MEMORANDUM OF UNDERSTANDING
Between and For
THE CITY OF NAPA

AND

Service Employees International Union LOCAL 1021
(Napa City Part-Time Temporary Employees Unit) for
January 21, 2020 through December 31, 2023
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This Memorandum of Understanding (hereinafter MOU) is entered into pursuant to the Meyers Milias-Brown Act (California Government Code Section 3500 et seq.), the City Charter of the City of Napa, and applicable ordinances and resolutions of the City of Napa, by and between the City of Napa (hereinafter "City") and Service Employees International Union, Local 1021 CTW, CL, City of Napa Part-Time and Temporary Employees Unit, hereinafter SEIU, Local 1021. As a result of meet and confer sessions, the City and SEIU, Local 1021 have agreed to the following:

SECTION 1. RECOGNITION

Consistent with City Council Resolution No. 2018-123, the City has recognized SEIU, Local 1021 as the certified employee organization representing the Part-Time Temporary Employees Bargaining Unit, which includes each City employee who:

(a) is hired to work on an ongoing year-round basis;
(b) is hired to work for no more than twenty hours per work week, and no more than 1,000 hours per fiscal year; and
(c) is not hired to any of the following excluded positions:
   (1) any position that is seasonal or a casual worker;
   (2) any position that requires peace officer status; or
   (3) any position requiring administrative, managerial, or professional skills.

As used in this MOU, "member" includes all part-time/temporary employees employed in a class listed in Exhibit A, attached hereto, and incorporated herein by reference.

Members of the Part-Time Temporary Employees Bargaining Unit are considered at will employees.

SECTION 2. TERM OF AGREEMENT

The term of this Memorandum of Understanding shall be January 21, 2020 through December 31, 2023.

SECTION 3. COMPENSATION

3.1 Salary:

The Salary table (attached Exhibit A) identifies the base hourly salary range for each member's classification. The minimum hourly base salary for each member in this Unit shall not be less than $15 per hour. Member's currently being paid less than $15.00 per hour will have their rate adjusted accordingly the first full pay period following Council Approval of the MOU.

Members who are employed in classifications that have a corresponding full-time equivalent classification (i.e. custodian) represented by NCEA-SEIU, Local 1021 shall be paid at A-step of the NCEA full-time equivalent classification. Members employed in the full-time equivalent classification as of the date of this agreement shall receive phased-in increases to bring them to A-step, as follows:

a. First full pay period following Union ratification and Council adoption of this agreement, eligible members will receive an increase in base salary of 50% of the difference between their current base salary and A-step of the full-time equivalent classification. For example, if the member's base salary is $17.00 per hour and the full-time equivalent A-step salary is $23.75, the member will receive a $3.38 per hour increase.
b. On the first full pay period containing January 1, 2021, the member will receive an increase in base hourly wage that will bring them to A-step of the full-time equivalent classification.

Members may receive annual salary adjustments not to exceed three percent (3%), with department consideration for Consumer Price Index (CPI), City fiscal stability and external market considerations.

3.2 Bi-Lingual Differential Pay:

The City shall designate assignments within each department or work location eligible to receive bilingual pay. In addition, certain positions may require bilingual skills as a minimum qualification. Employees in such positions who are certified bilingual shall receive additional compensation as Bilingual Pay.

The Human Resources Director shall schedule employee(s) for a bilingual proficiency examination as needed, but not more than once per quarter. The examination may be written and/or oral, depending on the need identified by the Department Head, and shall be administered by a trained bilingual professional designated by the Human Resources Director.

Each member who meets the City’s certification and eligibility requirements shall receive 4% differential pay of base salary for written and oral skills or 3.5% differential pay of base salary for oral skills for each hour worked following certification. Amount received will be a flat amount calculated to the nearest penny.

Members should not be requested to use bilingual skills prior to being certified. In the event there is a request for a member to use bilingual skills prior to certification, the member shall be compensated as described in this section. Such request shall only be made by the member’s Supervisor or Manager. The City will choose the languages qualifying for bilingual pay. Department Heads will designate the positions eligible for bi-lingual pay. Compensation shall occur only during pay periods when a member has hours worked.

3.3 Hazard Pay Differential:

Should any member represented by this MOU be assigned to a tree crew, the City agrees to pay an additional 3% of base pay for all hours assigned to the tree crew. Amount received will be a flat amount calculated to the nearest penny.

3.5 Certification Premium Pay:

Members represented by this MOU shall not be assigned to drive vehicles requiring a Class A or Class B license. However, should any member represented by this MOU be assigned to drive vehicles requiring a Class A or Class B license during an emergency, the member will be paid $15.00 per pay period in which the member is assigned to drive said vehicles.

Should the City increase or decrease any of the above certification pays for NCEA-SEIU or add any new relevant certification pays which may relate to members of this MOU, the Union and/or City can request to Meet and Confer to discuss said increases or decreases as it relates to this MOU.

SECTION 4. HOURS AND OVERTIME

City of Napa and SEIU Local 1021

Part-Time Temporary Employees Unit
4.1 Workweek:

Standard workweek shall begin on Saturday at midnight and end on Friday at 11:59pm. The City will notify employees if they are assigned to a workweek other than the standard workweek.

4.2 Accrued Hours:

The City shall maintain an accurate accounting of the number of hours worked by each part time member, both on a fiscal year basis and ongoing. Such hours shall be maintained for the purposes of merit/step increases, and to track the total number of hours a member may have worked at any time during the fiscal year. The annual hours worked and the total hours worked shall be provided to members upon request of the member’s supervisor and/or the designated “Timekeeper.” The City will provide such accounting to the Union and/or the individual member upon request.

It is acknowledged that the “reset” date for the annual accrual of hours shall be July 1st of each year. Members and the Union may request a calculation of accrued hours at any time.

4.3 Rest Periods:

A. Bargaining unit members will normally be granted one (1) fifteen (15) minute rest break with pay during each four (4) consecutive hours worked. Members are subject to recall at any time during the break and the break may not be taken in conjunction with a meal period or at the beginning or end of the workday.

B. Members will normally be entitled to an unpaid duty-free meal period of at least one half hour approximately halfway through their shift when the scheduled shift is at least six (6) hours. The meal break will begin and end at the member’s work site.

i. A duty-free lunch period shall not be considered work time. However, the City may require members to remain on duty during the meal period, in which case the meal period will be considered work time.

ii. Members in certain positions are normally scheduled to work through lunch (e.g., Dispatchers and Water Treatment Operators). Those members have schedules which account for working (paid) lunches.

C. As a public employer, the City is not required to provide breaks or a duty-free meal period. However, such breaks will normally be provided where a supervisor or manager deems it operationally appropriate. Where SEIU, Local 1021 believes breaks are routinely or arbitrarily denied, SEIU, Local 1021 may request a meeting to discuss the reasons for the lack of breaks.

4.4 Overtime Defined:

Depending on the work schedule, members will be eligible for overtime for all hours worked over forty in a workweek; provided, however, that members on approved alternate work schedules (including 9/80, 4/10 or other scheduled shifts) will not be eligible for overtime unless they work in excess of forty (40) hours in a designated workweek. Entitlement to overtime shall be based on actual hours worked.

4.5 Call-Back Pay.

City of Napa and SEIU Local 1021
Part-Time Temporary Employees Unit

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During the member’s assigned work week, members shall be guaranteed a minimum of two (2) hours when required to return to the work site after the end of his or her shift if the actual hours worked are not contiguous to any other period in which the member actually worked. Callback does not apply when a member is held over before leaving work.

SECTION 5. WORK SCHEDULES

Employees who normally have no fixed work schedule may be scheduled as needed from week to week. However, when an employee has a fixed work schedule, except in cases of emergency or business necessity, the City shall provide members with a minimum two week notice of any changes in work schedule. Where the City is unable to provide two full weeks’ notice, the City will give as much notice as possible.

SECTION 6. INACTIVE EMPLOYEES

Any member on the payroll who has not worked in 12 consecutive months will be removed from the City payroll system and will no longer be considered a City employee.

SECTION 7. UNION SECURITY

7.1 Deductions and Authorizations:

A member may at any time execute a payroll deduction authorization form or forms as furnished by SEIU, Local 1021.

A. SEIU, Local will be the custodian of records for such deduction authorization and will provide the City with a certification that it has and will maintain an authorization, signed by the individual from whose salary or wages the deduction or reduction is to be made. SEIU, Local 1021 shall not be required to provide the City a copy of the member’s authorization unless a dispute arises about the existence or terms of the authorization. However, SEIU, Local 1021 will provide the City with a certification document for each member with sufficient information to allow the City to identify the appropriate level of deductions, including the timing (i.e. monthly versus bi-weekly) of deductions.

B. Flat rate deductions will be made on a monthly basis and percentage-based deductions shall be made on a bi-weekly basis. Such dues shall be remitted to SEIU, Local 1021 monthly.

C. The City shall begin deductions in the amount prescribed by SEIU, Local 1021 in the first full pay period after receipt of written certification of authorization from SEIU, Local 1021. The employer shall transmit such payments to SEIU Local, 1021 through electronic payment (ACH) no later than thirty (30) days after the deduction from the member’s earnings occurs.

D. Deductions may be revoked only pursuant to the terms of the member’s written authorization. The City shall direct member request to cancel or change deductions to SEIU, Local 1021 and shall rely on information provided by SEIU, Local 1021 regarding whether deductions for a member were properly canceled or changed. However, the parties agree that the City shall automatically cease deductions for any member who is no longer employed in a classification represented by SEIU, Local 1021.

7.2 COPE Deductions:

City of Napa and SEIU Local 1021

Part-Time Temporary Employees Unit

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January 21, 2020 – December 31, 2023
The City agrees to provide a payroll deduction for members to make a voluntary contribution to the Committee on Political Education (COPE).

7.3 Orientation Process:

The City utilizes an online onboarding process followed by an in-person Employment Eligibility Verification process. The City recognizes the importance of SEIU, Local 1021’s role in this process and the parties have agreed to the following:

A. A video presentation provided by SEIU, Local 1021 will be made available to new unit members prior to their first day of work as part of the City’s online onboarding process. New unit members will be expected to review the video prior to their first day of work.

B. As part of each new unit member’s in-person on-boarding, SEIU, Local 1021 will be permitted one-half (1/2) hour to meet with each new unit member or group of unit members in person. City representatives will not be present for the SEIU, Local 1021 orientation session. Unit members will participate without loss in compensation.

C. SEIU, Local 1021 designee(s), including, but not limited to, SEIU, Local 1021 representative, officers, stewards and members including those from the City’s full time unit (NCEA-SEIU, Local 1021), shall conduct the sessions under this agreement. City members who conduct the orientation session will do so without loss of compensation.

D. The City shall notify SEIU, Local 1021 at least ten (10) days prior to an on-boarding meeting. However, if an on-boarding meeting date is scheduled less than ten (10) days in advance, the City will notify SEIU, Local 1021 the same business day it notifies the new unit member/s of the on-boarding meeting. The City will provide SEIU, Local 1021, with a list of new unit members scheduled to attend the meeting at least forty-eight (48) hours in advance of an on-boarding meeting.

E. In the event SEIU, Local 1021 is unable to send a representative to an on-boarding meeting, the City will work with SEIU, Local 1021 to schedule a make-up session, either at the next on-boarding meeting or at another mutually agreeable time. Wherever possible, the make-up session will occur within thirty (30) days of the original on-boarding meeting.

7.4 Lists:

A. Within ten (10) days of the end of each calendar month, and to the extent that such information is in the City’s possession, the City shall provide SEIU, Local 1021 with electronic notification in malleable electronic format of the following information: name, job title, hired date, department, work division, work and personal phone numbers, home address, and work email addresses of all bargaining unit members. When the City updates is Payroll or HRIS System, the Parties will meet to update the field in the monthly report.

B. The City will provide SEIU, Local 1021 with an electronic copy of the City of Napa Staff Directory each time it is updated (quarterly).

7.5 Indemnification, Defense and Hold Harmless:

Consistent with state law, SEIU Local 1021 shall indemnify and save harmless the City, its officers and employees, for (1) claims made by an employee for deductions made in reliance on SEIU, Local 1021's
certification regarding a dues deduction authorization and (2) any claims made by a member for deductions made in reliance on information provided by SEIU, Local 1021 regarding changes or cancellations to the deduction authorization.

SECTION 8. HEALTH AND WELFARE

Pursuant to the Affordable Care Act (Internal Revenue Code Section 4980H), the City shall make an "offer of coverage" for health insurance to any member who works an average of 30 hours per week over a defined measurement period. To coincide with the City's open enrollment period for health plans, the City has determined the defined measurement period as April 1st through March 31st of each year. Members who meet the eligibility requirements described above will be notified by the Finance Department that they may enroll in the City's group health insurance plan. Members will be responsible for the full cost of health insurance premiums.

SECTION 9. RETIREMENT/PERS:

No part-time employee shall be allowed to work in excess of 999 hours in a fiscal year without prior written approval by the City Manager. Members who work or have worked 1,000 hours in a fiscal year will be required to participate in PERS. Members will be enrolled in PERS beginning the 1st day of the next pay period immediately following the 1,000th hour worked. Membership benefits and terms shall be based on the current PERS benefits as defined in the NCEA MOU for newly hired full-time employees.

SECTION 10. SICK LEAVE ACCRUAL AND USE

Sick leave benefits are subject to City Council Resolution #R2015-80 adopted June 16, 2015 and is as follows:

A. Each part time employee shall accrue one hour of paid sick leave for every 30 hours worked; provided however, that each part time employee's total accrual of unused paid sick leave shall not exceed 48 hours. Employees after working 30 days within the 1st 90 days of employment, may use sick leave as accrued up to the maximum cap of 48 hours.

B. Each City employee shall be entitled to use paid sick leave for any purpose required by California Labor Code section 246.5(a), including: "diagnosis, care, or treatment of an existing health condition of, or preventive care for, an employee or an employee's family member" or "for an employee who is a victim of domestic violence, sexual assault, or stalking" (as further defined by California Labor Code sections 230(c) and 230.1(a)).

C. If an employee separates from City service and is rehired by the City within one year from the date of separation, previously accrued and unused paid sick leave shall be reinstated.

SECTION 11. BEREAVEMENT LEAVE

In the event of a death in the immediate family of a member, the member shall, upon request, be granted such time off with pay as is necessary to make arrangements for the funeral and attend same, not to exceed three (3) regularly scheduled work days up to a maximum of 12 hours. Such bereavement leave shall not be deducted from any accrued leaves. Such leave must be used within four weeks of the event.
For the purpose of this provision, the immediate family shall mean father, mother, brother, sister, spouse, registered domestic partner, child, parent of minor child, mother-in-law, father-in-law, brother-in-law, sister-in-law, grandparents, grandchildren, stepparents and stepchildren where there is a child-rearing relationship. Upon reasonable belief that a member is using bereavement leave in a manner inconsistent with this section, the City shall have the right to request reasonable evidence to substantiate use of bereavement leave.

SECTION 12. POSITION ELIMINATION

When the City deems it necessary to reduce costs by eliminating positions of part time members, the City shall notify the Member and the Union at least 2 weeks prior to the implementation of such reductions.

SECTION 13. ALLOWANCES

13.1 Safety Attire:

Members shall wear safety attire provided by the City consistent with the City’s Personal Protective Equipment Program Policy (e.g. the attire must be consistent with the policy and the member must wear it in a manner consistent with the policy).

13.2 Meal Allowance:

A. Each member who is directed to work overtime on an emergency or unscheduled basis and who works under the following conditions shall be provided a meal allowance of $15.00 per meal:

1. Works continuously two (2) hours or more immediately before or after his/her regular shift working day.
2. Is called back to work outside of his/her working shift and works continuously for four (4) hours.
3. Works continuously for an additional four (4) hours after a meal in subsections 1 and 2 above.

B. Emergency or unscheduled overtime work is defined as overtime work that is not scheduled a minimum of eight (8) or more hours in advance of the overtime work.

C. The supervisor will determine whether the member will be released from the job site without loss of compensation for up to one-half (1/2) hour to eat.

D. A supervisor may determine the necessity of providing an actual meal during the working period. If an actual meal is provided, the member is not eligible for a meal allowance.

E. The member will receive payment for meal allowances on the bi-weekly payroll for the pay period during which the emergency or unscheduled overtime was worked.

13.3 Professional Development:

Members shall have access to City-sponsored trainings (i.e. “Learn”) as well as other City-offered coaching and professional development as provided by the City.

City of Napa and SEIU Local 1021
Part-Time Temporary Employees Unit

9 January 21, 2020 – December 31, 2023
13.4 Licenses and Certifications:

The City will pay for certification/license training classes approved by the Department Head or required by the City as a condition of employment or continued employment to obtain state certification or licensing in the field in which they are employed by the City. The City will provide members with time off during normal working hours, to attend certification/license training classes approved by the Department Head.

SECTION 14. SEIU, LOCAL 1021 BUSINESS

The City will provide paid time for a maximum of two (2) SEIU, Local 1021 member for the purpose of meeting and conferring with the City concerning issues which may arise during the term of this Memorandum of Understanding. SEIU, Local 1021 retains the right to determine which of the SEIU, Local 1021 members shall be their representatives for each meet and confer issue.

SEIU, Local 1021 member representatives (stewards) employed and recognized by the City shall assist members in resolving grievances at the lowest possible administrative level. These member representatives shall be afforded reasonable time for the investigation, and processing of grievances, for investigation of disciplinary actions, and to meet with management regarding such actions without loss of pay or benefits. The SEIU, Local 1021 shall provide an updated list of stewards to Human Resources.

SEIU, Local 1021 will attempt to give the City enough notice to allow for scheduling and other operational issues to be taken care of in advance of needed release time. Such request for release time shall normally be made 24 hours in advance and shall include the approximate time needed, and the general nature of the SEIU, Local 1021 business involved. The City will make all reasonable efforts to accommodate release time but will have the right to deny release time if it appears that on-going operations will be unduly hampered or if it appears that excessive overtime will be required to fill in for an individual. In the event the City is unable to accommodate SEIU, Local 1021’s requests for release time for a specific representative and SEIU, Local 1021 considers this specific representative vital to the issue scheduled for discussion, SEIU, Local 1021 and the City will adjust the meet and confer schedule to better accommodate the member who cannot attend.

For the purpose of meeting and conferring with the City concerning contract openers or a successor Memorandum of Understanding, the City shall provide paid time for up to two (2) members of SEIU, Local 1021 to participate.

14.1 Use of City Facilities. SEIU, Local 1021 shall have the right to use City conference rooms and meeting facilities on the same basis as other governmental organizations. Use of non-public areas shall require prior authorization by the Department Head or designee.

SEIU, Local 1021 representatives shall have the right to contact individual members during their duty period for representational activities, provided that they notify the Department Head or designee prior to such contact and such contact does not interfere with public service or safety requirements.

14.2 Bulletin Board. SEIU, Local 1021, will be able to utilize existing NCEA-SEIU, Local 1021 Union Bulletin Boards for this bargaining unit.

14.3 Discrimination Against Employees for Participating in Union Activities Prohibited. The City of Napa fully supports City employees in their right to participate in the activities of SEIU, Local 1021 and seek representation in matters of employer-employee relations. Consistent with MMBA Section

City of Napa and SEIU Local 1021 Part-Time Temporary Employees Unit
3506 and City Council Resolution No. 2000-222, Section A.2. - Employee's Rights - Non-Interference, it is recognized and supported that employees shall not be interfered with, intimidated, restrained, coerced or discriminated against because of their decision to participate in those Union activities that do not violate City policies. Although this section is not grievable under Section 16 of the MOU, the City encourages and expects open communication of all involved parties to support resolution of any matters or concerns raised under this section.

The City and SEIU, Local 1021 agree that examples of such activities include but are not limited to:

- Participating in SEIU, Local 1021 leadership
- Serving as an employee representative
- Resolving differences through the grievance procedure
- Seeking advice/information from SEIU, Local 1021 representatives

**SECTION 15. GRIEVANCE PROCEDURE**

15.1 **Definition:** A grievance is any dispute which involves the interpretation application, or claimed violation of any provisions of this Memorandum of Understanding, which actually affects one or more members. Grievances will be processed in accordance with the following procedure:

A grievance shall be filed by the member at STEP 1 of the procedure within twenty-one (21) calendar days from date the member reasonably should have learned of its occurrence. It is the intent of the parties to resolve such grievances at the earliest possible time and level of the Grievance Procedure.

15.2 **Steps of the Grievance Procedure**

**STEP 1 – Informal Resolution**

The Grievant shall first attempt to resolve the alleged grievance through discussion with their immediate supervisor. The immediate supervisor shall hold discussions and attempt to resolve the matter within seven (7) calendar days after presentation or introduction of the grievance.

**STEP 2 – Formal Written Grievance**

If the grievance is not settled during the informal conference and the grievant wishes to pursue the matter, the grievant shall present the grievance in writing on the appropriate form to the immediate supervisor within fourteen (14) calendar days after the informal conference. The written information shall include the specific grounds of the grievance, a listing of the provisions which are alleged to have been violated, a listing as to why the immediate supervisor's response is unacceptable, and a listing of specific actions requested by the grievant which will remedy the grievance.

The immediate supervisor shall communicate the decision to the grievant in writing within fourteen (14) calendar days after receiving the grievance. If the immediate supervisor does not respond within the time limits, the grievant may elevate the grievance to the next level.

**STEP 3 – Appeal to the Department Head/City Manager**

If the grievant is not satisfied with the decision at Level II, the grievant may, within fourteen (14) calendar days of the receipt of the decision at Level II appeal the decision to the department head. This statement shall include a copy of the original grievance and appeal, and a clear, concise statement of the reasons for the appeal.
The department head shall communicate the decision to the grievant in writing within fourteen (14) calendar days after receiving the grievance. If the immediate supervisor does not respond within the time limits, the grievant may elevate the grievance to the next level.

**STEP 4 – State Mediation**

If the parties are unable to reach a mutually satisfactory accord on any grievance, which arises and is presented during the term of this Memorandum of Understanding, the moving party shall have twenty-one (21) calendar days to request in writing that the grievant be scheduled for State Mediation.

State Mediation will be convened within ninety (90) calendar days of receipt of the timely request for mediation services. The mediator shall be selected by mutual agreement from the State Conciliation Service. The recommendation of the Mediator shall be advisory only. The Mediator shall not issue any public statement of fact or opinion on the matter in question. The Mediator's recommendation shall neither be made public nor be introduced into any other grievance level by the other party.

**SECTION 16. HEALTH AND SAFETY**

The City agrees to provide a safe workplace by complying with all applicable local, state and federal health and safety laws and regulations. The City shall provide safety training to SEIU, Local 1021 members covered by this agreement as required by law and as necessary for members to safely perform their job duties.

**SECTION 17. ADA**

The City and SEIU, Local 1021 recognize that the City has an obligation under the Americans with Disabilities Act (ADA) to meet with individual employees who allege a need for reasonable accommodation in the workplace because of a disability. SEIU, Local 1021 will be advised of any proposed accommodation prior to implementation, which is in potential conflict with this MOU or past practice on any wage, hour or working condition. SEIU, Local 1021 will be afforded an opportunity to consult with the City about the impact of such accommodation(s). ADA complaints will be processed under the City's Discrimination Procedure.

**SECTION 18. SEPARABILITY OF PROVISIONS**

If any provision of this Agreement is held to be contrary to law by court of competent jurisdiction, such provision will not be deemed valid and subsisting, except to the extent permitted by law, but all other provisions will continue in full force and effect.
IN WITNESS WHEREOF, the parties hereto have executed this Agreement to be effective on the
Effective Date set forth below.

CITY: CITY OF NAPA, a California charter city
By: Steve Potter, City Manager

ATTEST:

Tiffany Carranza, City Clerk
Caitlin Saldivar, Deputy City Clerk
Date: January 11, 2021
("Effective Date")

COUNTERSIGNED:

Joy Reisenberg, City Auditor

APPROVED AS TO FORM:

Michael W. Barrett, City Attorney

SEIU, Local 1021:
By: Amanda Steiner, SEIU 1021 Field Rep

By: Jacqelyn Muratori, Negotiating Team Member

By: Janettly West, Negotiating Team Member

By: Del Mallory, Region A Director
SEIU Local 1021

By: John Stead-Mendez, Executive Director
SEIU Local 1021
EXHIBIT A

SALARY SCHEDULE
CITY OF NAPA PART-TIME AND TEMPORARY EMPLOYEES UNIT

The following pay ranges are the authorized pay levels for members in the Part-Time and Temporary Employees Bargaining Unit.

The specific pay assignment within each level should be based on internal equity as well as training and experience of the member filling the classification.

<table>
<thead>
<tr>
<th>CLASSIFICATION</th>
<th>IFAS JOB CODE</th>
<th>HOURLY PAY RANGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administrative Support Associate</td>
<td>9N0015</td>
<td>$15.00 - $30.00</td>
</tr>
<tr>
<td>Laborer</td>
<td>9N0220</td>
<td>$15.00 - $25.00</td>
</tr>
<tr>
<td>Recreation Associate – Adult Sports</td>
<td>9NRA02</td>
<td>$15.00 - $30.00</td>
</tr>
<tr>
<td>Recreation Associate – Aquatics</td>
<td>9NRA03</td>
<td>$15.00 - $30.00</td>
</tr>
<tr>
<td>Recreation Associate – Preschool</td>
<td>9NRA06</td>
<td>$15.00 - $30.00</td>
</tr>
<tr>
<td>Recreation Associate – Youth Sports</td>
<td>9NRA08</td>
<td>$15.00 - $30.00</td>
</tr>
<tr>
<td>Recreation Associate – Seniors</td>
<td>9NRA09</td>
<td>$15.00 - $30.00</td>
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<tr>
<td>Technical Associate</td>
<td>9N0635</td>
<td>$17.00 - $45.00</td>
</tr>
</tbody>
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DEFINITIONS:

Administrative Support Associate
On a part-time, limited-term or temporary basis and under general supervision, provides temporary support for a variety of routine to difficult office support to various City offices, which may include receptionist duties, typing, scheduling, organizing, recordkeeping and filing.

Laborer
On a part-time, limited-term or temporary basis and under general supervision, provides temporary support performing unskilled and semiskilled tasks in the maintenance of parks, landscapes, trees, medians, facilities, streets, storm drains, water, electrical and other related assignments.

Recreation Associate
On a part-time, limited-term or temporary basis and under general supervision, performs work in support of Recreation Programs related to administration, adult sports, aquatics, camps, contract programs, preschool, special needs, youth sports, seniors, community events or special events permits.

Technical Associate
On a part-time, limited-term or temporary basis and under general supervision, provides temporary technical or para-professional support for a variety of City offices.