



# Memorandum of Understanding between the

## City of Burbank and the Burbank Management Association

July 1, 2025 through  
June 30, 2028

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# **ARTICLE I RECOGNITION**

## ***SECTION A. RECOGNIZED-EMPLOYEES' ORGANIZATION***

The Burbank Management Association, (hereinafter referred to as "BMA") is the recognized employee organization for all personnel (hereinafter referred to as "employees") employed by the City of Burbank (hereinafter referred to as "City"), in the classifications listed in Exhibit A to this memorandum. The City will meet and confer with the BMA as to the inclusion of newly created classifications into the bargaining unit, and their appropriate rate of pay for such new classifications within ten (10) working days before going to the approving Board or Council. Any organizational change that results in a "Z" group manager (whose classification is listed in Exhibit A) not reporting directly to a Department Executive will move the manager under BMA representation. Any organizational change which results in a BMA classification reporting directly to a Department Executive in the capacity of a Division Manager will move the manager out of BMA representation.

## ***SECTION B. CONFIDENTIAL-RESTRICTED***

The parties hereto recognize that employees who hold positions in the classifications enumerated in Exhibit B of this Memorandum of Understanding, "Confidential-Management", are recipients of highly confidential and sensitive information. As a result, the parties agree that employees in the classifications enumerated in Exhibit B shall not (1) serve as a board member, officer, or steward of the BMA; (2) serve on a team which either consults, or meets and confers, with City management over issues relating to wages or the terms and conditions of City employment; or (3) serve as a designated employee representative in any grievance or disciplinary procedure.

## ***SECTION C. PART TIME***

Part-time employees in represented classes, except those having temporary status, are covered by this Memorandum of Understanding and are represented by the BMA.

## ***SECTION D. TEMPORARY STATUS***

Full or part-time employees having temporary status are not represented by the BMA; such employees shall have no rights, privileges or benefits under this Memorandum of Understanding.

## **ARTICLE II**

### **SALARY AND COMPENSATION**

#### **SECTION A. SALARY SCHEDULE**

##### **1. DEFINITIONS**

Base salary means the employee's compensation within the range of the Council adopted salary schedule for BMA-represented titles and excludes any additional compensation. Column 2 of Exhibit F lists the biweekly top of the range base salary for each BMA title in effect prior to this MOU.

The "regular rate of pay" used throughout the MOU is defined as base salary, plus any additional compensation provided under Article II.C.3 Supervisor-Subordinate Salary Relationship, Article II.E "Y" Rate, Article II.G Differential and Shift Pay, Article II.H Working Out of Class Pay, and Article XX.C. Signing and Retention Pay. When this term is used to calculate overtime compensation under the Fair Labor Standards Act, it is defined pursuant to governing federal law.

Salary increase, also referred to as an "in-pocket salary increase," refers to an adjustment that increases an incumbent employee's base salary.

Salary range increase refers to an adjustment that raises the minimum pay and top step pay for a specific classification.

##### **2. SALARY ADJUSTMENTS**

###### **Effective June 22, 2025**

The salary ranges of BMA classifications listed in Exhibit F, with the exception noted below, will be adjusted to 100% of the average of the market salary survey jointly conducted by BMA and the City as of July 1, 2025, with a minimum salary range increase of 2%. In addition, the incumbent employees in these classifications, with the exception noted below, shall receive an in-pocket base salary increase equal to 100% of the average market salary survey as of July 1, 2025, with a minimum increase of 2%. The in-pocket salary increases, and new top of the range base salaries are listed in Column 3 and Column 4 of Exhibit F.

Exception: The salary range for the Administrative Analyst I classification shall be adjusted to 67% of the average market salary survey as of July 1, 2025. In addition, incumbents in the Administrative Analyst I classification shall receive an in-pocket base salary increase equal to 67% of the same market average.

###### **Effective the beginning of the pay period containing July 1, 2026**

The salary ranges of BMA classifications listed in Exhibit F, with the exception noted below, shall be adjusted upward by four percent (4%). In addition, the incumbent employees in these classifications, with the exception noted below, shall receive an in-pocket base salary increase of

four percent (4%). Column 6 of Exhibit F lists the new top of the range base salary for each BMA classification after the 4% increase.

Exception: The salary range for the Administrative Analyst I classification shall be adjusted to 100% of the July 1, 2025 market average and receive an additional four percent (4%) increase. In addition, incumbents in the Administrative Analyst I classification shall receive an in-pocket base salary increase bringing them to 100% of the same market average, plus an additional in-pocket increase of four percent (4%).

**Effective the beginning of the pay period containing July 1, 2027**

The salary ranges of BMA classifications listed in Exhibit F shall be adjusted upward by three percent (3%). In addition, the incumbent employees in these classifications shall receive an in-pocket base salary increase of three percent (3%). Column 8 of Exhibit F lists the new top of the range base salary for each BMA classification after the 3% increase.

**Note:** The in-pocket salary increases in 2025, 2026, and 2027, described above shall not count toward the seven and one-half percent (7.5%) salary increase limit specified in Article II, Section C.2.

**Salary Survey for Future Negotiations**

In preparation for the FY 2028/29 contract negotiations, the City will provide a new salary survey following the guidelines listed in **Exhibit C, Section A and Section B.**

**SECTION B. INITIAL SALARY**

1. NEW HIRE

No person shall be hired into a position in a classification at a salary higher than fifteen percent (15%) above the bottom of the base salary schedule, without written approval of the City Manager.

2. PROMOTION

When an employee is promoted into a position in a classification listed in Exhibit A, the employee shall be placed at a salary at least five percent (5%) higher than the salary such employee received at such employee's previous position. At the Department Executive's discretion, an employee may be placed at a salary not to exceed ten percent (10%) higher than the salary such employee received at such employee's previous position. This advance placement may be based on performance, supervisory-subordinate salary relationship, and/or seniority. At no time shall an employee be placed below the bottom of the salary range for the position to which they were being promoted. The next salary increase consideration shall be six months from the date of the promotion pursuant to Section C.2. of this Article. To initiate the six-month salary increase, the department must submit a memo to Management Services Department with the reason for the increase. The employee may qualify for an additional increase one year following the promotion, subject to Section C.2. of this Article.



## **SECTION C. ADVANCE IN SALARY**

### **1. CLASSIFICATION COMMENCEMENT**

With respect to all appointments made, including transfers, classification shall be deemed to commence on the exact date of the employee's hire date.

### **2. MOVEMENT WITHIN THE RANGE**

Except in case of late evaluations pursuant to Section D.7. of this Article II, and six-month increases following promotions pursuant to Section B.2. of this Article II, any movement within the range shall only be given in conjunction with a performance evaluation. No employee shall be given more than seven and one-half percent (7.5%) salary increase in any twelve-month period, unless approved by the City Manager. Any in-pocket salary increases in Paragraph 2 of Section A of this Article II shall not be included in the seven and one-half percent (7.5%) limit. Department Executives may reduce the monthly salary of an employee by up to five percent (5%) in any twelve-month period on the basis of a less than satisfactory performance evaluation. Increases or decreases in salary pursuant to the provisions of this section shall be separate from, and in addition to, general adjustments provided annually by Council resolution.

Any action by a Department Executive with regard to a decrease in salary, pursuant to the provisions of this Section, shall be considered a disciplinary action and shall be subject to the Discipline Procedures as outlined in Article XIV of this Memorandum of Understanding.

### **3. SUPERVISOR-SUBORDINATE SALARY RELATIONSHIP**

An employee assigned supervisory responsibility will be compensated at least five percent (5%) above the salary of the highest paid subordinate supervised, including differentials or incentive pays, unless a different relationship is otherwise specifically provided by this agreement.

For purposes of this provision, differentials and incentive pays that compensate a subordinate for working conditions that the employee is not subjected to on a frequent, regular, and ongoing basis as a part of the employee's employment will not be included in the calculation of the 5% salary difference between the employee and their subordinate(s). Any differentials or incentive pays that are put in place in the future that meet the above criteria will also be excluded from the 5% calculation. Working condition differentials and incentive pays include, but are not limited to, the following:

- A. Call-out crew
- B. Second or third shift assignment or differential
- C. 14% differential paid in lieu of shift or holiday pay pursuant to the Twelve (12) Hour Shift Program
- D. 5% differential in lieu of holidays
- E. Pager pay
- F. Stand-by duty

If a subordinate is "Y" rated, the portion of their salary above the top of the salary range for their title will be excluded from the 5% calculation. Differentials or incentive pays provided to perform specific duties or skills, to obtain/maintain certifications, or to perform duties requiring certifications, will be included in the 5% calculation.

4. **FAILURE TO PROCESS PERSONNEL ACTION FORM**

If the City fails to process the Personnel Action Form (PAF) in a timely manner, and this results in the employee not receiving their salary increase (if any is recommended by the Department Executive), the City will pay the employee retroactive to the date that their evaluation was due as calculated by the Management Services Department.

5. **ACCELERATION THROUGH THE SALARY RANGE**

An employee's advancement through the salary range may be accelerated by the Department Manager, after consultation with Management Services and with City Manager approval, for reason(s) deemed appropriate and/or operationally necessary. The requested acceleration through the salary range may be for any amount, not to exceed the top of the salary range.

Requests for acceleration must provide written justification for the basis of the acceleration request, such as for parity, and certify that the employee has performed their work in an outstanding, meritorious manner.

#### **SECTION D. EVALUATIONS**

1. It is the policy of the City to have a meaningful system for employee appraisals and programs for the development of the employee's abilities and job assignments. The primary responsibility for implementing and carrying out the objective of this policy rests with the Department Executives. The objective of the Employee Appraisal and Development System is to provide a formal method by which supervisory personnel can evaluate the performance of employees in the accomplishment of their assigned duties and responsibilities. The appraisal of employee performance also includes the establishment of a personal development plan, mutually agreed upon between the supervisor and employee, so that the employee can become prepared for greater responsibility if desired.
2. Each employee shall be periodically evaluated, at least annually, using performance evaluation forms approved by the City Manager or his/her designee (currently: Appraisal & Development Guide for Professional, Supervisory and Management Employees). Such evaluation shall be conducted by the employee's direct manager, and approved by the Executive of the department in which the employee is assigned.
3. Department Executives shall include the City Treasurer and City Clerk. Department Executives shall have the authority to grant raises associated with performance evaluations.

Total compensation inequities relative to market salary surveys and cost-of-living adjustments may be reviewed and adjusted as necessary on a case-by-case basis by the effected employees' Department Executive after consultation with Management Services and with City Manager approval.

4. Department Executives should be responsible for:
  - a. Ensuring that a proper appraisal schedule is established for each employee in their department.
  - b. Ensuring that each employee is fully aware of the performance standards which apply to his/her position.
  - c. Assisting managerial and supervisory personnel with a format to use in discussing the appraisal with the employee.
  - d. Assisting managers and supervisors in identifying development needs of each employee and, where necessary, coordinate these needs with the Management Services Department for counseling and/or establishing formalized training where practical.
  - e. Reviewing and resolving disagreements that arise during the appraisal interview that are not otherwise resolved at some lower level of management. It is expected that such disagreements should be resolved within two weeks of the date of interview and the employee notified of the final disposition.
  - f. Reviewing each appraisal carefully to determine whether each employee has been given proper consideration for future development based on existing skills and level of job performance.
5. Appraisals should be completed by supervisors and reviewed with the next higher level of supervision prior to discussing performance with the employee. This will allow for greater management awareness and mutual approval of an employee's performance before it is discussed with him/her.
6. Advanced notice of at least one or two business days should be given to the employee that the appraisal will be held and a mutually agreed upon date, time, and place selected. This will also afford the employee an opportunity to prepare for the interview.
7. Evaluations will be done in a timely manner. Employees will be notified of their date of evaluation. Failure by a supervisor to provide a BMA represented employee with his/her scheduled performance evaluation on the date as defined above shall advance the eligible employee five percent (5%) not to exceed the top of the range pursuant to section C.2. and C.3. of this Article.

### **SECTION E. "Y" RATE**

When an employee's classification is lowered, such employee shall continue to receive the same rate of pay he/she was receiving at the time the classification was lowered, along with any salary consideration within the new range to which he/she may be entitled in accordance with the provisions of Section C.2. of this Article. Additional increases may be approved by the Council if recommended by the City Manager. The rate of pay established under this section shall be distinguished by the addition of the letter "Y". This designation shall be removed when the rate of pay for the current classification has increased to an amount equal to or exceeding the "Y" rate.

### **SECTION F. PAY DATES**

The City and the BMA agree that the pay dates shall be every other Thursday starting with the pay period beginning on December 16, 2007.

### **SECTION G. DIFFERENTIAL AND SHIFT PAY**

The following classifications shall receive a "differential pay" added to their base salary whenever the assignment, work week or certification of any employee consists of one of the following:

#### **ASSIGNMENT AND DIFFERENTIALS**

1. Forestry Services Managers regularly assigned to the call-out crew shall receive an additional ten percent (10%) of their base salary while such persons are assigned to such call-out crew.
2. Any employees, who in the course of their duties, are assigned to speak a second language shall receive a Bilingual Premium pay. This language shall not be construed as to modify existing job specifications for those affected employees.
  - a. Individuals assigned to receive the pay must have their proficiency in a second language evaluated through a standard method:  
**Full time employees shall receive a \$100/month differential.**
3. Traffic Signal Supervisors assigned to the Public Works Department Traffic Signal call-out crew shall receive an additional ten percent (10%) of their base salary.
4. Second or third shift assignment. "Second shift" shall mean an eight or nine-hour (8/9) work period starting between the hours of 2:00 p.m. and 7:59 p.m. "Third shift" shall mean an eight or nine-hour (8/9) work period starting between the hours of 8:00 p.m. and 2:00 a.m. If such shift assignments are created, employees shall receive shift differential equal to the subordinate positions which they supervise.
5. Manager Electrical Distribution shall receive an additional 6% added to base salary for 12kV gloving certification when trained/certified.
6. Building Inspectors II & III, Building Inspection Managers, Plan Check Engineers, Sr. Plan Check Engineers, Principal Plan Check Engineers,

and Plan Check Managers assigned or designated by the department to perform services requiring a Certified Access Specialist (CAsp) certification shall receive an additional ten percent (10%) of their base salary.

7. Effective June 11, 2023, employees specified in this section may be eligible to earn up to 7.875% of their base salary for any combination of the following differentials:
  - a. Professional Engineer (PE) Certification – 2.625%  
Burbank Water & Power (BWP) and Public Works Department engineers, in titles that do not require a PE certification as a minimum qualification, who have taken and passed a California engineering proficiency exam and are registered with the State of California will receive the differential.
  - b. Project Management Professional (PMP) Certification\* – 2.625%  
BWP and Public Works Department employees who hold a PMP certification are eligible to receive the differential at the discretion of the department.
  - c. Lean Six Sigma Black Belt\* – 2.625%  
BWP and Information Technology (IT) Department employees who have earned a Lean Six Sigma Black Belt are eligible to receive the differential at the discretion of the department.
  - d. Lean Six Sigma Green Belt\* - 1.3125%  
IT Department employees who have earned a Lean Six Sigma Green Belt are eligible to receive the differential at the discretion of the department.
  - e. SAFe Program Consultants\* – 2.625%  
IT Department employees who are SAFe Program Consultants are eligible to receive the differential at the discretion of the department.
  - f. Agile Certified Practitioners\* – 2.625%  
IT Department employees who are Agile Certified Practitioners are eligible to receive the differential at the discretion of the department.

**\*Note:** except for the Professional Engineer (PE) certification differential, departments will have the sole discretion to grant or remove each differential based on whether employees are actually using the certification in their work.

8. In recognition of the added responsibility of cleaning homeless camp sites on a regular basis and the potential exposure to hazardous substances as a result, the Public Works Supervisor in the Maintenance Section of the Public Works & Sanitation Division will receive a Hazard Premium of 5% of their base salary.
9. The Collections Systems Supervisor in the Wastewater Systems Division of Public Works will receive a Stand-By/Call-Out Pay differential of 12% of their base salary only when assigned to perform stand-by/call-out duty.

10. Effective June 11, 2023 , Collection Systems Supervisors will receive 1% of base salary for each California Water Environmental Association (CWEA) grade level obtained above the first level in the Collection System Maintenance certificate program, not to exceed 3%.
11. Effective June 11, 2023, employees in the following titles who possess a current Certified Public Accountant (CPA) license will receive 5% of base salary: Accounting and Audit Manager, Principal Accountant, Senior Utility Accounting Analyst, Financial Accounting Manager, Financial Planning and Risk Manager, Principal Utility Accounting Analyst, and Financial Analyst.
12. Effective June 22, 2025, to enhance their ability to complete their job duties, employees in the classifications of Environmental, Health and Safety (EHS) Coordinator, EHS Officer, Environmental Engineer, Senior Environmental Engineer, and Environmental and Safety Manager who possess and maintain current Certified Utility Safety Professional (CUSP) or Certified Safety Professional (CSP) shall receive an additional 2.625% of base salary. Employees must provide certification documentation to their department for verification before compensation begins; payments shall commence the pay period following submission of a PAF from the department once proof of certification has been verified.
13. Effective June 22, 2025, to enhance their ability to complete their job duties, employees in the classifications of Building Inspector II and Building Inspector III who possess and maintain current International Code Council (ICC) certification as a Commercial Building Inspector or equivalent and who also maintain one or more of the certifications listed below, shall receive an additional 2% of base salary for each certification listed above, not to exceed 6%:
  - ICC California Commercial Electrical Inspector
  - ICC California Commercial Mechanical Inspector
  - ICC California Commercial Plumbing Inspector

Employees must provide certification documentation to their department for verification before compensation begins; payments shall commence the pay period following submission of a PAF from the department once proof of certification has been verified.

14. Effective June 22, 2025, to enhance their ability to complete their job duties, employees assigned to the Real Estate or Economic Development division within the Community Development Department who possess and maintain current Real Estate sales license or a Certified Economic Developer (CEcd) certification from the international Economic Development Council shall receive an additional 2.5% of base salary. Employees must provide certification documentation to their department for verification before compensation begins; payments shall commence the pay period following submission of a PAF from the department once proof of certification has been verified.



15. Effective June 22, 2025, to enhance their ability to complete their job duties, employees in the classification of Recreation Services Manager who possess and maintain current Certified Park and Recreation Professional (CPRP) certification shall receive an additional 2% of base salary as certification pay. Employees must provide certification documentation to their department for verification before compensation begins; payments shall commence the pay period following submission of a PAF from the department once proof of certification has been verified.
16. Effective June 22, 2025, to enhance their ability to complete their job duties, employees in the classification of Recreation Services Manager assigned to the Aquatics program within the Parks and Recreation Department who possess and maintain current Aquatic Facility Operator (AFO) certification shall receive an additional 1.5% of base salary. Employees must provide certification documentation to their department for verification before compensation begins; payments shall commence the pay period following submission of a PAF from the department once proof of certification has been verified.
17. Effective June 22, 2025, to enhance their ability to complete their job duties, employees in the classification of Recreation Services Manager assigned to the Recreation division and Community Services division within the Parks and Recreation Department who possess and maintain current Certified Therapeutic Recreation Specialist (CTRS) certification shall receive an additional 3% of base salary. Employees must provide certification documentation to their department for verification before compensation begins; payments shall commence the pay period following submission of a PAF from the department once proof of certification has been verified.

#### **SECTION H. WORKING OUT-OF-CLASS**

##### **1. OUT-OF-CLASS**

It is the policy of the City to provide employees with working out-of-class (WOC) opportunities because of a temporary position vacancy. Payment will be effective beginning the first full day of working out of class regardless of the length of assignment. Any person assigned to work out-of-class shall receive 7.50% of base salary or the bottom of the range of the WOC classification, whichever is greater. If 7.50% exceeds the top of the range, then it will be a flat 5.00% or top of the WOC range whichever is greater. Existing permanent differential/fringes processed on a Personnel Action Form (PAF) will be added back onto the salary base in addition to any new differentials/fringes that may apply to the WOC position for all affected employees.

##### **2. "CLASS" OR "CLASS OF POSITION" DEFINITION**

A group of positions which is substantially so similar with respect to difficulty, responsibility, and character of work as to require the same kind and amount of training and experience for proper performance and to merit equal pay. The class specifications are to be considered descriptive and explanatory and not necessarily inclusive or exclusive.

3. **WORKING OUT-OF-CLASSIFICATION DEFINITION**  
An employee who spends a majority of his/her time performing duties of a higher level which are not generally included in his or her class specification.
4. **EMPLOYEE DEVELOPMENT**  
Working out of class ("WOC") applies if the Department Executive determines there is an employee development need that can be best fulfilled by a WOC assignment.
5. **DETERMINING WHETHER A VACANT POSITION SHOULD BE FILLED**
  - a. Department Executives will first determine whether the position must be filled.
  - b. The Department Executive will then determine whether the more responsible functions of the position can be assumed by the next higher level.
  - c. The Department Executive will then determine whether the balance of duties may be dispersed to a number of other positions.
  - d. If it is not possible or desirable to accommodate the work load using items A, B, and C above, the Department Executive may recommend that an employee be assigned to work out-of-class.
  - e. If employees feel they are WOC they should discuss it with their immediate supervisor.
6. **STANDARDS**
  - a. Employees whose job specifications require that they act in the absence of the next level of supervision are not included under this Section unless the employee works out-of-class for 60 or more days within a calendar year. In this case, WOC payment shall begin on the 60<sup>th</sup> day and be in accordance with Article II, Section H.1.
  - b. Individuals who fill in on "N" days are excluded from working out-of-class.
  - c. Individuals who have had disciplinary action imposed in the previous 12-month period, or whose last overall performance evaluation is less than satisfactory are excluded from WOC.
7. **SELECTION CRITERIA**  
The Department Executive shall conduct a written survey to identify interested individuals within the department for the vacant positions. When deciding to assign an employee to work out-of-class, the Department Executive should consider several factors, including but not limited to:
  - a. Individuals who are interested in the vacant position.



- b. Individuals who have completed an Employee Development Plan and have made measurable, substantial progress towards their stated short term and long-term goals.
- c. The minimum qualifications for the vacant positions; and
- d. Individuals that have taken training pertinent to the vacant position.

None of these factors should be deemed as required or qualifying, but should be strongly considered as factors when determining the best person to fill a WOC opportunity. If more than one individual is interested and exhibits, through the aforementioned factors, comparable readiness to undertake the vacant position, the Department Executive shall make every effort to allow these interested individuals the opportunity for experience in the position or similar positions when they become vacant.

8. PROVISIONS

If the position vacancy will exceed 30 days, a Personnel Action Form shall be submitted to the Management Services Department for the employee filling the position.

**SECTION I. WORKING OUT-OF-CLASS APPEAL**

- 1. If an employee feels that they are inappropriately WOC without compensation, they may appeal the process or the decision up to and including the manager level in accordance with the grievance procedure outlined in Article XIII. If the issue cannot be resolved at the Department Executive level, the employee may petition the Management Services Director or the Assistant City Manager in the case where the grievant is a Management Services Department Employee, to review the issue and make a final determination.

**SECTION J. MILEAGE REIMBURSEMENT**

- 1. Employees who are required to use a personal vehicle for performance of their duties shall be reimbursed according to the Travel and Employee Expense Reimbursement Policy Administrative Procedure VI-5 and the Use of Personal Vehicles for City Business Administrative Procedure I-21 or the Internal Revenue Service mileage rate, whichever is higher.
- 2. Approved out-of-area travel shall be reimbursed according to the cost of most economical mode of transportation reasonably available.

## **ARTICLE III FRINGE BENEFITS**

### ***SECTION A. §125 FLEXIBLE BENEFIT PLAN (CAFETERIA PLAN) CONTRIBUTION***

1. The City shall make a monthly contribution to each eligible member of the unit to be used toward the §125 Flexible Benefit Plan. These funds shall only be used for eligible plans as provided in 26 USCS §125. All excess benefit dollars shall be added to each employee's taxable earnings.
2. All employees must enroll in one of the PERS health program plans, unless they:
  - a. Submit to the City both proof of health coverage, and,
  - b. Sign a health insurance waiver.
  - c. Employees who fail to complete both requirements shall not be allowed to utilize their §125 Flexible Benefit Plan contributions for any other eligible plans. Employees who meet both requirements shall be allowed to utilize their §125 Flexible Benefit Plan contributions for any of the eligible plans as provided in 26 USCS § 125.
3. The definition of eligible employee for this article shall be as follows:
  - a. Employees who regularly work 30 to 40 hours a week are defined as full-time employees.
  - b. Employees who regularly work 20 to less than 30 hours a week are defined as part-time employees.

### ***SECTION B. CITY FRINGE BENEFIT CONTRIBUTION***

1. The City will contribute the statutory minimum for employees and retirees under the Public Employees' Medical & Hospital Care Act (PEMHCA).
2. Active full-time employees hired prior to April 1, 2006 will receive a base cafeteria amount of \$553.19 per month. The PEMHCA minimum is included in the base cafeteria amount.
3. Active part-time employees hired prior to April 1, 2006 will receive a base cafeteria amount of \$276.60 per month. The PEMHCA minimum is included in the base cafeteria amount.
4. Active full-time employees hired on or after April 1, 2006 will receive a base cafeteria amount of \$300 per month. The PEMHCA minimum is included in the base cafeteria amount.
5. Active part-time employees hired on or after April 1, 2006 will receive a base cafeteria amount of \$150.00 per month. The PEMHCA minimum is included in the base cafeteria amount.

6. Monthly contributions will be distributed to employees in equal amounts over the 26 pay periods throughout each year.
7. Effective June 26, 2022, the Professional Development amount of \$20.19 will increase to \$25.38 per pay period and will be included in the fringe benefit contribution as a separate line item.
8. In addition to the base cafeteria amount listed above, the City will make additional \$125 contributions towards the cost of medical premiums for eligible employees as shown below. Contributions will be for premium costs only and will not exceed the premium cost or the total potential allowance, whichever is lower. The total potential monthly allowance shall not exceed the amounts shown below.

**BMA CAFETERIA/MEDICAL ALLOWANCES EFFECTIVE 12-01-25  
FOR FULL-TIME EMPLOYEES HIRED PRIOR TO 04-01-06**

PLAN OPTION	CAFETERIA	ADDITIONAL "UP TO" MEDICAL	TOTAL POTENTIAL ALLOWANCE
1 PARTY	\$ 553.19	\$ 213.81	\$ 767.00
2 PARTY	\$ 553.19	\$ 978.81	\$ 1,532.00
FAMILY	\$ 553.19	\$ 1,436.81	\$ 1,990.00

**BMA CAFETERIA/MEDICAL ALLOWANCES EFFECTIVE 12-01-25  
FOR FULL-TIME EMPLOYEES HIRED ON OR AFTER 04-01-06**

PLAN OPTION	CAFETERIA	ADDITIONAL "UP TO" MEDICAL	TOTAL POTENTIAL ALLOWANCE
1 PARTY	\$ 300.00	\$ 467.00	\$ 767.00
2 PARTY	\$ 300.00	\$ 1,232.00	\$ 1,532.00
FAMILY	\$ 300.00	\$ 1,690.00	\$ 1,990.00

**BMA CAFETERIA/MEDICAL ALLOWANCES EFFECTIVE 12-01-26  
FOR FULL-TIME EMPLOYEES HIRED PRIOR TO 4-1-06**

PLAN OPTION	CAFETERIA	ADDITIONAL "UP TO" MEDICAL	TOTAL POTENTIAL ALLOWANCE
1 PARTY	\$ 553.19	\$ 251.81	\$ 805.00
2 PARTY	\$ 553.19	\$1,055.81	\$ 1,609.00
FAMILY	\$ 553.19	\$1,535.81	\$ 2,089.00

**BMA CAFETERIA/MEDICAL ALLOWANCES EFFECTIVE 12-01-26  
FOR FULL-TIME EMPLOYEES HIRED ON OR AFTER 04-01-06**

PLAN OPTION	CAFETERIA	ADDITIONAL "UP TO" MEDICAL	TOTAL POTENTIAL ALLOWANCE
1 PARTY	\$ 300.00	\$ 505.00	\$ 805.00
2 PARTY	\$ 300.00	\$ 1,309.00	\$ 1,609.00
FAMILY	\$ 300.00	\$ 1,789.00	\$ 2,089.00

**BMA CAFETERIA/MEDICAL ALLOWANCES EFFECTIVE 12-01-27  
FOR FULL-TIME EMPLOYEES HIRED PRIOR TO 4-1-06**

PLAN OPTION	CAFETERIA	ADDITIONAL "UP TO" MEDICAL	TOTAL POTENTIAL ALLOWANCE
1 PARTY	\$ 553.19	\$ 291.81	\$ 845.00
2 PARTY	\$ 553.19	\$ 1,136.81	\$ 1,690.00
FAMILY	\$ 553.19	\$ 1,641.81	\$ 2,195.00

**BMA CAFETERIA/MEDICAL ALLOWANCES EFFECTIVE 12-01-27  
FOR FULL-TIME EMPLOYEES HIRED ON OR AFTER 04-01-06**

PLAN OPTION	CAFETERIA	ADDITIONAL "UP TO" MEDICAL	TOTAL POTENTIAL ALLOWANCE
1 PARTY	\$ 300.00	\$ 545.00	\$ 845.00
2 PARTY	\$ 300.00	\$ 1,390.00	\$ 1,690.00
FAMILY	\$ 300.00	\$ 1,895.00	\$ 2,195.00

**BMA CAFETERIA/MEDICAL ALLOWANCES EFFECTIVE 12-01-25  
FOR PART-TIME EMPLOYEES HIRED PRIOR TO 04-01-06**

PLAN OPTION	CAFETERIA	ADDITIONAL "UP TO" MEDICAL	TOTAL POTENTIAL ALLOWANCE
1 PARTY	\$ 276.60	\$ 106.40	\$ 384.00
2 PARTY	\$ 276.60	\$ 489.40	\$ 766.00
FAMILY	\$ 276.60	\$ 718.40	\$ 995.00

**BMA CAFETERIA/MEDICAL ALLOWANCES EFFECTIVE 12-01-25  
FOR PART-TIME EMPLOYEES HIRED ON OR AFTER 04-01-06**

PLAN OPTION	CAFETERIA	ADDITIONAL "UP TO" MEDICAL	TOTAL POTENTIAL ALLOWANCE
1 PARTY	\$ 150.00	\$ 233.00	\$ 384.00
2 PARTY	\$ 150.00	\$ 616.00	\$ 766.00
FAMILY	\$ 150.00	\$ 845.00	\$ 995.00

**BMA CAFETERIA/MEDICAL ALLOWANCES EFFECTIVE 12-01-26  
FOR PART-TIME EMPLOYEES HIRED PRIOR TO 04-01-06**

PLAN OPTION	CAFETERIA	ADDITIONAL "UP TO" MEDICAL	TOTAL POTENTIAL ALLOWANCE
1 PARTY	\$ 276.60	\$ 126.40	\$ 403.00
2 PARTY	\$ 276.60	\$ 528.40	\$ 805.00
FAMILY	\$ 276.60	\$ 768.40	\$ 1,045.00

**BMA CAFETERIA/MEDICAL ALLOWANCES EFFECTIVE 12-01-26  
FOR PART-TIME EMPLOYEES HIRED ON OR AFTER 04-01-06**

PLAN OPTION	CAFETERIA	ADDITIONAL "UP TO" MEDICAL	TOTAL POTENTIAL ALLOWANCE
1 PARTY	\$ 150.00	\$ 253.00	\$ 403.00
2 PARTY	\$ 150.00	\$ 655.00	\$ 805.00
FAMILY	\$ 150.00	\$ 895.00	\$ 1,045.00

**BMA CAFETERIA/MEDICAL ALLOWANCES EFFECTIVE 12-01-27  
FOR PART-TIME EMPLOYEES HIRED PRIOR TO 04-01-06**

PLAN OPTION	CAFETERIA	ADDITIONAL "UP TO" MEDICAL	TOTAL POTENTIAL ALLOWANCE
1 PARTY	\$ 276.60	\$ 146.40	\$ 423.00
2 PARTY	\$ 276.60	\$ 568.40	\$ 845.00
FAMILY	\$ 276.60	\$ 821.40	\$ 1,098.00

**BMA CAFETERIA/MEDICAL ALLOWANCES EFFECTIVE 12-01-27  
FOR PART-TIME EMPLOYEES HIRED ON OR AFTER 04-01-06**

PLAN OPTION	CAFETERIA	ADDITIONAL "UP TO" MEDICAL	TOTAL POTENTIAL ALLOWANCE
1 PARTY	\$ 150.00	\$ 273.00	\$ 423.00
2 PARTY	\$ 150.00	\$ 695.00	\$ 845.00
FAMILY	\$ 150.00	\$ 948.00	\$ 1,098.00

9. **City-Sponsored Vision Plan**

For the purposes of this Article, a City-sponsored vision plan is defined as a vision plan for which the City pays employee only premiums (VSP vision coverage or a comparable plan). The City will provide a City-sponsored vision plan for full-time BMA-represented employees. Enrollment into a City-sponsored vision plan for BMA-represented employees will be voluntary. City-paid coverage is for the employee only. Additional vision coverage, in the same City-sponsored vision plan, for eligible dependents may be elected on a voluntary basis. Employees who elect to enroll dependents will be responsible for paying all dependent premiums.

**BMA-Sponsored Vision Plan**

The City will contribute up to the one-party premium amount of a City-sponsored vision plan for each full-time BMA-represented employee who chooses not to enroll in a City-sponsored vision plan and instead is eligible to enroll and enrolls in the BMA-sponsored vision plan. The City's "up to" vision contribution amount shall be used strictly for BMA vision plan premiums. Under no circumstances will the City pay contributions, for the same employee, to both a City-sponsored vision plan and a BMA-sponsored vision plan. BMA will provide proof of enrollment to the City on a monthly basis. It is BMA's responsibility that the proof of enrollment provided to the City is an accurate list of BMA members who are enrolled in the BMA-sponsored vision plan. Proof of enrollment shall include the monthly premium amount for each employee enrolled in the BMA-sponsored vision plan. Such proof of enrollment is required in order for the City to remit payment to BMA. Further, continuation of the City's contribution is contingent on a minimum enrollment of 10 full-time employees in the BMA-sponsored vision plan. The City's contribution shall permanently cease when enrollment in the BMA sponsored vision plan falls below 10. Enrollment is reviewed monthly to determine if the requirement for minimum enrollment has been met. If enrollment falls below 10 in any month, the City's contribution shall cease, on-going, the first of the following month.

**Waive Vision Coverage**

There shall be no contribution amount provided to employees who choose to waive vision coverage for both the City-Sponsored vision plan and the BMA-sponsored vision plan.

10. The City will contribute up to \$118 per month per employee towards cost of the dental insurance premium. Spouses and dependents will be covered if economically feasible under the financial provisions of this Section.

11. The City shall provide benefits of an Employee Assistance Program (EAP) at no premium cost to the affected employees.

12. The City shall provide long-term and short-term disability insurance

coverage for all employees, at no premium cost to employees.

13. The City agrees to meet and confer with the BMA prior to making any changes in the Life insurance, Flexible Benefit Plan, Long Term Disability, Short Term Disability Plans or rates, or the provider of the EAP plan.

### **SECTION C. LIFE INSURANCE**

1. AMOUNT

The City approved life insurance policy for employees represented by the Association shall be \$50,000.

2. POLICY

This policy will carry an accidental death and dismemberment (AD&D) rider. The AD&D rider provides a benefit up to \$52,000 subject to the terms and conditions of the policy.

3. ACCIDENTAL DEATH AND DISMEMBERMENT

In addition to the AD&D benefit provided in **Article III Section C.2.** above, the City will provide up to \$50,000 Accidental Death and Dismemberment insurance subject to the terms and conditions of the City's policy. This benefit will be provided at no cost to the employees.

4. SUPPLEMENTAL LIFE

The City shall make available to all represented employees the option to purchase supplemental term life and accidental death and dismemberment insurance, at the employee's expense, subject to the insurance carrier's additional premiums, conditions and/or requirements. Optional coverage shall be in increments of \$10,000. The option to increase or decrease coverage shall be exercisable during open enrollment periods.

### **SECTION D. MEDICARE**

All employees hired on or after April 1, 1986, must be covered under Medicare. All newly hired employees will have a deduction from their paycheck to cover the cost of Medicare. The deduction will be based on their gross salary. The deduction and salary requirements are determined by federal regulations. In the event that any or all of the provisions of Medicare are no longer applicable to local government due to legislation or judicial action(s), the benefit set forth in this section shall be declared null and void, and the City's requirement to provide this benefit shall cease.

### **SECTION E. EDUCATIONAL TUITION REIMBURSEMENT**

1. The City encourages and supports educational programs which provide employees opportunity for personal career development and directly benefits the City by increasing the technical and managerial competency of its staff. Toward this end, the City offers seventy five percent (75%) reimbursement per individual each year, not to exceed a cost to the City of more than \$5,000.00. Reimbursable cost may include tuition, texts, certain material, and fees for courses which are directly related to the employee's



present position or promotion within the City. The program will have an annual total BMA cap of \$50,000.00. This cap will be increased up to \$5,000 annually (FY), should the \$50,000 cap not be sufficient to cover the requests submitted pursuant to the terms and conditions provided in this section for that fiscal year. For example; should \$52,000 of Educational Tuition Reimbursement be submitted to the City in fiscal year number 1, the cap will be increased to \$52,000 for fiscal year number 1; if \$67,000 of Education Tuition Reimbursement is submitted to the City in fiscal year number 2, the cap will be increased to \$57,000 for fiscal year 2 and \$5,000 will be added each subsequent fiscal year when the amount submitted for reimbursement exceeds the cap until the cap reaches \$67,000. Carryover of unpaid expenses into subsequent years will be allowed. The entire program will be subject to rules established by the City Manager.

## 2. PROCEDURE

- a. Prior to course enrollment, employees should prepare an "After Hours Education Enrollment and Reimbursement Application" and forward it to their Department Executive.
- b. The Department Executive determines whether the course is job-related or promotion-related. Courses taken to satisfy a degree requirement may be approved, provided that the degree goal is in a field of interest to the City. The Department Executive will give notice to the employee as to his/her decision by his/her approval signature, or notation of disapproval on the application. In either case, the application will be returned to the employee. If approved, a copy of the form should be forwarded immediately to the Management Services Department where the funds will be encumbered, if the \$50,000 cap (or whatever the cap is pursuant to the agreement in **Section E.1.**) has not been reached. If the cap has been reached, the employee will be asked to resubmit the request in the following year.
- c. Upon completion of the course with a grade of "C" or better, the employee attaches the grade report, receipts for tuition, texts, materials, and fees, to the approved application and presents it to the Management Services Department. A completion certificate may be substituted for a grade report in pass-fail or other non-graded courses.
- d. The Management Services Department will process a reimbursement to the employee by preparing a Check Payment Request and forwarding it to the Financial Services Department.
- e. A copy of the record of the courses completed and the grades attained will be prepared by the Management Services Department - one copy to be placed in the employee's personnel record, and the other to be forwarded to his/her Department Executive.



3. Eligibility for this program is limited to all employees regularly employed for 30 or more hours per week.
4. Application forms are available from the Management Services Department or from the Department.
5. Applications for reimbursement will be accepted no later than three (3) months after the course grades have been distributed.
6. Reimbursement of 75% of the cost of materials will be limited to materials used to complete course requirements on assigned projects, when these materials are not supplied or covered by a laboratory or materials fee. Materials or equipment such as drafting instruments, tools, etc., which are retained by the employee following completion of the course will not be reimbursed nor will general supplies, such as pens, pencils, notebooks, paper.
7. Denial of an application for tuition reimbursement shall be appealable to the Department Executive only.

## **ARTICLE IV RETIREMENT**

### **SECTION A. PERS EMPLOYEE CONTRIBUTION**

1. The City does not pay any portion of the member contribution to the Public Employees' Retirement System (PERS). Each employee shall be responsible for paying the full member contribution required by PERS. For employees identified by PERS as Classic Members (generally employees who are not "new members" as defined in Government Code §7522.04(f)), the statutorily required member contribution in effect at the time this MOU was adopted is 8%. State and federal income tax on the PERS member contribution shall be deferred to the extent permitted by Internal Revenue Code, 26 USC Section 4.14(h)(2).

As a result of and in accordance with the Public Employees' Pension Reform Act (PEPRA), for employees identified by PERS as New Members as defined in Government Code §7522.04(f), the statutorily required member contribution is half the normal cost, which is 6.5% at the time this MOU was adopted. The City shall not pay for any portion of the member contribution in accordance with Section 7522.30 (c) of the California Government Code.

2. Each affected employee shall be obligated to contribute any increase in member contributions that should hereafter result from any state or federal enactment or action, which increases the total member contribution rate above its current level of 8% for Classic Members and 6.5% for New Members.

Each affected employee shall benefit from any decrease in member contributions that should hereafter result from any state or federal enactment or action, which decreases the total member contribution rate below its current level of 8% for Classic Members and 6.5% for New Members.

**Cost Sharing.** Effective the beginning of the pay period containing July 1, 2020, Classic Member employees will pay half the normal cost of their pensions, as determined annually by the CalPERS Actuarial Valuation Report, with a total employee contribution cap of 9.14% of compensation earnable. This means that, effective July 1, 2020, Classic Member employees will contribute 1.14% of compensation earnable towards the employer PERS contribution (cost share), which is separate from, and in addition to, the 8% employee contribution described in Article IV, Section A.2. above. Should the CalPERS Actuarial Valuation Report determine that half the normal cost of Classic Member pensions falls below the total employee contribution of 9.14%, the cost share contribution will be adjusted at that time. The total employee contribution, including any cost sharing, will continue to be in effect beyond expiration of this MOU.

## **SECTION B. SURVIVORS BENEFITS**

1. The retirement benefits shall include Fourth Level of 1959 Survivor Benefits under Section 21382.4 of the California Government Code and Post-Retirement Survivor Allowance to Continue After Remarriage under Section 21266 of the California Government Code. The cost of this benefit will be paid by the employees. To the extent that the miscellaneous employees' surplus, held at PERS, is available to abate the cost payment, then this cost will be paid from such funds. Any amount in excess of the 2001-2002 rate not covered by the surplus will be paid by the employees.

The Fourth Level 1959 Survivor Benefit provides a monthly allowance to eligible survivors of members who are covered by this benefit program and die before retirement. The Post-Retirement Survivor Allowance consists of a monthly allowance that automatically continues to an eligible survivor following the retiree's death regardless of the retirement option selected.

2. The Pre-Retirement Death Benefit Option 2 was implemented at no cost to the Employees.

## **SECTION C. FINAL COMPENSATION**

The retirement benefits for each employee identified by PERS as a Classic Member are calculated based upon the employee's highest one year's compensation, pursuant to the provisions of Section 20042 of the California Government Code.

For employees who are identified by PERS as New Members, PEPRAs mandates that the final compensation for each employee's retirement benefits be calculated based upon the employee's highest thirty-six months compensation pursuant to the provisions of Section 7522.32 of the California Government Code. These criteria were not a subject of negotiation and are provided for informational purposes only.

## **SECTION D. RETIREMENT FORMULA**

The City implemented the 2.5% at age 55 PERS formula effective June 15, 2008. The employees and the City each contributed 2.4% of salary (total 4.8%) to pre-fund the contributions of the 2.5% at age 55 benefit which was credited towards the unfunded liability of the 2.5% at age 55 retirement benefit.

Effective January 1, 2013, as a result of PEPRAs, the City is mandated to provide employees identified by PERS as New Members (generally employees who became PERS members on or after January 1, 2013) with a 2% @ 62 retirement plan in accordance with Section 7522.20 of the California Government Code. These criteria were not a subject of negotiation and are provided for informational purposes only.

## **SECTION E. RETIRED EMPLOYEES' MEDICAL TRUST**

1. Effective, April 1, 2003, the City provided \$20,000.00 to set up a Retiree

Medical Trust Coalition. In addition, the City set aside the sum of \$2.4 million for three years' worth of the monthly payments for the prospective retirees. The anticipated rates were \$50.00 per month for FY 2002-2003, \$60.00 per month for FY 2003-2004 and \$65.00 per month for FY 2004 - 2005.

2. The parties agree that the employee and City will equally contribute to the Burbank Employees Retiree Medical Trust (BERMT) and the exact match amount will be subject to the negotiation process. The BERMT contribution is \$50 per pay period for the employee and the City.

#### ***SECTION F. RETIRED HEALTH SAVINGS***

All remaining accrued leave that is eligible for payout for BMA represented employees will be deposited on a non- elective pre-tax basis into an individual Vantage Care RHS account through ICMA Corporation upon separation or retirement. The percent of leave deposited into the RHS account upon separation or retirement is subject to change based on a vote of the BMA membership.

#### ***SECTION G. RETIRED EMPLOYEES MEDICAL INSURANCE***

For all employees represented by the BMA who retire from the City of Burbank and continue participation in the Public Employees' Medical and Hospital Care Act, Government Code §22750, as presently enacted or as may be subsequently amended, the City makes the employer contribution for post-retirement health benefits required in Government Code §22892 as presently enacted or as may be subsequently amended.

#### ***SECTION H. CONTRIBUTION FOR EMPLOYEES WHO RETIRED BETWEEN JUNE 29, 1992 AND DECEMBER 31, 2003***

For BMA represented employees who retired between June 29, 1992, and June 30, 2002, and for those who retired between July 1, 2002 and December 31, 2003, and chose not to participate in BERMT, the City will contribute a monthly payment to each such retiree an amount that is calculated by dividing \$18,000 by 12 (months) by the number of such retirees until fifteen (15) of such eligible retirees remain. Thereafter, the monthly payment to each retiree shall be \$100.00 a month. The retirees are solely responsible for the tax treatment of any payments of such amounts to retirees.

#### ***SECTION I. 457 PLAN- MATCHING FUNDS***

The City will match employee contributions to the City' 457 Deferred Compensation Plan up to \$75.00/month for employees identified by the Public Employee Retirement System (PERS) as Classic Members. Effective June 22, 2025, the City will match employee contributions to the City's 457 Deferred Compensation Plan up to 3% of base salary for employees identified by PERS as New Members as defined in Government Code §7522.04(f). Effective July 1, 2026, the City will match employee contributions to the City's 457 Deferred Compensation Plan up to 4% of base salary for employees identified by PERS as New Members as defined in Government Code §7522.04(f). Classic Members will continue to receive the current 457 match from the City of up to \$75/month.

# **ARTICLE V**

## **VACATION AND HOLIDAYS**

### **SECTION A. VACATIONS**

1. VACATION ACCRUAL

Due to the implementation of Universal Leave employees no longer accrue Vacation Leave.

2. VACATIONS/TERMINATION OF EMPLOYMENT

Upon resignation, death, or other termination of employment, all Vacation Leave accrued to the employee shall be granted and a cash settlement shall be made at their regular rate of pay.

3. VACATION CASH OUT

Employees may be allowed to cash out accrued vacation at their regular rate of pay solely at the discretion of the Department Executive, subject to the cash-out provisions of Universal Leave as stated in Article VI Section K.2 of this MOU. The total cash out of any combination of Vacation and/or Universal Leave shall not exceed 350 hours within the fiscal year, per Article VI Section K.2.

### **SECTION B. HOLIDAYS**

HOLIDAYS SHALL BE:

1. Regular days off as provided in Section A of Article VIII.

2. LEGAL HOLIDAYS AS FOLLOWS:

- ⊗ January 1st, known as "New Year's Day"
- ⊗ Third Monday in January, known as "Martin Luther King Jr. Day"
- ⊗ Third Monday in February, known as "Presidents Day"
- ⊗ March 31<sup>st</sup>, known as "Dolores Huerta Day"
- ⊗ Last Monday in May, known as "Memorial Day"
- ⊗ June 19th, known as "Juneteenth National Independence Day"
- ⊗ July 4th, known as "Independence Day"
- ⊗ First Monday in September, known as "Labor Day"
- ⊗ November 11th, known as "Veterans Day"
- ⊗ Fourth Thursday in November, known as "Thanksgiving Day"
- ⊗ Friday following the fourth Thursday in November, known as "Day after Thanksgiving"
- ⊗ December 25th, known as "Christmas Day"

Any such other days as maybe authorized by resolution of the City Council.

- a. If a legal holiday falls on a day on which an employee would normally work, those employees assigned to a 9/80 work schedule shall be entitled to the day off with pay with no additional deduction of vacation, management leave or in-lieu time used to compensate for the ninth holiday hour. If he or she works, they shall be entitled

to additional compensation as provided in the rules on overtime specified in Article VIII.

- b. If any of the foregoing legal holidays fall on an employee's first or second day off (Saturday or Sunday) the nearest preceding or following working day, respectively, shall be the employee's day off, and the employee shall be entitled to additional compensation as provided in the rule on overtime if they work on such day. If any of the foregoing holidays are observed by the City on an employee's 9/80 day off, this shall be grounds to adjust the holiday for said employee. Any such affected employee shall be entitled to adjust their holiday day off to the nearest preceding or following working day. The specific day off chosen, to compensate for the employee's holiday day off, shall be agreed upon with their Department Executive.

## **ARTICLE VI**

### **SICK LEAVE AND UNIVERSAL LEAVE**

#### **SECTION A. USE**

Sick Leave shall not be considered as a right which an employee may use at his/her discretion. Sick leave is intended to provide protection against loss of earnings due to illness or injury, illness in the immediate family or for medical or dental appointments. If, after exhausting his or her industrial accident leave, it is medically probable that the employee shall be able to return to work, sick leave may be granted by a Department Executive if an employee is disabled from a job incurred injury.

#### **SECTION B. COMPENSATION AT RETIREMENT OR DEATH**

1. If an employee with unused sick leave credit:
  - a. Dies, while employed by the City.
  - b. Resigns when eligible for retirement under the City's retirement system.
  - c. Resigns to enter a City elective office without a break in continuity of City service and serves in such office or other City employment until retired under the City's retirement system.
  - d. Is laid off because of the abolition of his/her position or employment or because of the absence of funds.

He or she or his or her estate shall be entitled to receive one-half ( $\frac{1}{2}$ ) the value of his or her accrued sick leave. The value of the sick leave will be determined by multiplying the employee's last regular rate of pay by half the number of accrued hours of sick leave at the time of their separation. Payment shall be made as soon as practicable following the occurrence of any of the foregoing events.

#### **SECTION C. SICK LEAVE-ACCRUAL**

Due to the implementation of Universal Leave employees no longer accrue sick leave.

#### **SECTION D. SICK LEAVE USAGE**

1. Sick leave may be used by an employee when sick, injured, or quarantined. Also, sick leave may be used on the occasion of an illness in the employee's family, where a need can be shown.
2. In computing compensation payable for sick leave, the compensation paid shall be the amount the employee would earn during the sick leave period if working at their regular rate of pay and work schedule without the inclusion of overtime earnings.



**SECTION E. SICK LEAVE NOTICE**

The employees shall notify their Department Executive and the department either prior to, or within two (2) hours after the time set for beginning their daily duties, or as may be specified by the Department Executive.

**SECTION F. SICK LEAVE-MEDICAL/DENTAL APPOINTMENTS**

Sick leave may be used for medical and dental appointments and examinations. The employee shall notify his/her supervisor not later than the work day prior to that appointment except in the case of emergency.

**SECTION G. SICK LEAVE-REVOKED**

The City Manager shall revoke sick leave, if the employee or employee's family members are not, in fact, sick or incapacitated from performing their duty, or if they have engaged in private or other public work while on such sick leave.

**SECTION H. SICK LEAVE-MEDICAL DOCUMENTATION**

When employees are absent more than five (5) consecutive work days, the employee upon their return to work shall submit a signed document from their medical provider stating that the absence was medically necessary, and any work restrictions, if applicable. If the employees are given work restrictions by their medical provider upon their return to work, the employee will be referred to the City of Burbank's ADA Coordinator.

**SECTION I. SICK LEAVE-WITHOUT PAY**

If employees have not recovered by the time they have exhausted their accumulated sick leave, upon application the City Manager may grant them a sick leave without pay. Such application shall not be unreasonably denied.

**SECTION J. SICK LEAVE CONVERSION**

On January 1 of each year, an employee may convert up to a maximum of 30 hours accumulated sick leave at fifty percent (50%) cash value for the sole purpose of reimbursing the employee for medical costs. This conversion is subject to the following:

1. Only employees who have served a minimum of two (2) full-time continuous years of service shall be eligible.
2. Reimbursement shall be made only for medical and hospital costs not otherwise covered by the City's medical insurance plan which are incurred by the employees and any of their dependents covered by the City's medical insurance program. Reimbursement shall not be made for any dental or medical costs not eligible for coverage by the City's medical insurance plan.
3. Employees are not eligible for this conversion policy unless they have in excess of 96 accumulated sick leave hours on the books as of the date of the conversion; no employees may convert accumulated sick leave hours so as to drop their total accumulated hours below 96 hours as of January 1 of each year.



4. An employee's request for reimbursement will not be considered other than during the month of January.

#### **SECTION K. UNIVERSAL LEAVE**

Effective January 11, 2009, Universal Leave was implemented and replaced the accrual of vacation, sick, floating holidays, and management leaves. All accrued vacation, sick, floating holidays, and management leave time on the books as of January 10, 2009, remained on the books under existing usage and cash out policies.

Universal Leave will accrue as follows:

1. **ACCRUAL**

- a. Effective June 11, 2023, hours will accrue per pay period at the following rate:  
Less than 5 years of service: 5.923 hours  
5 to 14 years of service: 7.461 hours  
15 or more years of service: 9.19 hours  
30+ years of service: 9.92 hours
- b. If an employee has more than 40 hours of leave without pay within a pay period, they will **not** accrue any Universal Leave for that pay period.
- c. Maximum accrual is 1200 hours at any time. Once an employee reaches 1200 hours, Universal Leave will stop accruing until their balance falls below the 1200 hours. Note that all accruals outlined in 1. d. and e. of this Section count towards the 1200-hour cap.
- d. For those BMA employees not identified with an asterisk in Exhibit A (titles without an asterisk are not eligible for overtime), an additional 40 Hours of Universal Leave will be added to their balances each year on the pay period containing January 1<sup>st</sup>. For BMA employees newly hired or initially promoted/transferred, or for any other reason that results in an employee entering into a BMA classification that is not eligible for overtime during the year, the following additional hours of Universal Leave will be granted:

HOURS REMAINING IN THE CALENDAR YEAR	ADDITIONAL UNIVERSAL LEAVE HOURS
2080	40 hours
1,820-2,079	35 hours
1,560-1,819	30 hours
1,300-1,559	25 hours
1,040-1,299	20 hours
780-1,039	15 hours
520-779	10 hour
260-519	5 hours

In addition, a Department Executive may authorize up to an additional 40 hours of Universal leave on a calendar year basis for individuals not eligible for overtime (not identified with an asterisk in Exhibit A).

The Management Services Department will send an annual reminder to the Department Executives about this additional 40 hours of Universal leave available to certain BMA employees.

- e. When an employee completes their 5<sup>th</sup> or 15<sup>th</sup> year of service an additional 40 hours of Universal Leave will be added to their balance on their anniversary date.
- f. All additional accruals count towards the 1200-hour cap.

2. ANNUAL CASH OUT

- a. An employee may cash out, at 100% value of the regular rate of pay, up to 500 hours at any time during the fiscal year. This cash out is based on the following.
  - 1. Total Universal and Vacation leave balances combined does not fall below 160 hours.
  - 2. At least 80 hours of Universal and/or Vacation leaves (not including sick leave and/or donations) has been used in the last twelve (12) months (calculated using the rolling backward method).
  - 3. An employee must be a current BMA-represented employee to cash out Universal Leave. If an employee transfers into a non-BMA group position, Universal Leave hours may be used, but are not eligible for the annual cash-out unless allowed for that new non-BMA position.

3. CASH OUT UPON TERMINATION/RETIREMENT

- a. When an employee terminates or retires, the monetary equivalent of their unused total combined accrued Universal and Vacation leaves, at 50% value of the regular rate of pay, will be deposited into their RHS Plan pursuant to the Plan Agreement. The remaining 50% value of the regular rate of pay will be paid out to the employee. The combination of the RHS contribution and payout is subject to membership vote periodically.

4. CASH OUT UPON DEATH OF EMPLOYEE

- a. Upon the death of an employee, Universal Leave is to be paid to the beneficiary at 100% of the value of the regular rate of pay indicated under 2. a. of this Section, above.

5. TIME BANK DONATIONS FOR CATASTROPHIC ILLNESSES

- a. Universal Leave can be used to donate to another employee's time bank as long as the donating employee's balance does not fall below 160 hours of total combined leave balances. Donated hours are not included as days/hours used for the purposes of annual cash out and do not count towards the 500 hours cash out limit per year.

6. SICK LEAVE CONVERSION

- a. Each January, employees may convert up to 30 hours of total combined leave balances at the regular rate of pay to reimburse for eligible medical expenses under the same rules as the existing Sick Leave Conversion policy as long as the employee's balance does not fall below 160 hours of total combined leave balances. These hours are not included as days/hours used for the purposes of annual cash out and do not count towards the 500 hours cash out limit per year.

***SECTION L. ELIGIBILITY OF LEAVE BALANCE TO DEFERRED COMPENSATION***

An employee may elect to defer into their deferred compensation account in the City of Burbank §457 Deferred Compensation Plan the monetary equivalent of their unused Universal Leave, sick, and vacation leave, up to 500 hours each year at the regular rate of pay, during the final three years of employment prior to their retirement. It is the understanding of the parties that the use of sick leave for this purpose will be under the same conditions (paid at 50% of full value and employees must be at least 50 years of age) as when an employee is compensated for unused sick leave upon retirement.

This agreement is subject to all limits and regulations governing a §457 plan as enforced by the Internal Revenue Service, including deferral limits and the timing of each deferral election form.

## **ARTICLE VII**

### **OTHER LEAVES OF ABSENCE**

#### **SECTION A. LEAVES OF ABSENCE WITHOUT PAY**

The City Manager may grant a leave of absence without pay to any employee, upon recommendation of the Department Executive. The Department Executive may grant a leave of absence without pay for a maximum of eighteen (18) hours. An employee desiring a leave of absence without pay for more than eighteen hours shall file a written request therefore on forms provided by the Management Services Department. The request shall state the title of his position and the name of the employing department, the beginning and ending dates of the desired leave of absence, and a full statement of the reasons supporting the request. The Department Executive's approval of a leave of absence without pay for a continuous period up to a maximum of eighteen (18) hours may be reported by noting on the time report.

#### **SECTION B. LEAVE - DEATH IN FAMILY**

An employee shall be entitled to take up to five days of bereavement leave in the event of the death of a member of their immediate family, provided a written leave request is filed. Pay shall be authorized for all or any portion not to exceed three (3) days. The additional two days of bereavement leave may be taken as authorized unpaid leave or the employee may use their own accrued leave. Any absence in excess of five (5) days shall be in accordance with the existing provisions. For purpose of this Section the term "member of the immediate family" is limited to:

1. Any relative by blood or marriage who is a member of the employee's household; and parents, step-parents, spouse, registered domestic partner, children, step-children, brother, sister, grandparents, grandchildren, great grandparent, great grandchild, son/daughter-in-law, father/mother-in-law, sister/brother-in-law, grandfather/grandmother-in-law or responsible guardian or person who has acted in that capacity, regardless of place of residence.

#### **SECTION C. JURY AND SUBPOENA LEAVE**

1. Employees in a pay status ordered to perform jury service or subpoenaed to court or any legislative body shall be entitled to leave of absence with pay for the entire day for each day served, and without deduction from leave, at an amount equal to the employee's regular daily earnings. In the case of subpoena leave above, the employees are eligible if the appearance time occurs during their normal working hours, and they are not a party to the suit.
2. The term regular earnings in (1) above means full pay for regularly scheduled work, which the employees would have received had they not been called to jury service or subpoenaed, including schedule differentials that would have resulted from regularly scheduled work.
3. All time spent on jury duty or subpoena leave must be accounted for by

the employees. If employees are excused from jury service or subpoena on a normal workday, they are expected to report for work. Employees must account to their departments for any time off for illness or other reasons, while on jury duty or subpoena leave.

4. Upon completion of jury service or subpoenaed time, the employees upon receipt, shall submit to the City the warrant for jury fees, witness fees and/or mileage and a copy of the court report of jury time served. When employees are served with a subpoena, the employees shall request witness fees. The employees shall retain or be reimbursed the amount paid by the court for mileage and jury fees representing jury service performed by the employees on their regular day off.

#### **SECTION D. EMERGENCY LEAVE**

Notwithstanding any other leave provision, an employee may be excused from work without loss of pay for emergencies or special circumstances not covered by this Article. Such leave of absence may be granted by the Department Executive for not to exceed one (1) day. For longer periods of time, approval of the City Manager is required. Emergency leave may be granted to employees in instances where actual or potential damage to an employee's personal residential property or personal belongings due to natural disasters or civil disorders requires the employee's presence to protect, salvage or restore his property to a safe condition.

#### **SECTION E. RELIGIOUS SERVICES**

Any employee who desires leave from work to attend religious services may be excused by the Executive, or the City Manager, for not to exceed three (3) hours per fiscal year. This absence shall be leave without pay unless the employee chooses to use accrued vacation or in-lieu time or paid management leave time. Unless the services of employees are required by public necessity or convenience, they shall be allowed to absent themselves as herein provided.

#### **SECTION F. MILITARY LEAVE OF ABSENCE**

Employees may be absent on military leave as authorized in Sections 395 through 395.8 of the Military and Veterans Code of California. An employee shall receive their City pay for a maximum of thirty (30) calendar days each fiscal year as authorized in Sections 395 through 395.8 of the Military and Veterans Code of California. The thirty (30) calendar days shall be those shown on the official orders. An employee may be absent on unpaid military leave beyond the thirty (30) calendar days pursuant to said Code. The employees shall furnish to the City Manager satisfactory proof of their orders to report for duty and of their actual service pursuant to such orders. They shall be returned to City service thereafter as provided in said Code.

#### **SECTION G. MANAGEMENT LEAVE**

1. **MANAGEMENT LEAVE ACCRUAL**  
Due to the implementation of Universal Leave employees no longer accrue Management Leave.
2. **MANAGEMENT LEAVE USAGE**

- a. The employee is not required to state any reason for utilizing management leave.
- b. Management leave shall be granted only upon prior request and approval of the division head and/or Department Executive.
- c. Management leave may only be denied if:
  1. In the opinion of the supervisor, too many employees request the same day off.
  2. In the case of a City emergency.

#### **SECTION H. ELECTION LEAVE**

1. Employees registered to vote in a local, state or county election will be given time off to vote only if they do not have enough time to vote before reporting for work or after finishing work.
2. The employees requiring time off to vote shall notify their Department Executive via their supervisor at least one (1) working day before the election. The reason shall be stated.
3. Whether the time off is at the beginning or end of the working shift depends on whichever allows the employee the most free time for voting and the least time off from his/her regular working shift.
4. Employees who take time off to vote will be paid for no more than two (2) hours of regular working time.

#### **SECTION I. INDUSTRIAL ACCIDENT LEAVE**

1. **ACCIDENTS IN THE LINE OF DUTY**  
If employees are compelled to be absent from duty due to any injury or disease which comes under the State of California Workers' Compensation Insurance and Safety Act, they shall receive compensation from the City for each such accident as follows: During the first twenty-six (26) calendar weeks of such absence, they shall receive compensation equivalent to their normal gross salary. They shall receive compensation in accordance with and under the provisions of the Workers' Compensation Insurance and Safety Act. They shall be entitled to all of Universal Leave, sick leave or vacation benefits while they are receiving temporary disability indemnity under the provisions of the Workers' Compensation Insurance and Safety Act.
2. At the conclusion of the twenty-six week (26) period as referenced above, they may at the discretion of the City Manager, be permitted to take as much of their accumulated Universal Leave, sick leave or vacation, when added to their temporary disability indemnity will result in the payment to them, not to exceed 100% of normal gross salary.
3. Normal Gross Salary shall include differential pay to which the employees

would have otherwise been entitled, however it shall not include any overtime pay.

4. During the life of this contract the parties agree to form a joint labor/management committee to study Workers' Compensation reform.

**SECTION J. LIMITED DUTY ASSIGNMENTS FOR EMPLOYEES RETURNING TO WORK AFTER NON-INDUSTRIAL ACCIDENTS OR INJURIES**

Limited duty assignments for employees returning to work after non-industrial accidents or injuries will be subject to the City's Return to Work After Non-Industrial Accident or Injury Administrative Procedure II-51.

**SECTION K. SENIORITY STATUS WHILE ON LEAVE**

Industrial Accident or Illness leave will not constitute a break in service.

**SECTION L. PERMANENT INJURY - OCCUPATIONALLY DISABLED EMPLOYEES**

Employees who cannot return to their positions based on a qualifying disability will be subject to the City's Reasonable Accommodation Administrative Procedure II-54.

**SECTION M. EXPIRATION OF LEAVES**

1. RETURN AT EXPIRATION OF LEAVE

Upon the expiration of any leave, other than a military leave, the employee shall be returned to the same class of position or to any position to which he had been eligible to transfer at the time his leave of absence was granted.

**SECTION N. UNAUTHORIZED ABSENCE**

Absence without prior approval for not less than one (1) day or more than four (4) days during any calendar year shall be sufficient grounds for suspension without pay; absence without prior approval for five (5) days or more during any calendar year shall be sufficient grounds for dismissal.

**SECTION O. FAMILY MEDICAL LEAVE**

Employees needing Family Medical Leave will be subject to the City's Administrative Procedure II-23 regarding Maternity Leave, and Administrative Procedure II-31 regarding Family Care and Medical Leave.

**SECTION P. PARENTAL LEAVE**

Effective no later than the beginning of the third full pay period following June 6, 2023, the City shall provide six weeks of paid parental leave, as set forth in the City's policy regarding Paid Parental Leave.



## **ARTICLE VIII**

### **HOURS OF WORK AND OVERTIME**

#### **SECTION A. HOURS OF WORK - FULL TIME EMPLOYEES**

Where there is implemented a 9/80 work schedule, nine (9) hours of work shall constitute a work day. For the purposes of clarifying this section, a 9/80 work schedule comprises completing eighty (80) hours of work within nine (9) working days, eight of which are of (9) hours duration with a remaining day being of (8) hours duration and with the tenth day off. The work week shall consist of seven (7) consecutive work days, split on the employee's 9/80 day off (for accounting and FLSA purposes only) including two (2) consecutive days off. Every other week, employees on a 9/80 work schedule shall have a third day off.

Otherwise, for the purpose of those working a 5/40 work schedule, the work week shall begin on Monday with Saturday as the first day off and Sunday the second day off.

The City Manager may only authorize deviations from the work week, to include:

1. A work week beginning other than on Monday the last three (3) days of which shall be considered as the "first day off", "second day off", and "third day off" respectively.
2. A work week beginning on Monday or any other day of the week depending upon shift assignment.
3. Such additional hours, including work on holidays, as may be required by public necessity or convenience.
4. Employees will not be charged any time for a legal holiday which occurs on their 9-hour workday.

#### **SECTION B. REST PERIODS**

Employees shall be entitled to rest periods consisting of fifteen (15) minutes for every regular four (4) hour work period. Variations in rest periods may be permitted when a Department Executive, supervisor, and employee mutually agree, provided the variations are not in conflict with operational requirements, or other provisions of this Agreement.

#### **SECTION C. OVERTIME PAY**

For titles specified as part of the BMA Supervisory/Professional Unit in Exhibit A, the following provisions apply. Employees shall be compensated for overtime work at the rate of one and one-half (1 ½) times their regular rate of pay. Any work performed on a Sunday shall be paid at two (2) times the regular rate of pay.

##### **1. DEFINITION OF OVERTIME WORK**

Overtime work is work performed by employees at times other than those normally required for their employment, except as follows:

- a. Part-Time Personnel



Overtime for part-time personnel is work in excess of forty (40) hours per week, or work on holidays.

2. **OVERTIME PAY - MINIMUM PAYMENT**

The following overtime payment provisions shall be applicable to BMA represented managers specified as part of the BMA Supervisory/Professional Unit of Exhibit A:

- (1) Double time for work on Sunday.
- (2) Four-hour minimum pay at time and one half for call backs.
- (3) Compensation and conditions for meals shall be according to the provisions of the MOU between the City and the BCEA.

3. **TIME OFF WITH PAY IN-LIEU OF OVERTIME**

The Department Executive may, with consent of the employee, authorize time off with pay in lieu of overtime pay. Time off with pay shall be given for a period equal to the minimum payments defined in 2 A and B.

4. **IN-LIEU ACCUMULATION**

Employees shall not be permitted to accumulate in-lieu time in excess of a total of 240 hours.

5. **TERMINATION OF EMPLOYMENT**

Any employees who tender their written resignation from the service of the City, or who is laid off for lack of work or funds, or who withdraw from active service of the City with a retirement allowance granted under the provisions of the Public Employees' Retirement Law or who have performed compensable overtime work and who upon the effective date of such resignation, layoff or retirement have not been compensated for such work by payment or time off in lieu of pay, shall be paid for all such overtime work on the basis of the salary being received by them at the time of termination of their employment, unless such overtime was worked in violation of Subsection 3, above. In the case of any employees whose service to the City is terminated by their death, such payment may be made to the person who would be entitled thereto by law, upon written application by such person and approval thereof by the City Manager.

**SECTION D. OTHER PAY FOR HOURS WORKED**

1. **OVERTIME PAY FOR ASSISTANT FIRE MARSHAL**

Effective June 11, 2023, at the discretion of the Fire Chief, the Assistant Fire Marshal may be eligible for the overtime rate of one and one-half (1½) times their regular rate of pay when it is reimbursable to the City from an outside source and/or under extraordinary operational circumstances.

2. **PREMIUM PAY FOR ELECTRICAL ENGINEERS**

Effective June 11, 2023, subject to pre-approval from their supervisor, BWP employees in the classification of Electrical Engineer may earn their regular

rate of pay for each hour worked at times other than those normally required for their employment.

***SECTION E. ATTENDANCE***

Employees shall be in attendance at their work during the regular hours of work and shall not absent themselves during working hours for any reason without the prior approval of the Department Executive.

## **ARTICLE IX**

### **PROBATIONARY PERIOD - CIVIL SERVICE EMPLOYEES**

#### ***SECTION A. PURPOSE OF PROBATION***

The probationary period shall be regarded as part of the testing process and shall be utilized for closely observing the employee's work, for securing the most effective adjustment of new employees to their new positions, and for rejecting any probationary employee whose performance does not meet the required standards of work.

#### ***SECTION B. ONE YEAR PERIOD***

Probationary periods shall be for twelve (12) months unless otherwise provided in this agreement.

#### ***SECTION C. EXTENSION OF PROBATION***

1. When the Department Executive to which any affected employees are assigned reasonably concludes that extension of the employee's probationary period will improve the performance of the employee, the Department Executive may recommend extension of the employee's probationary period for up to six (6) months in two-month increments.
2. If the employees have successfully completed probation except for obtaining a special required certificate or license needed to perform the work, the Department Executive may extend the probation period, solely for the purpose of allowing the employees to obtain this certificate or license. When such license or certificate is obtained by the employees, they shall automatically pass probation. Extensions shall not exceed 12 months.

#### ***SECTION D. TERMINATION OF APPOINTMENT***

Probationary employees do not have property or vested rights in their position with the City. A probationary employee may be discharged or rejected at any time by the appointing power without cause and without right of appeal. Notification in writing of discharge or rejection shall be served on the probationary employee and a copy shall be filed with the Management Services Director.

#### ***SECTION E. REINSTATEMENT OF REJECTED PROBATIONARY EMPLOYEE TO FORMER POSITION***

Employees rejected during the probationary period from a position to which they have been promoted, shall be reinstated to the position from which they were promoted, unless charges are filed and they are discharged as provided in this Article and the Civil Service Rules.

***SECTION F. DISPLACEMENT BY REINSTATEMENT OF ANOTHER TO THEIR  
FORMER POSITION***

Any employee, though they may have attained permanent status and are displaced as a result of another employee being returned to their former position under Section E above or under this Section, shall likewise be reinstated to their former position. If employees so affected have permanent status but no former position, they shall be placed on the appropriate layoff list.

# **ARTICLE X**

## **LAYOFF, DISPLACEMENT AND RECALL FOR CIVIL SERVICE EMPLOYEES**

### **SECTION A. PURPOSE**

The purpose of this Article is to provide a fair and equitable basis for the reduction of personnel when this becomes necessary in a department or in the total work force. In such circumstances, the City will make every effort to assist those employees who may be subject to layoff due to lack of work or similarly compelling reason. Assistance will be made available through utilizing existing vacancies to the fullest extent possible to relocate affected employees. In addition, contacts will be made with other employers to refer those employees who are unable to be placed in other City vacancies.

### **SECTION B. SENIORITY**

1. Seniority is defined as the status attained by the length of Civil Service in employment for the City of Burbank.
2. Seniority shall accrue based on the present date of Civil Service employment. When an employee voluntarily terminates for any reason, except layoff, seniority shall cease and not be reinstated in the event of reemployment. Seniority shall be reinstated in the case of layoffs where the employee is recalled within three years of date of layoff. Such seniority shall include credits for prior time worked only and will not include any time while on layoff.
3. Seniority shall be implemented in accordance with the provisions as set forth in Sections C and D below of this Article.

### **SECTION C. LAYOFF**

1. Layoff of employees shall be determined by length of Civil Service with the City using the present date of hire except as otherwise provided in this Article.
2. Except as outlined below in Section D-3, layoffs should be affected within departments and general displacement of employees across departmental lines shall not be permitted.
3. Employees with unique skills or body of knowledge for the performance of their duties as determined by the Department Executive with the concurrence of the City Manager may be retained out of their seniority with the City as long as such employees have a minimum of two (2) years total employment. There shall be a limit of ten (10) employees, City wide, who may be designated under this paragraph during any given layoff. Standards for defining retention of such employees shall be limited to:
  - a) Special schooling provided or required by the City for employees following their initial employment to fill a unique position or meet a

specific program need where the schooling lasts for six (6) months or longer.

- b) Special experience provided or required by the City for a unique position or special program need where the experience requires at least one (1) year of training on the job.
  - c) Possession of a unique craft, artistic endeavor or professional level skill not available in other City employees.
- 4. Employees who have been previously appointed to provisional status in a higher classification at time of layoff considerations shall revert back to their permanent classification for purposes of determining their layoff.
  - 5. Employees in a probationary status as a result of a promotion within the Civil Service System cannot displace permanent employees in the same classification at time of layoff.
  - 6. Employees may voluntarily request layoff in lieu of reassignment should their seniority be sufficient to be retained on the payroll.
  - 7. Employees on layoff shall be recalled to their previous classification based on the minimum qualification requirements which existed at the time of their layoff.
  - 8. Exempt employees shall have no rights relative to layoff or reassignment except the employees who at some time, during the same period of employment, served in a position under the Civil Service System and shall have the right to return to the System under the provisions of B.M.C. 2-513, provided time spent in the exempt position shall not be accrued toward Civil Service seniority.

#### **SECTION D. DISPLACEMENT**

- 1. Except as stated in items 3 of this section below, an employee whose position has been eliminated shall be permitted, in total seniority order within the respective job classification, to transfer to a lateral or lower classification within the employee's department. This transfer shall occur only when a position in such classification is either vacant or occupied by another employee with less total seniority as calculated from their present date of hire. On taking a lower classification, the employee shall be paid at the highest rate of the lower classification which is not greater than the rate earned prior to the displacement.
- 2. In such instances as outlined in subsection 1 immediately above, employees must meet the minimum qualifications of the newly assigned position.
- 3. Employees displaced from a job because the positions have been deleted

or replaced by higher classified employees with more seniority, shall be eligible to transfer to the same or lower title in another department, where the employees last served prior to their current assignment, if:

- a. they served in that title and in that department where a vacancy or employees with lesser seniority exist, and
  - b. the Department Executive of the department to which the transfer is to be made approves such transfer if said department is any of the following: City Council, City Manager, City Attorney, or Management Services Department.
4. Employees who are reduced in classification shall be returned to their previous higher classification and department when vacancies occur within a three-year period of the reduction. Such return will not require qualifying through testing or placement on an employment list. Where the return involves returning to probationary status within six (6) months following demotion, the time spent in probationary status before the demotion occurred shall be applied toward permanent status.
  5. Employees in a provisional status in a higher classification shall be returned to their permanent classification prior to layoff in order to determine their availability for displacement or reassignment.
  6. Where three (3) or more employees exist in a classification within a department, the department shall not be required to lose more than fifty (50) percent of its employees in any given classification through displacement by higher classified, longer seniority employees.
  7. Employees with greater seniority than other employees in the same classification and department may request voluntary transfer or demotion to another position under the provisions of Civil Service Rule IX, paragraph 1.B.
  8. A part-time employee may displace another part-time employee only under the provisions which apply to full-time employees.
  9. A full-time employee may displace a part-time employee with lesser seniority only if the latter is in a position budgeted for thirty (30) hours per week or more.
  10. Employees designated by the City as managers may or may not be reduced to a lower classification which would result in the employees having to work for another employee whom they formerly supervised when in a management position.
  11. As used in this Article, "higher classification" or similar phrases are synonymous and interchangeable.



## **SECTION E. PROCEDURE**

Departments anticipating a possible reduction in staff shall notify the City Manager and the Management Services Director as soon as possible in order for appropriate action to be taken.

1. An immediate determination should be made as to which positions will be involved and the number of employees to be affected.
2. The Management Services Director shall determine what openings exist in the same and other departments so that affected employees may be considered for transfer prior to layoff.
3. Employees to be affected by a layoff will be given written notice thirty (30) calendar days in advance. Those employees who are **not** displaced to a lateral or lower classification in accordance with the rules of this Article, will be placed on paid Administrative Leave for thirty (30) days upon receipt of this layoff notice. The thirty (30) days is intended to provide the employee time to deal with transitional activities. In addition, the City will pay the remainder of the employee's portion of the Retiree Medical Trust, up to \$3,480 for employees subject to layoff (not displacement).
4. Efforts will begin immediately to relocate affected employees into Comparable positions of responsibility and pay or lower rated positions where practicable as outlined in Section D of this Article. First priority for filling open positions will be given to affected employees as opposed to other employees or job applicants under consideration.

## **SECTION F. RECALL**

The Management Services Director, upon approval of the City Manager, will establish and make available to affected employees a Recall List, showing all employees on demotion or layoff status along with the date of appointment. In utilizing the list, the following shall apply:

1. Persons on the Recall List shall have absolute rights over regular employment, transfer or reinstatement lists.
2. Names shall be listed in the inverse order of their layoff or demotion according to seniority. Employees shall be recalled to their last classification or lower classified position in any department of the City should they be the most senior on the recall list or lists for the positions available. Should a lower classified position first become available and no recall list exists for such position, then the most senior employee on the recall list for the next higher classified position shall be recalled in accordance with Subsection 3 of this Section.
3. Employees on the Recall List will hold reinstatement rights for a period of three years from date of layoff and be considered for openings as they arise.
4. Upon reinstatement, the employees will receive their old salary level or, if

in a lower classification, the level nearest to, but not exceeding the old classification. In addition, if recalled within three years of layoff, previous seniority will be reinstated less any time spent on layoff.

5. If employees are recalled from layoff and have been (1) serving in a probationary status and (2) never in a permanent status in the Civil Service System, then their past seniority shall not be reinstated for purposes of satisfying the probationary period unless recalled to the former position within six (6) months following the layoff.
6. Employees on layoff status shall be responsible for keeping the City's Management Services Department aware of the most current address and telephone number for purposes of contact at time of recall. Absences from the home for over one (1) week should also be reported if the employees on layoff desire to safeguard against being passed over should notice of recall be given. On notifying employees of recall, the City of Burbank shall send notice by certified mail and the employees shall have five (5) calendar days to respond from receipt of such notice. Where the employees fail to respond, the City shall contact the next most senior employee on the Recall List, and the same procedures shall apply. Failure of employees to respond to notices sent as a result of three (3) opportunities during the permitted recall period shall cause removal of their names from said list. In addition, employees must be available to return to work within two (2) weeks of receiving the above stated notification.

#### **SECTION G. BENEFIT CONSIDERATIONS**

1. For layoffs under thirty (30) days, all benefits will be retained except for pro rata reduction in the retirement plan and reduction of seniority for days on layoffs.
2. For layoffs of thirty (30) days up to three years, there is no accrual of seniority, Universal Leave, vacation, sick leave or other benefits for the period of the layoff. Universal Leave, sick leave and vacation benefits not previously paid to the employees at the time of layoff shall be paid at the end of the first month of layoff unless at the time of layoff, employees elect to leave all Universal Leave, sick leave and vacation credits on account and have such credits reinstated upon recall. If the employees elect to leave all Universal leave, sick leave and vacation credits on accounts, such employees, or their heirs, representatives or assigns, may, at any time within three (3) years after the effective date of such employee's layoff, demand payment for such benefits in such sum or sums as would otherwise have been payable at time of layoff, without interest. The City shall have up to thirty (30) days to make such payment after time of demand. Failure to demand such payment during such three year period shall constitute a waiver thereof. Payments of the cash value of accrued Universal Leave, sick leave and vacation credits shall terminate all further obligation by the City to reinstate such past credits should the employees be returned to work.

3. For layoffs of three years or more, recall privileges cease at three years.
4. Employees recalled following a layoff shall be entitled to receive at least the same level of benefits which they were receiving at the time the layoff occurred, provided, however, any reduction or increase in benefits for all affected employees during the layoff period shall apply to the recalled employees.

## **ARTICLE XI CONTRACTING OUT**

### **SECTION A. CONTRACTING OUT**

1. The City shall meet and confer with the BMA on the impact of proposed contracting out.
2. All matters affecting employer-employee relations, including those that are not subject to meeting and conferring, are subject to consultation. The City, through its representatives, shall consult in good faith with representatives of the BMA on employer-employee relations matters which affect them.
3. Except in case of emergency, reasonable written notice shall be given to the BMA of any amendment to any ordinance, rule, resolution or regulation directly relating to matters within the scope of representation proposed to be adopted by the Council or approved by any board or commission of the City, and the BMA shall be given the opportunity to meet with the City prior to adoption or approval. In cases of emergency when the City or any board or commission of the City determines that an ordinance, rule, resolution or regulation must be adopted immediately without prior notice or meeting with the BMA, the City or the board or commission of the City shall provide such notice and opportunity to meet at the earliest practicable time following the adoption of such ordinance, rule, resolution or regulation. Advance notice on matters subject to consultation, but outside the scope of representation is not mandatory but desirable.

The BMA President will respond to issues of contracting out within fifteen (15) working days of receipt of notification except that during the absence of the President notice will be given to the Vice President who will respond within fifteen (15) working days.

## **ARTICLE XII**

### **NON-DISCRIMINATION**

#### ***SECTION A. NON-DISCRIMINATION***

The City and BMA will not discriminate in the treatment of an employee on the basis of race, color, religion, sex, political party or activity, national origin, sexual preference, age, marital status, disability, Association activity or membership.

## **ARTICLE XIII GRIEVANCE PROCEDURE**

### **SECTION A. DEFINITION**

A grievance is a dispute or alleged violation involving the meaning, interpretation, application or alleged violation of the provisions of the MOU or other City rule or practice governing wages, hours or working conditions. A grievance may be raised by an individual, a group of employees or by the Association. Representation by the Association and/or other representative at any step of this procedure may not be denied.

### **SECTION B. PROCEDURE**

#### **1. IMMEDIATE SUPERVISOR**

A grievance must initially be presented verbally to an immediate supervisor within 20 working days of the time the grievant becomes aware of the occurrence of the event which is the basis of the grievance. The word "grievant" hereafter refers to the individual employee, the group of employees or the Association who presents the grievance. The immediate supervisor shall thereafter meet with the grievant and attempt to resolve the matter.

#### **2. DIVISION MANAGER**

If the grievance is not resolved by the immediate supervisor, the grievant may file a written appeal with the grievant's Division Manager, to be submitted within 10 working days of receipt of the decision of the immediate supervisor. The written grievance shall set forth (a) the facts, (b) applicable MOU provisions, rules or practices, (c) exhibits and (d) requested remedy.

The Division Manager shall thereafter meet with the grievant and attempt to resolve the matter. The Division Manager shall provide a written decision to the grievant, within 10 working days of the meeting.

#### **3. DEPARTMENT EXECUTIVE**

If the grievance is not resolved by the Division Manager, the grievant may file a written appeal with the grievant's Department Executive, to be submitted within 10 working days of receipt of the decision of the Division Manager.

The Department Executive shall thereafter meet with the grievant and attempt to resolve the matter. The Department Executive shall provide a written decision to the grievant within 10 working days of the meeting.

#### **4. ARBITRATION**

If the grievance is not resolved by the Department Executive, the grievant

may file an appeal to arbitration with the Management Services Department, to be submitted within 15 working days of receipt of the decision of the Department Executive. The arbitration shall be governed by the Rules and Procedures provided for in Exhibit F.

The grievant and the City may agree upon an arbitrator to hear the grievance. In the event the parties cannot agree upon an arbitrator they shall request a list of seven (7) arbitrators from the California State Mediation and Conciliation Service within 10 working days after receipt of the written submission to arbitration and shall thereafter select an arbitrator from that list or any subsequent list. If the parties cannot agree upon an arbitrator, they will alternately strike names from the list until one name remains. The City shall strike the first name from the list.

If either the City or the grievant so requests, the arbitrator shall hear the merits of any issue raised regarding the arbitrability of a grievance first; no hearing on the merits of the grievance may be conducted until the issue of arbitrability has been decided. The decision of the arbitrator regarding arbitrability shall be final and binding on the parties. The arbitrator shall conduct an evidentiary hearing and shall issue a written decision within 30 working days of hearing or submission of written briefs. Any time limit or stage of the procedure specified may be waived upon consent of the grievant and the City. The grievant and the City may at any time agree to mediate a grievance pursuant to the provisions set forth in Exhibit I of this MOU. The fees and expenses of the arbitrator and court reporter, if any, shall be shared equally by the Association and the City.

**5. DECISION OF ARBITRATOR AND APPEAL**

The decision of an arbitrator resulting from any arbitration of grievances hereunder shall not add to, subtract from, or otherwise modify the terms and conditions of this memorandum of understanding. The arbitrator's written award, including Findings of Fact and Conclusions of Law, shall be submitted within thirty (30) calendar days from the last day of the hearing. The arbitrator's decision shall be forwarded to the City Manager, who shall review the award and make the final decision within thirty (30) working days of its receipt. If the City Manager does not adopt the decision of the Arbitrator, the City Manager shall issue a new decision which shall be consistent with the evidence submitted at the hearing, applicable rules, and this MOU, and shall also state the grounds for not adopting the decision of the arbitrator.

***SECTION C. MEDIATION***

The employee and the City may at any time agree to mediate the grievance pursuant to the provisions set forth in Exhibit E of this MOU.



## **ARTICLE XIV**

### **DISCIPLINE PROCEDURES**

#### ***SECTION A. CAUSES OF DISCIPLINARY ACTION***

Discipline may be imposed for just cause on an employee, based upon, but not limited to, the following conduct:

1. The refusal to testify under oath before the Los Angeles County Grand Jury or other legally constituted official public body in a legally authorized investigation of government bribery or other misconduct in public unless such refusal is based upon the employee's constitutional rights.
2. Violation of any official regulation or order or failure to obey any proper direction made and given by a superior, or failure to comply with any condition of employment or to maintain any necessary qualification in the course of municipal employment.
3. Neglect of duty.
4. Unjustified failure or refusal to properly perform assigned duties.
5. Gross carelessness in the discharge of assigned duties.
6. Conviction or forfeiture of bail for any misdemeanor involving moral turpitude, or any felony.
7. Suspension or revocation of the employee's license to operate a motor vehicle on the public highway in the State of California where a driver's license is required for the performance of the employee's job.
8. One or more days of unauthorized absence.
9. Repeated tardiness.
10. Inability to establish and maintain proper working relationships.
11. Reporting for duty, or being on duty, under the influence of alcohol, drugs or any combination thereof; or rendering oneself unfit to perform fully one's duties for reasons attributable to, or produced by, indulgence in alcohol, drugs, or any combination thereof.
12. Unauthorized use of City tools, equipment or property.
13. Abuse or gross negligence in the care or operation of City tools, equipment or property.
14. Use of sick leave for unauthorized purposes.

15. Receiving gratuities or any personal favor in exchange for the performance or for the non-performance of an assigned duty.
16. Discussion of confidential City business and information with unauthorized persons which result in a detrimental effect to the City's operation.
17. Willful refusal to respond to an official call in an emergency.
18. Willfully making any false statements, certificates, or reports or in any manner committing or attempting fraud.
19. Violation of administrative rules and regulations.
20. Illegal possession or use of drugs or narcotics.
21. Incompetence or inefficiency in the performance of required duties.
22. Discrimination against, or harassment of, co-workers or the public based on race, religion, national origin, sex, age, handicap, or other unlawful consideration.
23. Malfeasance in office or employment.
24. Absence without permission from the job during working hours.
25. Consumption of alcoholic beverages during working hours, including lunch and rest periods.
26. Abandonment of position.

#### ***SECTION B. DISCIPLINARY ACTIONS***

1. Oral reprimand.
2. Written reprimand.
3. Suspension with pay.
4. Suspension without pay.
5. Reduction in class or pay.
6. Termination.

#### ***SECTION C. PROPOSED DISCIPLINE***

Prior to receiving discipline, the employee shall be served with a written notice containing the following:

1. The proposed disciplinary action and the effective date;
2. The nature of the charges and/or violation of City rules;
3. The reasons for the proposed action;
4. A copy of the materials upon which the action is based;
5. An opportunity for the employee to respond to the charges in writing and/or in a non-evidentiary, informal hearing to a neutral reviewer at a reasonable time not less than five working days from the date the notice was served but prior to the discipline being imposed;
6. The right of the employee to be represented by an attorney or other representative at any disciplinary conferences or proceedings.

#### **SECTION D. APPEAL OF DISCIPLINE**

##### **1. MINOR DISCIPLINE**

Minor discipline is a reprimand or a suspension of three days or less. An employee subject to minor discipline shall have the right to appeal such discipline to the appointing authority, or the department head or their designee by submitting a written request within ten (10) working days from the date of the discipline. The administrative hearing shall be conducted within ten (10) working days of the filing of the request and the hearing officer shall issue written findings within ten (10) working days of the hearing. The employee shall be entitled to representation and to present such documentary and testimonial evidence as is appropriate under the circumstances. The City official presiding at the administrative hearing shall have the authority to affirm the discipline, modify the discipline or exonerate the employee. The decision shall be final and binding on the City and the employee.

A letter of reprimand shall be removed from a personnel file upon written request by the employee provided there have been no additional disciplinary actions of a similar nature during the subsequent twelve (12) months. If the employee's performance appraisal review contains any reference to the letter of reprimand which has been removed from the employee's personnel file, that section or page of the employee's performance appraisal review shall be rewritten so that any reference to the letter of reprimand is deleted. A removed letter of reprimand may be retained and used for the purpose of progressive discipline only for an additional period of twenty-four (24) months.

##### **2. MAJOR DISCIPLINE**

Major discipline is a suspension of more than 3 days, reduction in class or pay, or termination. An employee subject to major discipline may appeal the discipline by submitting a request for arbitration to the Management

Services Department within 15 working days of receipt of the final notice of discipline. The arbitration shall be governed by the Rules and Procedures provided for in Exhibit F.

The grievant and the City may agree upon an arbitrator to hear the grievance. In the event the parties cannot agree upon an arbitrator they shall request a list of seven (7) arbitrators from the California State Mediation and Conciliation Service within 10 working days after receipt of the written submission to arbitration and shall thereafter select an arbitrator from that list or any subsequent list. If the parties cannot agree upon an arbitrator, they will alternately strike names from the list until one name remains. The City shall strike the first name from the list.

If either the City or the employee so requests, the arbitrator shall hear the merits of any issue raised regarding the arbitrability of the discipline first; no hearing on the merits of the discipline appeal may be conducted until the issue of arbitrability has been decided. The decision of the arbitrator regarding arbitrability shall be final and binding on the parties. The arbitrator shall conduct an evidentiary hearing and shall issue a written decision within 30 working days of hearing or submission of written briefs. Any time limit or stage of the procedure specified may be waived upon consent of the employee and the City.

#### ***SECTION E. DECISION OF ARBITRATOR AND APPEAL***

1. The decision of an arbitrator resulting from any arbitration of discipline hereunder shall not add to, subtract from, or otherwise modify the terms and conditions of this memorandum of understanding. The arbitrator's written award, including Findings of Fact and Conclusions of Law, shall be submitted within thirty (30) calendar days from the last day of the hearing. The arbitrator's decision shall be forwarded to the City Manager, who shall review the award and make the final decision within thirty (30) working days of its receipt. If the City Manager does not adopt the decision of the Arbitrator, the City Manager shall issue a new decision which shall be consistent with the evidence submitted at the hearing, applicable rules, this MOU, and shall also state the grounds for not adopting the decision of the arbitrator.
2. If, as result of an arbitration award or mediated settlement, an employee's disciplinary action is overturned or modified in any way, relevant portions of the employee's performance appraisal review shall be rewritten, if necessary, so the performance appraisal does not include references or language inconsistent with the arbitrator's decision.

#### ***SECTION F. MEDIATION***

The employee and the City may at any time agree to mediate an appeal of discipline pursuant to the provisions set forth in Exhibit E of this MOU.

## **ARTICLE XV**

### **INFORMAL DISCUSSION OF DEPARTMENTAL PROBLEMS**

#### ***SECTION A. DEPARTMENTAL MEETINGS***

Departmental Executives will implement the following policy:

1. The BMA may request, monthly, that a meeting be scheduled between the Management Representative or Executive Officer of the BMA and the Department Executive to discuss items of mutual interest. At the option of the BMA, the President of the BMA may be present at such meetings. The Department Executive shall make every effort to comply with this request.
2. Department Executives are encouraged to consult with employee representatives on departmental problems, future actions, and related matters.
3. In addition to the monthly meeting, Department Executives are encouraged to meet with department representatives when it would be to everyone's advantage to meet immediately.

## **ARTICLE XVI HEALTH AND SAFETY**

### ***SECTION A. SAFETY IN THE WORK PLACE***

The City and the BMA reaffirm their joint commitment to ensure safety and reasonable health in the work place and to maintain a continuous awareness of safety procedures and accident prevention guidelines. In order to reinforce these objectives, a Citywide Safety Coordinators Committee has been established to broaden the base of participation in safety activities. The Burbank Management Association (BMA) will have a representative on the Safety Coordinators Committee.

### ***SECTION B. SAFETY EQUIPMENT***

1. Upon approval by the City Safety Officer, the City shall provide safety shoes when needed. Approved safety shoes shall mean such styles as may be approved by the affected department and which provide, in the opinion of the City's Safety Officer, adequate safety.
2. It is the policy of the City to require the use of safety glasses or other eye protection in all classifications of employment in which there is a significant threat of eye injury. This policy is in accord with the California Occupational Health Act of 1973. The Safety Officer shall reasonably determine which employees are eligible and are required to wear safety glasses. Eye examinations for those required to wear safety glasses will be paid for by the City.
3. For those employees, the City will pay for the cost of frames, prescription lens, and fitting or other eye protection as referenced in subsection 2 above. The City will provide plain safety glasses to qualifying employees not requiring prescription lens.
4. The City will pay the difference between bi-focal and no-line or progressive glasses, up to \$100 every three years, for those BMA employees that are required to work on a computer as a primary job function (51% or more of the time) as designated by a supervisor in accordance with Administrative Procedure regarding Safety Glasses.

## **ARTICLE XVII EMPLOYEE RIGHTS**

### **SECTION A. PAYROLL DEDUCTION AND DUES**

#### **1. MEMBER DEDUCTION AND DUES**

- a. During the term of this Memorandum, effective July 1, 2025, the City shall deduct BMA dues on a bi-weekly payroll basis subject to the provisions outlined in this section. Such deductions shall be made only when the employees' earnings for a pay period are sufficient after other legally required deductions are made. Both parties are aware that the amount of dues deductions are subject to the limitations of the computer-based payroll system.
- b. BMA hereby certifies that it has and will maintain authorizations for individual employees. The City shall rely on representations made by BMA regarding the authorization to make, revoke, cancel, or change deductions for employees represented by BMA.
- c. The City shall deduct dues for employees represented by BMA following receipt of written notice from BMA that written authorization has been provided to the Association by the employee.
- d. If a BMA represented employee desires to revoke, cancel, or change prior dues deduction authorization, such requests shall be directed in writing to the Association, which shall promptly provide written notice. The City shall stop or change dues on the effective date set forth in the written notice from BMA.
- e. Should there be a dispute regarding the deduction of dues, the BMA shall provide the City with a copy of the authorization(s) signed by the BMA represented employee.
- f. At BMA's request, the City will provide copies of dues deduction records in the City's possession as well as a list of employees with dues deductions in place.
- g. The BMA, in consideration for and as a condition of the City withholding and transmitting payroll and benefit deductions authorized by this MOU and in compliance with Senate Bill 866, shall hold harmless the City, its officers, and employees from any liability that may result from making, canceling, or changing requested deductions certified by the BMA.

#### **2. COMMUNICATIONS WITH BMA REPRESENTED EMPLOYEE**

- a. The City shall not deter or discourage employees or applicants represented by BMA from becoming or remaining members of the Association, or from authorizing dues or fee deductions to the



Association.

- b. If the City chooses to disseminate mass communications to employees or applicants represented by BMA concerning their right to join or support an employee organization, or to refrain from joining or supporting an employee organization, it shall meet and confer with the BMA concerning the content of the mass communication.
- c. If the City and the BMA do not agree on the content of the City's mass communication as referenced above in section b, the City shall distribute to the employees, in addition to, and at the same time as, its own mass communication, a communication of reasonable length provided to the City by the BMA. The Association shall provide the City with adequate copies of its own mass communication prior to distribution.

#### **SECTION B. MEMBERSHIP LIST**

The City shall furnish the BMA a listing each September 1st, of represented employees in classifications represented by the BMA.

The City shall notify the BMA within sixty (60) calendar days of any employee who, because of a change in employment status, is no longer a member of the represented unit or no longer subject to the provisions of this Article.

#### **SECTION C. NON-MEMBER LIST(S)**

The City shall furnish the BMA a listing each July 1st of non-member employees' names in classifications represented by the BMA. Also, the City shall furnish the BMA a listing each, December 1st, of the title of unrepresented management and unrepresented miscellaneous positions. In addition, the City shall provide the BMA a listing by the 20th of each month of all new employees hired on a non-temporary basis during the preceding month into classifications represented by the BMA.

#### **SECTION D. ACCESS TO WORK LOCATIONS**

Reasonable access to employee work locations shall be granted to officers of the Association and its authorized representatives for the purpose of investigating, counseling and processing grievances, observing working and safety conditions, seeing that the provisions of this Agreement are observed, and contacting members of the Association concerning business within the scope of representation. Such officers or representatives shall not enter any work locations without the consent of the City or its authorized representative, and such consent shall not be unreasonably denied. Access shall be restricted so as not to interfere with the normal operations of the department or with established safety or security requirements. Solicitation of membership and activities concerned with the internal management of an employee organization, such as collecting dues, campaigning for office, will not be permitted during working hours.

#### **SECTION E. MEETING WITH NEW EMPLOYEES**

The City shall notify the BMA of the dates and times of the new employees' orientation not less than 10 days' notice in advance of an orientation, except that a shorter notice may be provided in a specific instance where there is an urgent need critical to the City's operations that was not reasonably foreseeable. The structure, time, and manner of BMA access shall be determined through mutual agreement between the City and the BMA, subject to the requirements of Section 3557 of the Government Code. BMA will be allowed to speak to new employees at the conclusion of the orientation by Management Services staff. The City shall only give notice of the orientation to the effected employees, their supervisors and/or Department Directors, or to a vendor that is contracted to provide service for purposes of the orientation. In addition, the City agrees to notify BMA when employees become newly represented by BMA as soon as practical.

#### **SECTION F. PERSONNEL FILES**

1. The City acknowledges that employees are entitled to review the contents of their "official" file located in the Management Services Department at reasonable intervals. Employees may request a representative to assist them in reviewing said file.
2. No discipline may be brought against an employee unless fully documented and supported.
3. Employees shall be entitled to copy and receive copies of all documents placed within their personnel files except those expressly forbidden by law.

#### **SECTION G. TIME OFF FOR CIVIL SERVICE BOARD MEETINGS AND ARBITRATION HEARINGS**

1. Employees shall be granted time off without loss of pay to attend meetings of the Civil Service Board and Arbitration Hearings which are scheduled during the employees regular working hours, if the employees are (1) the president or in the president's absence, vice president of the employee organization; (2) present on official business before the Board or an arbitrator, including an appeal by the employees or representation of employees by another for the purpose of appeal; or (3) present because, in the opinion of their department manager, the interests of the City are served by having the employees present.

#### **SECTION H. RIGHT OF REPRESENTATION**

The BMA may, at the employee's option, represent the employee at disciplinary hearings or meetings, investigatory interviews which may lead to discipline, safety meetings (accident review), grievance meetings, Civil Service Board meetings or arbitration hearings. The Association representative may participate to assist the represented employee.

If an employee requests Association representation and is willingly, knowingly and with intent to deny an employee's rights, not provided with same, those

admissions obtained directly by interrogation shall not be used against an employee in any proceeding or action by the City. Interrogation shall mean either express questioning or behavior by a manager or supervisor that is reasonably likely to elicit an incriminating response.

#### **SECTION I. CITY BULLETIN BOARDS**

1. STATEMENT

The City provides bulletin boards throughout the City. Reasonable use of these boards will be permitted to formally or informally recognized employee groups. The following shall be observed in using the bulletin boards.

2. PROCEDURE

- a. The BMA shall submit to the City Manager's Office a copy of all official business notices which are to be posted, at least 24 hours prior to posting.
- b. The BMA may post notices concerning:
  - (1). Recreational affairs of the group.
  - (2). Social affairs of the group.
  - (3). Official business of the group.
- c. The notices shall be clearly identified as BMA notices.
- d. Department Executives or their designated representatives will be responsible for removing notices as soon as possible after the event has expired.
- e. Use of bulletin boards for unauthorized purposes, including but not limited to political matters, matters derogatory to the City, or commercial advertising, will result in loss of use of the bulletin boards.
- f. E-mail notifications may be used in-lieu of bulletin boards.

#### **SECTION J. ASSOCIATION LEAVE**

1. An aggregate of five hundred (500) hours per fiscal year shall be available without loss of pay for use by the BMA President.
2. The hours shall be utilized to attend meetings or conventions held by labor or professional organizations, prepare for City-related Association appearances, or counsel employees on labor relations subjects.
3. Release time with pay for BMA Management Representatives, Executive Board and negotiating team members shall be granted in order to meet

with Department Executives on labor matters, to counsel employees regarding grievances, to represent employees in hearings, to prepare for contract negotiations, and to attend Civil Service Board meetings. Department Executives may make efforts to arrange the hours of day shift employees on the day in question so as to adjust the hours of the employee in order to allow such employee to finish their shift before the start of an Executive Board meeting.

#### ***SECTION K. PAST PRACTICES***

Past practices concerning but not limited to rights, wages, hours, and working conditions will be continued unless specifically altered by this agreement. Past practice shall mean custom and practice that is open and obvious, consistent, long standing, known by the parties, and mutually acceptable habits of action which have matured during the course of time. Disputes regarding past practice shall be resolved pursuant to the Article XIII.

#### ***SECTION L. FACILITIES USAGE***

Upon request of the Association, the City may provide meeting space outside working hours to the Association, providing there is no interference with normal City operations. Requests for use of facilities will be made in advance to the appropriate Department controlling the meeting space, indicating the date and time of meeting.

## **ARTICLE XVIII**

### **EMPLOYER RIGHTS AND PAST PRACTICES**

#### ***SECTION A. EMPLOYER RIGHTS***

The rights of the City include, but are not limited to, the exclusive right to:

1. Determine the mission of its constituent departments, divisions, commissions, and boards;
2. Set standards of service and municipal fees and charges;
3. Determine the procedures and standards of selection for employment, assignment, transfer, and promotion;
4. Direct its employees;
5. Take disciplinary action;
6. Relieve its employees from duty because of lack of work or for other legitimate reasons;
7. Maintain the efficiency of governmental operations;
8. Determine the methods, means, and personnel by which governmental operations are to be conducted;
9. Determine the content of job classifications;
10. Take all necessary actions to carry out its mission in emergencies;
11. Exercise complete control and discretion over its organization and technology of performing its work.

#### ***SECTION B. ALL RIGHTS RETAINER***

All rights held by the City, or vested in the City, on the effective date of this Memorandum of Understanding and not mentioned in Section A of this Article are retained by the City unless altered by this Memorandum of Understanding or by a past practice covered by Article XXII, Section B of this Memorandum of Understanding.

## **ARTICLE XIX MISCELLANEOUS**

### **SECTION A. MANAGEMENT TRAINING**

1. It is the policy of the City to actively encourage and assist employees in continuing their education and training as it relates to improving their capabilities for service to the City. The primary responsibility for recognizing training needs, stimulating employee development, and carrying out all elements of this policy rests with the Department Executives.

Training shall be conducted on a continuing basis with staff assistance and funds made available for this purpose.

The City has the responsibility to train employees in fields essential to job success. The employee has the responsibility for pursuing that training essential for his/her job development.

The objectives of employee training can be summarized as follows:

- a. To continuously develop promotable manpower and enhance the individual employee's confidence in his/her ability to enlarge his/her capability.
  - b. To achieve and maintain efficient job performance and to provide a climate within which the employee is continuously motivated toward effective service to the City.
  - c. To provide employees with information and training in new methods as changes and innovations develop.
  - d. To achieve and maintain efficient job performance.
2. The Department Executives shall be responsible for the following:
    - a. Developing a training plan with the objective of ascertaining, utilizing, and improving employee capabilities to meet specific operating requirements of the departments and the City.
    - b. Arranging work assignments and schedules in order that employees may participate in formal training programs related to their jobs.
    - c. Develop qualified employees to perform the work of any employee whose services are considered critical to the City's operation.
    - d. Evaluating training needs and accomplishment within their department on a continuing basis.

3. The Management Services Department shall provide the following assistance to the City Manager and Department Executives in the development of training programs:
  - a. The coordination, with the Department Executive, of the Citywide training plan indicating priority in objectives sought, schedule of courses, topics to be covered, facilities to be used, and instructors to be employed, and to keep such training plans current and consistent with the changing needs of the City.
  - b. Identification of training needs common to all City departments, and coordination with Department Executives in the development and implementation of centralized Citywide training programs.
  - c. Provide information on training and educational programs and make available to departments information regarding the various types of training resources applicable to their programs.
  - d. Provide technical assistance to all departments in the planning and execution of their training programs, and provide for or assist in arrangements for facilities, equipment and training materials to be used in their programs.
  - e. Provide recognition upon completion of training programs by the issuance of appropriate certificates for Department Executives to present to employees, and maintain records of training activities.
  - f. Evaluate and report to the Department Executives and City Manager the results of departmental and Citywide training programs.

#### ***SECTION B. MOU COPIES***

The City will provide to the BMA, 90 days from signing the MOU, at no cost, the number of requested copies of this collective bargaining agreement, not to exceed 100, and will place this MOU on the City's website. The printed copies will be 8 ½ inches by 11 inches. The City will also provide a high-resolution electronic copy of the MOU to BMA.

#### ***SECTION C. PROFESSIONAL DEVELOPMENT***

Effective June 26, 2022, the City shall increase the amount provided for Professional Development to each employee from \$43.75 per month to \$55.00 per month. As such, the Professional Development amount paid to employees in equal amounts over the 26 pay periods throughout each year will increase from \$20.19 per pay period to \$25.38 per pay period.

#### ***SECTION D. CITY ASSOCIATION RELATIONS***

1. Except in cases of emergency, the City shall give reasonable written notice to the BMA of any ordinance, rule, resolution, or regulation directly relating to matters within the scope of representation proposed to be



adopted by the City and shall give the BMA the opportunity to meet and confer in good faith. In cases of emergency when the City determines that an ordinance, rule, resolution or regulation must be adopted immediately without prior notice or meeting with the Association, the City shall provide such notice and opportunity to meet at the earliest practicable time following the adoption of such ordinance, rule, resolution, or regulation.

#### **SECTION E. NO STRIKE - NO LOCKOUT**

During the term of this Agreement, neither the Association nor its agents will authorize, institute, aid, condone or engage in a slowdown, work stoppage, strike, or any other interference with the work of the City. During the term of this agreement, neither the City nor its agents will authorize, institute, aid, or promote any lockout of employees covered by this Agreement.

#### **SECTION F. UNIFORMS**

All employees who are currently provided uniforms shall continue to receive such uniforms as required. The uniforms will be of a quality and style no less than that agreed to in the past.

For all such employees, replacement uniforms shall be provided as needed. However, for security purposes employees will bear the responsibility of returning all uniforms (including patches) prior to the replacement of these uniforms. In addition, all uniforms (including patches) will be returned to the City upon the employee's separation from the City services.

#### **SECTION G. NEPOTISM POLICY**

Employees will be subject to the City's Administrative Procedure II-53 regarding Employment of Relatives.

#### **SECTION H. CRAFT AND PROFESSIONAL LICENSES**

The City will pay for or reimburse fees for all licenses, certificates, examinations or training that it requires of employees in their present positions. This includes, but is not limited to professional fees, Class A or B Driver's licenses, water treatment certificates, FCC licenses, toxic material certificates, smog certificates, and back-flow valve certificates. This provision does not include remedial training or preparation for advancement. All employees as above, who need to maintain and renew their licenses for work which they do for the City, shall be given adequate time off with pay in order to take such renewal examinations.

#### **SECTION I. FINGERPRINTING**

Employees will be subject to fingerprinting as required by government regulations.

#### **SECTION J. REOPENER PROVISION**

The City and BMA agree to continue discussions limited to the subjects and provisions specified below:

1. Universal Leave

Continue discussions regarding the accrual rates, the cap, and the cashout of

Universal Leave.

2. 4/10 Schedule

Reopen discussions after July 1, 2026, regarding Hours of Work, specifically 4/10 work schedule.

3. The City and BMA agree to informally discuss adding or removing titles from BMA representation subject to mutual agreement.

4. The City and BMA agree to discuss updating the current BMA performance evaluation form.

## **ARTICLE XX RECRUITMENT AND SELECTION**

### ***SECTION A. EXPEDITED HIRING***

All classifications represented by the Burbank Management Association are subject to expedited hiring. Expedited hiring means that the Management Services Department and the hiring department will determine the appropriate process to recruit and select employees.

### ***SECTION B. EDUCATION AND EXPERIENCE***

Classifications represented by BMA may contain the following statement on job specifications and bulletins:

Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary for acceptable job performance as determined by the City.

### ***SECTION C. SIGNING AND RETENTION PAY***

Effective June 26, 2022, the City, at its sole discretion, has the option of providing signing or retention pay, up to a maximum of 8% of base salary, for any classification for which the City is experiencing difficulty in recruiting or retaining. Further, the City has the option of providing a signing or retention pay for the classification of Manager Electrical Distribution up to the maximum retention pay percentage granted in the IBEW MOU. This additional funding will not be included in the salary survey. The City will notify the BMA prior to application of this Section to any specific position.

## **ARTICLE XXI SAVINGS CLAUSE**

### ***SECTION A. RENEGOTIATION***

If any term or provision of this Agreement is found to be in violation of any City, County, State, or Federal law, the parties agree to meet promptly, and as often as necessary, to expeditiously renegotiate this term or provision. All other terms and provisions of this agreement shall remain in full force and effect during the period of such negotiations and thereafter until their normal expiration date. Mandatory subjects for bargaining not specifically modified by this agreement shall remain in full force and effect.

### ***SECTION B. CONTROL***

If any rule or regulation conflicts with this document or is superseded by this document, this Memorandum of Understanding is controlling.

### ***SECTION C. FAIR LABOR STANDARDS ACT***

The parties understand that many of the employees covered by this agreement may not be covered by the Fair Labor Standards Act of 1938, as amended, 29 U.S.C., Section 201 et seq. (FLSA). But, to the extent that any provision herein conflicts with the FLSA, employees covered by the FLSA shall receive benefits required there under and any additional benefits set forth herein if compatible with FLSA.

## **ARTICLE XXII**

### **TERM OF MEMORANDUM OF UNDERSTANDING**

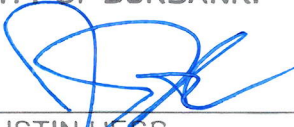
#### ***SECTION A. TERM***

In witness whereof, the parties hereto have caused their duly authorized representatives to execute this Memorandum of Understanding on this date. The term of this agreement shall be from July 1, 2025 until June 30, 2028.

Except as set forth in this Memorandum of Understanding, all of the terms and conditions of employment contained in the previous Memorandum of Understanding entered into between the parties that expired June 30, 2025 remained in full force and effect between July 1, 2025 and Council adoption of the Memorandum of Understanding.

In witness thereof, the parties hereto have caused their authorized representatives to execute this Memorandum of Understanding on this date effective 1st day of July 2025, and as provided herein.

**ON BEHALF OF THE  
CITY OF BURBANK:**

  
\_\_\_\_\_  
JUSTIN HESS  
City Manager

  
\_\_\_\_\_  
BETSY MCCLINTON  
Management Services Director


  
\_\_\_\_\_  
JULIE CHAIDEZ  
Human Resources Manager

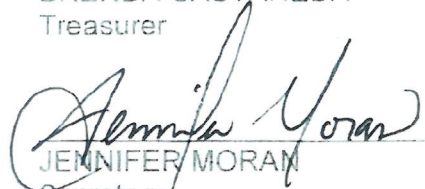
  
\_\_\_\_\_  
JOY CASUCCI  
Acting Senior Administrative Analyst

**ON BEHALF OF THE BURBANK  
MANAGEMENT ASSOCIATION:**

  
\_\_\_\_\_  
CHRIS WHITE  
President

  
\_\_\_\_\_  
NICK HAMMETT  
Vice President

  
\_\_\_\_\_  
BRENDA CASTANEDA  
Treasurer

  
\_\_\_\_\_  
JENNIFER MORAN  
Secretary

  
\_\_\_\_\_  
JAMES EHRLING  
Director

  
\_\_\_\_\_  
GINA KOZAI  
Director

  
\_\_\_\_\_  
ANN AVRASHOW  
Director

  
\_\_\_\_\_  
ELIZABETH SILVER TOURGEMAN  
BMA Attorney

# **EXHIBIT A**

## **AFFECTED EMPLOYEES CLASSIFICATION TITLES (REPRESENTED EMPLOYEES)**

ACCOUNTING & AUDIT MANAGER  
ADMINISTRATIVE ANALYST I (Excluding City Manager's Office & Management Services Department)  
ADMINISTRATIVE ANALYST II (Excluding City Manager's Office & Management Services Department)  
ADMINISTRATIVE TECHNICIAN  
ANIMAL SHELTER SUPERINTENDENT  
APPLICATIONS DEVELOPMENT ANALYST II  
APPLICATIONS DEVELOPMENT ANALYST III (Excluding Payroll/Labor ADP III)  
APPLICATIONS DEVELOPMENT ANALYST IV  
ASSISTANT FIRE MARSHAL  
ASSISTANT POWER PRODUCTION SUPERINTENDENT  
ASSISTANT MANAGER CUSTOMER SERVICE OPERATIONS

BUILDING ADMINISTRATION MANAGER  
BUILDING INSPECTOR II\*  
BUILDING INSPECTOR III\*  
BUILDING INSPECTION MANAGER

CIVIL ENGINEER-BWP  
CLIENT TECHNOLOGY SUPERVISOR  
CODE ENFORCEMENT MANAGER  
COLLECTIONS SYSTEMS SUPERVISOR\*  
COMMUNICATIONS NETWORK ENGINEER  
CONTRACTS ADMINISTRATOR  
CONSTRUCTION INSPECTION MANAGER\*  
CONSTRUCTION SUPERINTENDENT  
CRIME ANALYST\*  
CUSTODIAL SUPERVISOR\*

DATA ENGINEER  
DATABASE ADMINISTRATOR I\*  
DATABASE ADMINISTRATOR II  
DATABASE ADMINISTRATOR III  
DEPUTY BUILDING OFFICIAL

ECONOMIC DEVELOPMENT MANAGER  
ELECTRICAL ENGINEER  
EMS NURSE SPECIALIST  
ENERGY SERVICES AND UTILITY RATES MANAGER  
ENERGY TRADER/SCHEDULER  
ENVIRONMENTAL, HEALTH, AND SAFETY COORDINATOR  
ENVIRONMENTAL, HEALTH, AND SAFETY OFFICER  
ENVIRONMENTAL & SAFETY MANAGER  
ENVIRONMENTAL ENGINEER



FACILITIES MAINTENANCE MANAGER  
FINANCIAL ACCOUNTING MANAGER/BWP  
FINANCIAL ANALYST  
FINANCIAL PLANNING AND RISK MANAGER  
FINANCIAL SYSTEMS MANAGER  
FLEET MANAGER/BWP  
FLEET SERVICES SUPERVISOR\*  
FLEET SUPERINTENDENT

GRANTS COORDINATOR

HOUSING AUTHORITY MANAGER  
HOUSING DEVELOPMENT MANAGER

INFORMATION SECURITY ANALYST  
INFORMATION SYSTEMS ANALYST II\*  
INFORMATION SYSTEMS ANALYST III  
INFORMATION SYSTEMS ANALYST IV  
INFORMATION TECHNOLOGY SECURITY MANAGER  
JAIL MANAGER\* LAND SURVEYOR  
LANDFILL SUPERVISOR\*  
LEAD CLIENT TECHNOLOGY SPECIALIST  
LEAD DATA ENGINEER  
LEAD SYSTEMS ENGINEER  
LEAD TECHNOLOGY PRODUCT MANAGER  
LEGISLATIVE ANALYST  
LIABILITY CLAIMS COORDINATOR  
LIBRARY DIVISION MANAGER

MANAGEMENT INTERN\*  
MANAGER COMMUNICATION SYSTEMS  
MANAGER CUSTOMER SERVICES OPERATIONS  
MANAGER ELECTRICAL DISTRIBUTION  
MANAGER ELECTRICAL DISTRIBUTION-G  
MANAGER ELECTRICAL EQUIPMENT  
MANAGER ENERGY CONTROL CENTER  
MANAGER SECURITY SYSTEMS  
MANAGER TELECOMMUNICATIONS  
MANAGER TECHNOLOGY  
MANAGER T & D ENGINEERING  
MANAGER WATER ENGINEERING/PLANNING  
MANAGER WATER PRODUCTION/OPERATIONS  
MARKETING ASSOCIATE  
MARKETING MANAGER

NETWORK SUPPORT ANALYST II\*  
NETWORK SUPPORT ANALYST III\*  
NETWORK SUPPORT ANALYST IV

OPERATIONS SYSTEMS ANALYST I\*  
OPERATIONS SYSTEMS ANALYST II\* OPERATIONS SYSTEMS ANALYST III

PARKING ANALYST  
PARKING SERVICES MANAGER  
PERMIT COORDINATOR\*  
PLAN CHECK ENGINEER\*  
PLAN CHECK MANAGER  
PLANNING MANAGER  
POLICE COMMUNICATIONS MANAGER  
POLICE RECORDS MANAGER  
POWER PROD ENGINEER  
POWER PROD MANAGER  
POWER RESOURCES MANAGER  
PRINCIPAL ACCOUNTANT  
PRINCIPAL CIVIL ENGINEER  
PRINCIPAL CIVIL ENGINEER/BWP  
PRINCIPAL CLIENT TECHNOLOGY SPECIALIST  
PRINCIPAL COMMUNICATIONS NETWORK ENGINEER  
PRINCIPAL DATA ENGINEER  
PRINCIPAL ELECTRICAL ENGINEER  
PRINCIPAL ENGINEER - TRAFFIC  
PRINCIPAL ENGINEERING TECHNICIAN  
PRINCIPAL GIS SPECIALIST  
PRINCIPAL PLAN CHECK ENGINEER  
PRINCIPAL POWER RESOURCES PLANNER  
PRINCIPAL PLANNER  
PRINCIPAL POWER ENGINEER  
PRINCIPAL POWER SYSTEM OPERATOR  
PRINCIPAL SYSTEMS ENGINEER  
PRINCIPAL TECHNOLOGY PRODUCT MANAGER  
PRINCIPAL TRANSPORTATION PLANNER  
PRINCIPAL UTILITY ACCT ANALYST  
PRINCIPAL UTILITY BUSINESS SYSTEMS ANALYST  
PUBLIC INFORMATION SPECIALIST\*  
PUBLIC WORKS SUPERVISOR\*  
PURCHASING MANAGER

REAL ESTATE AND PROJECT MANAGER  
RECORDS MANAGER  
RECREATION SERVICES MANAGER  
RECYCLING COORDINATOR  
RECYCLING SPECIALIST  
REDEVELOPMENT PROJECT MANAGER

SENIOR ADMINISTRATIVE ANALYST (Excluding City Manager's Office & Management Services  
Department)  
SENIOR BUYER

SENIOR CIVIL ENGINEER/ BWP  
SENIOR CIVIL ENGINEER  
SENIOR CIVIL ENGINEERING ASSOCIATE  
SENIOR COLLECTIONS SPECIALIST  
SENIOR ELECTRICAL ENGINEER  
SENIOR ENGINEER - TRAFFIC  
SENIOR ENVIRONMENTAL ENGINEER  
SENIOR PLAN CHECK ENGINEER  
SENIOR PLANNER  
SENIOR RANGE MASTER/ARMORER\*  
SENIOR TRANSPORTATION PLANNER  
SENIOR UTILITY ACCTG ANALYST  
SENIOR UTILITY BUSINESS SYSTEMS ANALYST  
SOLID WASTE SUPERVISOR\*  
SYSTEMS ENGINEER

TECHNICAL SUPPORT ANALYST III\*  
TECHNICAL SUPPORT ANALYST IV  
TECHNOLOGY PRODUCT MANAGER  
TRAFFIC ENGINEERING MANAGER  
TRAFFIC SIGNAL MAINT SUPV\*  
TRANSPORTATION MGT CTR MGR  
TRANSPORTATION PLANNING MANAGER  
TRANSPORTATION SERVICES MANAGER  
UTILITY PROJECT MANAGER  
VETERINARIAN  
VIDEO PRODUCTION SUPERVISOR\*

WAREHOUSE MANAGER/BWP  
WATER MAINTENANCE/CONSTRUCTION SUPERINTENDENT  
WORKERS' COMPENSATION ADMINISTRATOR  
WORKERS' COMPENSATION REPRESENTATIVE III  
WATER QUALITY MANAGER

**Any organizational change that results in a "Z" group manager, whose classification is listed in this Exhibit, not reporting directly to a Department Executive will move that manager under BMA representation. Any organizational change which results in a BMA member reporting directly to a Department Executive in the capacity of a Division Manager, will move that manager out of BMA representation.**

**\*These classifications are part of the BMA Supervisory/Professional Unit and are all subject to Overtime Compensation.**

## **EXHIBIT B**

### **AFFECTED CONFIDENTIAL EMPLOYEES**

When assigned to the Payroll or Budget Sections of the Financial Services Department, any classification in the Analyst Series, including the classifications listed below, are designated as "confidential employees" per the City's Employer/Employee Relations Ordinance and are covered by the provisions of this agreement:

ADMINISTRATIVE ANALYST I	(Financial Services)
ADMINISTRATIVE ANALYST II	(Financial Services)
SENIOR ADMINISTRATIVE ANALYST	(Financial Services)

# **EXHIBIT C**

## **SURVEY METHODOLOGY**

### **SECTION A**

#### **PARAMETERS FOR SALARY SURVEY**

#### **TO BE PROVIDED TO BMA FOR NEGOTIATIONS PRIOR TO FY 2028/29**

In preparation for FY 2028/29 negotiations, the City shall conduct a salary survey subject to the following:

- a) The survey is for purposes of study and negotiations and shall not trigger any automatic adjustments;
- b) The survey provided by the City will use the benchmarks, ties, and comparable classifications that were agreed upon during negotiations leading up to this MOU, pursuant to Exhibit C, Section B.
- c) For any of the benchmarks, if a classification from a survey agency that was used as comparable is eliminated or reclassified since the completion of the survey for the July 1, 2025, salary increase, the City will identify the agency as a non-comparable for that benchmark.
- d) The City will flag any benchmark that has greater than four non-comparable agencies in its survey for BMA to find potential replacement agencies, subject to negotiations.
- e) The survey will be completed and supplied to the Association no later than February 1, 2028, (five months prior to the end of the contract term) for review and validation of comparative surveyed positions' details. This survey will include salaries of comparable cities that are in effect as of July 31, 2028, or sooner.

**SECTION B**  
**BENCHMARKS FOR SALARY SURVEY**  
**TO BE PROVIDED TO BMA FOR NEGOTIATIONS PRIOR TO FY 2028/29**

**UTILITY**

The following capitalized and bolded classifications are considered to be utility salary benchmarks used during negotiations leading up to this MOU. These classifications will have a six-agency survey, except where noted, of Glendale, Pasadena, Riverside, Anaheim, Los Angeles Department of Water and Power (LADWP), and Sacramento Municipal Utility District (SMUD). Any salary adjustments to the benchmarks or classifications tied thereto are contained in this MOU, and any salary adjustments outside this MOU are subject to negotiations.

**ENERGY TRADER/SCHEDULER**

**FINANCIAL ACCOUNTING MANAGER/BWP**

- Financial Planning & Risk Manager
- Energy Services & Utility Rates Manager
- Principal Utility Accounting Analyst
- Financial Analyst
- Senior Utility Accounting Analyst

**FLEET MANAGER/BWP**

- Fleet Superintendent

**LEGISLATIVE ANALYST**

**MANAGER CUSTOMER SERVICE OPERATIONS**

- Assistant Manager Customer Service Operations

**MANAGER ELECTRICAL EQUIPMENT**

- Manager Communications System
- Manager Electrical Distribution

**MANAGER ENERGY CONTROL CENTER\***

*\*Additional agency surveyed: Modesto Irrigation District (MID)*  
Principal Power Systems Operator

**MANAGER TECHNOLOGY\***

*\*Additional agency surveyed: South Coast Water District*  
Communications Network Engineer  
Information Technology Security Manager  
Manager Security Systems  
Manager Telecommunications  
Principal Communication Network Engineer

**MANAGER WATER PRODUCTION/OPERATIONS\***

*\*Additional agency surveyed: Metropolitan Water District (MWD) (instead of SMUD), Las Virgenes Municipal Water District, Santa Clarita Valley Water, South Coast Water District.*  
Water Maintenance/Construction Superintendent

**MARKETING MANAGER**

Marketing Associate

**POWER PRODUCTION MANAGER\***

*\*Additional agencies surveyed: Roseville, Modesto Irrigation District (MID), Northern California Public Authority (NCPA).*

Assistant Power Production Superintendent

Senior Environmental Engineer

Environmental Engineer

Power Production Engineer

**POWER RESOURCE MANAGER**

Principal Power Resources Planner

**PRINCIPAL CIVIL ENGINEER/BWP\***

*\*Additional agencies surveyed: City of Los Angeles (instead of LADWP), Las Virgenes Municipal Water District, Metropolitan Water District (MWD), Santa Clarita Valley Water, South Coast Water District.*

Land Surveyor

Manager Water Engineering/Planning

Principal Engineer – Traffic

Principal Civil Engineer

Traffic Engineering Manager

**PRINCIPAL ELECTRICAL ENGINEER**

Electrical Engineer

Environmental & Safety Manager

Manager Transmission & Distribution Engineering

Principal Engineering Technician

Principal Power Engineer

Senior Electrical Engineer

Utility Project Manager

**PRINCIPAL GIS SPECIALIST****PRINCIPAL UTILITY BUSINESS SYSTEMS ANALYST**

Senior Utility Business Systems Analyst

**SENIOR CIVIL ENGINEER/BWP\***

*\*Additional agencies surveyed: Las Virgenes Municipal Water District, Metropolitan Water District (MWD), Santa Clarita Valley Water, South Coast Water District.*

Senior Civil Engineer Associate

Senior Civil Engineer/BWP

Senior Engineer – Traffic

Civil Engineer/BWP

Transportation Management Center Manager

**WAREHOUSE MANAGER/BWP****WATER QUALITY MANAGER\***

*\*Additional agencies surveyed: Las Virgenes Municipal Water District, Santa Clarita Valley Water, South Coast Water District.*



## **GENERAL GOVERNMENT**

The following capitalized and bolded classifications are considered to be general government salary benchmarks used during negotiations leading up to this MOU. These classifications will have an eleven-agency survey, except where noted, of Anaheim, Garden Grove, Glendale, Huntington Beach, Inglewood, Long Beach, Pasadena, Riverside, Santa Ana, Santa Monica, and Torrance. Any salary adjustments to the benchmarks or classifications tied thereto are contained in this MOU, and any salary adjustments outside this MOU are subject to negotiations.

### **ACCOUNTING & AUDIT MANAGER**

Financial Systems Manager

### **ADMINISTRATIVE ANALYST II (M)**

Administrative Analyst I

Administrative Technician

Management Intern

Public Information Specialist

Senior Administrative Analyst

Senior Collections Specialist

Recycling Coordinator

Recycling Specialist

### **ANIMAL SHELTER SUPERINTENDENT\***

*\*Additional agencies surveyed: Irvine, City of Los Angeles, Riverside County.*

### **ASSISTANT FIRE MARSHAL\***

*\*Additional agencies surveyed: Orange County Fire Authority.*

### **BUILDING INSPECTOR II\***

*\*Additional agencies surveyed: City of Los Angeles.*

Building Inspection Manager

Building Inspector III

Deputy Building Official

Permit Coordinator

### **CRIME ANALYST**

### **CODE COMPLIANCE MANAGER**

Building Administration Manager

### **COLLECTIONS SYSTEMS SUPERVISOR**

### **CONSTRUCTION INSPECTION MANAGER**

### **CONSTRUCTION SUPERINTENDENT**

### **CUSTODIAL SUPERVISOR**

**ECONOMIC DEVELOPMENT MANAGER**

Grants Coordinator  
Housing Authority Manager  
Housing Development Manager  
Redevelopment Project Manager

**EMS NURSE SPECIALIST****FACILITIES MAINTENANCE MANAGER****FLEET SERVICES SUPERVISOR**

Landfill Supervisor  
Public Works Supervisor  
Solid Waste Supervisor  
Traffic Signal Maintenance Supervisor

**INFORMATION SYSTEMS ANALYST III**

Applications Development Analyst II  
Applications Development Analyst III  
Applications Development Analyst IV  
Database Administrator I  
Database Administrator II  
Database Administrator III  
Information Security Analyst  
Information Systems Analyst II  
Information Systems Analyst IV  
Network Support Analyst II  
Network Support Analyst III  
Network Support Analyst IV  
Operating Systems Analyst I  
Operating Systems Analyst II  
Operating Systems Analyst III  
Technical Support Analyst III  
Technical Support Analyst IV

**JAIL MANAGER****LIBRARY DIVISION MANAGER****PARKING SERVICES MANAGER**

Parking Analyst  
Transportation Services Manager

**PLANNING MANAGER**

Transportation Planning Manager

**POLICE COMMUNICATIONS MANAGER****POLICE RECORDS MANAGER**

Senior Rangemaster/Armorer  
Records Manager

**PRINCIPAL ACCOUNTANT**

**PRINCIPAL PLANNER**

Principal Transportation Planner

**PURCHASING MANAGER**

Senior Buyer  
Contracts Administrator

**REAL ESTATE & PROJECT MANAGER**

**RECREATION SERVICES MANAGER**

**SENIOR PLAN CHECK ENGINEER**

Plan Check Manager  
Principal Plan Check Engineer  
Plan Check Engineer

**SENIOR PLANNER**

Senior Transportation Planner

**SYSTEMS ENGINEER\*** *Additional agencies surveyed: Manhattan Beach, Orange County, San Bernardino County.*

Principal Technology Product Manager  
Lead Technology Product Manager  
Technology Product Manager  
Principal Systems Engineer  
Lead Systems Engineer  
Principal Data Engineer  
Lead Data Engineer  
Data Engineer  
Client Technology Supervisor  
Principal Client Technology Specialist  
Lead Client Technology Specialist

**VETERINARIAN\***

*Additional agencies surveyed: Irvine, City of Los Angeles, Los Angeles County, Orange County, Riverside County.*

**VIDEO PRODUCTION SUPERVISOR\***

*Additional agencies surveyed: City of Menifee.*

**WORKERS' COMPENSATION REPRESENTATIVE III**

Liability Claims Coordinator  
Environmental, Health, and Safety Coordinator  
Environmental, Health, and Safety Officer

**WORKERS' COMPENSATION ADMINISTRATOR**

## **EXHIBIT D**

### **MEDIATION OF GRIEVANCES AND ARBITRATIONS**

1. Initiation of Mediation

Prior to requesting arbitration for a grievance or discipline, the BMA or the City may request that the grievance be submitted to mediation, pursuant to the provisions of this section of the MOU. If both the BMA and the City agree, the matter may be submitted to mediation.

2. Appointment of Mediator

The parties may agree upon a mediator. In the event the parties cannot agree on a mediator they shall appoint a mediator from the list of seven arbitrators from the California State Mediation and Conciliation Service in the same manner as for the arbitrations.

3. Qualifications of Mediator

Prior to accepting an appointment, the prospective mediator shall disclose any circumstance likely to create a presumption of bias or prevent a prompt meeting with the parties.

4. Vacancies

If any mediator shall become unwilling or unable to serve, the parties will appoint another mediator as provided for in Article XIII, Section B.4 or Article XIV.D.2.

5. Representation

Persons of the party's choice may represent any party.

6. Date, Time and Place of Mediation

The mediator shall fix the date and the time of each mediation session. The mediation shall be held in the City of Burbank.

7. Identification of Matters in Dispute

At least ten (10) days prior to the first scheduled mediation session, each party shall provide the mediator with a brief memorandum setting forth its position with regard to the issues that need to be resolved. At the discretion of the mediator, the parties may mutually exchange such memoranda.

At the first session, the parties will be expected to produce all information

reasonably required for the mediator to understand the issues presented.  
The mediator may require any party to supplement such information.

8. Authority of Mediator

The mediator does not have the authority to impose a settlement on the parties but will attempt to help them reach a satisfactory resolution of their dispute. The mediator is authorized to conduct joint and separate meetings with the parties and to make oral and written recommendations for settlement. Whenever necessary, the mediator may also obtain expert advice concerning technical aspects of the dispute, provided that the parties agree and assume the expenses of obtaining such advice. Arrangements for obtaining such advice shall be made by the mediator or the parties, as the mediator shall determine.

The mediator is authorized to end the mediation whenever, in the judgment of the mediator, further efforts at mediation would not contribute to a resolution of the dispute between the parties.

9. Privacy

Mediation sessions are private. The parties and their representatives may attend mediation sessions. Other persons may attend only with the permission of the parties and with the consent of the mediator.

10. Confidentiality

The mediator shall not divulge confidential information disclosed to a mediator by the parties or by witnesses in the course of the mediation. All records, reports, or other documents received by a mediator while serving in that capacity shall be confidential, and shall not be subject to discovery or release, except as provided for in Appendix J. The mediator shall not be compelled to divulge such records or to testify in regard to the mediation in any adversary proceeding or judicial forum. Matters discussed in mediation shall be considered confidential and privileged to the maximum extent of California law.

The parties shall maintain the confidentiality of the mediation and shall not rely on or introduce as evidence in any arbitral, judicial, or other proceeding:

- a. Views expressed or suggestions made by another party with respect to a possible settlement of the dispute;
- b. Admissions made by another party in the course of the mediation proceedings;
- c. Proposals made or views expressed by the mediator; or
- d. The fact that another party had or had not indicated willingness to

accept a proposal for settlement made by the mediator.

11. Written Agreement

A written agreement reached by the parties in the course of the mediation is admissible in any subsequent proceeding to enforce its terms.

12. No Stenographic Record

There shall be no stenographic record of the mediation process.

13. Termination of Mediation

The mediation shall be terminated:

- a. By the execution of a settlement agreement by the parties;
- b. By a written declaration of the mediator to the effect that further efforts at mediation are no longer worthwhile; or
- c. By a written declaration of a party or parties to the effect that the mediation proceedings are terminated.

14. Exclusion of Liability

The mediator is not a necessary party in judicial proceedings relating to the mediation.

The mediator shall not be liable to any party for any act or omission in connection with any mediation conducted under these rules.

15. Interpretation and Application of Rules

The mediator shall interpret and apply these rules insofar as they relate to the mediator's duties and responsibilities.

16. Expenses

The party producing any witness shall pay that witness' expenses. All other expenses of the mediation (including required traveling and other expenses of the mediator and the cost of any proofs or expert advice produced at the direct request of the mediator) shall be borne equally by the parties unless they agree otherwise.

# **EXHIBIT E**

## **ARBITRATION RULES AND PROCEDURES**

1. Joint Submission Statement:

Ten (10) days prior to the hearing by an arbitrator, representatives of the parties shall meet and prepare a submission statement setting forth the issues to be submitted to the arbitrator and exchange evidentiary documents. In the event the parties cannot jointly agree on a submission statement then at the hearing each party shall present to the arbitrator its own submission statement in which case the arbitrator shall determine the issues to be resolved.

2. Discovery, Hearing and Authority of the Arbitrator

- a. Except for Code of Civil Procedure Section 1282.6 relating to the power to issue subpoenas and Code of Civil Procedure Section 1284, relating to the correction of awards, the provisions of the Code of Civil Procedure dealing with arbitrations (CCP Sections 1282 – 1284.3) shall not apply to arbitrations conducted pursuant to this Memorandum of Understanding. The grievant and the City shall disclose all information to each other pertaining to the grievance or discipline. The arbitrator shall have jurisdiction over all aspects of the arbitration including evidentiary rulings and discovery requests.
- b. Employees called as witnesses during the course of the arbitration hearing shall be released for that purpose without loss of compensation or benefits. Witnesses will be subject to subpoena issued by the arbitrator, at the request of either the BMA or the City, and enforceable by the City.
- c. The fee and expenses of the arbitrator and the cost of a written transcript, including the cost of the court reporter, shall be borne equally by the parties. In the event the Association is not the grievant in the grievance or arbitration, the individual employee or group of employees shall be responsible for their share of the fees and expenses of the arbitrator and court reporter.



## EXHIBIT F

### BMA BIWEEKLY SALARIES

Column 1	Column 2	Column 3	Column 4	Column 5	Column 6	Column 7	Column 8
CLASSIFICATION	Current Range Top (Bi-weekly)	7/1/25 Range & In-Pocket % Incr.	7/1/25 New Range Top (Bi-weekly)	7/1/26 Range & In-Pocket % Incr.	7/1/26 New Range Top (Bi-weekly)	7/1/27 Range & In-Pocket % Incr.	7/1/27 New Range Top (Bi-weekly)
Accounting and Audit Manager	\$6,684.27	6.73%	\$7,134.12	4.00%	\$7,419.48	3.00%	\$7,642.06
Administrative Analyst I (M)	\$3,159.91	15.34%	\$3,644.64	11.67%	\$4,069.97	3.00%	\$4,192.07
Administrative Analyst II (M)	\$4,055.84	7.22%	\$4,348.67	4.00%	\$4,522.62	3.00%	\$4,658.30
Administrative Technician	\$3,647.91	7.22%	\$3,911.29	4.00%	\$4,067.74	3.00%	\$4,189.77
Animal Shelter Superintendent	\$5,390.27	9.78%	\$5,917.44	4.00%	\$6,154.14	3.00%	\$6,338.76
Applications Development Analyst II	\$4,157.28	3.69%	\$4,310.68	4.00%	\$4,483.11	3.00%	\$4,617.60
Applications Development Analyst III (M)	\$5,188.86	3.69%	\$5,380.33	4.00%	\$5,595.54	3.00%	\$5,763.41
Applications Development Analyst IV	\$6,149.57	3.69%	\$6,376.49	4.00%	\$6,631.55	3.00%	\$6,830.50
Assistant Fire Marshal	\$5,015.80	19.39%	\$5,988.36	4.00%	\$6,227.89	3.00%	\$6,414.73
Assistant Manager Customer Service Operations	\$5,512.14	7.70%	\$5,936.57	4.00%	\$6,174.03	3.00%	\$6,359.25
Assistant Power Production Superintendent	\$7,812.76	14.58%	\$8,951.86	4.00%	\$9,309.93	3.00%	\$9,589.23
Building Administration Manager	\$4,829.81	27.14%	\$6,140.62	4.00%	\$6,386.24	3.00%	\$6,577.83
Building Inspection Manager	\$5,015.80	10.02%	\$5,518.38	4.00%	\$5,739.12	3.00%	\$5,911.29
Building Inspector II	\$3,818.41	10.02%	\$4,201.01	4.00%	\$4,369.05	3.00%	\$4,500.12
Building Inspector III	\$4,234.65	10.02%	\$4,658.96	4.00%	\$4,845.32	3.00%	\$4,990.68
Civil Engineer-BWP	\$5,397.51	10.66%	\$5,972.88	4.00%	\$6,211.80	3.00%	\$6,398.15
Client Technology Supervisor	\$6,354.46	3.82%	\$6,597.20	4.00%	\$6,861.09	3.00%	\$7,066.92
Code Compliance Manager	\$4,846.07	27.14%	\$6,161.29	4.00%	\$6,407.74	3.00%	\$6,599.97
Collection Systems Supervisor	\$4,813.15	2.58%	\$4,937.33	4.00%	\$5,134.82	3.00%	\$5,288.86
Communications Network Engineer	\$6,095.41	9.72%	\$6,687.88	4.00%	\$6,955.40	3.00%	\$7,164.06
Construction Inspector Manager	\$5,018.36	6.15%	\$5,326.99	4.00%	\$5,540.07	3.00%	\$5,706.27
Construction Superintendent	\$4,573.46	17.28%	\$5,363.75	4.00%	\$5,578.30	3.00%	\$5,745.65
Contracts Administrator	\$5,301.80	16.51%	\$6,177.13	4.00%	\$6,424.22	3.00%	\$6,616.95

Column 1	Column 2	Column 3	Column 4	Column 5	Column 6	Column 7	Column 8
CLASSIFICATION	Current Range Top (Bi-weekly)	7/1/25 Range & In-Pocket % Incr.	7/1/25 New Range Top (Bi-weekly)	7/1/26 Range & In-Pocket % Incr.	7/1/26 New Range Top (Bi-weekly)	7/1/27 Range & In-Pocket % Incr.	7/1/27 New Range Top (Bi-weekly)
Crime Analyst	\$3,976.02	4.34%	\$4,148.58	4.00%	\$4,314.52	3.00%	\$4,443.96
Custodial Supervisor	\$3,361.95	9.81%	\$3,691.76	4.00%	\$3,839.43	3.00%	\$3,954.61
Data Engineer	\$5,602.72	3.82%	\$5,816.74	4.00%	\$6,049.41	3.00%	\$6,230.89
Database Administrator I	\$5,335.92	3.69%	\$5,532.82	4.00%	\$5,754.13	3.00%	\$5,926.75
Database Administrator II	\$6,083.71	3.69%	\$6,308.20	4.00%	\$6,560.53	3.00%	\$6,757.35
Database Administrator III	\$6,918.25	3.69%	\$7,173.53	4.00%	\$7,460.47	3.00%	\$7,684.28
Deputy Building Official	\$6,935.76	10.02%	\$7,630.72	4.00%	\$7,935.95	3.00%	\$8,174.03
Economic Development Manager	\$6,461.31	7.57%	\$6,950.43	4.00%	\$7,228.45	3.00%	\$7,445.30
Electrical Engineer	\$5,593.43	8.60%	\$6,074.46	4.00%	\$6,317.44	3.00%	\$6,506.96
EMS Nurse Specialist	\$5,472.11	4.43%	\$5,714.52	4.00%	\$5,943.10	3.00%	\$6,121.39
Energy Services and Utility Rates Manager	\$7,077.17	5.21%	\$7,445.89	4.00%	\$7,743.73	3.00%	\$7,976.04
Energy Trader-Scheduler	\$7,959.89	2.00%	\$8,119.09	4.00%	\$8,443.85	3.00%	\$8,697.17
Environmental & Safety Manager	\$6,453.94	8.60%	\$7,008.98	4.00%	\$7,289.34	3.00%	\$7,508.02
Environmental Engineer	\$5,917.46	14.58%	\$6,780.23	4.00%	\$7,051.44	3.00%	\$7,262.98
Environmental, Health, and Safety Coordinator	\$4,335.39	12.15%	\$4,862.14	4.00%	\$5,056.63	3.00%	\$5,208.33
Environmental, Health, and Safety Officer	\$5,143.79	12.15%	\$5,768.76	4.00%	\$5,999.51	3.00%	\$6,179.50
Facilities Maintenance Manager	\$5,092.65	6.40%	\$5,418.58	4.00%	\$5,635.32	3.00%	\$5,804.38
Financial Accounting Manager-BWP	\$7,077.17	5.21%	\$7,445.89	4.00%	\$7,743.73	3.00%	\$7,976.04
Financial Analyst (M)	\$5,258.76	5.21%	\$5,532.74	4.00%	\$5,754.05	3.00%	\$5,926.67
Financial Planning & Risk Manager	\$7,855.68	5.21%	\$8,264.96	4.00%	\$8,595.56	3.00%	\$8,853.43
Financial Systems Manager	\$6,684.27	6.73%	\$7,134.12	4.00%	\$7,419.48	3.00%	\$7,642.06
Fleet Manager-BWP	\$5,602.72	10.63%	\$6,198.29	4.00%	\$6,446.22	3.00%	\$6,639.61
Fleet Services Supervisor	\$4,998.92	5.64%	\$5,280.86	4.00%	\$5,492.09	3.00%	\$5,656.85
Fleet Superintendent	\$5,551.01	10.63%	\$6,141.08	4.00%	\$6,386.72	3.00%	\$6,578.32
Grants Coordinator	\$5,105.82	7.57%	\$5,492.33	4.00%	\$5,712.02	3.00%	\$5,883.38
Housing Authority Manager	\$6,681.75	7.57%	\$7,187.56	4.00%	\$7,475.06	3.00%	\$7,699.31
Housing Development Manager	\$5,779.69	7.57%	\$6,217.21	4.00%	\$6,465.90	3.00%	\$6,659.88
Information Security Analyst	\$6,149.57	3.69%	\$6,376.49	4.00%	\$6,631.55	3.00%	\$6,830.50
Information Systems Analyst II	\$4,157.28	3.69%	\$4,310.68	4.00%	\$4,483.11	3.00%	\$4,617.60
Information Systems Analyst III	\$5,188.86	3.69%	\$5,380.33	4.00%	\$5,595.54	3.00%	\$5,763.41

Column 1	Column 2	Column 3	Column 4	Column 5	Column 6	Column 7	Column 8
CLASSIFICATION	Current Range Top (Bi-weekly)	7/1/25 Range & In-Pocket % Incr.	7/1/25 New Range Top (Bi-weekly)	7/1/26 Range & In-Pocket % Incr.	7/1/26 New Range Top (Bi-weekly)	7/1/27 Range & In-Pocket % Incr.	7/1/27 New Range Top (Bi-weekly)
Information Systems Analyst IV	\$6,149.57	3.69%	\$6,376.49	4.00%	\$6,631.55	3.00%	\$6,830.50
Information Technology Security Manager	\$7,905.51	9.72%	\$8,673.93	4.00%	\$9,020.89	3.00%	\$9,291.52
Jail Manager	\$5,180.94	17.19%	\$6,071.54	4.00%	\$6,314.40	3.00%	\$6,503.83
Land Surveyor	\$4,829.17	17.50%	\$5,674.27	4.00%	\$5,901.24	3.00%	\$6,078.28
Landfill Supervisor	\$4,998.92	5.64%	\$5,280.86	4.00%	\$5,492.09	3.00%	\$5,656.85
Lead Client Technology Specialist	\$4,359.10	3.82%	\$4,525.62	4.00%	\$4,706.64	3.00%	\$4,847.84
Lead Data Engineer	\$6,387.91	3.82%	\$6,631.93	4.00%	\$6,897.21	3.00%	\$7,104.13
Lead Systems Engineer	\$5,866.08	3.82%	\$6,090.16	4.00%	\$6,333.77	3.00%	\$6,523.78
Lead Technology Product Manager	\$5,765.95	3.82%	\$5,986.21	4.00%	\$6,225.66	3.00%	\$6,412.43
Legislative Analyst	\$4,950.60	8.91%	\$5,391.70	4.00%	\$5,607.37	3.00%	\$5,775.59
Liability Claims Coordinator	\$3,679.84	12.15%	\$4,126.94	4.00%	\$4,292.02	3.00%	\$4,420.78
Library Division Manager	\$4,357.77	18.22%	\$5,151.76	4.00%	\$5,357.83	3.00%	\$5,518.56
Management Intern (M)	\$2,130.50	7.22%	\$2,284.32	4.00%	\$2,375.69	3.00%	\$2,446.96
Manager Communication Systems	\$8,251.11	2.00%	\$8,416.13	4.00%	\$8,752.78	3.00%	\$9,015.36
Manager Customer Service Operations	\$6,245.25	7.70%	\$6,726.13	4.00%	\$6,995.18	3.00%	\$7,205.04
Manager Electrical Distribution	\$9,752.19	2.00%	\$9,947.23	4.00%	\$10,345.12	3.00%	\$10,655.47
Manager Electrical Distribution-G	\$10,337.02	2.00%	\$10,543.76	4.00%	\$10,965.51	3.00%	\$11,294.48
Manager Electrical Equipment	\$8,694.23	2.00%	\$8,868.11	4.00%	\$9,222.83	3.00%	\$9,499.51
Manager Energy Control Center	\$8,605.29	23.65%	\$10,640.44	4.00%	\$11,066.06	3.00%	\$11,398.04
Manager Security Systems	\$7,171.06	20.96%	\$8,674.11	4.00%	\$9,021.07	3.00%	\$9,291.70
Manager Technology	\$7,905.51	9.72%	\$8,673.93	4.00%	\$9,020.89	3.00%	\$9,291.52
Manager Telecommunications	\$7,171.06	9.72%	\$7,868.09	4.00%	\$8,182.81	3.00%	\$8,428.29
Manager Transmission & Distribution Engineering	\$8,605.29	8.60%	\$9,345.34	4.00%	\$9,719.15	3.00%	\$10,010.72
Manager Water Engineering-Planning	\$7,553.17	17.50%	\$8,874.97	4.00%	\$9,229.97	3.00%	\$9,506.87
Manager Water Production-Operations	\$7,686.97	12.34%	\$8,635.54	4.00%	\$8,980.96	3.00%	\$9,250.39
Marketing Associate	\$5,722.06	7.87%	\$6,172.39	4.00%	\$6,419.29	3.00%	\$6,611.87
Marketing Manager	\$6,451.46	7.87%	\$6,959.19	4.00%	\$7,237.56	3.00%	\$7,454.69
Network Support Analyst II	\$4,157.27	3.69%	\$4,310.67	4.00%	\$4,483.10	3.00%	\$4,617.59
Network Support Analyst III	\$5,188.86	3.69%	\$5,380.33	4.00%	\$5,595.54	3.00%	\$5,763.41

Column 1	Column 2	Column 3	Column 4	Column 5	Column 6	Column 7	Column 8
CLASSIFICATION	Current Range Top (Bi-weekly)	7/1/25 Range & In-Pocket % Incr.	7/1/25 New Range Top (Bi-weekly)	7/1/26 Range & In-Pocket % Incr.	7/1/26 New Range Top (Bi-weekly)	7/1/27 Range & In-Pocket % Incr.	7/1/27 New Range Top (Bi-weekly)
Network Support Analyst IV	\$6,149.56	3.69%	\$6,376.48	4.00%	\$6,631.54	3.00%	\$6,830.49
Operating Systems Analyst I	\$3,927.45	3.69%	\$4,072.37	4.00%	\$4,235.26	3.00%	\$4,362.32
Operating Systems Analyst II	\$4,476.34	3.69%	\$4,641.52	4.00%	\$4,827.18	3.00%	\$4,972.00
Operating Systems Analyst III	\$5,028.03	3.69%	\$5,213.56	4.00%	\$5,422.10	3.00%	\$5,584.76
Parking Analyst	\$4,265.71	5.52%	\$4,501.18	4.00%	\$4,681.23	3.00%	\$4,821.67
Parking Services Manager	\$6,010.04	5.52%	\$6,341.79	4.00%	\$6,595.46	3.00%	\$6,793.32
Permit Coordinator	\$3,375.35	10.02%	\$3,713.56	4.00%	\$3,862.10	3.00%	\$3,977.96
Plan Check Engineer	\$4,629.64	5.10%	\$4,865.75	4.00%	\$5,060.38	3.00%	\$5,212.19
Plan Check Manager	\$6,481.64	5.10%	\$6,812.20	4.00%	\$7,084.69	3.00%	\$7,297.23
Planning Manager	\$6,924.35	9.02%	\$7,548.93	4.00%	\$7,850.89	3.00%	\$8,086.42
Police Communications Manager	\$5,585.84	9.49%	\$6,115.94	4.00%	\$6,360.58	3.00%	\$6,551.40
Police Records Manager	\$5,863.69	4.57%	\$6,131.66	4.00%	\$6,376.93	3.00%	\$6,568.24
Power Production Engineer	\$6,799.80	14.58%	\$7,791.21	4.00%	\$8,102.86	3.00%	\$8,345.95
Power Production Manager	\$9,103.84	14.58%	\$10,431.18	4.00%	\$10,848.43	3.00%	\$11,173.88
Power Resources Manager	\$8,605.29	10.96%	\$9,548.43	4.00%	\$9,930.37	3.00%	\$10,228.28
Principal Accountant	\$4,983.62	11.97%	\$5,580.16	4.00%	\$5,803.37	3.00%	\$5,977.47
Principal Civil Engineer (M)	\$6,866.50	17.50%	\$8,068.14	4.00%	\$8,390.87	3.00%	\$8,642.60
Principal Civil Engineer-BWP	\$6,866.50	17.50%	\$8,068.14	4.00%	\$8,390.87	3.00%	\$8,642.60
Principal Client Technology Specialist	\$5,053.34	3.82%	\$5,246.38	4.00%	\$5,456.24	3.00%	\$5,619.93
Principal Communications Network Engineer	\$7,171.06	9.72%	\$7,868.09	4.00%	\$8,182.81	3.00%	\$8,428.29
Principal Data Engineer	\$7,264.17	3.82%	\$7,541.66	4.00%	\$7,843.33	3.00%	\$8,078.63
Principal Electrical Engineer	\$7,171.06	8.60%	\$7,787.77	4.00%	\$8,099.28	3.00%	\$8,342.26
Principal Engineering Technician	\$5,593.43	8.60%	\$6,074.46	4.00%	\$6,317.44	3.00%	\$6,506.96
Principal Engineer-Traffic	\$6,866.50	17.50%	\$8,068.14	4.00%	\$8,390.87	3.00%	\$8,642.60
Principal GIS Specialist	\$5,426.66	8.71%	\$5,899.32	4.00%	\$6,135.29	3.00%	\$6,319.35
Principal Plan Check Engineer	\$6,031.06	5.10%	\$6,338.64	4.00%	\$6,592.19	3.00%	\$6,789.96
Principal Planner	\$5,704.30	9.29%	\$6,234.23	4.00%	\$6,483.60	3.00%	\$6,678.11
Principal Power Engineer	\$7,171.06	8.60%	\$7,787.77	4.00%	\$8,099.28	3.00%	\$8,342.26
Principal Power Resources Planner	\$7,171.06	10.96%	\$7,957.01	4.00%	\$8,275.29	3.00%	\$8,523.55

Column 1	Column 2	Column 3	Column 4	Column 5	Column 6	Column 7	Column 8
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Principal Power System Operator	\$7,752.03	18.68%	\$9,200.11	4.00%	\$9,568.11	3.00%	\$9,855.15
Principal Systems Engineer	\$6,855.69	3.82%	\$7,117.58	4.00%	\$7,402.28	3.00%	\$7,624.35
Principal Technology Product Manager	\$6,833.51	3.82%	\$7,094.55	4.00%	\$7,378.33	3.00%	\$7,599.68
Principal Transportation Planner	\$5,704.30	9.29%	\$6,234.23	4.00%	\$6,483.60	3.00%	\$6,678.11
Principal Utility Accounting Analyst	\$5,258.76	5.21%	\$5,532.74	4.00%	\$5,754.05	3.00%	\$5,926.67
Principal Utility Business Systems Analyst	\$6,156.39	2.00%	\$6,279.52	4.00%	\$6,530.70	3.00%	\$6,726.62
Public Information Specialist	\$4,715.35	7.22%	\$5,055.80	4.00%	\$5,258.03	3.00%	\$5,415.77
Public Works Supervisor	\$4,998.92	5.64%	\$5,280.86	4.00%	\$5,492.09	3.00%	\$5,656.85
Purchasing Manager	\$5,957.70	16.51%	\$6,941.32	4.00%	\$7,218.97	3.00%	\$7,435.54
Real Estate and Project Manager	\$5,779.69	4.35%	\$6,031.11	4.00%	\$6,272.35	3.00%	\$6,460.52
Records Manager (M)	\$4,149.55	4.57%	\$4,339.18	4.00%	\$4,512.75	3.00%	\$4,648.13
Recreation Services Manager	\$5,049.65	12.55%	\$5,683.38	4.00%	\$5,910.72	3.00%	\$6,088.04
Recycling Coordinator	\$5,186.88	7.22%	\$5,561.37	4.00%	\$5,783.82	3.00%	\$5,957.33
Recycling Specialist	\$3,978.89	7.22%	\$4,266.17	4.00%	\$4,436.82	3.00%	\$4,569.92
Redevelopment Project Manager	\$6,240.91	7.57%	\$6,713.35	4.00%	\$6,981.88	3.00%	\$7,191.34
Senior Administrative Analyst (M)	\$4,715.35	2.24%	\$4,820.97	4.00%	\$5,013.81	3.00%	\$5,164.22
Senior Buyer	\$5,301.80	16.51%	\$6,177.13	4.00%	\$6,424.22	3.00%	\$6,616.95
Senior Civil Engineer	\$6,285.29	10.66%	\$6,955.30	4.00%	\$7,233.51	3.00%	\$7,450.52
Senior Civil Engineer-BWP	\$6,285.29	10.66%	\$6,955.30	4.00%	\$7,233.51	3.00%	\$7,450.52
Senior Civil Engineering Associate	\$5,184.06	10.66%	\$5,736.68	4.00%	\$5,966.15	3.00%	\$6,145.13
Senior Collections Specialist	\$4,124.70	7.22%	\$4,422.50	4.00%	\$4,599.40	3.00%	\$4,737.38
Senior Electrical Engineer	\$6,453.96	8.60%	\$7,009.00	4.00%	\$7,289.36	3.00%	\$7,508.04
Senior Engineer-Traffic	\$6,285.29	10.66%	\$6,955.30	4.00%	\$7,233.51	3.00%	\$7,450.52
Senior Environmental Engineer	\$6,827.88	14.58%	\$7,823.38	4.00%	\$8,136.32	3.00%	\$8,380.41
Senior Plan Check Engineer	\$5,636.50	5.10%	\$5,923.96	4.00%	\$6,160.92	3.00%	\$6,345.75
Senior Planner	\$5,276.22	4.94%	\$5,536.87	4.00%	\$5,758.34	3.00%	\$5,931.09
Senior Rangemaster-Armorer	\$4,531.02	4.57%	\$4,738.09	4.00%	\$4,927.61	3.00%	\$5,075.44
Senior Transportation Planner	\$5,276.22	4.94%	\$5,536.87	4.00%	\$5,758.34	3.00%	\$5,931.09

Column 1	Column 2	Column 3	Column 4	Column 5	Column 6	Column 7	Column 8
CLASSIFICATION	Current Range Top (Bi-weekly)	7/1/25 Range & In-Pocket % Incr.	7/1/25 New Range Top (Bi-weekly)	7/1/26 Range & In-Pocket % Incr.	7/1/26 New Range Top (Bi-weekly)	7/1/27 Range & In-Pocket % Incr.	7/1/27 New Range Top (Bi-weekly)
Senior Utility Accounting Analyst	\$4,775.35	5.21%	\$5,024.15	4.00%	\$5,225.12	3.00%	\$5,381.87
Senior Utility Business Systems Analyst	\$5,232.93	2.00%	\$5,337.59	4.00%	\$5,551.09	3.00%	\$5,717.62
Solid Waste Supervisor	\$4,998.92	5.64%	\$5,280.86	4.00%	\$5,492.09	3.00%	\$5,656.85
Systems Engineer	\$5,053.34	3.82%	\$5,246.38	4.00%	\$5,456.24	3.00%	\$5,619.93
Technical Support Analyst III	\$3,962.82	3.69%	\$4,109.05	4.00%	\$4,273.41	3.00%	\$4,401.61
Technical Support Analyst IV	\$4,820.05	3.69%	\$4,997.91	4.00%	\$5,197.83	3.00%	\$5,353.76
Technology Product Manager	\$4,773.64	3.82%	\$4,955.99	4.00%	\$5,154.23	3.00%	\$5,308.86
Traffic Engineering Manager	\$7,291.19	17.50%	\$8,567.15	4.00%	\$8,909.84	3.00%	\$9,177.14
Traffic Signal Maintenance Supervisor	\$4,999.13	5.64%	\$5,281.08	4.00%	\$5,492.32	3.00%	\$5,657.09
Transportation Management Center Manager	\$5,225.34	10.66%	\$5,782.36	4.00%	\$6,013.65	3.00%	\$6,194.06
Transportation Planning Manager	\$6,924.35	9.02%	\$7,548.93	4.00%	\$7,850.89	3.00%	\$8,086.42
Transportation Services Manager	\$6,010.04	5.52%	\$6,341.79	4.00%	\$6,595.46	3.00%	\$6,793.32
Utility Project Manager	\$5,740.30	8.60%	\$6,233.97	4.00%	\$6,483.33	3.00%	\$6,677.83
Veterinarian	\$6,198.03	20.91%	\$7,494.04	4.00%	\$7,793.80	3.00%	\$8,027.61
Video Production Supervisor	\$4,227.78	3.99%	\$4,396.47	4.00%	\$4,572.33	3.00%	\$4,709.50
Warehouse Manager-BWP	\$5,722.44	11.16%	\$6,361.06	4.00%	\$6,615.50	3.00%	\$6,813.97
Water Maintenance-Construction Superintendent	\$7,686.97	12.34%	\$8,635.54	4.00%	\$8,980.96	3.00%	\$9,250.39
Water Quality Manager	\$6,286.40	7.59%	\$6,763.54	4.00%	\$7,034.08	3.00%	\$7,245.10
Workers' Compensation Administrator	\$5,658.01	8.18%	\$6,120.84	4.00%	\$6,365.67	3.00%	\$6,556.64
Workers' Compensation Representative III	\$3,999.49	12.15%	\$4,485.43	4.00%	\$4,664.85	3.00%	\$4,804.80

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