- A. The City and TPSA support the concept of equal employment opportunity.
- B. Neither the City nor TPSA 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 TPSA 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 7.2 MANAGEMENT RIGHTS**

Per Section 14.8.4 of the Torrance Municipal Code, 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; provided, however, that the exercise of such rights does not preclude employees or their representatives from meeting and consulting with management or filing grievances about the consequences that decisions on these matters may have on wages, hours, and other terms and conditions of employment.

**ARTICLE 8 - SECURITY PROVISIONS**

**SECTION 8.1 SECURITY PROVISIONS**

- A. The following Agency Shop provisions shall apply to employees in classifications listed in Section 3.1. The provisions as noted in the remainder of Section 8.1 are mandatory for employees in classifications in the professional unit and optional for employees in classifications in the supervisory and confidential units.

Notification of new employees

An authorization card will be distributed by the City during the new employee's orientation meeting which occurs on the first Monday of each month. The card will state that there are three options for employees in classifications covered by this agreement: To pay full dues, to pay a service fee of 90% of the dues amount, or to make a contribution to a non-denominational 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. TPSA 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 TPSA 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.
- C. TPSA 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.
- D. This section shall apply to all current employees effective October 6, 2002. Current employees who do not make a status selection effective November 8, shall automatically default to the service fee. Transfers into positions covered by the TPSA shall have 30 days from the date of transfer to make their selection of membership status. New hires into the City shall have 30 days to select membership status.

## **ARTICLE 9 – GRIEVANCES**

### **SECTION 9.1 DEFINITION OF GRIEVANCE**

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 9.2 SCOPE OF GRIEVANCE PROCEDURE**

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 9.3 PROCEDURE**

- A. First Step: Supervisory Level
  - 1. The grievance must 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 grievant fails to set forth the specific rule, policy, practice or procedure violated, the grievance will be rejected and cannot be processed further. In addition, the employee must provide the specific facts (i.e., place(s), names of parties involved, witnesses, etc.) which support the alleged violations, the time and date the alleged violation occurred, and the remedy sought. 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 with the employee's immediate supervisor at a time and place to be determined by the City, taking into consideration the employee's regularly scheduled shift and/or working hours. If the employee is not available for the time and date initially proposed by the City, the City shall provide the employee with two alternative dates and times.
3. The immediate supervisor may ask for a superior to participate.
4. If a grievance is not resolved by the end of the fifth full working day after the meeting with the immediate supervisor, the employee may within ten 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 in writing 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, at a time and place determined by the City, taking into consideration the employee's regularly scheduled shift and/or working hours. If the employee is not available for the time and date initially proposed by the City, the City shall provide the employee with two alternative dates and times.
2. 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 fifth full working day after the hearing with the department head, the employee may within ten 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 at a time and place to be determined by the City, taking into consideration the employee's regularly scheduled shift and/or working hours. If the employee is not available for the time and date initially proposed by the City, the City shall provide the employee with two alternative dates and times.
2. The City Manager may require the department head to be present at such conference.
3. If the grievance is not satisfactorily resolved by the end of the 5th full working day after the hearing with 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 is practicable, and in no case later than ten (10) working days after receipt of an appeal, the City Manager or designee shall request a list of seven (7) names from the American Arbitration Association or the State Mediation and Conciliation Service. The parties shall alternate between the American Arbitration Association and State Mediation and Conciliation Service.
2. Representatives of TPSA and Management will select an arbitrator within three 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 and binding. Such decision shall not add to or otherwise modify the language of this Agreement.
4. Cost of arbitration shall be equally shared by the City and TPSA.

**SECTION 9.4 GENERAL GRIEVANCE PROVISIONS**

- A. All time periods specified in this Section may be extended by mutual consent of the aggrieved employee(s) or his/her representative(s) and the management representative involved. The extension shall be done in writing.
- B. The aggrieved employee(s) and representative(s) shall be allowed reasonable time off 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 City and TPSA.
- D. A grievance shall be considered untimely if not presented by the employee within 30 calendar days of the alleged grievance
- E. All grievances must be on a form provided by the City.
- F. The grievant is entitled to competent representation of his/her 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. The grievant and his/her representative shall participate in good faith at each step of the process. Failure to do so may result in the grievance being denied.

- K. If the City fails to respond within the timelines as set forth above, the grievant may proceed automatically to the next step.
- L. At each level of the grievance, the management representative shall indicate whether the grievance is being denied, rejected as not being grievable, or that is not within the scope of that person to remedy, or that there was no violation.

## **SECTION 9.5 EMPLOYEE RELATIONS LEAVE**

An amount equal to eight 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 ten-shifts (or 90 hours). This time would apply to all employee association related business on and off site.

## **SECTION 9.6 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 Attachment F 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 or 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 for those employees requiring release from actual schedule hours of work.

## **ARTICLE 10 - MISCELLANEOUS**

### **SECTION 10.1 MANAGEMENT TRAINING**

An annual amount of \$1,700 shall be budgeted for the purpose of training employees covered by this agreement. The fund may be used for employee training, member relations and other employee enhancement programs. Training funds may also be used for purchasing materials, equipment or paying training personnel. Training or activities must be done on non-work hours, or when employees use leave time to go to training. TPSA will submit invoices to the City itemizing the disbursement request and the City will have the right to review such disbursement request. If the funds are not used during the fiscal year, unused funds may be carried over into the next fiscal year. There is no upper limit on the amount that may be carried over from year to year.

### **SECTION 10.2 PROBATIONARY PERIOD**

- A. There shall be a one year of service probationary period for all original appointments to the classes covered by this Agreement and 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 10.3 JOB ACTION**

- A. TPSA and its members agree that during the term of this Agreement, there shall be no strike, slowdown, blue flu 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 TPSA 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 notified the City in writing, within 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 affected 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 10.4 LAYOFF PROVISIONS**

### **A. Prerequisite for Layoff**

When, as a result of a cutback in personnel, it becomes necessary to initiate a layoff of employees 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. If there is a cutback within a specific classification, employees shall be transferred across departmental lines based upon total class seniority.
3. Management will meet and consult with the representatives of TPSA over alternative courses of action to avoid such layoff.
4. Notice of actual layoff shall be given no less than three (3) working days before the date of implementation. Such shall include:
  - a. Classification where the layoff is to occur;
  - b. Seniority list by total continuous City seniority of employees in the affected class;
  - c. List of all current City vacancies in classes represented by TPSA;
  - d. Separate notice to any employee in the class who has two or more Below Standard ratings within the previous two years.

### **B. Order of Layoff**

In case there are two or more permanent employees in the class from which layoff or reduction is to be made, such employees shall be laid off or reduced according to the last four efficiency ratings on file, as follows:

- First: All employees having Unsatisfactory ratings;
- Second: All employees having Below Standard ratings;
- Third: All employees having Standard, Above Standard, or Outstanding ratings.

Employees within each category shall be laid off in inverse order of seniority in the classified service.

C. Ties in Efficiency Ratings and Seniority

In case of a tie affecting two (2) or more employees in the same category who have the same seniority, the employee with the lowest average efficiency rating shall be laid off first. If a tie still exists and said persons were appointed from the same eligible list to the position from which the layoff is to be made, the person whose name was the lower on said eligible list shall be laid off first, but if the appointments were not made from the same eligible list, the person who has the least seniority in the class from which layoff or reduction is made shall be laid off first. If a tie exists in seniority in the position, then that person who was appointed from the later eligible list shall be laid off first.

D. Reduction in Class

The City may make reductions in class and thereby cause layoffs only in the lower classifications.

E. Bumping Rights

1. An employee designated for layoff may choose voluntary reduction of class so as to avoid layoff.
2. Such voluntary reduction may be to a class of previous standing or to a lower class in the same occupational grouping.
3. If the voluntary reduction causes a layoff in the lower class, such layoff shall follow the provisions of this Section.

F. Re-employment List and Restoration

1. Re-employment List: The names of persons laid off or rescued in accordance with this Section shall be entered upon a list in the inverse of the order specified in Section 10.4 b), except that persons whose record of employment has not been satisfactory shall be omitted from the re-employment list. Lists from different departments or at different times for the same class of position shall be combined into a single list. Such list shall be used by every appointing authority when a vacancy arises in the same or lower class of position for which qualified before certification is made from an eligible list. When a vacancy occurs, the appointing authority shall appoint the person highest on the re-employment list who is available and who was laid off from a position in that department. If no one was laid off from the department in which the appointment is to be made, then the appointing authority shall appoint any one of such persons; if only one, he shall appoint that one.
2. Name Removal: Names of persons laid off or reduced in lieu of layoffs shall be carried on a re-employment list for two (2) years, except that the names of persons appointed to permanent positions of the same level as that from which laid off shall, upon such appointment, be removed from the list. Persons reduced or re-employed in a lower class or re-employed on a temporary basis shall be retained on the list for the higher position for two (2) years.

3. Restoration to Re-Employment List: The name of any person who has been appointed to a permanent position from a re-employment list and who is separated from the service without delinquency or fault on his part, may, at the discretion of the Civil Service Commission, be restored to the re-employment list. This restoration, however, shall not have the effect of extending the time the employee may be carried on the re-employment list beyond the two (2) years from date of original separation.

G. Layoff From Other Representation Units

In the case of a 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 same rights as employees covered herein provided, however, that such an employee's seniority shall be based solely upon total City service in classifications covered by this Agreement.

**SECTION 10.5 SHIFT IN REPRESENTATION**

Any employee assigned to this representation unit by the Employee Relations Committee of the Civil Service Commission shall assume the benefits of this representation unit, with necessary changes to base compensation made accordingly.

**SECTION 10.6 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 thirty (30) days of such termination.
- B. The inactive status shall continue for no more than one (1) year.
- C. Inactive status shall qualify a past employee to be certified as a name in addition to the five (5) open or three (3) promotional eligibles for a vacant position in the classification from which he/she was terminated.

All employee benefits shall not accrue during such inactive status and the employee shall have a break in continuous employment.

**SECTION 10.7 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 11 - CONTINUED DISCUSSIONS/MEETINGS

### SECTION 11.1 MONTHLY MEETINGS

- A. Management and TPSA can agree to meet monthly to discuss any issues which may be brought forward by either party. Any meeting may be canceled or rescheduled by consent of both parties.

### SECTION 11.2 CONTINUED DISCUSSIONS

- A) Management and employee group will continue to discuss the following items:
- By January 31, 2025, research salaries and conduct survey for:
    - Central Services Coordinator
    - Juvenile Diversion Case Worker
    - Juvenile Diversion Coordinator
    - Producer Writer, Assistant
    - Supervising Producer Writer
  - Market Rate Adjustments, Class spec updates, and Premium Pay Exhibits related to the following classifications to be completed and implemented by April 30, 2025:
    - IT Specialist
    - IT Analyst
    - Systems Analyst
  - By June 30, 2025, conduct salary surveys for:
    - Central Services Supervisor
    - Deputy City Clerk II
    - Policy and Resources Specialist
    - Traffic & Lighting Supervisor
  - Classification Analyses for:
    - Admin Analyst/ Sr. Admin Analyst
    - Police Services Supervisor
  - Move-up & Temporary Appointment
  - Uniform Allowance rolled to Base Salary Grids
  - Tool Allowance rolled to Base Salary Grids
  - Evaluate and address incumbents and classifications that respond to after hour calls and/or assignments (Police Services Supervisors, Public Safety Communication Supervisors, Public Works Supervisors, and others)

## 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 the Association shall be:


TPSA President  
3031 Torrance Boulevard  
Torrance, CA 90503  
Fax (310) 618-2848

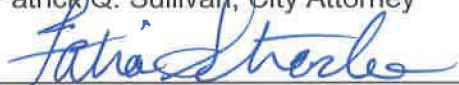
C. In January of each year the Association shall provide to the address shown in 12.1.A. above a contact for the Association. Included in that listing are those officers that are to be noticed per this Section; included shall be the mailing or email address or both to be used for that notice. A fax number may be given if available. The contact for notice shall be updated by the Association annually.


**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 and 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 10th day of September, 2024.

  
\_\_\_\_\_  
Mayor George K. Chen

APPROVED AS TO FORM:  
Patrick Q. Sullivan, City Attorney  
  
\_\_\_\_\_  
Tatia Y. Strader, Assistant City Attorney

ATTEST: - -  
  
\_\_\_\_\_  
Rebecca Poirier, MMC, City Clerk



**CATASTROPHIC LEAVE PROGRAM**

**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, stepparents, 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 paperwork<sup>1</sup> 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.

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<sup>1</sup> Leave of Absence Paperwork consists of "Request for Leave of Absence" form and either a Physician Certification Form (for personal illness) 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.

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.

10. Any subsequent illness after the close of the bank will require a new request and approval.

#### **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 B**

**PREMIUMS / CERTIFICATIONS FOR IT SPECIALIST, IT ANALYST AND SYSTEMS ANALYST**

Employees are eligible for premiums up to a maximum of 15%.

<b>Certificate</b>	<b>No. Of Exams</b>	<b>Notes</b>	<b>Classes Eligible and Premium Maximum</b>
Certified Information Systems Security Professional (CISSP)	1	<p>Requires minimum four years professional experience in the information security field or three years and a college degree.</p> <ul style="list-style-type: none"> <li>▪ Complete Candidate Agreement, attesting to the truth of his/her assertions regarding professional experience and legally commit to adhere to the CISSP Code of Ethics.</li> <li>▪ Successfully answer four questions regarding criminal history and related background.</li> <li>▪ Pass the CISSP exam with a scaled score of 700 points or greater.</li> <li>▪ Submit a properly completed and executed Endorsement Form.</li> <li>▪ If selected for audit, successfully pass that audit of their assertions regarding professional experience.</li> </ul>	<p>IT Analyst - 10% Systems Analyst – 10%</p>
Certified Project Management Professional (PMP)	1	<p>Applicants must have:</p> <ul style="list-style-type: none"> <li>▪ 35 hours of specific project management education:</li> <li>▪ Bachelor's Degree (or the global equivalent): Minimum three years professional project management experience, during which 4,500 hours are spent leading and directing project tasks, up to eight years from the time of application.</li> <li>▪ Without a Bachelor's Degree (or the global equivalent): Minimum five years professional project management experience, during which at least 7,500 hours are spent leading and directing project tasks, up to eight years from the time of application.</li> <li>▪ Four-hour examination composed of 200 multiple-choice questions</li> </ul>	<p>Systems Analyst – 5% IT Analyst – 5% Admin Analyst – 5%</p> <p>(CAPM and PMP premiums cannot be combined as the CAPM is a non-required step toward PMP. An employee must complete one or more projects as the designated project manager at the City of Torrance after achieving the PMP before they are eligible for the PMP premium.)</p>
Certified Associate in Project Management (CAPM)	1	<p>Applicants must have:</p> <ul style="list-style-type: none"> <li>▪ Minimum of a high school diploma or the global equivalent 1,500 hours of work on a project team or 23 contact hours of project management education.</li> <li>▪ Three-hour, 150-question, knowledge-based examination that uses the <i>PMBOK® Guide</i> as its source.</li> </ul>	<p>Systems Analyst – 2.5%</p>
Certified GIS Professional (GISP)	1	<p>Must recertify every 3 years. applicants must: Have 4 years equivalent full-time geospatial experience Meet the Portfolio Requirements (minimum point requirements in Education, Experience, and Contributions) Info: <a href="https://www.gisci.org/Applicants/ApplicationInformation.asp">https://www.gisci.org/Applicants/ApplicationInformation.asp</a> x</p>	<p>IT Analyst, Systems Analyst – 5%</p>



Certificate	No. Of Exams	Notes	Classes Eligible and Premium Maximum
Certified Government CIO (CGCIO) and Certified Government Technology Leadership (CGTL)	0	<p>In order to participate in the program, CompTIA PTI requires the following:</p> <ol style="list-style-type: none"> <li>1. Minimum 7 Years of private or public managerial experience in the technology field, at least three years of technology management.</li> <li>2. Minimum 4-year degree from an accredited institution of higher learning.*</li> </ol> <p>1 program, 2 possible certifications. Must be recertified every 3 years by submitting evidence of professional development; includes ethics policy. Certification also offered via other institutions which may have slightly different requirements. No exam, but requires capstone project. Info: <a href="https://connect.comptia.org/connect/public-sector/public-technology-institute/certified-government-chief-information-officer-(cgcio-)-program">https://connect.comptia.org/connect/public-sector/public-technology-institute/certified-government-chief-information-officer-(cgcio-)-program</a></p>	Systems Analyst – 5%
Certified Government Digital Services Professional (CGDSP)	0	<p>An applicant applying to the CGDSP Program should possess the following:</p> <ul style="list-style-type: none"> <li>• Be employed in the public sector for at least three years.</li> <li>• Have a track record of administrative or managerial experience in basic web design and communications management.</li> <li>• Have exposure to social media and app applications.</li> <li>• Have at least a 2-year college degree or equivalent.</li> </ul> <p>Must be recertified every 3 years by submitting evidence of professional development; includes ethics policy. No exam, but requires capstone project. Info: <a href="https://connect.comptia.org/connect/public-sector/public-technology-institute/certified-government-digital-services-professional-(cgdsp)-certification-program">https://connect.comptia.org/connect/public-sector/public-technology-institute/certified-government-digital-services-professional-(cgdsp)-certification-program</a></p>	IT Analyst, Systems Analyst – 2.5%

**ATTACHMENT C**

**DATA NETWORK CERTIFICATIONS**

**Only the highest certification in this track will be awarded the assigned premium.**

<b>Certificate</b>	<b>No. of Exams</b>	<b>Notes</b>	<b>Classes Eligible and Premium Maximum</b>
<b>ASSOCIATE</b>			
CCNA	1	Valid for three years.	IT Analyst (Network) – 5% Systems Analyst (Network)– 5%
CCT Collaboration	1	Valid for three years	IT Analyst (Network) – 5% Systems Analyst (Network)– 5%
CCT Data Center	1	Valid for three years.	IT Analyst (Network) – 5% Systems Analyst (Network)– 5%
DEVASC – DevNet	1	Valid for three years.	IIT Analyst (Network) – 5% Systems Analyst (Network)– 5%
CBROPS - CyberOps	1	Valid for three years.	IIT Analyst (Network) – 5% Systems Analyst (Network)– 5%
<b>PROFESSIONAL</b>			
CCNP – DevNet	2	Valid for three years. Premium cannot be combined with DEVASC premium.	IT Analyst (Network) – 10% Systems Analyst (Network) – 10%
CCNP – Enterprise	2	Valid for three years. Premium cannot be combined with CCNA premium.	IT Analyst (Network) – 10% Systems Analyst (Network) – 10%
CCNP – Collaboration	2	Valid for three years. Premium cannot be combined with CCNA or CCT Collaboration premium.	IT Analyst (Network) – 10% Systems Analyst (Network) – 10%
CCNP – Data Center	2	Valid for three years. Premium cannot be combined with CCNA or CCT Data Center premium.	IT Analyst (Network) – 10% Systems Analyst (Network) – 10%
CCNP – Security	2	Valid for three years. Premium cannot be combined with CCNA premium.	IT Analyst (Network) – 10% Systems Analyst (Network) – 10%
CCNP – CyberOps	2	Valid for three years. Premium cannot be combined with CCNA or CBROPS premium.	IT Analyst (Network) – 10% Systems Analyst (Network) – 10%
CompTIA – Networks+	1	Valid for three years.	IT Analyst (Network) – 10% Systems Analyst (Network) – 10%
CompTIA – Security+	1	Valid for three years.	IT Analyst (Network) – 10% Systems Analyst (Network) – 10%
Solarwinds	1	Valid for three years.	IT Analyst (Network) – 10% Systems Analyst (Network) – 10%

**ATTACHMENT D**

**MICROSOFT CERTIFICATIONS**

Certificate	Notes	Classes Eligible and Premium Maximum
<b>DataBase/Developer Certifications</b>		
Microsoft Certified Solutions Expert (MCSE)	Data Management and Analytics	IT Specialists, IT Analysts, Systems Analysts - 10%
Microsoft Certified Solutions Developer (MCSD)	App Builder	IT Specialists, IT Analysts, Systems Analysts – 5 10%
Microsoft Certified Info Technology Professional (Database Administrator) MCITP-Admin	Database Administrator	IT Specialists, IT Analysts, Systems Analysts - 10%
Microsoft Certified Info Technology Professional (Database Developer) MCITP - Devel	Database Developer	IT Specialists, IT Analysts, Systems Analysts - 10%
Microsoft Certified Associate	Each associate certificate is eligible for 5%	IT Specialists, IT Analysts, Systems Analysts - 5%
Certified Internet Web Master (CIW)		IT Specialists, IT Analysts, Systems Analysts - 10%
Microsoft Certified Info Technology Professional (MCITP Cert)		IT Specialists, IT Analysts, Systems Analysts - 10%
<p><b>Note:</b> To receive this premium, employees must maintain valid certification and recertify according to provider's requirements. Staff with certification premiums may be asked to apply expertise not specifically indicated in the job specifications but within certification expertise, i.e., IT Specialist with a developer or database certification may be asked to develop applications or administer databases.</p>		

<b>ESRI GIS</b>		
Certification	Notes	Classes Eligible and Premium Maximum
ESRI ArcGIS Desktop / Pro Associate	EADA19-001, EAPA2101	IT Specialist, IT Analyst, Systems Analyst - 5%
ESRI ArcGIS Desktop / Pro Professional	EADP19-001, EADP2101	IT Specialist, IT Analyst, Systems Analyst - 5%
Enterprise Administration Professional	EAEP19-001, EAEP2201	IT Specialist, IT Analyst, Systems Analyst - 5%
Enterprise Geodata Management Professional	EGMP2201, EGMP19-001	IT Specialist, IT Analyst, Systems Analyst - 10%
<b>Specialty Certifications</b>		
ArcGIS Online Administration	EAOS19-001	IT Specialist, IT Analyst, Systems Analyst - 5%

**ATTACHMENT E**

<b>Spillman/Redhat Linux Certifications</b>		
<b>Certification</b>	<b>Notes</b>	<b>Classes Eligible and Premium Maximum</b>
<b>Spillman Certifications</b>		
Spillman System Administrator (SAA)	Front-end, Database and O/S	IT Specialist, IT Analyst, Systems Analyst - 10%
<b>RedHat Linux Certifications</b>		
Red Hat Certified System Administrator (RHCSA)	Administration	IT Specialist, IT Analyst, Systems Analyst - 5%
Red Hat Certified Engineer (RHCE)	Operations, Security, Networking	IT Specialist, IT Analyst, Systems Analyst - 10%, RHCE supersedes RHCSA
Red Hat Certified Architect (RHCA)	Data Center, Cloud, DevOps	IT Specialist, IT Analyst, Systems Analyst - 15%, RHCA supersedes both RHCE and RHCSA
<p><b>Note:</b> To receive this premium, employees must maintain valid certification and recertify according to provider's requirements. Staff with certification premiums may be asked to apply expertise not specifically indicated in the job specifications but within certification expertise, i.e., IT Specialist with a developer or database certification may be asked to develop applications or administer databases.</p>		
<b>Google Developers and JavaScript Certifications</b>		
<b>Certification</b>	<b>Notes</b>	<b>Classes Eligible and Premium Maximum</b>
<b>Certifications</b>		
JavaScript		IT Specialist, IT Analyst - 5%
<b>VMWare Certifications</b>		
<b>Certification</b>	<b>Notes</b>	<b>Classes Eligible and Premium Maximum</b>
<b>System Certifications</b>		
VCP professional level	Data Center Virtualization	IT Specialist, IT Analyst, Systems Analyst - 5%
VCAP Advanced Professional level	Data Center Virtualization	IT Specialist, IT Analyst, Systems Analyst - 10%, VCAP supersedes VCP.
<b>ITIL Certifications</b>		
Certification	Certification	Certification
ITIL 4 Managing Professional	ITIL 4 Managing Professional	ITIL 4 Managing Professional
ITIL 4 Master	ITIL 4 Master	ITIL 4 Master
<p><b>Note:</b> To receive this premium, employees must maintain valid certification and recertify according to provider's requirements. Staff with certification premiums may be asked to apply expertise not specifically indicated in the job specifications but within certification expertise, i.e., IT Specialist with a developer or database certification may be asked to develop applications or administer databases.</p>		

**ATTACHMENT F**

<b>Amazon Web Services (AWS) Certifications</b>		
<b>Certification</b>	<b>Notes</b>	<b>Classes Eligible and Premium Maximum</b>
<b>Associate Certifications</b>		
AWS Certified Solution Architect	Architecting	IT Specialist, IT Analyst, Systems Analyst - 5%
AWS Certified Developer	Developing	IT Specialist, IT Analyst, Systems Analyst - 5%
AWS Certified SysOps Administrator	Operations	IT Specialist, IT Analyst, Systems Analyst - 5%
<b>Professional Certifications</b>		
AWS Certified Solution Architect	Architecting	IT Specialist, IT Analyst, Systems Analyst - 10%, Professional level supersedes Associate level
AWS Certified DevOps Engineer	Developing	IT Specialist, IT Analyst, Systems Analyst - 10%, Professional level supersedes Associate level
AWS Certified SysOps Engineer	Operations	IT Specialist, IT Analyst, Systems Analyst - 10%, Professional level supersedes Associate level
<b>Specialty Certifications</b>		
AWS Certified Advanced Networking	Specialty	IT Specialist, IT Analyst, Systems Analyst - 15%, Specialty level supersedes both Associate and Professional level
<p>Note: To receive this premium, employees must maintain valid certification and recertify according to provider's requirements. Staff with certification premiums may be asked to apply expertise not specifically indicated in the job specifications but within certification expertise, i.e., IT Specialist with a data center certification may be asked to support, design, and configure servers.</p>		

<b>Laserfiche Certifications</b>		
<b>Certification</b>	<b>Notes</b>	<b>Classes Eligible and Premium Maximum</b>
Laserfiche Capture		IT Specialist, IT Analyst, Systems Analyst - 5%
Laserfiche Records Management		IT Specialist, IT Analyst, Systems Analyst - 5%
Laserfiche Business Process Design		IT Specialist, IT Analyst, Systems Analyst - 5%
Laserfiche Administration		IT Specialist, IT Analyst, Systems Analyst - 10%
Laserfiche Gold		IT Specialist, IT Analyst, Systems Analyst - 10%
Laserfiche Platinum		IT Specialist, IT Analyst, Systems Analyst - 15%
<p>Note: To receive this premium, employees must maintain valid certification and recertify according to provider's requirements. Staff with certification premiums may be asked to apply expertise not specifically indicated in the job specifications but within certification expertise, i.e., IT Specialist with a data center certification may be asked to support, design, and configure servers.</p>		



**REQUEST FOR RELEASE TIME FORM**

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

Instructions: Please e-mail this completed form to [Releasetime@TorranceCA.gov](mailto:Releasetime@TorranceCA.gov) and your immediate supervisor.

Date: \_\_\_\_\_

Employee: \_\_\_\_\_

Department/Division: \_\_\_\_\_

Your Immediate Supervisor: \_\_\_\_\_

Release Date(s) Requested: \_\_\_\_\_

Scheduled Meeting Time(s): \_\_\_\_\_

Location of Meeting: \_\_\_\_\_

Purpose (check appropriate box):

- Negotiations
- Hearing
- Meeting(s) to Represent Employees
- Executive Board Members (TME-TLEA-AFSCME only)

**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).**

**WATER PLANT SUPERVISOR PREMIUM  
COMPETENCY TESTING**

Water Service Supervisors will be given an interest form to be considered for the assignment. Interested Water Service Supervisors will be interviewed internally and, if assigned by the Public Works Director, will be required to pass a competency test.

The competency test may be given a minimum of every two years. The test must be passed with a score of 70% or better and will contain both written and practical components. Test components may include membrane replacement, clean in place procedures, safe handling of chemicals, pump operations, and/or any related topic to plant operations.

A minimum of one (1) position will be assigned to the Water Plant and/or other City water production facilities. The Public Works Director may increase the number of positions based on operational demand subject to successful completion of the competency test.

**TRANSIT SUPERVISOR SHIFT BIDDING**

1. The process to rebid schedules will take place at least every three (3) months (March, June, September, and December).
2. The Transit Supervisor shift duties are as follows:

*Supervisor Shift Duties*  
*Shift 1*  
**04:00 -14:00**  
**Flex Friday 04:00 – 13:00**

**Shift #1 – 04:00 – 07:15**

- ✓ Report for work neat and in proper uniform
- ✓ Clock in on time
- ✓ Quick review of emails
  - Check for notes and instructions from management
- ✓ Assist dispatch by checking manpower status and any operational issues.
- ✓ Support dispatch as needed
- ✓ Pull caddies as required
- ✓ Take message board to the guard shack
- ✓ Conduct AM pull out
  - Remain visible during AM pull out by roaming the yard on foot and in vehicle.
  - Position yourself in front of the west side main ready line to monitor operators performing the pre-trip inspections and AM pull out.
  - During AM pull out communicate with dispatch, equipment attendants and mechanics.
  - Perform tasks as needed to ensure timely pull out (move a bus, begin a pre-trip).
  - Always wear a safety vest
  - Assist operators troubleshooting with mechanical problems and instructional issues.

**07:15 – 7:30**

- ✓ At the conclusion of the AM pull out, bring the message board back to the supervisor's office.
- ✓ Complete AM On-Time Performance report

**07:30 – 13:30**

- ✓ Pre-trip your supervisor unit including a 10/31
  - Complete your pre-trip report before leaving the yard.
  - Log into Clever
- ✓ Report to your assigned zone for field assignment
  - Monitor Clever Devices for service issues
    - Bunching of buses
    - Schedule adherence
    - Off routes

- ✓ Monitor the radio system
  - Ensure that all team members are using proper radio procedures
  - All team members are to follow the FCC regulations
- ✓ Respond to all incidents and accidents as required and complete reports at the end of your shift.
- ✓ Post and/or remove detours in the service area in a timely manner
- ✓ Conduct customer contacts
  - Pass out any relevant bus information including bus books, Transit App handouts and other marketing materials.
  - Complete customer contact forms as required
- ✓ Check bus stops to ensure they are free of graffiti, debris and hazardous conditions
- ✓ 09:00 – 10:00 -Take assigned lunch
- ✓ **11:00 – 13:30** – Review caddies as instructed (If there are no caddies that need to be reviewed, please continue your field supervision duties.)

**13:30 – 14:00**

**Flex Friday (12:30 – 13:00)**

- ✓ Return to yard
- ✓ Fuel vehicle
- ✓ Process and complete all paperwork (No exceptions)
  - Submit your vehicle pre-trip inspection report
  - Submit daily activity logs and all other reports.
  - Submit onboard evaluations, line checks, line observations and team buildings.
- ✓ Communicate with dispatch on any operational issues.
- ✓ Perform other duties as required.

**Note: Supervisors are required to perform at minimum:**

- Six onboard evaluations a week, minimum of 45 minutes each.
  - Given the current number of vehicles, all supervisors are required to coordinate onboard evaluations to utilize vehicles in an efficient manner.
- Fifteen line checks per day
- Ten line operations checks per week
- Six team buildings per day
  - Includes uniform inspection checks
  - Safety message check
  - General route information

All overtime must approved by management. Supervisors are required to call, text or email either the Senior Business Manager, Transit Operators Manager, Deputy Transit Director when it appears they may need to sign off late due to an accident, incident or mechanical issues.

**Supervisor shift duties are subject to change based on operational needs.**

*Supervisor Shift Duties*  
*Shift 2*  
**05:00 -15:00**  
**Flex Thursday 05:00 – 14:00**  
**Week 2 Friday – 04:00 – 14:00**  
**Saturday 04:45 – 14:45**

**Shift #2 Weekday 05:00 – 05:15**

- ✓ Report for work neat and in proper uniform.
- ✓ Clock in on time.
- ✓ Quick review of emails
  - Check for notes and instructions from management
- ✓ Assist dispatch by checking manpower status and any operational issues.
- ✓ Support dispatch as needed

**5:15 – 14:30**

**Flex Thursday 5:15 – 13:30**

- ✓ Pre-trip your supervisor unit including a 10/31
  - Complete your pre-trip report before leaving the yard.
  - Log into Clever
- ✓ Report to your assigned zone for field assignment
  - Monitor Clever Devices for service issues
    - Bunching of buses
    - Schedule adherence
    - Off routes
- ✓ Monitor the radio system
  - Ensure that all team members are using proper radio procedures
  - All team members are to follow the FCC regulations
- ✓ Respond to all incidents and accidents as required and complete reports at the end of your shift.
- ✓ Post and/or remove detours in the service area in a timely manner
- ✓ Conduct customer contacts
  - Pass out any relevant bus information including bus books, Transit App handouts and other marketing materials.
  - Complete customer contact forms as required
- ✓ Check bus stops to ensure they are free of graffiti, debris and hazardous conditions
- ✓ 10:00 – 11:00 – Take assigned lunch

**14:30 – 15:00**

**Flex Thursday 13:30 – 14:00**

- ✓ Return to yard
- ✓ Fuel vehicle
- ✓ Process and complete all paperwork (No exceptions)
  - Submit your vehicle pre-trip inspection report
  - Submit daily activity logs and all other reports.
  - Submit onboard evaluations, line checks, line observations and team buildings.
- ✓ Communicate with dispatch on any operational issues.
- ✓ Perform other duties as required.



**Shift #2 Week 2 Friday – 04:00 – 07:15**

- ✓ Report for work neat and in proper uniform.
- ✓ Clock in on time.
- ✓ Quick review of emails
  - Check for notes and instructions from Management
- ✓ Assist Dispatch by checking manpower status and any operational issues.
- ✓ Support dispatch as needed
- ✓ Take message board to the guard shack
- ✓ Conduct AM pull out
  - Remain visible during AM pull out by roaming the yard on foot and in vehicle.
  - Position yourself in front of the west side main ready line to monitor operators performing the pre-trip inspections and AM pull out.
  - During AM pull out communicate with dispatch, equipment attendants and mechanics.
  - Perform tasks as needed to ensure timely pull out (move a bus, begin a pre-trip).
  - Always wear a safety vest
  - Assist operators troubleshooting with mechanical problems and instructional issues.

**07:15 – 7:30**

- ✓ At the conclusion of the AM pull out, bring the message board back to the supervisor's office.
- ✓ Complete AM On-Time Performance report

**07:30 – 13:30**

- ✓ Pre-trip your supervisor unit including a 10/31
  - Complete your pre-trip report before leaving the yard.
  - Log into Clever
- ✓ Report to your assigned zone for field assignment
  - Monitor Clever Devices for service issues
    - Bunching of buses
    - Schedule adherence
    - Off routes
- ✓ Monitor the radio system
  - Ensure that all team members are using proper radio procedures
  - All team members are to follow the FCC regulations
- ✓ Respond to all incidents and accidents as required and complete reports at the end of your shift.
- ✓ Post and/or remove detours in the service area in a timely manner
- ✓ Conduct customer contacts
  - Pass out any relevant bus information including bus books, Transit App handouts and other marketing materials.
  - Complete customer contact forms as required
- ✓ Check bus stops to ensure they are free of graffiti, debris and hazardous conditions
- ✓ 09:00 – 10:00 -Take assigned lunch

**13:30 – 14:00**

- ✓ Return to yard
- ✓ Fuel vehicle
- ✓ Process and complete all paperwork (No exceptions)
  - Submit your vehicle pre-trip inspection report
  - Submit daily activity logs and all other reports.
  - Submit onboard evaluations, line checks, line observations and team buildings.
- ✓ Communicate with dispatch on any operational issues.
- ✓ Perform other duties as required.

**Shift #2 Saturday 04:45 – 8:30**

- ✓ Report for work neat and in proper uniform.
- ✓ Clock in on time.
- ✓ Quick review of emails
  - Check for notes and instructions from management
- ✓ Assist dispatch by checking manpower status and any operational issues.
- ✓ Support dispatch as needed
- ✓ Take message board to the guard shack
- ✓ Conduct AM pull out
  - Remain visible during AM pull out by roaming the yard on foot and in vehicle.
  - Position yourself in front of the west side main ready line to monitor operators performing the pre-trip inspections and AM pull out.
  - During AM pull out communicate with dispatch, equipment attendants and mechanics.
  - Perform tasks as needed to ensure timely pull out (move a bus, begin a pre-trip).
  - Always wear a safety vest
  - Assist operators troubleshooting with mechanical problems and instructional issues.

**08:30 – 8:45**

- ✓ At the conclusion of the AM pull out, bring the message board back to the supervisor's office.
- ✓ Complete AM On-Time Performance report

**8:45 – 14:15**

- ✓ Pre-trip your supervisor unit including a 10/31
  - Complete your pre-trip report before leaving the yard.
  - Log into Clever
- ✓ Report to your assigned zone for field assignment
  - Monitor Clever Devices for service issues
    - Bunching of buses
    - Schedule adherence
    - Off routes
- ✓ Monitor the radio system
  - Ensure that all team members are using proper radio procedures
  - All team members are to follow the FCC regulations
- ✓ Respond to all incidents and accidents as required and complete reports at the end of your shift.
- ✓ Post and/or remove detours in the service area in a timely manner

- ✓ Conduct customer contacts
  - Pass out any relevant bus information including bus books, Transit App handouts and other marketing materials.
  - Complete customer contact forms as required
- ✓ Check bus stops to ensure they are free of graffiti, debris and hazardous conditions
- ✓ 09:45 – 10:45 –Take assigned lunch

**14:15 – 14:45**

- ✓ Return to yard
- ✓ Fuel vehicle
- ✓ Process and complete all paperwork (No exceptions)
  - Submit your vehicle pre-trip inspection report
  - Submit daily activity logs and all other reports.
  - Submit onboard evaluations, line checks, line observations and team buildings.
- ✓ Communicate with dispatch on any operational issues.
- ✓ Perform other duties as required.

**Shift #2 Sunday 05:00 – 07:45**

- ✓ Report for work neat and in proper uniform.
- ✓ Clock in on time.
- ✓ Quick review of emails
  - Check for notes and instructions from management
- ✓ Assist dispatch by checking manpower status and any operational issues.
- ✓ Support dispatch as needed
- ✓ Take message board to the guard shack
- ✓ Conduct AM pull out
  - Remain visible during AM pull out by roaming the yard on foot and in vehicle.
  - Position yourself in front of the west side main ready line to monitor operators performing the pre-trip inspections and AM pull out.
  - During AM pull out communicate with dispatch, equipment attendants and mechanics.
  - Perform tasks as needed to ensure timely pull out (move a bus, begin a pre-trip).
  - Always wear a safety vest
  - Assist operators troubleshooting with mechanical problems and instructional issues.

**7:45 – 08:00**

- ✓ At the conclusion of the AM pull out, bring the message board back to the supervisor's office.
- ✓ Complete AM On-Time Performance report

**8:00 – 14:45**

- ✓ Pre-trip your supervisor unit including a 10/31
  - Complete your pre-trip report before leaving the yard.
  - Log into Clever
- ✓ Report to your assigned zone for field assignment
  - Monitor Clever Devices for service issues
    - Bunching of buses

- Schedule adherence
  - Off routes
- ✓ Monitor the radio system
  - Ensure that all team members are using proper radio procedures
  - All team members are to follow the FCC regulations
- ✓ Respond to all incidents and accidents as required and complete reports at the end of your shift.
- ✓ Post and/or remove detours in the service area in a timely manner
- ✓ Conduct customer contacts
  - Pass out any relevant bus information including bus books, Transit App handouts and other marketing materials.
  - Complete customer contact forms as required
- ✓ Check bus stops to ensure they are free of graffiti, debris and hazardous conditions
- ✓ 09:45 – 10:45 – Take assigned lunch

#### **14:45 – 15:00**

- ✓ Return to yard
- ✓ Fuel vehicle
- ✓ Process and complete all paperwork (No exceptions)
  - Submit your vehicle pre-trip inspection report
  - Submit daily activity logs and all other reports.
  - Submit onboard evaluations, line checks, line observations and team buildings.
- ✓ Communicate with dispatch on any operational issues.
- ✓ Perform other duties as required.

#### **Note: Supervisors are required to perform at minimum:**

- Six onboard evaluations a week, minimum of 45 minutes each.
  - Given the current number of vehicles, all supervisors are required to coordinate onboard evaluations to utilize vehicles in an efficient manner.
- Fifteen line checks per day
- Ten line operations checks per week
- Six team buildings per day
  - Includes uniform inspection checks
  - Safety message check
  - General route information

All overtime must approved by management. Supervisors are required to call, text or email either the Senior Business Manager, Transit Operators Manager, Deputy Transit Director when it appears they may need to sign off late due to an accident, incident or mechanical issues.

**Supervisor shift duties are subject to change based on operational needs.**

*Supervisor Shift Duties*  
*Shift 3*  
**07:00 – 17:00**  
**Flex Monday 07:00 – 16:00**

**Shift 3 07:00 – 07:15**

- ✓ Report for work neat and in proper uniform.
- ✓ Clock in on time.
- ✓ Quick review of emails
  - Check for notes and instructions from management
- ✓ Assist dispatch by checking manpower status and any operational issues.
- ✓ Support dispatch as needed

**07:15 – 16:30**

**Flex Monday 07:15 – 15:30**

- ✓ Pre-trip your supervisor unit including a 10/31
  - Complete your pre-trip report before leaving the yard.
  - Log into Clever
- ✓ Report to your assigned zone for field assignment
  - Monitor Clever Devices for service issues
    - Bunching of buses
    - Schedule adherence
    - Off routes
- ✓ Monitor the radio system
  - Ensure that all team members are using proper radio procedures
  - All team members are to follow the FCC regulations
- ✓ Respond to all incidents and accidents as required and complete reports at the end of your shift.
- ✓ Post and/or remove detours in the service area in a timely manner
- ✓ Conduct customer contacts
  - Pass out any relevant bus information including bus books, Transit App handouts and other marketing materials.
  - Complete customer contact forms as required
- ✓ Check bus stops to ensure they are free of graffiti, debris and hazardous conditions
- ✓ 12:00 – 13:00 – Take assigned lunch

**Tuesday week 1 only 07:00 – 14:00**

- ✓ Report for work neat and in proper uniform.
- ✓ Clock in on time.
- ✓ Quick review of emails
  - Check for notes and instructions from management
- ✓ Assist dispatch by checking manpower status and any operational issues.
- ✓ Support dispatch as needed
- ✓ Responsible for the overall operations of the dispatch office.
- ✓ Perform the daily mark up, with completion by 08:30
- ✓ Post the available assignment for vacation relief operators for the upcoming week.  
Posted by 09:00



- ✓ AM Dispatch lunch relief (9:00 – 10:00)
- ✓ 11:30 – 12:30 – Take assigned lunch
- ✓ Perform the next daily mark up with completion by 14:00
- ✓ Complete Operator Vacation Requests

**14:00 – 16:30**

- ✓ Pre-trip your supervisor unit including a 10/31
  - Complete your pre-trip report before leaving the yard.
  - Log into Clever
- ✓ Report to your assigned zone for field assignment
  - Monitor Clever Devices for service issues
    - Bunching of buses
    - Schedule adherence
    - Off routes
- ✓ Monitor the radio system
  - Ensure that all team members are using proper radio procedures
  - All team members are to follow the FCC regulations
- ✓ Respond to all incidents and accidents as required and complete reports at the end of your shift.
- ✓ Post and/or remove detours in the service area in a timely manner
- ✓ Conduct customer contacts
  - Pass out any relevant bus information including bus books, Transit App handouts and other marketing materials.
  - Complete customer contact forms as required
- ✓ Check bus stops to ensure they are free of graffiti, debris and hazardous conditions

**16:30 – 17:00**

**Flex Monday 15:30 – 16:00**

- ✓ Return to yard
- ✓ Fuel vehicle
- ✓ Process and complete all paperwork (No exceptions)
  - Submit your vehicle pre-trip inspection report
  - Submit daily activity logs and all other reports.
  - Submit onboard evaluations, line checks, line observations and team buildings.
- ✓ Communicate with dispatch on any operational issues.
- ✓ Perform other duties as required.

**Note: Supervisors are required to perform at minimum:**

- Six onboard evaluations a week, minimum of 45 minutes each.
  - Given the current number of vehicles, all supervisors are required to coordinate onboard evaluations to utilize vehicles in an efficient manner.
- Fifteen line checks per day
- Ten line operations checks per week
- Six team buildings per day
  - Includes uniform inspection checks
  - Safety message check

- General route information

All overtime must be approved by management. Supervisors are required to call, text or email either the Senior Business Manager, Transit Operators Manager, Deputy Transit Director when it appears they may need to sign off late due to an accident, incident or mechanical issues. **Supervisor shift duties are subject to change based on operational needs.**

*Supervisor Shift Duties*

*Shift 4*

**06:00 – 16:00**

**Flex Tuesday 06:00 – 15:00**

**Shift #4 06:00 – 14:00**

- ✓ Report for work neat and in proper uniform.
- ✓ Clock in on time.
- ✓ Quick review of emails
  - Check for notes and instructions from management
- ✓ Assist dispatch by checking manpower status and any operational issues.
- ✓ Support dispatch as needed
- ✓ Responsible for the overall operations of the dispatch office.
- ✓ Perform the daily mark up, with completion by 08:30
- ✓ AM Dispatch lunch relief (9:00 – 10:00)
- ✓ 11:00 – 12:00 – Take assigned lunch
- ✓ Perform the next daily mark up, with completion by 14:00
- ✓ Post the final assignment of vacation relief operators for the upcoming week by 12:30 (Thursday only)
- ✓ Complete Operator Vacation Requests

**Flex Tuesday 06:00 – 15:00**

- ✓ Report for work neat and in proper uniform.
- ✓ Clock in on time.
- ✓ Quick review of emails
  - Check for notes and instructions from management
- ✓ Assist dispatch by checking manpower status and any operational issues.
- ✓ Support dispatch as needed
- ✓ Responsible for the overall operations of the dispatch office.
- ✓ Perform the daily mark up, with completion by 08:30
- ✓ Post the available assignment for vacation relief operators for the upcoming week. Posted by 09:00
- ✓ AM Dispatch lunch relief (9:00 – 10:00)
- ✓ 11:00 – 12:00 – Take assigned lunch
- ✓ Perform the next daily mark up with completion by 14:00
- ✓ Complete Operator Vacation Requests

**14:00 – 15:30**

- ✓ Pre-trip your supervisor unit including a 10/31
  - Complete your pre-trip report before leaving the yard.
  - Log into Clever
- ✓ Report to your assigned zone for field assignment
  - Monitor Clever Devices for service issues

- Bunching of buses
  - Schedule adherence
  - Off routes
- ✓ Monitor the radio system
  - Ensure that all team members are using proper radio procedures
  - All team members are to follow the FCC regulations
- ✓ Respond to all incidents and accidents as required and complete reports at the end of your shift.
- ✓ Post and/or remove detours in the service area in a timely manner
- ✓ Conduct customer contacts
  - Pass out any relevant bus information including bus books, Transit App handouts and other marketing materials.
  - Complete customer contact forms as required
- ✓ Check bus stops to ensure they are free of graffiti, debris and hazardous conditions

**15:30 – 16:00**

- ✓ Return to yard
- ✓ Fuel vehicle
- ✓ Process and complete all paperwork (No exceptions)
  - Submit your vehicle pre-trip inspection report
  - Submit daily activity logs and all other reports.
  - Submit onboard evaluations, line checks, line observations and team buildings.
- ✓ Communicate with dispatch on any operational issues.
- ✓ Perform other duties as required.

**Note: Supervisors are required to perform at minimum:**

- Six onboard evaluations a week, minimum of 45 minutes each.
  - Given the current number of vehicles, all supervisors are required to coordinate onboard evaluations to utilize vehicles in an efficient manner.
- Fifteen line checks per day
- Ten line operations checks per week
- Six team buildings per day
  - Includes uniform inspection checks
  - Safety message check
  - General route information

All overtime must approved by management. Supervisors are required to call, text or email either the Senior Business Manager, Transit Operators Manager, Deputy Transit Director when it appears they may need to sign off late due to an accident, incident or mechanical issues. **Supervisor shift duties are subject to change based on operational needs.**

*Supervisor Shift Duties*  
*Shift 5*  
**09:30 – 19:30**  
**Flex Wednesday 09:30 – 18:30**

**Shift #5 09:30 -09:45**

### **Flex Wednesday 09:30 – 09:45**

- ✓ Report for work neat and in proper uniform.
- ✓ Clock in on time.
- ✓ Quick review of emails
  - Check for notes and instructions from management
- ✓ Assist dispatch by checking manpower status and any operational issues.
- ✓ Support dispatch as needed

### **09:45 – 19:00**

#### **Flex Wednesday 09:45 – 18:00**

- ✓ Pre-trip your supervisor unit including a 10/31
  - Complete your pre-trip report before leaving the yard.
  - Log into Clever
- ✓ Report to your assigned zone for field assignment
  - Monitor Clever Devices for service issues
    - Bunching of buses
    - Schedule adherence
    - Off routes
- ✓ Monitor the radio system
  - Ensure that all team members are using proper radio procedures
  - All team members are to follow the FCC regulations
- ✓ Respond to all incidents and accidents as required and complete reports at the end of your shift.
- ✓ Post and/or remove detours in the service area in a timely manner
- ✓ Conduct customer contacts
  - Pass out any relevant bus information including bus books, Transit App handouts and other marketing materials.
  - Complete customer contact forms as required
- ✓ Check bus stops to ensure they are free of graffiti, debris and hazardous conditions
- ✓ 14:30 – 15:30 – Take assigned lunch

### **19:00 – 19:30**

#### **Flex Wednesday 18:00 – 18:30**

- ✓ Return to yard
- ✓ Fuel vehicle
- ✓ Process and complete all paperwork (No exceptions)
  - Submit your vehicle pre-trip inspection report
  - Submit daily activity logs and all other reports.
  - Submit onboard evaluations, line checks, line observations and team buildings.
- ✓ Communicate with dispatch on any operational issues.
- ✓ Perform other duties as required.

#### **Note: Supervisors are required to perform at minimum:**

- Six onboard evaluations a week, minimum of 45 minutes each.

- Given the current number of vehicles, all supervisors are required to coordinate onboard evaluations to utilize vehicles in an efficient manner.
- Fifteen line checks per day
- Ten line operations checks per week
- Six team buildings per day
  - Includes uniform inspection checks
  - Safety message check
  - General route information

All overtime must approved by management. Supervisors are required to call, text or email either the Senior Business Manager, Transit Operators Manager, Deputy Transit Director when it appears they may need to sign off late due to an accident, incident or mechanical issues.

**Supervisor shift duties are subject to change based on operational needs.**

*Supervisor Shift Duties*  
*Shift 6*  
**12:00 – 22:00**  
**13:00 – 23:00**  
**Flex Thursday 13:00 – 22:00**

**Shift #6 12:00 – 12:15**  
**13:00 – 13:15**

- ✓ Report for work neat and in proper uniform.
- ✓ Clock in on time.
- ✓ Quick review of emails
  - Check for notes and instructions from management
- ✓ Assist dispatch by checking manpower status and any operational issues.
- ✓ Support dispatch as needed

**12:15 – 21:30**

**13:15 – 22:30**

**Flex Thursday 13:15 – 21:30**

- ✓ Pre-trip your supervisor unit including a 10/31
  - Complete your pre-trip report before leaving the yard.
  - Log into Clever
- ✓ Report to your assigned zone for field assignment
  - Monitor Clever Devices for service issues
    - Bunching of buses
    - Schedule adherence
    - Off routes
- ✓ Monitor the radio system
  - Ensure that all team members are using proper radio procedures
  - All team members are to follow the FCC regulations
- ✓ Respond to all incidents and accidents as required and complete reports at the end of your shift.
- ✓ Post and/or remove detours in the service area in a timely manner
- ✓ Conduct customer contacts
  - Pass out any relevant bus information including bus books, Transit App handouts and other marketing materials.



- Complete customer contact forms as required
- ✓ Check bus stops to ensure they are free of graffiti, debris and hazardous conditions
- ✓ 17:30 – 18:30 – Take assigned lunch

**21:30 – 22:00**

**22:30 – 23:00**

- ✓ Return to yard
- ✓ Fuel vehicle
- ✓ Process and complete all paperwork (No exceptions)
  - Submit your vehicle pre-trip inspection report
  - Submit daily activity logs and all other reports.
  - Submit onboard evaluations, line checks, line observations and team buildings.
- ✓ Communicate with dispatch on any operational issues.
- ✓ Perform other duties as required.

**Note: Supervisors are required to perform at minimum:**

- Six onboard evaluations a week, minimum of 45 minutes each.
  - Given the current number of vehicles, all supervisors are required to coordinate onboard evaluations to utilize vehicles in an efficient manner.
- Fifteen line checks per day
- Ten line operations checks per week
- Six team buildings per day
  - Includes uniform inspection checks
  - Safety message check
  - General route information

All overtime must approved by management. Supervisors are required to call, text or email either the Senior Business Manager, Transit Operators Manager, Deputy Transit Director when it appears they may need to sign off late due to an accident, incident or mechanical issues.

**Supervisor shift duties are subject to change based on operational needs.**

*Supervisor Shift Duties*  
*Shift 7*  
**13:00 – 23:00**  
**14:00 – 24:00**  
**Flex Thursday 13:00 – 22:00**

**Shift # 7 13:00 – 13:15**  
**14:00 – 14:15**

- ✓ Report for work neat and in proper uniform.
- ✓ Clock in on time.
- ✓ Quick review of emails
  - Check for notes and instructions from management
- ✓ Assist dispatch by checking manpower status and any operational issues.
- ✓ Support dispatch as needed

**13:15 – 22:15**

**14:15 – 23:15**

**Flex Thursday 13:15 – 21:30**

- ✓ Pre-trip your supervisor unit including a 10/31
  - Complete your pre-trip report before leaving the yard.
  - Log into Clever
- ✓ Report to your assigned zone for field assignment
  - Monitor Clever Devices for service issues
    - Bunching of buses
    - Schedule adherence
    - Off routes
- ✓ Monitor the radio system
  - Ensure that all team members are using proper radio procedures
  - All team members are to follow the FCC regulations
- ✓ Respond to all incidents and accidents as required and complete reports at the end of your shift.
- ✓ Post and/or remove detours in the service area in a timely manner
- ✓ Conduct customer contacts
  - Pass out any relevant bus information including bus books, Transit App handouts and other marketing materials.
  - Complete customer contact forms as required
- ✓ Check bus stops to ensure they are free of graffiti, debris and hazardous conditions
- ✓ 18:30 – 19:30 – Take assigned lunch

**22:15 – 23:00**

**Friday 23:15 – 24:00**

**Flex Thursday 21:30 – 22:00**

- ✓ Return to yard
- ✓ Fuel vehicle
- ✓ Process and complete all paperwork (No exceptions)
  - Submit your vehicle pre-trip inspection report
  - Submit daily activity logs and all other reports.
  - Submit onboard evaluations, line checks, line observations and team buildings.

- ✓ Communicate with dispatch on any operational issues.
- ✓ Perform other duties as required.

**Note: Supervisors are required to perform at minimum:**

- Six onboard evaluations a week, minimum of 45 minutes each.
  - o Given the current number of vehicles, all supervisors are required to coordinate onboard evaluations to utilize vehicles in an efficient manner.
- Fifteen line checks per day
- Ten line operations checks per week
- Six team buildings per day
  - o Includes uniform inspection checks
  - o Safety message check
  - o General route information

All overtime must approved by management. Supervisors are required to call, text or email either the Senior Business Manager, Transit Operators Manager, Deputy Transit Director when it appears they may need to sign off late due to an accident, incident or mechanical issues.

**Supervisor shift duties are subject to change based on operational needs.**

*Supervisor Shift Duties*  
*Shift 8*  
**14:00 – 24:00**  
**Flex Friday 15:00 – 24:00**

**Shift # 8 14:00 – 14:15**  
**Flex Friday 15:00 – 15:15**

- ✓ Report for work neat and in proper uniform.
- ✓ Clock in on time.
- ✓ Quick review of emails
  - Check for notes and instructions from management
- ✓ Assist dispatch by checking manpower status and any operational issues.
- ✓ Support dispatch as needed

**14:15 – 23:30**  
**Flex Friday 15:15 – 23:30**

- ✓ Pre-trip your supervisor unit including a 10/31
  - Complete your pre-trip report before leaving the yard.
  - Log into Clever
- ✓ Report to your assigned zone for field assignment
  - Monitor Clever Devices for service issues
    - Bunching of buses
    - Schedule adherence
    - Off routes
- ✓ Monitor the radio system
  - Ensure that all team members are using proper radio procedures
  - All team members are to follow the FCC regulations
- ✓ Respond to all incidents and accidents as required and complete reports at the end of your shift.
- ✓ Post and/or remove detours in the service area in a timely manner
- ✓ Conduct customer contacts
  - Pass out any relevant bus information including bus books, Transit App handouts and other marketing materials.
  - Complete customer contact forms as required
- ✓ Check bus stops to ensure they are free of graffiti, debris and hazardous conditions
- ✓ 19:30 – 20:30 – Take assigned lunch

**23:30 – 24:00**

- ✓ Return to yard
- ✓ Fuel vehicle
- ✓ Process and complete all paperwork (No exceptions)
  - Submit your vehicle pre-trip inspection report
  - Submit daily activity logs and all other reports.
  - Submit onboard evaluations, line checks, line observations and team buildings.
- ✓ Communicate with dispatch on any operational issues.
- ✓ Perform other duties as required.
- ✓ Ensure that the operator's lounge is clean and all trash removed for the next day shift.
- ✓ Ensure the elevator is clean, safe and secured.

**Note: Supervisors are required to perform at minimum:**

- Six onboard evaluations a week, minimum of 45 minutes each.
  - o Given the current number of vehicles, all supervisors are required to coordinate onboard evaluations to utilize vehicles in an efficient manner.
- Fifteen line checks per day
- Ten line operations checks per week
- Six team buildings per day
  - o Includes uniform inspection checks
  - o Safety message check
  - o General route information

All overtime must approved by management. Supervisors are required to call, text or email either the Senior Business Manager, Transit Operators Manager, Deputy Transit Director when it appears they may need to sign off late due to an accident, incident or mechanical issues.

**Supervisor shift duties are subject to change based on operational needs.**

*Supervisor Shift Duties*

*Shift 9*

*Vacation Relief Shift*

**05:00 – 15:00**

**06:00 – 16:00**

**09:30 – 19:30**

**12:00 – 22:00**

**Flex Monday 11:00 – 20:00**

When this vacation relief supervisor is not assigned to a vacation assignment, the above hours will be in effect.

**Shift #9 - 05:00 – 05:15**

- ✓ Report for work neat and in proper uniform.
- ✓ Clock in on time.
- ✓ Quick review of emails
  - o Check for notes and instructions from management
- ✓ Assist dispatch by checking manpower status and any operational issues.
- ✓ Support dispatch as needed

**5:15 – 14:30**

- ✓ Pre-trip your supervisor unit including a 10/31
  - o Complete your pre-trip report before leaving the yard.
  - o Log into Clever
- ✓ Report to your assigned zone for field assignment
  - o Monitor Clever Devices for service issues
    - Bunching of buses
    - Schedule adherence
    - Off routes
- ✓ Monitor the radio system
  - o Ensure that all team members are using proper radio procedures
  - o All team members are to follow the FCC regulations



- ✓ Respond to all incidents and accidents as required and complete reports at the end of your shift.
- ✓ Post and/or remove detours in the service area in a timely manner
- ✓ Conduct customer contacts
  - Pass out any relevant bus information including bus books, Transit App handouts and other marketing materials.
  - Complete customer contact forms as required
- ✓ Check bus stops to ensure they are free of graffiti, debris and hazardous conditions
- ✓ 10:00 – 11:00 – Take assigned lunch

**14:30 – 15:00**

- ✓ Return to yard
- ✓ Fuel vehicle
- ✓ Process and complete all paperwork (No exceptions)
  - Submit your vehicle pre-trip inspection report
  - Submit daily activity logs and all other reports.
  - Submit onboard evaluations, line checks, line observations and team buildings.
- ✓ Communicate with dispatch on any operational issues.
- ✓ Perform other duties as required.

**Shift #9 06:00 – 06:15**

- ✓ Report for work neat and in proper uniform.
- ✓ Clock in on time.
- ✓ Quick review of emails
  - Check for notes and instructions from management
- ✓ Assist dispatch by checking manpower status and any operational issues.
- ✓ Support dispatch as needed

**06:15 – 15:30**

- ✓ Pre-trip your supervisor unit including a 10/31
  - Complete your pre-trip report before leaving the yard.
  - Log into Clever
- ✓ Report to your assigned zone for field assignment
  - Monitor Clever Devices for service issues
    - Bunching of buses
    - Schedule adherence
    - Off routes
- ✓ Monitor the radio system
  - Ensure that all team members are using proper radio procedures
  - All team members are to follow the FCC regulations
- ✓ Respond to all incidents and accidents as required and complete reports at the end of your shift.
- ✓ Post and/or remove detours in the service area in a timely manner
- ✓ Conduct customer contacts
  - Pass out any relevant bus information including bus books, Transit App handouts and other marketing materials.
  - Complete customer contact forms as required
- ✓ Check bus stops to ensure they are free of graffiti, debris and hazardous conditions

11:00 – 12:00 – Take assigned lunch

**15:30 – 16:00**

- ✓ Return to yard
- ✓ Fuel vehicle
- ✓ Process and complete all paperwork (No exceptions)
  - Submit your vehicle pre-trip inspection report
  - Submit daily activity logs and all other reports.
  - Submit onboard evaluations, line checks, line observations and team buildings.
- ✓ Communicate with dispatch on any operational issues.
- ✓ Perform other duties as required.

**Shift #9 09:30 - 09:45**

- ✓ Report for work neat and in proper uniform.
- ✓ Clock in on time.
- ✓ Quick review of emails
  - Check for notes and instructions from management
- ✓ Assist dispatch by checking manpower status and any operational issues.
- ✓ Support dispatch as needed

**09:45 – 19:00**

- ✓ Pre-trip your supervisor unit including a 10/31
  - Complete your pre-trip report before leaving the yard.
  - Log into Clever
- ✓ Report to your assigned zone for field assignment
  - Monitor Clever Devices for service issues
    - Bunching of buses
    - Schedule adherence
    - Off routes
- ✓ Monitor the radio system
  - Ensure that all team members are using proper radio procedures
  - All team members are to follow the FCC regulations
- ✓ Respond to all incidents and accidents as required and complete reports at the end of your shift.
- ✓ Post and/or remove detours in the service area in a timely manner
- ✓ Conduct customer contacts
  - Pass out any relevant bus information including bus books, Transit App handouts and other marketing materials.
  - Complete customer contact forms as required
- ✓ Check bus stops to ensure they are free of graffiti, debris and hazardous conditions
- ✓ 14:30 – 15:30 – Take assigned lunch

**19:00 – 19:30**

- ✓ Return to yard
- ✓ Fuel vehicle
- ✓ Process and complete all paperwork (No exceptions)
  - Submit your vehicle pre-trip inspection report

- Submit daily activity logs and all other reports.
- Submit onboard evaluations, line checks, line observations and team buildings.
- ✓ Communicate with dispatch on any operational issues.
- ✓ Perform other duties as required.

**Shift #9 Flex Monday 11:00 – 11:15**

- ✓ Report for work neat and in proper uniform.
- ✓ Clock in on time.
- ✓ Quick review of emails
  - Check for notes and instructions from management
- ✓ Assist dispatch by checking manpower status and any operational issues.
- ✓ Support dispatch as needed

**11:15 – 19:30**

- ✓ Pre-trip your supervisor unit including a 10/31
  - Complete your pre-trip report before leaving the yard.
  - Log into Clever
- ✓ Report to your assigned zone for field assignment
  - Monitor Clever Devices for service issues
    - Bunching of buses
    - Schedule adherence
    - Off routes
- ✓ Monitor the radio system
  - Ensure that all team members are using proper radio procedures
  - All team members are to follow the FCC regulations
- ✓ Respond to all incidents and accidents as required and complete reports at the end of your shift.
- ✓ Post and/or remove detours in the service area in a timely manner
- ✓ Conduct customer contacts
  - Pass out any relevant bus information including bus books, Transit App handouts and other marketing materials.
  - Complete customer contact forms as required
- ✓ Check bus stops to ensure they are free of graffiti, debris and hazardous conditions
- ✓ 16:30 – 17:30 – Take assigned lunch
- ✓

**19:30 – 20:00**

- ✓ Return to yard
- ✓ Fuel vehicle
- ✓ Process and complete all paperwork (No exceptions)
  - Submit your vehicle pre-trip inspection report
  - Submit daily activity logs and all other reports.
  - Submit onboard evaluations, line checks, line observations and team buildings.
- ✓ Communicate with dispatch on any operational issues.
- ✓ Perform other duties as required.

**Shift #9 12:00 – 12:15**

- ✓ Report for work neat and in proper uniform.
- ✓ Clock in on time.

- ✓ Quick review of emails
  - Check for notes and instructions from management
- ✓ Assist dispatch by checking manpower status and any operational issues.
- ✓ Support dispatch as needed

**12:15 – 21:30**

- ✓ Pre-trip your supervisor unit including a 10/31
  - Complete your pre-trip report before leaving the yard.
  - Log into Clever
- ✓ Report to your assigned zone for field assignment
  - Monitor Clever Devices for service issues
    - Bunching of buses
    - Schedule adherence
    - Off routes
- ✓ Monitor the radio system
  - Ensure that all team members are using proper radio procedures
  - All team members are to follow the FCC regulations
- ✓ Respond to all incidents and accidents as required and complete reports at the end of your shift.
- ✓ Post and/or remove detours in the service area in a timely manner
- ✓ Conduct customer contacts
  - Pass out any relevant bus information including bus books, Transit App handouts and other marketing materials.
  - Complete customer contact forms as required
- ✓ Check bus stops to ensure they are free of graffiti, debris and hazardous conditions
- ✓ 17:30 – 18:30 – Take assigned lunch

**21:30 – 22:00**

- ✓ Return to yard
- ✓ Fuel vehicle
- ✓ Process and complete all paperwork (No exceptions)
  - Submit your vehicle pre-trip inspection report
  - Submit daily activity logs and all other reports.
  - Submit onboard evaluations, line checks, line observations and team buildings.
- ✓ Communicate with dispatch on any operational issues.
- ✓ Perform other duties as required.

**Note: Supervisors are required to perform at minimum:**

- Six onboard evaluations a week, minimum of 45 minutes each.
  - Given the current number of vehicles, all supervisors are required to coordinate onboard evaluations to utilize vehicles in an efficient manner.
- Fifteen-line checks per day
- Ten line operations checks per week
- Six team buildings per day
  - Includes uniform inspection checks
  - Safety message check
  - General route information

All overtime must approved by management. Supervisors are required to call, text or email either the Senior Business Manager, Transit Operators Manager, Deputy Transit Director when it appears they may need to sign off late due to an accident, incident or mechanical issues.

**Supervisor shift duties are subject to change based on operational needs.**

1. The Transit Supervisor shifts are outlines as follows:

**Transit Operations Supervisor**

Week 1

	Supervisor	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Shift 1		Off	04:00-14:00	04:00-14:00	04:00-14:00	04:00-14:00	04:00-13:00	Off
Shift 2		05:00-15:00	05:00-15:00	Off	Off	05:00-14:00	05:00-15:00	4:45-14:45
Shift 3		Off	07:00 - 16:00	07:00 - 17:00	07:00 - 17:00	07:00 - 17:00	07:00 - 17:00	Off
Shift 4		Off	06:00 - 16:00	Off	06:00 - 16:00	06:00 - 16:00	06:00 - 16:00	Off
Shift 5		09:30-19:30	09:30-19:30	09:30-19:30	09:30-18:30	Off	Off	09:30-19:30
Shift 6		12:00-22:00	12:00-22:00	Off	Off	13:00-22:00	13:00-23:00	13:00-23:00
Shift 7		Off	13:00-23:00	13:00-23:00	13:00-23:00	Off	14:00-24:00	Off
Shift 8		Off	14:00-24:00	14:00-24:00	14:00-24:00	14:00-24:00	Off	Off
Shift 9		Off	11:00 - 20:00	06:00 - 16:00	12:00-22:00	12:00-22:00	12:00-22:00	Off



Week 2

	Supervisor	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<b>Shift 1</b>		Off	04:00-14:00	04:00-14:00	04:00-14:00	04:00-14:00	Off	Off
<b>Shift 2</b>		05:00-15:00	05:00-15:00	Off	Off	Off	04:00-14:00	4:45-14:45
<b>Shift 3</b>		Off	Off	07:00 - 17:00	07:00 - 17:00	07:00 - 17:00	07:00 - 17:00	Off
<b>Shift 4</b>		Off	06:00 - 16:00	06:00 - 15:00	06:00 - 16:00	06:00 - 16:00	06:00 - 16:00	Off
<b>Shift 5</b>		09:30-19:30	09:30-19:30	09:30-19:30	Off	Off	Off	09:30-19:30
<b>Shift 6</b>		12:00-22:00	12:00-22:00	Off	Off	Off	12:00-22:00	13:00-23:00
<b>Shift 7</b>		Off	13:00-23:00	13:00-23:00	13:00-23:00	13:00-22:00	13:00-23:00	Off
<b>Shift 8</b>		Off	14:00-24:00	14:00-24:00	14:00-24:00	14:00-24:00	15:00-24:00	Off
<b>Shift 9</b>		Off	Off	05:00-15:00	12:00-22:00	12:00-22:00	09:30-19:30	Off