

**Memorandum of Understanding  
between  
City of San Leandro  
and  
San Leandro Management Organization**

January 1, 2023 – June 30, 2028



**January 1, 2023 – June 30, 2028**

**SAN LEANDRO MANAGEMENT ORGANIZATION**

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**MEMORANDUM OF UNDERSTANDING  
BETWEEN  
THE CITY OF SAN LEANDRO  
AND  
SAN LEANDRO MANAGEMENT ORGANIZATION**

**Section 1.0 Preamble**

The understandings reached by this Memorandum are a result of meeting and conferring in good faith between the Municipal Employee Relations Officer of the City of San Leandro (City Manager) and the officers of the San Leandro Management Organization.

This Memorandum of Understanding shall be presented to the San Leandro City Council as the joint recommendation of the undersigned parties for salary and employee benefit adjustments for the period commencing January 1, 2023 through June 30, 2028.

**Section 1.5 General**

Terms of employment shall be as specified in the City of San Leandro Personnel Rules as modified by this document.

**Section 2.0 Health Benefits**

**2.1 Pre-Tax Flexible Spending Account**

The City shall offer an IRS 125 plan to all full-time employees, as defined by and measured in accordance with the Patient Protection and Affordable Care Act of 2010 (PPACA). The plan shall provide the following:

- a. Pretax conversion of employee contribution toward medical and dental premiums.
- b. Medical Flexible Spending Account with a maximum employee pretax contribution as determined by the IRS for the benefit plan year.
- c. Dependent Care Flexible Spending Account with a maximum employee pretax contribution as determined by the IRS for the benefit plan year.

**2.2 Medical and Dental (Active)**

The City will maintain a “core” benefit plan for all full-time employees. The core shall consist of the PERS Medical Plan and the existing dental plan.

The City will contribute monthly amounts, including the CalPERS Medical Plan “Minimum Employer Contribution”, towards the election of medical and dental

benefits in the plan, or the actual premiums, whichever is less. As of January 1, 2023, these monthly contribution amounts are:

<u>Coverage Level</u>	<u>City Pays</u>
<u>Medical</u>	
Employee only	\$ 870.17
Employee + 1	\$1,740.33
Employee + 2 or more	\$2,262.42
 <u>Dental</u>	
Employee only	\$ 49.83
Employee +1	\$ 94.60
Employee +2 or more	\$147.38

In January of each year, the City will pay 70% of the increase in medical and dental premiums based upon Kaiser medical and the dental core plan (i.e., 2024 premiums minus 2023 premiums, multiplied by 70%).

Employees who wish to waive enrollment in the medical and dental plans and who demonstrate to the satisfaction of the City their enrollment in another group medical and dental plan will receive opt-out payments as follows:

- Employee rate: Medical \$200 +/-or dental \$50 = \$250/month maximum
- Two-party rate: Medical \$350 +/-or dental \$50 = \$400/month maximum
- Family rate: Medical \$500 +/-or dental \$50 = \$550/month maximum

In the event both spouses are employed by the City and eligible to enroll in the City's benefits plan, one employee may elect not to enroll in the medical and dental plans and will receive the single employee opt-out rate of up to two-hundred fifty dollars (\$250.00) per month payment, if enrolled under spouse's medical and dental coverage.

An employee may elect to waive the dental plan only and enroll only in the medical plan and receive fifty dollars (\$50.00) per month for their non-election.

Re-enrollment in the medical and/or dental plan shall be allowed only based upon a qualifying event as defined by the IRS codes or during an open enrollment period.

No change in dental plan carrier, or level of benefits, shall be made unless agreed to by the Management Organization.

### 2.3 Medical and Dental (Retiree)

**Five Year Health & Welfare Vesting Requirement:** Unless otherwise determined by the City Manager as part of the initial hiring agreement, full-time employees hired

on or after January 1, 2005 must render five (5) years of continuous service with the City of San Leandro in order to receive retiree medical and/or dental benefits under this section.

**Medical:** Under CalPERS rules, the City will directly contribute the "Minimum Employer Contribution" towards retiree medical coverage. Additional retiree health contributions will be made on a reimbursement basis as set forth below. The amounts listed below are inclusive of the CalPERS Medical Plan "Minimum Employer Contribution."

The City shall pay the contributions required by the health plan two-party rate for retired full-time City employees who were assigned to classifications represented by the San Leandro Management Organization and who are currently members of one of the City's health plans. The City shall contribute to the health plan two-party rate costs until the employee is eligible for Medicare coverage. The maximum amount to be contributed by the City shall not exceed three hundred and sixty dollars (\$360.00) per month. In the event the amounts required by the health plans exceed the maximum City contribution, such excess amounts shall be paid by the retiree, except as provided herein. Coverage under this section shall continue until the employee's 65th birthday; except for the PERS Medical Plan "Minimum Employer Contribution", which shall continue for life.

Retired employee dependent eligibility for City health plan contribution is conditional upon the active enrollment of the retired employee. If a retired employee moves outside the service area of their medical plan the retiree will be allowed an opportunity within thirty (30) days of such move to change medical insurance coverage to another CalPERS option. If a retired employee remarries, the retiree may add the retiree's spouse to the medical insurance coverage. The City shall have no obligation to obtain medical insurance for a retiree living outside the service area of its medical insurance plans.

**Dental:** The City shall contribute a maximum of seventy dollars and eighty-seven cents (\$70.87) towards monthly dental plan costs for each retired full-time City employee who is currently a member of the City's dental plan, or who was a member of the City's dental plan and retired on or after July 1, 1983. Any increases in dental plan costs during the term of this Agreement shall be split equally between the City and the retired employee. Coverage shall continue until age 65.

No change in dental plan carrier, or level of benefits, shall be made unless agreed to by the Management Organization.

#### 2.4 Life Insurance (Active)

The City shall maintain in effect employer provided Term Life Insurance with AD&D in the amount of fifty thousand dollars (\$50,000.00) for active full-time employees. The insurance provider shall be "A-rated", unless the parties specify otherwise. The City shall make available for employees, the ability to purchase additional life

insurance, at no cost to the City, subject to the requirements and rules of the insurance carrier. Such premium payments made by the employee purchasing any voluntary life insurance shall be made on an after-tax basis.

## 2.5 Long Term Disability Insurance (Active)

The City shall maintain in effect an employer paid long-term disability insurance program with a benefit percentage of sixty-six and two-thirds (66 2/3%) of base monthly earnings with a maximum gross monthly benefit of six thousand dollars (\$6,000.00) for all full-time employees. The plan shall provide a six-month elimination period, benefits payable to age 65 with two years "own" occupation and partial disability benefits.

## 2.6 Short Term Disability Insurance (Active)

The City shall make available for employees, the ability to purchase voluntary short-term disability insurance, at no cost to the City, subject to the rules, regulations, enrollment requirements and exclusions set forth by the insurance carrier. Such premium payments made by the employee purchasing any voluntary short-term disability insurance shall be made on an after-tax basis.

### **Section 3.0 Uniform Allowance**

The uniform allowance for Police Support Services Manager and Police Business Manager will be \$850 per year. Effective July 1, 2023, the uniform allowances shall be paid equally across each pay period.

### **Section 4.0 Leaves**

- 4.1 **Vacation Leave:** Vacation leave for each full-time employee shall be accrued and credited for the pay period in which it was earned pursuant to the following accrual schedule.

YEARS OF SERVICE	DAYS/HRs OF VACATION ACCRUAL
0-4.99 completed yrs of svc.	15.00/120
5.00-5.99 yrs of service	15.75/126
6.00-6.99 yrs of service	16.50/132
7.00-7.99 yrs of service	17.25/138
8.00-8.99 yrs of service	18.00/144
9.00-9.99 yrs of service	18.75/150
10.00-10.99 yrs of service	19.50/156
11.00-11.99 yrs of service	20.25/162
12.00-12.99 yrs of service	21.00/168
13.00-13.99 yrs of service	21.75/174
14.00-14.99 yrs of service	22.50/180
15.00-15.99 yrs of service	23.25/186

16.00-16.99 yrs of service	24.00/192
17.00-17.99 yrs of service	24.75/198
18.00 or more yrs of service	25.00/200

A newly hired employee shall accrue vacation leave at a rate commensurate with their total years of public sector experience in their field in accordance with the above schedule.

Effective January 1, 2023, employees hired between January 1, 2020 and December 31, 2022, shall have their vacation rate adjusted based on their years of public sector experience in their field. Employees with 0-4.99 years of experience shall have their vacation accrual rate increased from 12 days to 15 days per year.

An employee who is in unpaid status for 44 or more hours in a pay period shall not accrue vacation leave for that pay period.

In the event one or more municipal holidays falls within a vacation leave, such days shall not be charged as vacation leave and the vacation leave shall be extended accordingly for those employees eligible for such holidays.

Management employees may accumulate vacation leave up to a maximum of three (3) years vacation accrual. An additional year may be accumulated with Department Head approval.

**Cash out:** An employee may elect to cash out up to 120 hours of unused vacation leave that will accrue in the following tax year, to be paid in the second pay period in July and/or December. The cash out payment is taxable income and subject to all applicable withholding amounts and payroll deductions. The election must be made by December 15<sup>th</sup> of each year for the following year and is irrevocable after that date. If, after making an irrevocable election, an employee fails to accrue sufficient hours to satisfy their election amount, they will only be eligible to cash out up to the hours accrued in the tax year. Employees who do not submit a cash out election by the annual deadline will be deemed to have waived the right to cash out any vacation leave in the following tax year and will not be eligible to cash out vacation leave in that year.

- 4.2 **Sick Leave:** Sick leave is a paid leave. Sick leave is to be used in cases of actual sickness or injury of the employee or of a member of their immediate family which compels an employee to be absent from work. Sick leave may also be used for routine dentist and doctor visits as these visits maintain the health and productivity of the employee.

The immediate family of an employee includes the employee's spouse, registered domestic partner, children, stepchildren, parents, grandparents and step-parents, where there was a child-rearing relationship, who are permanent household

members and whose well-being is dependent on the employee's care as defined in the Personnel Rule X, Section 2, Sick Leave.

A full-time employee will accumulate sick leave at a rate of eight (8) hours for each full calendar month of service. An employee who is in unpaid status for 44 or more hours in a pay period shall not accrue sick leave for that pay period.

As part of the initial hiring agreement, the City Manager may grant to a new management employee up to one-half of that employee's sick leave accumulated from the most recent employer, to a maximum of 160 hours.

The maximum sick leave accrual shall be 2,400 hours (300 days).

Payment for unused sick leave will be granted to full-time regular employees with at least fifteen (15) years continuous City service at death, retirement or resignation in good standing based on salary at termination, pursuant to the following schedule. Number of sick leave days accumulated, multiplied by seven and one-half percent (7½%), multiplied by the number of whole years of service, multiplied by the hourly rate at termination.

The above formula figure of seven and one-half percent (7½%) will be adjusted to ten percent (10%) for an employee who terminates City service after completing twenty-five (25) years of uninterrupted City service by way of termination, service retirement or resignation in good standing with the City.

Upon an employee's retirement, sick leave may be used as: (1) service credit on an hour for hour basis, (2) cash in accordance with the above-mentioned formula; or (3) any combination of service credit and cash as requested by the employee. The combination of sick leave hours converted to service credit and sick leave hours cashed out shall never exceed the total number of accrued sick leave hours.

An employee whose death or permanent disability is a result of an accident which is held to be compensable by the Workers' Compensation Appeals Board will receive payment for unused sick leave without regard to continuous City service according to the seven and one-half percent (7½%) formula. An employee who completed twenty-five (25) or more years of uninterrupted service shall receive payment for unused sick leave in accordance with the ten percent (10%) formula as described in the above paragraph.

- 4.3 **Administrative Leave:** Effective January 1 of each year, SLMO members will receive 80 hours of Administrative Leave to be used during the calendar year. These hours cannot be carried over from year to year. Any hours not used within the calendar year will be lost and cannot be cashed out. Employees hired or promoted into SLMO after July 1 shall receive Administrative Leave prorated based on the number of pay periods remaining in the calendar year.



- 4.4 **Funeral Leave:** In the event of death in the immediate family of a full-time management employee, the employee shall, upon request to the supervisor, be granted such time off with pay as is necessary to make arrangements for the funeral and attend same, not to exceed a total of five (5) working days. This provision does not apply if the death and/or funeral occurs during the employee's paid vacation, or while the employee is on leave of absence, layoff, sick leave, or any other leave status.

The immediate family of an employee includes wife, husband, child, stepchild, father, mother, sister, brother, grandchildren, grandparents, mother-in-law, father-in-law, or step-parent where there is a child-rearing relationship.

Funeral leave applies only in instances in which the employee attends the funeral or is required to make funeral arrangements, but is not applicable for other purposes such as settling the estate of the deceased. It is understood, however, that leave as provided in the preceding paragraph may be granted to commence prior to the death of a member of the employee's immediate family or where death appears imminent.

- 4.5 **Family Medical Leave Act/California Family Rights Act (FMLA/CFRA):** Employees may be eligible for leave under the Family Medical Leave Act (FMLA) and/or the California Family Rights Act (CFRA). The administration of any FMLA or CFRA leave provided for under this provision shall be in accordance with the provisions of the FMLA and the CFRA. Leave provided under this provision may run concurrently with other leaves provided under this agreement, as designated by Human Resources. Additional information regarding available leave benefits is set forth in City Administrative Procedure 1600, Family and Medical Leave Request Process and applicable State and/or Federal law.
- 4.6 **Pregnancy Disability:** Employees may be eligible for leave under the California Pregnancy Disability Leave Law (PDLL). The administration of any leave given under the PDLL shall be in accordance with the provisions of the PDLL. Leave provided under this provision may run concurrently with other leaves provided under this agreement. Additional information regarding available leave benefits is set forth in City Administrative Procedure 1630, Pregnancy Disability Leave Process.
- 4.7 **Parental Leave:** A full-time employee who becomes a parent upon the birth of a child or when a child begins residence with an employee who has commenced adoption proceedings or placement of a foster child shall be granted forty (40) hours leave with pay at the employee's straight time rate. In addition, a parent may use one hundred twenty (120) hours of earned sick leave upon the birth of a child or when a child begins residence with an employee who has commenced adoption proceedings or foster care placement. Any leave granted under this provision shall run concurrently with FMLA/CFRA leave and must be used within the first 12-months of birth or placement with the employee. In no case will an employee be eligible for more than forty (40) hours of Parental Leave in a rolling 12-month

period, regardless of whether more than one birth, adoption or foster care placement event occurs within that 12-month rolling time frame.

- 4.8 **Compensatory Time Cash Out:** Employees promoting into the San Leandro Management Organization will have any accrued compensation time off cashed out immediately prior to promotion. Management employees are not eligible to earn compensatory time off.

### **Section 5.0 Holidays**

Full-time regular employees shall be entitled to the following holidays:

- January 1 (New Year's Day)
- Third Monday in January (Martin Luther King's Birthday)
- Second Monday in February (Lincoln's Birthday)
- Third Monday in February (Washington's Birthday)
- March 31 (Cesar Chavez Day)
- Last Monday in May (Memorial Day)
- June 19 (Juneteenth)
- July 4 (Independence Day)
- First Monday in September (Labor Day)
- November 11 (Veterans' Day)
- Thanksgiving Day
- Day after Thanksgiving
- One-half (½) day on the day before Christmas
- One-half (½) day on the day before New Year's Day
- Christmas

Holidays will be credited at eight (8) hours for one (1) holiday, which equates to 112 hours per year. When a day herein listed falls on an employee's regular day off, the employee shall be entitled to a day off in lieu thereof within the calendar year. The day selected shall be subject to approval of the Department Head.

Management employees who work a designated alternative work schedule during a week that contains a holiday may work the hours necessary to account for the hour(s) in excess of eight (8) that the employee would have worked on the holiday in lieu of taking the time as vacation or VTO. The hour(s) worked shall be scheduled at a time mutually convenient to the employee and the Department Head.

Each employee represented by the organization shall also be entitled to one floating holiday, which shall be scheduled at time mutually convenient to the employee and the Department Head. The floating holiday must be taken during each calendar year and may not be carried over to another calendar year or converted into pay. Such holiday shall be granted to employees hired on or before September 1 of each calendar year.

## **Section 6.0 Management Incentive Pay**

Full-time management employees shall receive management incentive pay at the rate of 80 hours per calendar year. Department Heads shall receive management incentive pay at the rate of 120 hours per calendar year. Such pay is given in recognition of the unique nature of their position (e.g. program direction, policy determination). Effective January 1, 2023, Management incentive pay will be rolled into base pay.

Department Heads shall be subject to an annual performance review by the City Manager. The City Manager, in their sole discretion, may award additional pay based on performance, pursuant to the provisions of the Personnel Rules or other granted authority.

## **Section 7.0 Deferred Compensation**

The City shall maintain in effect the deferred compensation program as described in the San Leandro Administrative Code for the term of this Agreement. The City will match an employee's contribution to the City's Section 457 Deferred Compensation plan each pay period up to a maximum of 2% of employee's base pay.

## **Section 8.0 Employee Wellness**

The City agrees to continue to provide to employees an Employee Assistance Program as described in the City of San Leandro Personnel Manual, Administrative Procedure 1570. It is agreed that such program shall not be an automatic substitution for appropriate disciplinary action when such action is appropriate.

## **Section 9.0 Retirement– Three-tier System**

The City shall, for full-time and qualifying part-time management staff, contribute to the California Public Employees' Retirement System (CalPERS) each pay period a portion of the employees' contribution rate as established by law, equal to that percentage of the employees' "compensation" as that term is administered by the Board of Administration of CalPERS, for the purpose of computing final compensation. Such contributions shall be reported to CalPERS as follows:

- 9.1 **Tier One:** For miscellaneous management employees hired prior to May 6, 2010, the City shall maintain a contract with CalPERS for the provision of a 2.5% @ 55 (highest 12 months) retirement benefit formula.

These plans shall contain the following options:

- Remarriage post-survivor allowance continuance
- Credit for unused sick leave option
- Military service credit option

Employees shall pay the 8% of the employee contribution. Pursuant to IRS Code Section 414 (h) (2), these payments shall be made on a pre-tax basis.

9.2 **Tier Two:** For “classic” CalPERS members hired on or after May 6, 2010, the City shall maintain a contract with CalPERS for the provision of a 2% @ 55 (highest 36 months) retirement benefit formula pursuant to CalPERS requirements. Such plan will also contain the three optional benefits listed above.

Employees shall pay 7% of the employee contribution. Pursuant to IRS Code Section 414 (h) (2), these payments shall be made on a pre-tax basis.

9.3 **Tier Three:** For employees hired on or after January 1, 2013 and classified as “new” members of CalPERS as defined by Public Employees’ Pension Reform Act (PEPRA), the City shall maintain a contract with CalPERS for the provision of a 2% @ 62 (highest 36 months) retirement benefit formula. Also pursuant to PEPRA, these employees are responsible for paying one-half of the normal cost of this retirement plan.

### **Section 10.0 Compensation**

Salary for each classification varies from step 1 to step 5 as shown in Appendix B, salary schedule. New hires and promotions may be placed at the step closest to a minimum five percent (5%) base salary increase, or any step, subject to the City Manager’s final approval. Employees may be advanced from their current step to the next higher step after each year of satisfactory performance.

The appendices reflects wage adjustments as follows:

Effective January 1, 2023, all classifications shall receive an equity salary adjustment with exceptions noted below. The adjustment will be 5% above the salary range placement from the 2022 compensation study completed by Koff and Associates, as shown in Appendix A. All employees will remain in their current step.

- Positions that are above the equity salary adjustment will be Y-rated. An employee’s salary will be frozen, and no salary increases will be provided (including no cost of living adjustments) until the employee’s current salary is within the newly established salary range. If an employee is granted a merit increase, the employee will advance one-step in the newly established salary range.
- The Economic Development Manager position will be placed in the salary range closest to the current salary range.

A five (5%) percent salary increase effective July 1, 2023.

A three and one-half (3.5%) percent salary increase effective July 1, 2024.

A three and one-half (3.5%) percent salary increase effective July 1, 2025.

A three (3%) percent salary increase effective July 1, 2026.

A five (5%) percent salary increase effective July 1, 2027.

### **Section 11.0 Application of Pay Rates**

Management employees may be assigned to perform a substantial portion of the duties of permanent position in a higher classification on a temporary basis. Such assignments shall be termed “acting assignments” and shall be made by the Department Head only, with City Manager approval.

Acting assignments shall be made only in those instances where the acting employee is required to perform a substantial portion of the duties and responsibilities of the position for which the employee is acting. Acting pay shall not be authorized for periods of less than five (5) workdays.

Acting pay shall be that certain step in the salary range of the higher classification which generates an increase above the acting employee’s current salary of not less than five percent (5%).

### **Section 12.0 Bilingual Pay**

Management employees certified by the City as bilingual will receive two hundred (\$200) dollars per month bilingual pay when they are required to use a second language. Bilingual skills shall be necessary to the operation of the City, as determined by the Department Head, and confirmed by an appropriate certification process established by the City. Bilingual pay shall apply to the following languages: Spanish, Chinese, American Sign Language and other languages as determined by Human Resources.

### **Section 13.0 Employee Defense and Indemnity**

In the event that all or part of a claim or judgment is for punitive or exemplary damages in any action otherwise governed by Section 825 of the Government Code and upon request of the employee against whom such claim or judgment is rendered, the City agrees to consider whether the findings set forth in Section 825(b) (1) through (3) may be made. This provision in no way obligates the City to pay punitive or exemplary damages unless it in fact makes those findings.

### **Section 14.0 Layoff**

The appointing authority may lay off an employee in the competitive service because of material change in duties or organization or shortage of work or funds. If, by reason of expiration of a leave of absence, reduction in personnel, demotion to the class, or other cause, there are more employees in any class in the full-time competitive service than there are available positions in that class, the employee last employed in the class shall be laid off; if such employee obtained such position by promotion, they shall be demoted to the lower class from which they were promoted rather than be laid off. Layoff or demotion shall be based upon the amount of seniority an employee has in the

classification they are occupying (i.e., the employee with the least amount of seniority in the class shall be the first to be laid off or demoted, if job was obtained by promotion).

Forty (40) days before the effective date of a layoff, the appointing authority and/or designee shall notify Human Resources of the intended action with reasons therefore, and a statement certifying whether or not the services of the employee have been satisfactory. A copy of such notice shall be given to the employee affected at that time. If certified as having given satisfactory service, the name of the employee laid off shall be placed on the appropriate re-employment list.

Employees shall be given thirty (30) days written notice before the effective date of layoff.

All laid-off employees shall be placed on a re-employment list for the class from which they were laid off or demoted (i.e., the last person in the affected class to be laid off shall be the first re-hired when openings occur in that class or any other of the same pay for which the employee is qualified). If the employee on the re-employment list refuses the initial offer of re-employment, the employee's name shall be placed at the end of the re-employment list. If the same employee refuses proffered re-employment the second time, the employee shall be removed from the list and shall no longer be eligible for re-employment as a laid off employee.

Employees on the re-employment list shall be offered positions for which they qualify before new employees are hired.

Re-employment lists shall remain in effect for a period of one year. All employees on the re-employment list shall be mailed notices of vacancies in the City for a period of one year after their layoff.

### **Section 15.0 Work Hours**

When management employees work extraordinary hours; due to large numbers of night meetings, emergencies, major projects, etc., they may, subject to the approval of the Department Head, or in the case of a Department Head, the City Manager, be authorized additional time off. Such time will be granted only for extraordinary hours; both in excess of the regular work schedule and that time compensated for by administrative leave; and not exceed forty (40) hours per year.

Managers in 24/7 operations whose regular work shift falls on a City holiday shall receive an equivalent number of hours off duty, to be scheduled subject to Department Head approval and used within one month of the holiday. Such time will not be banked, incremented, or paid in lieu of time off.

In no event shall this time be construed to constitute overtime compensation nor shall it be applied on an hour for hour basis. This time has no cash value and is not bankable.

### **Section 16.0 FEMA Reimbursed Overtime**

In cases where there has been a declared emergency and the City receives cash reimbursement from FEMA, the City will reimburse represented employees for extraordinary overtime at an hour for hour basis.

### **Section 17.0 Flexible Work Schedules**

When operationally appropriate and determined to be in the best interest of the City, departments may establish flexible work schedules. Establishment of such schedules shall be in the sole discretion of the Department Head with the approval of the City Manager.

### **Section 18.0 Management Development Program**

In addition to the tuition reimbursement set forth herein, full-time employees shall receive a one thousand dollar (\$1,000.00) per calendar year management development reimbursement. This reimbursement may be for such career development items as training courses, software, technical books, desktop computer, laptop, cell phones, tablets, and printer when utilized for work. The reimbursement may also be used for fitness related expenses such as health club/gym memberships, fitness classes (such as yoga, Pilates, aerobics), and exercise equipment (such as weights, treadmill, bicycle). Expenses that would not qualify include camera, speakers, recreational sports equipment, sports team/competition fees, clothing, and vitamins/supplements. Employees hired after July 1 will be eligible for a prorated amount.

Expenses reimbursed under this program are subject to the approval of the employees' Department Head, or in place of the Department Head, the City Manager. Reimbursement approval shall be based on the finding that the product, training or service serves the purpose of contributing to the employee's fitness, work productivity, and/or professional development. In the event a reimbursement request is denied, the employee may submit an appeal to the City Manager.

### **Section 19.0 Tuition Reimbursement**

The Tuition Reimbursement Program of the City of San Leandro Personnel Manual, Administrative Procedure 1840 is incorporated here by reference. The maximum tuition reimbursement benefit under the program is one thousand dollars (\$1,000.00) per employee per calendar year.

It is understood by the parties that classes taken as prerequisites to an approved course of study are covered by this Tuition Reimbursement Program.

## **Section 20.0 Bonus Pay**

The City Manager, with sole discretion, may award additional pay based on performance, pursuant to the provisions of the Personnel Rules or other authority.

## **Section 21.0 Miscellaneous**

### **21.1 Licenses/Certificates**

City to provide reimbursements for management employees required to possess professional certificates or licenses. Optional professional certificates/licenses will be reimbursed if job announcements identify them as desirable for a specific position(s). In addition, other professional certificates/licenses may be reimbursed with the prior approval of the Department Head and the concurrence of the City Manager.

### **21.2 Safety Shoes**

Managers assigned to classifications designated by the City who are required to wear safety shoes shall be reimbursed on a biennial basis. The maximum amount will be two hundred and twenty-five dollars (\$225.00).

### **21.3 Application of Pay and Benefits**

Only employees of the City, at the time this agreement is ratified by the City Council, are eligible to receive any of the salary or benefits so provided.

### **21.4 Classification and Compensation Study**

Due to insufficient data in the compensation study completed in 2022, the following classifications shall be re-studied by December 31, 2024. The parties agreed that the study's results, whether above or below market median, will be implemented.

- a. City Engineer
- b. Engineering and Transportation Director
- c. Library Services Manager
- d. Water Pollution Control Manager

## **Section 22.0 Term of Agreement**

The above modifications have been agreed upon by the signatories of this Memorandum and shall be presented as a joint recommendation for implementation in reference to all employees represented by the San Leandro Management Organization. The modifications listed herein shall be effective for the period of time listed in Section 1.0.



Dated: \_\_\_\_\_

**CITY REPRESENTATIVE**

DocuSigned by:

*Fran Robustelli*

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\_\_\_\_\_  
Frances Robustelli  
City Manager

Dated: \_\_\_\_\_

**SAN LEANDRO MANAGEMENT ORGANIZATION REPRESENTATIVES**

DocuSigned by:

*Andrew Mogensen*

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\_\_\_\_\_  
Andrew Mogensen, President

DocuSigned by:

*Kirsten Foley*

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Kirsten Foley, Vice President

## Appendix A

**SLMO Equity Adjustments  
Effective 01/01/2023**

CLASSIFICATION	PERCENTAGE
Assistant City Manager	7.65%
Assistant Finance Director	20.50%
Chief Building Official	1.45%
Chief Technology Officer	12.88%
City Clerk	3.86%
City Engineer	6.65%
Community Development Director	4.90%
Deputy City Manager	20.59%
Engineering and Transportation Director	10.21%
Engineering Manager	1.45%
Finance Director	7.52%
Finance Manager <i>(Title changed from Financial Services Manager)</i>	6.40%
Housing Manager <i>(Title changed from Housing-Community Development Block Grant Manager)</i>	1.27%
Human Resources Director	10.13%
Library Director	7.44%
Planning Manager	3.91%
Police Support Services Manager	6.40%
Public Information Officer	8.99%
Public Works Director <i>(Title changed from Public Works Services Director)</i>	10.21%
Public Works Services Manager <i>(Title changed from Deputy Public Works Director)</i>	3.80%
Water Pollution Control Manager	6.58%

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<b>CLASSIFICATION</b>	<b>Monthly</b>				
	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>	<b>Step 5</b>
Assistant Chief Technology Officer	14572	15300	16066	16869	17712
Assistant City Manager	18653	19586	20565	21593	22673
Assistant Community Development Director	14216	14927	15674	16457	17280
Assistant Engineering and Transportation Director	14936	15683	16467	17291	18155
Assistant Finance Director	14572	15300	16066	16869	17712
Assistant Library Director	13870	14563	15291	16056	16859
Assistant Public Works Director	14936	15683	16467	17291	18155
Assistant to the City Manager	10061	10564	11093	11647	12230
Chief Building Official	12879	13523	14200	14910	15655
Chief Technology Officer	16899	17744	18631	19563	20541
City Clerk	11960	12558	13186	13845	14537
City Engineer	14216	14927	15674	16457	17280
Community Development Director	16487	17311	18177	19085	20040
Deputy City Manager	15310	16075	16879	17723	18609
Economic Development Manager	12565	13194	13853	14546	15273
Economic Development Manager (y-rate)	12695	13330	13997	14699	15432
Emergency Services Manager	10061	10564	11093	11647	12230
Engineering and Transportation Director	17321	18187	19097	20052	21054
Engineering Manager	12879	13523	14200	14910	15655
Finance Director	16899	17744	18631	19563	20541
Finance Manager <sup>1</sup>	11668	12252	12864	13507	14183
Financial Analyst	9115	9571	10049	10552	11079
Housing Manager <sup>2</sup>	11106	11661	12244	12856	13499
Human Resources Director	16487	17311	18177	19085	20040
Human Resources Manager	12259	12872	13515	14191	14901
Human Services Director	16487	17311	18177	19085	20040
Human Services Manager	10835	11377	11946	12543	13170
Human Services Manager (y-rate)	10968	11517	12092	12695	13330
Information Technology Manager	12259	12872	13515	14191	14901
Library Director	16085	16889	17733	18620	19551
Library Services Manager	11960	12558	13186	13845	14537
Library Services Manager (y-rate)	12092	12695	13330	13997	14699
Management Analyst I	8258	8671	9104	9559	10037
Management Analyst I (y-rate)	8592	9022	9474	9948	10445
Management Analyst II	9115	9571	10049	10552	11079
Management Analyst II (y-rate)	9474	9948	10445	10968	11133
Planning Manager	12565	13194	13853	14546	15273
Police Support Services Manager	11668	12252	12864	13507	14183
Principal Planner	11384	11953	12550	13178	13837
Principal Planner (y-rate)	11517	12092	12695	13330	13997
Public Information Officer	11384	11953	12550	13178	13837
Public Works Director <sup>3</sup>	17321	18187	19097	20052	21054

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<b>CLASSIFICATION</b>	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>	<b>Step 5</b>
Public Works Services Manager <sup>4</sup>	11384	11953	12550	13178	13837
Recreation Services Manager <sup>5</sup>	10835	11377	11946	12543	13170
Recreation Services Manager <sup>5</sup> (y-rate)	10968	11517	12092	12695	13330
Senior Engineer	11384	11953	12550	13178	13837
Senior Engineer (y-rate)	11517	12092	12695	13330	13997
Senior Human Resources Analyst	10061	10564	11093	11647	12230
Senior Human Resources Analyst (y-rate)	10445	10968	11517	12092	12695
Senior Management Analyst	10061	10564	11093	11647	12230
Senior Management Analyst (y-rate)	10968	11517	12092	12695	13330
Water Pollution Control Manager	13531	14208	14918	15664	16448

**CLASSIFICATION (ELIMINATED)**

~~Assistant Information Technology Manager~~  
~~Assistant Recreation and Human Services Director~~  
~~Assistant Water Pollution Control Manager~~  
~~Chief Innovation Officer~~  
~~Deputy Community Development Director~~  
~~Environmental Services Manager~~  
~~Facilities and Open Space Manager~~  
~~Grants Administrator~~  
~~Police Business Manager~~  
~~Recreation and Human Services Director~~  
~~Senior Transportation Engineer~~  
~~Shoreline Operations Manager~~  
~~Street Maintenance Manager~~

**CLASSIFICATION (TITLE CHANGED FROM)**

<sup>1</sup> Financial Services Manager  
<sup>2</sup> Housing-CDBG Manager  
<sup>3</sup> Public Works Services Director  
<sup>4</sup> Deputy Public Works Services Director  
<sup>5</sup> Recreation and Human Services Manager

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	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>	<b>Step 5</b>
Assistant Chief Technology Officer	15300	16065	16869	17712	18598
Assistant City Manager	19586	20565	21593	22673	23807
Assistant Community Development Director	14927	15674	16457	17280	18144
Assistant Engineering and Transportation Director	15683	16467	17290	18155	19063
Assistant Finance Director	15300	16065	16869	17712	18598
Assistant Library Director	14563	15291	16056	16859	17702
Assistant Public Works Director	15683	16467	17290	18155	19063
Assistant to the City Manager	10564	11093	11647	12230	12841
Chief Building Official	13523	14199	14909	15655	16438
Chief Technology Officer	17744	18631	19563	20541	21568
City Clerk	12558	13186	13845	14537	15264
City Engineer	14927	15674	16457	17280	18144
Community Development Director	17311	18177	19085	20040	21042
Deputy City Manager	16075	16879	17723	18609	19539
Economic Development Manager	13193	13853	14546	15273	16037
Emergency Services Manager	10564	11093	11647	12230	12841
Engineering and Transportation Director	18187	19097	20052	21054	22107
Engineering Manager	13523	14199	14909	15655	16438
Finance Director	17744	18631	19563	20541	21568
Finance Manager	12251	12864	13507	14183	14892
Financial Analyst	9571	10049	10552	11079	11633
Housing Manager	11661	12244	12856	13499	14174
Human Resources Director	17311	18177	19085	20040	21042
Human Resources Manager	12872	13515	14191	14901	15646
Human Services Director	17311	18177	19085	20040	21042
Human Services Manager	11377	11946	12543	13170	13828
Information Technology Manager	12872	13515	14191	14901	15646
Library Director	16889	17733	18620	19551	20528
Library Services Manager	12558	13186	13845	14537	15264
Management Analyst I	8671	9104	9559	10037	10539
Management Analyst II	9571	10049	10552	11079	11633
Planning Manager	13193	13853	14546	15273	16037
Police Support Services Manager	12251	12864	13507	14183	14892
Principal Planner	11953	12550	13178	13837	14529
Public Information Officer	11953	12550	13178	13837	14529
Public Works Director	18187	19097	20052	21054	22107
Public Works Services Manager	11953	12550	13178	13837	14529
Recreation Services Manager	11377	11946	12543	13170	13828
Senior Engineer	11953	12550	13178	13837	14529
Senior Human Resources Analyst	10564	11093	11647	12230	12841
Senior Management Analyst	10564	11093	11647	12230	12841
Senior Management Analyst (y-rate)	10968	11517	12092	12695	13330
Water Pollution Control Manager	14208	14918	15664	16447	17270

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	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>	<b>Step 5</b>
Assistant Chief Technology Officer	15836	16628	17459	18332	19249
Assistant City Manager	20271	21285	22349	23466	24640
Assistant Community Development Director	15450	16222	17033	17885	18779
Assistant Engineering and Transportation Director	16232	17043	17895	18790	19730
Assistant Finance Director	15836	16628	17459	18332	19249
Assistant Library Director	15073	15826	16618	17449	18321
Assistant Public Works Director	16232	17043	17895	18790	19730
Assistant to the City Manager	10934	11481	12055	12658	13290
Chief Building Official	13997	14696	15431	16203	17013
Chief Technology Officer	18365	19283	20247	21259	22322
City Clerk	12997	13647	14329	15046	15798
City Engineer	15450	16222	17033	17885	18779
Community Development Director	17917	18813	19753	20741	21778
Deputy City Manager	16637	17469	18343	19260	20223
Economic Development Manager	13655	14338	15055	15808	16598
Emergency Services Manager	10934	11481	12055	12658	13290
Engineering and Transportation Director	18824	19765	20753	21791	22880
Engineering Manager	13997	14696	15431	16203	17013
Finance Director	18365	19283	20247	21259	22322
Finance Manager	12680	13314	13980	14679	15413
Financial Analyst	9906	10401	10921	11467	12040
Housing Manager	12069	12673	13306	13972	14670
Human Resources Director	17917	18813	19753	20741	21778
Human Resources Manager	13322	13988	14688	15422	16193
Human Services Director	17917	18813	19753	20741	21778
Human Services Manager	11775	12364	12982	13631	14312
Information Technology Manager	13322	13988	14688	15422	16193
Library Director	17480	18354	19271	20235	21247
Library Services Manager	12997	13647	14329	15046	15798
Management Analyst I	8974	9423	9894	10389	10908
Management Analyst II	9906	10401	10921	11467	12040
Planning Manager	13655	14338	15055	15808	16598
Police Support Services Manager	12680	13314	13980	14679	15413
Principal Planner	12371	12989	13639	14321	15037
Public Information Officer	12371	12989	13639	14321	15037
Public Works Director	18824	19765	20753	21791	22880
Public Works Services Manager	12371	12989	13639	14321	15037
Recreation Services Manager	11775	12364	12982	13631	14312
Senior Engineer	12371	12989	13639	14321	15037
Senior Human Resources Analyst	10934	11481	12055	12658	13290
Senior Management Analyst	10934	11481	12055	12658	13290
Senior Management Analyst (y-rate)	10968	11517	12092	12695	13330
Water Pollution Control Manager	14705	15440	16212	17023	17874

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	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>	<b>Step 5</b>
Assistant Chief Technology Officer	16390	17210	18070	18974	19922
Assistant City Manager	20981	22030	23131	24288	25502
Assistant Community Development Director	15990	16790	17629	18511	19436
Assistant Engineering and Transportation Director	16800	17640	18522	19448	20420
Assistant Finance Director	16390	17210	18070	18974	19922
Assistant Library Director	15600	16380	17199	18059	18962
Assistant Public Works Director	16800	17640	18522	19448	20420
Assistant to the City Manager	11317	11883	12477	13101	13756
Chief Building Official	14487	15211	15971	16770	17608
Chief Technology Officer	19008	19958	20956	22004	23104
City Clerk	13452	14125	14831	15573	16351
City Engineer	15990	16790	17629	18511	19436
Community Development Director	18544	19471	20445	21467	22540
Deputy City Manager	17220	18081	18985	19934	20931
Economic Development Manager	14133	14840	15582	16361	17179
Emergency Services Manager	11317	11883	12477	13101	13756
Engineering and Transportation Director	19483	20457	21480	22554	23681
Engineering Manager	14487	15211	15971	16770	17608
Finance Director	19008	19958	20956	22004	23104
Finance Manager	13124	13780	14469	15193	15952
Financial Analyst	10253	10765	11303	11869	12462
Housing Manager	12492	13116	13772	14461	15184
Human Resources Director	18544	19471	20445	21467	22540
Human Resources Manager	13788	14478	15202	15962	16760
Human Services Director	18544	19471	20445	21467	22540
Human Services Manager	12187	12796	13436	14108	14813
Information Technology Manager	13788	14478	15202	15962	16760
Library Director	18092	18996	19946	20943	21991
Library Services Manager	13452	14125	14831	15573	16351
Management Analyst I	9288	9753	10240	10752	11290
Management Analyst II	10253	10765	11303	11869	12462
Planning Manager	14133	14840	15582	16361	17179
Police Support Services Manager	13124	13780	14469	15193	15952
Principal Planner	12804	13444	14116	14822	15563
Public Information Officer	12804	13444	14116	14822	15563
Public Works Director	19483	20457	21480	22554	23681
Public Works Services Manager	12804	13444	14116	14822	15563
Recreation Services Manager	12187	12796	13436	14108	14813
Senior Engineer	12804	13444	14116	14822	15563
Senior Human Resources Analyst	11317	11883	12477	13101	13756
Senior Management Analyst	11317	11883	12477	13101	13756
Water Pollution Control Manager	15220	15981	16780	17619	18500

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	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>	<b>Step 5</b>
Assistant Chief Technology Officer	16882	17726	18612	19543	20520
Assistant City Manager	21610	22691	23825	25017	26267
Assistant Community Development Director	16470	17294	18158	19066	20020
Assistant Engineering and Transportation Director	17304	18169	19078	20032	21033
Assistant Finance Director	16882	17726	18612	19543	20520
Assistant Library Director	16068	16872	17716	18601	19531
Assistant Public Works Director	17304	18169	19078	20032	21033
Assistant to the City Manager	11656	12239	12851	13494	14168
Chief Building Official	14921	15667	16451	17273	18137
Chief Technology Officer	19578	20557	21585	22664	23797
City Clerk	13856	14549	15276	16040	16842
City Engineer	16470	17294	18158	19066	20020
Community Development Director	19100	20055	21058	22111	23217
Deputy City Manager	17737	18623	19555	20532	21559
Economic Development Manager	14557	15285	16049	16852	17694
Emergency Services Manager	11656	12239	12851	13494	14168
Engineering and Transportation Director	20067	21071	22124	23230	24392
Engineering Manager	14921	15667	16451	17273	18137
Finance Director	19578	20557	21585	22664	23797
Finance Manager	13518	14194	14903	15649	16431
Financial Analyst	10560	11088	11643	12225	12836
Housing Manager	12866	13510	14185	14895	15639
Human Resources Director	19100	20055	21058	22111	23217
Human Resources Manager	14202	14912	15658	16441	17263
Human Services Director	19100	20055	21058	22111	23217
Human Services Manager	12553	13180	13839	14531	15258
Information Technology Manager	14202	14912	15658	16441	17263
Library Director	18635	19566	20545	21572	22650
Library Services Manager	13856	14549	15276	16040	16842
Management Analyst I	9567	10045	10548	11075	11629
Management Analyst II	10560	11088	11643	12225	12836
Planning Manager	14557	15285	16049	16852	17694
Police Support Services Manager	13518	14194	14903	15649	16431
Principal Planner	13188	13848	14540	15267	16030
Public Information Officer	13188	13848	14540	15267	16030
Public Works Director	20067	21071	22124	23230	24392
Public Works Services Manager	13188	13848	14540	15267	16030
Recreation Services Manager	12553	13180	13839	14531	15258
Senior Engineer	13188	13848	14540	15267	16030
Senior Human Resources Analyst	11656	12239	12851	13494	14168
Senior Management Analyst	11656	12239	12851	13494	14168
Water Pollution Control Manager	15677	16460	17283	18148	19055



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<b>CLASSIFICATION</b>	<b>Monthly</b>				
	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>	<b>Step 5</b>
Assistant Chief Technology Officer	17726	18612	19543	20520	21546
Assistant City Manager	22691	23825	25017	26267	27581
Assistant Community Development Director	17294	18158	19066	20020	21021
Assistant Engineering and Transportation Director	18169	19078	20031	21033	22085
Assistant Finance Director	17726	18612	19543	20520	21546
Assistant Library Director	16872	17715	18601	19531	20508
Assistant Public Works Director	18169	19078	20031	21033	22085
Assistant to the City Manager	12239	12851	13494	14168	14877
Chief Building Official	15667	16451	17273	18137	19044
Chief Technology Officer	20557	21585	22664	23797	24987
City Clerk	14549	15276	16040	16842	17684
City Engineer	17294	18158	19066	20020	21021
Community Development Director	20055	21058	22111	23217	24377
Deputy City Manager	18623	19555	20532	21559	22637
Economic Development Manager	15285	16049	16852	17694	18579
Emergency Services Manager	12239	12851	13494	14168	14877
Engineering and Transportation Director	21071	22124	23230	24392	25611
Engineering Manager	15667	16451	17273	18137	19044
Finance Director	20557	21585	22664	23797	24987
Finance Manager	14194	14903	15649	16431	17253
Financial Analyst	11088	11643	12225	12836	13478
Housing Manager	13510	14185	14895	15639	16421
Human Resources Director	20055	21058	22111	23217	24377
Human Resources Manager	14912	15658	16441	17263	18126
Human Services Director	20055	21058	22111	23217	24377
Human Services Manager	13180	13839	14531	15258	16021
Information Technology Manager	14912	15658	16441	17263	18126
Library Director	19566	20544	21572	22650	23783
Library Services Manager	14549	15276	16040	16842	17684
Management Analyst I	10045	10548	11075	11629	12210
Management Analyst II	11088	11643	12225	12836	13478
Planning Manager	15285	16049	16852	17694	18579
Police Support Services Manager	14194	14903	15649	16431	17253
Principal Planner	13848	14540	15267	16030	16832
Public Information Officer	13848	14540	15267	16030	16832
Public Works Director	21071	22124	23230	24392	25611
Public Works Services Manager	13848	14540	15267	16030	16832
Recreation Services Manager	13180	13839	14531	15258	16021
Senior Engineer	13848	14540	15267	16030	16832
Senior Human Resources Analyst	12239	12851	13494	14168	14877
Senior Management Analyst	12239	12851	13494	14168	14877
Water Pollution Control Manager	16460	17283	18148	19055	20008