

MEMORANDUM OF UNDERSTANDING
BETWEEN
REPRESENTATIVES OF THE CITY OF LOMA LINDA
AND
PROFESSIONAL AND ADMINISTRATIVE EMPLOYEES ASSOCIATION

I. PREAMBLE

This memorandum of Understanding is made and entered into between the Professional and Administrative Employees Association, hereinafter referred to as "Association", and the management representatives of the Loma Linda City Council, hereinafter referred to as "City", pursuant to the California government Code Sections 3500 et seq.

II. CONCLUSION OF AGREEMENT

The parties have met and conferred in good faith regarding wages, hours, and other terms and conditions of employment; and it is mutually agreed that this Memorandum of Understanding shall be effective for the period beginning July 1, 2017 and ending June 30, 2020.

This Memorandum of Understanding contains all the covenants, stipulations, and provisions agreed upon by the parties. It is understood that all items relating to employee wages, hours, and other terms and conditions of employment not covered in this Memorandum of Understanding are covered by existing ordinances, resolutions, policies, and practices of the City. Provisions of this Memorandum of Understanding apply only to employees represented by the Association.

III. CITY COUNCIL DETERMINATION

The Memorandum of Understanding shall be presented to the Loma Linda City Council for its determination. Appropriate ordinances, resolutions and other additional actions shall be considered to implement the provisions of this Memorandum.

IV. SALARY

All represented employees shall receive a cost of living salary adjustment as follows:

- A) 3% July 1, 2017
- B) 2% July 1, 2018
- C) 2% July 1, 2019

V. INSURANCE/DEFERRED COMPENSATION

The City's contribution toward the Employee Insurance and Deferred Compensation Program for the purchase of health (CalPERS plans), dental (Delta Dental) and vision (VSP) insurances shall be:

- \$1,300 per month commencing on July 1, 2017
- \$1,500 per month commencing on July 1, 2018
- \$1,700 per month commencing on July 1, 2019

VI. TUITION REIMBURSEMENT PROGRAM

Commencing on July 1, 2017, the City Tuition Reimbursement Program will be set at \$2,000 per fiscal year maximum, pursuant to the City’s Tuition Reimbursement Program Policy.

VII. UNIFORM ALLOWANCE

Animal Control and Parking Enforcement Officers shall receive a total of \$600 per year as a uniform allowance. Uniform allowance will be disbursed in a manner similar to that defined for the LLPWEA. The uniform allowance will be reported to CalPERS in accordance with CalPERS procedures. Pursuant to IRS regulations, the uniform allowance will be reported as a taxable fringe benefit and subject to standard taxation

VIII. SICK LEAVE TRANSFER

Sick Leave Transfers shall be allowed upon City Manager or his/her designee approval to donate paid leave on a dollar for dollar basis to employees who have been forced to be absent from work due to a qualifying medical condition under FMLA beyond the coverage of their accumulated sick days.

IX. COMPENSATION SURVEY

A committee of management and staff will initiate a collaborative compensation survey in September of 2019.

PROFESSIONAL AND ADMINISTRATIVE
EMPLOYEES ASSOCIATION

CITY OF LOMA LINDA

BY _____

BY _____

BY _____

DATED _____

BY _____

DATED _____

COMPENSATION PLAN
PROFESSIONAL AND ADMINISTRATIVE EMPLOYEES ASSOCIATION
JULY 1, 2017

<u>POSITION TITLE</u>	<u>PAY GRADE</u>	<u>Annual Minimum</u>	<u>Annual Maximum</u>
ADMINISTRATIVE SPECIALIST I	13	\$31,454.82	\$42,177.56
ACCOUNTING TECHNICIAN I	14	\$33,971.21	\$45,551.77
ADMINISTRATIVE SPECIALIST II	14	\$33,971.21	\$45,551.77
ACCOUNTING TECHNICIAN II	16	\$39,624.02	\$53,131.58
PARKING CONTROL OFFICER-SPECIAL EVENTS COORDINATOR	16	\$39,624.02	\$53,131.58
ACCOUNTING SPECIALIST	17	\$42,793.94	\$57,382.12
ADMINISTRATIVE SPECIALIST III	17	\$42,793.94	\$57,382.12
CODE COMPLIANCE/ANIMAL CONTROL OFFICER	18	\$46,217.46	\$61,972.68
PARKING ENFORCEMENT/ANIMAL CONTROL OFFICER	18	\$44,871.31	\$60,167.64
ENGINEERING TECHNICIAN	19	\$49,914.86	\$66,930.50
FIRE PREVENTION INSPECTOR	21	\$58,220.69	\$78,067.74

COMPENSATION PLAN
PROFESSIONAL AND ADMINISTRATIVE EMPLOYEES ASSOCIATION
JULY 1, 2018

<u>POSITION TITLE</u>	<u>PAY GRADE</u>	<u>Annual Minimum</u>	<u>Annual Maximum</u>
ADMINISTRATIVE SPECIALIST I	13	\$32,083.92	\$43,021.13
ACCOUNTING TECHNICIAN I	14	\$34,650.63	\$46,462.80
ADMINISTRATIVE SPECIALIST II	14	\$34,650.63	\$46,462.80
ACCOUNTING TECHNICIAN II	16	\$40,416.50	\$54,194.23
PARKING CONTROL OFFICER-SPECIAL EVENTS COORDINATOR	16	\$40,416.50	\$54,194.23
ACCOUNTING SPECIALIST	17	\$43,649.82	\$58,529.77
ADMINISTRATIVE SPECIALIST III	17	\$43,649.82	\$58,529.77
CODE COMPLIANCE/ANIMAL CONTROL OFFICER	18	\$47,141.81	\$63,212.15
PARKING ENFORCEMENT/ANIMAL CONTROL OFFICER	18	\$44,871.31	\$60,167.64
ENGINEERING TECHNICIAN	19	\$50,913.15	\$68,269.11
FIRE PREVENTION INSPECTOR	21	\$59,385.10	\$79,629.08

COMPENSATION PLAN
PROFESSIONAL AND ADMINISTRATIVE EMPLOYEES ASSOCIATION
JULY 1, 2019

<u>POSITION TITLE</u>	<u>PAY GRADE</u>	<u>Annual Minimum</u>	<u>Annual Maximum</u>
ADMINISTRATIVE SPECIALIST I	13	\$32,725.59	\$43,881.53
ACCOUNTING TECHNICIAN I	14	\$35,343.64	\$47,392.04
ADMINISTRATIVE SPECIALIST II	14	\$35,343.64	\$47,392.04
ACCOUNTING TECHNICIAN II	16	\$41,224.83	\$55,278.09
PARKING CONTROL OFFICER-SPECIAL EVENTS COORDINATOR	16	\$41,224.83	\$55,278.09
ACCOUNTING SPECIALIST	17	\$44,522.82	\$59,700.36
ADMINISTRATIVE SPECIALIST III	17	\$44,522.82	\$59,700.36
CODE COMPLIANCE/ANIMAL CONTROL OFFICER	18	\$48,084.65	\$64,476.38
PARKING ENFORCEMENT/ANIMAL CONTROL OFFICER	18	\$44,871.31	\$60,167.64
ENGINEERING TECHNICIAN	19	\$51,931.42	\$69,634.50
FIRE PREVENTION INSPECTOR	21	\$60,572.80	\$81,221.67