

MEMORANDUM OF UNDERSTANDING
Between and For
THE CITY OF NAPA
And
ADMINISTRATIVE, MANAGERIAL AND
PROFESSIONAL EMPLOYEES
For
January 1, 2016 through December 31, 2017

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THE CITY OF NAPA

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For

January 1, 2016 through December 31, 2017

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 the Administrative, Managerial and Professional Employees (hereinafter AMP). City and AMP may collectively hereinafter be referred to as the "Parties." As a result of meet and confer sessions, the City and AMP have agreed to the following:

Section 1. Recognition

- 1.1 The City recognizes AMP as the certified employee organization representing all employees in the classified service defined by previous or subsequent legislative policy as administrative, managerial, or professional. As used in this MOU, "Member" refers to mid-management level personnel in the administrative, managerial and professional position classifications, exclusive of heads of department, those personnel excluded under Section 3 of Resolution No. 74-319, City Council Resolution No. 79-236, City Council Resolution No. 83-64, and Napa Municipal Code Sections 2.08.090, 2.24.070 and 2.48.010, and unrepresented mid-management level classifications. Unrepresented mid-management level classifications include the Assistant City Attorney, Assistant to the City Manager, Community Outreach Coordinator, Deputy City Attorney, and Assistant Human Resources Director. A current list of Member classifications is attached as Exhibit A and any modification to the list of classifications will be subject to the meet and confer process and documented by City Council Resolution.
- 1.2 AMP agrees that, upon the adoption of policies by the City Council and/or by City Management, the employees represented by AMP will represent and support such adopted policies. The foregoing shall not be interpreted to restrict any such employee from exercising his or her rights to exercise free speech under the U.S. Constitution and the Constitution of the State of California.

Section 2. Term

The term of this MOU shall be January 1, 2016 through December 31, 2017. However, because some terms, provisions and benefits under this MOU do not become effective until dates subsequent to the initial effective date of this MOU, no employee shall be entitled to any term, provision or benefit under this MOU unless he or she is actively and regularly employed by the City on the date such term, provision or benefit becomes effective; any employee who retires, is

terminated or otherwise discontinues regular and active employment with the City shall not be entitled to any term, provision or benefit that first becomes effective after that employee's last date of active and regular employment with the City, irrespective of the fact that such employee's active and regular employment ended subsequent to the initial effective date of this MOU.

This MOU is intended to and shall supersede any prior agreements between the Parties, including the parties previous MOU (City Agreement No. 2013-173) dated November 25, 2013, and any side letters not specifically incorporated herein.

Section 3. Compensation

- 3.1 The City hereby approves the salary increase for each position identified in Exhibit "A" in the percentage amounts of 3.0% (effective January 2, 2016) and 3.0% (effective December 31, 2016). After these salary increases are implemented on their respective effective date (January 2, 2016, and December 31, 2016), the top of the salary range for each position is as identified in Exhibit "A," attached hereto and incorporated herein by reference.

If during the term of this MOU, the City reaches agreement with the NCEA Bargaining group which includes any benefits or concessions which have a net ongoing impact of more than 6.20% in terms of changes to wages, benefits, stipends or allowances during the term of this MOU, AMP agrees to accept equivalent enhancements, which will be negotiated by the parties.

- 3.2 Survey Cities. It is the desire of the City to have a competitive compensation plan to maintain salaries and benefits at a level that attracts and retains quality employees. The Parties agree that surveys of the salaries and benefits of employees performing comparable work for comparable agencies provide information useful in ensuring that the City continues to meet this goal.

Historically, the survey universe included the following cities: Fairfield, Hayward, Livermore-Pleasanton, Newark, Petaluma, Richmond, Santa Rosa, Vacaville, and Vallejo, and in the event both Livermore and Pleasanton did not have the classification to be surveyed, the jurisdiction that had the comparable classification was the one surveyed. The listed survey cities may also be used for preparing recommendations on setting salaries for AMP reclassifications or the creation of new AMP classifications. Benchmark classifications and internal relationships are noted in Exhibit B. The historical benchmarks (Exhibit B) and any surveys performed by the Parties will be informational only.

- 3.3 Effective with implementation of the IFAS Human Resources/Payroll system, employment transactions which effect a Member's pay or retirement contributions (such as merit increases, promotions, transfers, reclassifications, starting and ending specialty pays, and acting assignments) shall be effective the beginning of the pay period in which the transaction occurs.

Section 4. Health and Welfare

4.1 During the term of this MOU, the City will continue to offer the Kaiser HMO and Western Health Advantage medical plans.

Effective July 1, 2015, for Members enrolled in a City medical plan, the City will contribute either eighty-five percent (85%) of the Kaiser HMO monthly premium, or the following amounts, whichever is greater, based on the Member's enrollment status:

Employee only	\$ 675.00
Employee plus one	\$1,350.00
Family	\$1,795.00

4.2 Effective July 1, 2014, the City will contribute the following amounts for dental benefits:

Employee only	\$ 52.85
Employee plus one	\$ 89.86
Family	\$137.43

The City will continue to provide the plan known as "Delta Care" as an alternative dental plan. In the event that there are rate increases during the term of this MOU, Members will contribute through payroll deduction the amount of the premium, if any, which exceeds the City's contributions.

4.3 The City reserves the right at any time during the term of this MOU to change its insurance carriers, provided however, that the benefits of any new insurance plan shall be substantially equivalent to the benefits of the plan being replaced. If substantially equivalent benefits are not possible, the City agrees to meet and confer in advance with AMP regarding a replacement insurance plan.

4.4 The City will pay the premium for life insurance of \$100,000 during employment of each Member. Future retirees shall not be entitled to payment of the premium for said insurance policy by the City after retirement from City employment. However, future retirees shall be entitled to convert all or any portion of said insurance policy at the then existing individual premium rate. (Reference MOU #4234, Section 14(d) dated 8-3-82).

4.5 Members hired on or before June 30, 1984 shall be eligible for a City-paid life insurance policy in the amount of Two Thousand Five Hundred Dollars (\$2,500) upon retirement, to age seventy (70). Members hired on or after July 1, 1984 shall not be entitled to this benefit.

The City reserves the right to obtain an insurance policy for this purpose from an insurance carrier of its choice, or to self-fund this policy. Reference MOU #4234, Section 14(d) dated 8-3-82)

- 4.6 Members shall have the option to purchase, solely at the Member's expense, additional life insurance through the City's insurance broker, up to the maximum allowed by the carrier.
- 4.7 The City will place in a separate actuarial pool, all retiree life insurance premiums, regardless of who is paying the premium. (Reference MOU #4234, Section 14(e) dated 8-3-82)
- 4.8 Upon the expiration of this MOU, the dollar amounts then being paid for these insurance premiums by the City shall remain fixed until the execution of a subsequent MOU.
- 4.9 The City will continue to provide, in lieu of coverage under a health plan provided by the City, to a Member who provides proof of coverage comparable to that provided by the City through a spouse or other source an in-lieu payment of five hundred dollars (\$500). Such payment will be either in cash or into the Member's deferred compensation plan, at the Member's option. The Member must complete a form provided by the City's Finance Department. Re-enrollment in a plan provided by the City other than during the annual open enrollment period will be permitted only in the event of a significant personal event (i.e., death of a spouse, divorce, loss of spousal coverage, etc.), and will be subject to the requirements of the health plan provider.
- 4.10 The City will continue allowing payment of certain dependent and health care expenses on a pre-tax basis under the provisions of IRS Code Sec. 125 and 129. The City will pay the administrative fees associated with the Flexible Spending Account (FSA).
- 4.11 The City and AMP have a shared interest in exploring options to reduce the cost of City-provided medical and dental benefits. AMP will participate in a Health Benefits Advisory Committee for the purpose of soliciting input for plan design and other plan options for the City's medical and dental plans. The committee shall be comprised of representatives from City employee bargaining groups and City management; committee meetings shall be held at a minimum on a quarterly basis; and the committee shall make recommendations to management for consideration and implementation. Committee operating guidelines will ensure that AMP (and other employee groups) will have adequate time to undertake its internal review processes prior to the committee making recommendations to management.
- 4.12 The parties agree to convene the Health Benefits Advisory Committee pursuant to Section 4.11 if either health or dental premium increases exceed 20% during the term of this MOU.

Section 5. Tuition Reimbursement

Members shall be eligible for tuition reimbursement as provided in Policy Resolution 26. The maximum reimbursement that may be received by a Member in one fiscal year shall be \$1,200.

Section 6. Bilingual Pay

- 6.1 The City shall designate assignments within each department or work location eligible to receive Bilingual Pay. AMP may request additional positions be identified within departments or work locations. In addition, certain positions may require bilingual skills as a minimum qualification. Members in such positions who are certified bilingual shall receive additional compensation as Bilingual Pay.
- 6.2 Certification and Eligibility. A request to be certified bilingual must be approved by the Department Director and the City Manager. The Human Resources Director shall schedule Member(s) for a bilingual proficiency examination as needed, but not more than once per quarter. The examination may be written or oral, depending on the need identified by the Department Director, and shall be administered by a trained bilingual professional designated by the Human Resources Director.
- Upon successful completion of a bilingual proficiency examination, a Member shall be certified as having bilingual skills, and if he or she occupies a designated assignment, will receive Bilingual Pay effective the beginning of the pay period following certification. If more Members are certified bilingual than the number of designated assignments within a department or work location, Members will be assigned by seniority.
- 6.3 Use of Bilingual Skills. A Member certified bilingual and occupying a designated bilingual assignment or position may be required to interpret or translate for departments or work locations he or she is not regularly assigned to, provided the requesting department has obtained approval from the bilingual Member's manager. A Member certified bilingual and receiving Bilingual Pay may not refuse to interpret or translate. Except in the event of an emergency, a bilingual Member who is not certified bilingual shall not be required to interpret or translate.
- 6.4 Bilingual Pay. A Member certified bilingual will receive as additional compensation, 3.5% of the Member's regular base salary for oral only skills and 4.0% of the Member's regular base salary for oral and written skills.
- 6.5 Termination of Bilingual Pay. A Member certified bilingual and receiving Bilingual Pay who transfers, promotes, is reassigned or is otherwise moved to an assignment or work location not designated as eligible for Bilingual Pay shall no longer receive Bilingual Pay. The City may also suspend Bilingual Pay when any of the following occurs:
- a. The Member is placed on extended leave, other than when required under State or Federal law.
 - b. The Member voluntarily requests to have the Bilingual Pay discontinued.
 - c. The Member is unable to meet the needs of the department or work location as determined by the City Manager.

- 6.6 Bilingual Pay is defined as compensation earnable to Members who are routinely and consistently assigned to positions requiring communication skills in languages other than English.

Section 7. Safety Shoe Allowance

The City will provide an annual allowance of one hundred ninety dollars (\$190) to eligible Members. Eligibility will be based on job classification and duties, the Member's normal regular working environment, and will be at the discretion of the Department Director.

The safety shoe allowance will be paid annually during the pay period that contains March 1st. Since verification that the allowance was used for a work related purpose is not required, the allowance is considered taxable earnings and will be subject to withholding when provided.

Section 8. Retirement

During the term of this Memorandum, the City shall provide the following benefits through the Public Employment Retirement System (PERS):

- 8.1 Members shall be entitled to convert unused accumulated sick leave to service credit as provided under PERS Section 20965.
- 8.2 Non-job related disability benefits providing for thirty percent (30%) of final compensation upon five (5) years of service with an improvement of one percent (1%) for each additional year to a maximum of fifty percent (50%), as provided for under Government Code Section 21298.
- 8.3 A Member with military service is entitled to a military service credit up to a maximum of four (4) years of service granted under this section. The entire cost (both employer and employee contributions) is the Member's responsibility because the Member's buy-back contribution is credited in its entirety to the Member's account. This may be paid back on either a pre-tax or post-tax basis, at the Member's discretion, per the City's current contract with PERS (amended in 1996 to include this provision).
- 8.4 The City shall deduct the Member's entire normal contribution required by PERS ("Normal Contribution") on a pre-tax basis pursuant to IRC Section 414(h)(2).
- 8.5 Effective September 25, 2001, the City shall provide the Indexed Level of the 1959 Survivors Benefit, pursuant to Government Code Section 21574.5. The City agrees to pay the Members contribution of two dollars (\$2.00) per month for this benefit.
- 8.6 Members shall receive the single-highest year retirement benefit under Government Code Section 20024.2 for miscellaneous Members.

- 8.7 For Members hired on or before December 20, 2012, the City will contract with PERS to provide for the two point seven percent (2.7%) at age fifty-five (55) retirement plan as specified in Government Code Section 21354.5. Final compensation shall be based on the Member's single-highest year of pensionable compensation.
- 8.8 For eligible Members hired on or after December 21, 2012 who meet the definition of "classic member," the City will contract with PERS to provide for the two percent (2.0%) at age sixty (60) retirement plan as specified in Government Code Section 21353. Final compensation shall be based on a three-year average of pensionable compensation, as provided by Government Code Section 20037.
- 8.9 Eligible Members hired on or after January 1, 2013, and who meet the definition of "new member" under Government Code Section 7522.04(f), shall be covered by the PERS retirement plan two percent (2%) at age sixty-two (62) retirement plan for local miscellaneous employees. The member's normal contribution rate towards this benefit shall be 50% of the normal cost. Final compensation shall be based on a three-year average of pensionable compensation.
- 8.10 The determination of whether a member is a 'classic member' or a 'new member' is made by CalPERS.
- 8.11 The following provisions define the agreement between the parties under which bargaining unit members will pay a portion of the City's contribution towards PERS retirement benefits ("Employer Contribution"). The Employer Contribution is established annually by PERS and communicated to the City in October or November of the fiscal year prior to the effective date.
- a. Through the term of this MOU, if the Employer Contribution as determined by PERS exceeds fourteen percent (14%), the member shall pay additional contributions of half of such excess rate, up to nineteen percent (19%) ("Employee Paid City Contribution"). For example, if the Employer Contribution for 2014 is 24%, the member will pay 2.5% of the Employer Contribution through payroll deduction ($2.5\% = (19\% - 14\%) / 2$). If the Employer Contribution is 16% the member will pay 1.0% of the Employer Contribution through payroll deduction ($1\% = (16\% - 14\%) / 2$).
 - b. In addition to the Employee Paid City Contribution described in paragraph (a), members shall pay an additional 2% of the Employer Contribution regardless of the City's rate, making the maximum Employee Paid City Contribution 4.5%.
 - c. The parties agree that the City will modify its contract with PERS to reflect the Member Payment of the Employer Contribution pursuant to Section 8.11(a) and (b), which will result in Member Paid Employer Contribution being deposited into the Member's account. Pursuant to Government Code Section 20516, all members will contribute the Member

Paid Employer Contribution of an additional 4.5% towards the employer rate effective with the pay period closest to the date CalPERS amends the contract.

- d. The Employee Paid City Contribution described in this section shall be a payroll deduction made on a pre-tax basis to the extent provided by law. In the event that the City is precluded from collecting the additional contribution or is unable to make the deduction on a pre-tax basis, the parties will immediately meet and confer to cure the defect. During that meet and confer process, the City shall instead reduce its contribution to health insurance under MOU sections 4.1 and 4.2 by an amount equal to the percentages identified in sections 8.8 (a) and (b) as the member's payment of the Employer Contribution, multiplied by the member's PERSable compensation, with any excess deducted from the member's paycheck.
 - e. The City shall provide AMP with a copy of the annual actuarial valuation provided by CalPERS and any other correspondence from CalPERS directly relating to the CalPERS contract covering members within five (5) business days of receipt.
- 8.12 The City will provide retiree's health insurance reimbursement (as described in the latter part of this provision) provided that the Member meets and abides by all of the following qualifications:
- (1) The Member must have worked for the City a minimum of ten (10) years and taken a service or disability retirement from the City and actually draw a PERS pension within ninety (90) days of separation from the City.
 - (2) The full cost of a retired Member's participation in the City's retiree medical plan will be deducted from the Member's retirement check subject to item (3) below.
 - (3) A retired Member will no longer be eligible to participate in the City's retiree medical plan should the Member elect to be covered by another medical plan. Furthermore, it is agreed that, for a retired Member who once waives his or her participation in the City's retiree medical plan coverage, such waiver shall be irrevocable.
 - (4) Members who retired prior to July 1, 2010 and who elected to be covered by a Kaiser individual medical plan or through an AARP-sponsored plan shall not be considered to have waived participation in the City's medical plan coverage. Said retired Members will be eligible to participate in the City's annual open enrollment period for retiree medical plan coverage.
 - (5) The Member will make a one-time irrevocable choice as to the supplemental payment by the City toward the retired Member's medical coverage. A Member hired on or prior to July 1, 1982 may choose to have the current plan described in Section 12.1 (sick leave

conversion to retiree medical coverage) or the Member may choose the plan described below.

(6) Supplemental Payments

- a) A Member retiring and who meets the conditions described above will receive a supplemental payment by the City toward the Member's retiree medical coverage of \$274.00 per month. This payment shall remain in effect for the life of the retiree only. The payment shall cease upon death of the retiree, re-employment of the retiree in a capacity where they again are earning a PERS retirement benefit, or in the event the retiree fails to meet the other applicable conditions specified in this section. However, the retiree may elect to use this supplemental payment for another health plan provided they submit documentation that provides proof of paid health insurance coverage to the City of Napa Finance Department (annually) to verify that payments are being used to supplement the retiree's health care premiums. It will be the retiree's responsibility to maintain current addresses on record with the City of Napa. If checks are returned from the last designated address without correction from the retiree for more than two months, this shall result in cancellation of the supplemental payment. Appeals for reinstatement and/or back payments shall be made to the Finance Department with a final appeal to the City Manager.
- b) The dollar amount of the supplemental payment for retiree health insurance shall be fixed and remain at the rate in effect upon the date of retirement.
- c) Upon notification prior to retirement, the City agrees to defer supplemental retiree health payments up until the age of Medicare eligibility. Supplemental payments will not be banked during the deferral period. When the retiree initiates implementation of the retiree supplemental payments, the monthly amount will not exceed the amount provided for in the MOU at the time of retirement.

- (7) The retired Member must enroll in a Medicare supplemental insurance program when they become eligible for Medicare. The Medicare supplemental insurance premium, along with the cost of the retiree's private health plan, will become the new maximum that the City will pay up to in accordance with Section 8.12(6), above.

Section 9. Reopener

- 9.1 In the event that amendments to, or judicial or administrative interpretations of, the Fair Labor Standards Act and/or its regulations impose any new financial, staffing, or other increased obligations on the City, then the City has the right to reopen and renegotiate any provision or

practice inside or outside this MOU, to recoup the added cost attributable to the AMP bargaining unit.

- 9.2 During the term of this MOU, in the event that a newly created or reclassification of an existing NCEA position results in a decrease of the existing pay differential between the NCEA position and an AMP position, a review of the internal salary relationship between the NCEA position and the AMP position will be undertaken. The basis of claiming compression or compaction will include the assessment of whether or not differentials of less than 10% resulted from the new or reclassified NCEA position. This analysis will be limited to an assessment of the internal relationship between these classes and will not include or reflect data from an outside market survey.

Section 10. Management Leave

- 10.1 Members shall receive management leave of eight (8), ten (10) or thirteen (13) days annually on July 1 of each year. Management leave shall be prorated for employees hired or promoted into AMP-represented positions partway through the year and shall be made available the first of the month following their date of hire or promotion.
- 10.2 Members may cash out up to fifty percent (50%) of their annual management leave accrual and the balance shall be used during the fiscal year granted or forfeited. Management leave must be cashed out by the first payroll period in December.
- 10.3 Granted management leave of eight (8), ten (10) or thirteen (13) days will be re-examined when position is vacated or when an employee is promoted, demoted or transfers to a new position, at which time, the management leave could be reduced or increased depending upon assigned duties and responsibilities.
- 10.4 The City Manager is authorized to allocate up to two (2) days additional management leave to Members authorized to receive management leave, if they have worked above and beyond what would be considered normal work requirements during an emergency event. The Member has the option of taking the additional management leave in time off or in the form of pay.

Section 11. Vacation

Vacation shall be accrued as follows:

<u>Years of Service</u>	<u>Accrual Hours/Year</u>
0-4	120.00
5-9	137.14
10-12	154.28
13-16	171.43
17-19	188.57

20+

205.71

Accrual hours will be proportionally applied for work schedules other than forty (40) hours a week.

11.1 **Vacation Accrual Cap**

- a. The maximum annual carry-over of accrued vacation will be two hundred eighty (280) hours (as of the last day of the pay period containing December 31 of each year).
 - i. Bargaining unit employees may accrue more than two hundred eighty (280) hours of vacation during the calendar year, but vacation hours in excess of 280 (“excess hours”) are not vested and may not be carried over into subsequent years.
 - ii. During the month of December, bargaining unit members will have the opportunity to donate any excess hours to the City’s catastrophic leave bank.
 - iii. Except as provided in 11.1(b), below, all bargaining unit members with excess hours as of the last day of the pay period containing December 31 will have their accruals adjusted to 280 hours.
- b. The City Manager may approve an additional forty (40) hours of carryover accrued vacation hours for special purposes.

11.2 For the term of this MOU, AMP Bargaining Unit Members may cash out vacation under the following circumstances:

- a. During the month of December of each year, each bargaining unit member must make an irrevocable election to cash out vacation in the following calendar year. Failure to submit an irrevocable election form shall be the same as electing not to cash out vacation leave.
- b. Employees facing an unforeseen emergency may apply for an exception to the irrevocable election consistent with Internal Revenue Service, Treasury §1.457-6(c)(2)(i), §1.457-6(c)(2)(ii), and §1.457-6(c)(2)(ii).
- c. Bargaining unit members are eligible to cash out the following amounts:
 - i. Members with an accrued vacation balance of 220- 279 hours at the time of cash out may elect to cash out up to 40 hours.

- ii. Members with an accrued vacation balance in excess of 279 hours at the time of cash out may elect to cash out up to 80 hours.
- d. Cash outs must be made by the first payroll period in December of the following year. Vacation balance after cash out cannot be negative.

Section 12. Sick Leave

12.1 Members shall accrue twelve (12) days sick leave benefit per year. Once a year, during the month of December, Members may convert from the twelve (12) days sick leave accrual to four (4) days sick leave and four (4) days vacation leave accrual or no (0) days sick leave and six (6) days vacation leave accrual. Sick leave days converted to vacation leave under this Section may be used for sick leave purposes. Existing credits continue.

12.2 Members may convert existing sick leave balances to vacation days as follows:

- (1) A maximum of fifteen (15) sick leave days may be converted to vacation days, once a year, as described below, at a ratio of three (3) sick leave days to one (1) vacation day; and
- (2) A maximum of twenty (20) sick leave days may be converted to vacation days, once a year, as described below, at a ratio of four (4) sick leave days to one (1) vacation day.

Members wishing to exercise either or both of the above options must notify the Finance Department during the month of December. Conversion shall become effective at the end of the pay period which contains January 1.

Section 13. 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 per occurrence. Such bereavement leave shall not be deducted from any accrued leaves including vacation, management leave, and/or sick leave. The member may use five (5) days of sick leave in addition to bereavement leave, consistent with the time limitations for sick leave in the event of the death of an immediate family member.

For the purpose of this provision, the immediate family shall be restricted to father, mother, brother, sister, spouse, registered domestic partner, child, parent of a member's minor child, grandparents, grandchildren, mother-in-law, father-in-law, brother-in-law, sister-in-law, stepparents, and stepchildren where there is a child-rearing relationship. At the request of the City, the Member will furnish a death certificate or newspaper announcement and proof of relationship.

Section 14. State Disability Insurance (SDI)

Effective January 1, 2014, the City will implement short term California State Disability Insurance (SDI) for Members, the full cost of which is to be paid by the Members through a bi-weekly payroll deduction.

1. State Disability Insurance (SDI) integration will be made only when the employee is off work because of illness or disability, as defined by the California State Disability Program.
2. SDI integration will be made with accrued and unused sick leave first, and then, after exhaustion of all accrued sick leave, at the employee's option, with accrued and unused vacation leave, management leave, unless employee requests an alternative order of leave usage.
3. SDI integration will be made with paid holidays.
4. SDI integration will be made only when the combined total balance of the benefits to be integrated (i.e. sick leave, vacation, management leave) equals at least the number of hours which constitute the employee's normal work day (i.e. 8, 9,10 or other, as may be the case).
5. The City will project the amount of SDI benefit to be received by an eligible employee for the purpose of integration in accordance with the foregoing, and the employee will provide the City with evidence of the SDI benefit received. The employee should cash/deposit the SDI check(s) received.
6. An employee who does not wish to file for SDI, however, shall notify payroll and no such integration shall be made.
7. Employees using SDI integration will be considered on "with pay" status.

Section 15. Deferred Compensation

- 15.1 A 457 Deferred Compensation Plan is available to all Members of AMP. The City of Napa will also make available a 401(a) Plan for AMP Members.
- 15.2 The City shall contribute one hundred dollars (\$100.00) per month for each Member to a City-provided 401(a) Plan. Contributions to a 457 Deferred Compensation Plan are made voluntarily by the Member. Effective the first pay period of each January, the City will make a lump sum payment of \$144 to the 401(a) deferred compensation account of each AMP bargaining unit member.

- 15.3 If Members decide to contribute funds to the 401(a) Plan, a common dollar contribution must be made by all Members of the unit. There is no required Member contribution nor is there a minimum dollar requirement.

Section 16. Working Hours

- 16.1 The FLSA (Fair Labor Standards Act) defines a workweek as a fixed and recurring period of 168 hours comprising seven consecutive 24-hour periods (29 C.F.R. § 778.105). Daily working hours for Members shall be flexible. However, attendance will normally be required during at least six (6) core hours, which will be determined by the City on an individual basis. The six (6) core hours will be contiguous with the exclusion of a lunch break, which shall not exceed two (2) hours. Members may flex their work schedules within a work day or workweek, so long as they meet the normal work requirements of their position and the core hours requirement of their position.
- 16.2 It is agreed that all Members shall be on an official forty (40) hour work week, allowing for schedule modifications pursuant to Section 16.3.
- 16.3 The City agrees to consider implementing modified work schedules (i.e., 4-10, 9-80) at the request of Member(s) or at the initiative of the City. Requests made by Members shall not be binding upon other Members. Flexible or modified work schedules may be piloted on a trial-basis to determine workplace impacts, and then implemented as a regular schedule, upon approval of the Department Director. Modified work schedules are subject to the approval of the Department Director and the City Manager, with the needs of the City, service to the public and the needs of the Member(s) being considered.

Section 17. Acting Pay and Out of Class Pay

- 17.1 Acting Pay. A Member temporarily assigned to perform the full range of duties of a higher classification due to a vacancy or the temporary absence of the employee regularly employed in the higher classification, shall receive Acting Pay. The Member must meet the minimum qualifications of the higher classification.
- a. Acting Pay will apply to a vacancy or assignment lasting two (2) weeks or longer and is computed at a rate at least five percent (5%) above the Member's regular base salary or A step of the higher classification, whichever is higher, except that, in no circumstance shall the salary exceed the top step of the higher classification
 - b. An acting assignment shall be limited to a term of six months. An extension of an acting assignment must be approved by the Human Resources Director.
- 17.2 Out of Class Pay. A Member who either (1) is temporarily assigned to perform additional duties outside the scope of the job specification of the Member's regular classification, in addition to the

Member's regular job duties, or (2) is temporarily assigned to perform the full range of duties of a higher classification but who does not meet the minimum qualifications of the higher classification, will receive Out of Class Pay at a rate of at least five percent (5%) above the Member's regular base salary. An Out of Class assignment must be approved by the City Manager.

- a. An out of class assignment shall be limited to a term of six months. An extension of an existing out of class assignment must be mutually approved by the Member, the Department Director and the Human Resources Director

17.3 Acting Pay and Out of Class Pay are defined as Temporary Upgrade Pay, which is compensation earnable to Members who are required by the City to work in an upgraded position or classification of limited duration.

17.4 Temporary, Short-Term Assignment Pay.

In recognition of unique circumstances to address intermittent staffing needs, the City Manager or designee may approve out of class pay to Members serving in a voluntary capacity for a temporary assignment, outside of the AMP bargaining unit that is not a temporary upgrade to a higher classification. Such assignment will be made on an as needed basis to address critical staffing needs.

- a. The assignment shall be limited to a term of 6 months unless extended by a recommendation from the Department Director and Human Resources Director, subject to the Member's voluntary agreement, and final approval from the City Manager.
- b. The Member will be paid an hourly rate equivalent to his or her regular hourly rate or the hourly rate of the assigned classification, whichever is greater.
- c. The Member will be paid overtime if he or she is assigned to work the temporary assignment outside his or her normal shift. However, the Member will not receive overtime for any work performed within his or her normal assignment.
- d. Availability to work will be subject to approval of the Member's Department Director.
- e. The temporary, short-term assignment does not constitute Temporary Upgrade Pay and is not compensation earnable for purposes of reporting to PERS.
- f. Members will not accrue additional leave benefits based on the hours worked for the temporary short-term assignment.
- g. The assignment can be terminated by the City or Member with at least one-week notice.

Section 18. Advancement Within Flexibly-Staffed Classifications

Flexibly staffed classifications are those so defined by adopted class specifications. Advancement from one level of a flexibly-staffed classification to the next level of a flexibly-staffed classification (e.g., from Management Analyst I to Management Analyst II), may occur when a position is authorized at the higher level, but filled at the lower level, and there is a Departmental need. At such time, upon the request of either the Department Director or the Member, incumbents may advance to the higher level upon attainment of the required training, education, and/or experience, and has demonstrated proficiency in the Member's area of assignment. The requirements for advancement within a flexibly-staffed series are those established by the adopted class specification.

Upon such advancement, the Member's salary will be adjusted to a salary step that provides at least a 5% increase above the Member's current salary, except that, in no circumstance shall the salary exceed the top step of the higher classification

In the event a Member request for advancement to the higher level classification is denied, the Department Director will provide the Member with a written response within thirty calendar days, which shall include the reasons for the denial and a list of the training, education, experience, and/or proficiencies which must be attained in order to advance.

Section 19. Performance Bonus

Upon recommendation of the Department Director and the approval of the City Manager, a Member may be granted a performance bonus of two percent (2%), three percent (3%) or five percent (5%) of annual base salary only for special and outstanding performance in accordance with the City's Administrative Policy entitled "Criteria for Annual Performance Pay System." Such bonus will be paid in a one-time, lump-sum payment, generally within thirty (30) days of approval, and shall be subject to legal and required tax deductions.

Section 20. Holidays

20.1 The recognized holidays for all Members shall be:

- | | |
|-------------------------------|------------------------|
| Martin Luther King's Birthday | Columbus Day |
| Presidents Day | Veterans Day |
| New Year's Day | Labor Day |
| Memorial Day | Thanksgiving Day |
| Independence Day | Day After Thanksgiving |
| Floating Holiday | |
| Christmas Eve Day | |

Christmas Day
Employee's Birthday

and observed with the following provisions:

- (1) When a holiday falls on Sunday, the following Monday shall be observed.
- (2) When a holiday falls on Saturday, the preceding Friday shall be observed.
- (3) When a Member's regular day off falls on the regular day granted as a holiday, another day between the holiday and the end of the year shall be granted on an individual basis. Department Directors shall have the authority to schedule such "floating" days according to the needs of the service and the wishes of the Member in that order.
- (4) The Member Birthday Holiday may be taken at a time mutually agreeable between the Member and the Member's Department Director at any time during the calendar year consistent with the provisions for a floating holiday noted below in Section 20.1(5).
- (5) In lieu of the Admission Day Holiday, Members will be entitled to a Floating Holiday, scheduled by mutual agreement between the Member and the Department Director. The Floating Holiday must be used as a day off with pay, and Members will not be granted a day's pay in lieu of time off. Floating Holidays may not be carried over into a succeeding calendar year.
- (6) A holiday is defined as eight hours. Members on an alternative work schedule whose regular scheduled working hours on the date of a holiday exceed eight hours; will take eligible paid leave for the remainder of their shift.

Section 21. Dues Deduction

The City agrees to continue to provide a Member payroll deduction for AMP regular dues so long as a signed authorization remains on file.

Section 22. Workers' Compensation Supplement

The City shall provide Workers' Compensation supplement, so that each Member shall receive up to sixty (60) calendar days at full salary and benefits from a job-related injury.

Section 23. "Without Pay" Practices

The "Without Pay" policy for all Members shall be as follows:

- 23.1 An administrative leave of absence without pay may be granted by the City Manager upon thirty (30) days' advance written request of an employee and recommendation by the Department Director. The requirement for thirty (30) days' advance written request may be waived at the discretion of the City Manager. Denial of such request is a management prerogative, and is non-grievable.
- 23.2 No benefits are accrued while on "without pay" status; but when a Member resumes work, their Member benefits (i.e. the City cost of providing health and welfare, insurances, vacation, sick leave, holidays, etc.) shall accrue, and, if resuming work on a part time basis, shall be prorated on an hour-for-hour basis.
- 23.3 No benefits shall be paid by the employer for the period of time while a person is on "without pay" status (health insurance, life insurance, dental insurance, holiday, etc.).
- 23.4 A Member on "without pay" status shall compensate the City of Napa on a pro rata basis for any prepaid benefits (health insurance, life insurance, dental insurance, etc.).
- 23.5 "Without pay" status shall not be authorized to persons with probationary status unless recommended by the Department Director and approved by the City Manager, it being understood that the probationary period shall be automatically extended by the number of days of absence.
- 23.6 "Without pay" shall be charged on an hour-for-hour basis.
- 23.7 If the "without pay" status includes or precedes a holiday, the Member will not receive pay for the holiday.

Section 24. No Strike, No Lockout

The City will not lock out AMP or any Members thereof, and neither AMP nor any Members thereof will engage in, cause, or encourage any strike, slow down, concerted refusal to work, or other interruption of the City's operation.

Section 25. Lay-Offs and Reduction in Force

If it becomes necessary, due to lack of funds, organizational change, or other cause to abolish or consolidate positions thereby resulting in a Member's termination, the Member(s) shall be notified of such possibility no less than one hundred twenty days (120) days prior to the effective date. Member(s) shall be notified no less than ninety (90) days prior to the effective date of any temporary layoff.

Section 26. Finality of Provisions

- 26.1 This MOU sets forth the full and entire understanding of the Parties regarding the matters set forth herein.

26.2 Except as specifically otherwise provided herein, it is agreed and understood that each party hereto voluntarily waives its rights to and agrees that the other shall not be required to meet and confer with respect to any subject or matter covered herein or with respect to any other matters within the scope of representation during the period of the term of this MOU, except regarding the interpretation of this MOU. During the term of this MOU, there will be no change in any benefit provided in this MOU without the mutual consent of the City and AMP. There will be no change in any matter outside this MOU but within the scope of representation without advance notice and an opportunity to meet and confer on such change. The foregoing shall not preclude the Parties hereto from meeting and conferring at any time during calendar year 2016 and 2017 with respect to any subject matter within the scope of representation for a proposed MOU between the Parties to be effective on or after January 1, 2018.

Section 27. Prior Agreements

The parties understand and agree that this Memorandum of Understanding supersedes all prior Memoranda of Understanding and sideletters thereto. The MOU also supersedes any rules, benefits, and practices, which are inconsistent with the terms of this Memorandum of Understanding. However, this MOU shall not supersede any ordinances, rules, benefits, or practices, which are consistent with its terms.

Section 28. Separability of Provisions

If any provision of this MOU should be held invalid or restrained by operation of law or by any court of competent jurisdiction, the remainder of this MOU shall not be affected thereby, and the Parties shall enter into negotiations for the sole purpose of arriving at a mutually satisfactory replacement for such provision.

Section 29. Employee Rights

Nothing in this MOU shall be construed to deny a Member all applicable rights afforded by law.

Section 30. Management Rights

The City shall have management rights, including but not limited to the following, except as otherwise limited by this MOU, State and Federal law, City ordinance, and City Charter.

To manage and direct its business and personnel; to manage, control and determine the mission of its Departments, divisions, committees, consultants, facilities, equipment and operations; to create, change, combine or abolish jobs, services and facilities in whole or in part; to assign or reassign employees to certain duties or shifts or from one existing duty schedule to another; to relieve employees from duty or to reduce or adjust such duties because of lack of work or other reasons considered by the City to be legitimate; to direct the work force, set standards of service and assign

other additional duties as may be necessary or desirable to maintain the efficiency of City operations; to determine the number of employees needed and increase or decrease the work force; to hire, train, transfer, promote and demote employees; to determine the procedures and standards of selection for employment and promotion; to establish schedules of operations, work standards and reasonable workloads; to schedule working hours, shifts and overtime necessary to meet minimum man power requirements and emergency conditions; to adopt rules of conduct and penalties for violation thereof; to make reasonable rules and regulations pertaining to employees consistent with this MOU; to determine the content of job specifications and classifications; to determine the type and scope of work to be performed and service to be provided; to determine the methods, processes and means of providing services; to take all necessary actions to carry out its mission in emergency situations; to reorganize the administrative structure of City departments, except to the extent that any such reorganization effects the employment conditions of Members as contemplated by State law to be within the scope of meet and confer.

Section 31. Effective Date

- 31.1 The individuals executing this MOU on behalf of the City and AMP hereby warrant and represent that they have the right, power, legal capacity, and authority to enter into and to execute this MOU on behalf of the respective legal entities of the City and AMP. This representation shall specifically mean that the individuals executing this MOU on behalf of the City are duly authorized by the City Council; and the individuals executing this MOU on behalf of AMP are duly authorized by AMP. Except as otherwise specified herein, each term of this MOU shall be effective upon the date this MOU is last signed by the duly authorized representatives of the City and AMP.
- 31.2 The Parties shall use their best efforts to commence the meet and confer process prior to September 30, 2017 with respect to an MOU to take effect January 1, 2018.
- 31.3 Upon expiration of this MOU, the terms and provisions herein shall continue in effect until a successor MOU is reached. In the event that an initial proposal is not submitted by any party prior to November 30, 2017, all Parties shall be deemed to have waived their right to modify the MOU for the following fiscal year.

Section 32. Fiscal Emergency

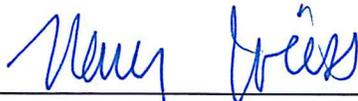
After all other General Fund (non-restricted) and discretionary reserve contingency funds are exhausted and it becomes necessary for the City to use funds from its Emergency Reserves (as defined by City fiscal policy adopted in Fiscal Year Budget, 2015-2017 which is 12% of the General Fund budgeted operating expenditures) for non-emergency, operational purposes, or in the event of an unanticipated event causing a fiscal crisis, the City shall have the right to re-open this MOU for the purpose of negotiating the effects of a fiscal emergency, after first conducting a public hearing and declaring thereafter that a fiscal emergency exists in the City of Napa.

Section 33. ADA

The City and AMP 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 work place because of a disability. AMP 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. AMP will be afforded an opportunity to consult with the City about the impact of such accommodations(s).

This Memorandum of Understanding is executed at Napa, California on this 25th day of May, 2016.

CITY OF NAPA LABOR NEGOTIATORS



Nancy Weiss, Assistant City Manager

ADMINISTRATIVE, MANAGERIAL AND PROFESSIONAL EMPLOYEES



Cindy Bannister, President



Gus Ulloth, Vice President

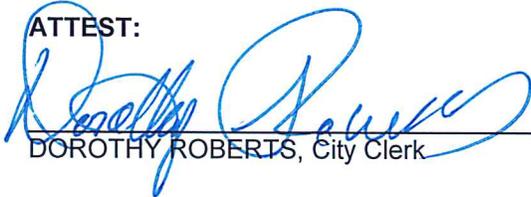


Michael Hether, Secretary



Jeff Freitas, Board Member

ATTEST:



DOROTHY ROBERTS, City Clerk

COUNTERSIGNED:



SASHA PAYASLIAN, Deputy City Auditor

APPROVED AS TO FORM:



MICHAEL W. BARRETT, City Attorney

AMP MOU- EXHIBIT A

JOB CLASSES AND ANNUAL SALARY RANGES

<u>Job Title</u>	<u>1/2/2016</u>	<u>12/31/2016</u>
	<u>Top of Range</u>	
ACCOUNTANT	86,030	88,611
ACCOUNTING AND AUDIT SUPERVISOR	112,089	115,452
ADMIN SERVICES MANAGER	112,089	115,452
ADMINISTRATIVE ASSISTANT	82,276	84,744
AFFORDABLE HOUSING REP	83,901	86,418
AFFORDABLE HSNG PROGRAM SUPV	96,486	99,381
ASSISTANT HUMAN RESOURCES DIRECTOR	126,715	130,516
ASSISTANT ENGINEER	97,032	99,943
ASSOCIATE CIVIL ENGINEER	107,944	111,182
ASSOCIATE PLANNER	94,422	97,255
ASSOCIATE TRAFFIC ENGINEER	103,892	107,009
CHIEF BUILDING OFFICIAL	136,612	140,710
COMMUNICATIONS MANAGER	125,039	128,790
DEPUTY CITY CLERK	86,395	88,987
DEPUTY PUB WKS DIRECTOR - ENG	157,291	162,010
DEPUTY PUB WKS DIRECTOR - OPS	157,291	162,010
DEVELOPMENT PROJECT COORDINATOR	97,358	100,279
ECON DEV & REDEVELOPMENT MGR	127,143	130,957
EMERG MED SERVICES SPECIALIST	125,039	128,790
FINANCE ANALYST	112,089	115,452
FINANCE MANAGER	135,210	139,266
FIRE DEPT ADMIN SERVICES OFCR	112,089	115,452
FLEET MANAGER	111,490	114,835
GIS COORDINATOR	96,383	99,274
HOUSING MANAGER	126,715	130,516
HOUSING REHAB PROGRAM SUPV	96,486	99,381
INFORMATION TECHNOLOGY MANAGER	143,640	147,949
JUNIOR ENGINEER	88,199	90,845
MANAGEMENT ANALYST I	86,395	88,987
MANAGEMENT ANALYST II	95,579	98,446
MATERIALS DIVERSION ANALYST	95,579	98,446
MATERIALS DIVERSION ADMINISTRATOR	112,089	115,452
PARKS TREES FACILITIES MANAGER	140,938	145,166
PERSONNEL ADMIN SERVICES OFCR	112,089	115,452
PERSONNEL MANAGER	112,089	115,452

EXHIBIT A (CONT)

<u>Job Title</u>	1/2/2016	12/31/2016
	Top of Range	
PLAN CHECK ENGINEER	107,944	111,182
PLANNING MANAGER	127,143	130,957
POLICE RECORDS BUREAU ADMIN	100,306	103,315
PROPERTY MANAGER	105,762	108,935
PUBLIC SAFETY ADMIN SCVS MGR	128,896	132,763
PUBLIC WORKS MAINTENANCE MGR	136,781	140,884
PURCHASING AGENT	91,187	93,923
PURCHASING SERVICES MANAGER	n/a	n/a
RECREATION MANAGER	127,143	130,957
RECREATION SUPERINTENDENT	106,737	109,939
RECREATION SUPERVISOR	93,162	95,957
RENTAL ASSIST PROGRAM SUPV	96,486	99,381
REVENUE OPERATIONS SUPERVISOR	100,306	103,315
SAFETY OFFICER	95,579	98,446
SENIOR CIVIL ENGINEER	119,700	123,291
SENIOR DEVELOPMENT PROJ COORD	107,113	110,326
SENIOR PLANNER	107,113	110,326
SENIOR TRAFFIC ENGINEER	119,700	123,291
STREETS AND ELECTRICAL MANAGER	128,286	132,135
SYSTEMS ADMINISTRATOR	105,229	108,386
SYSTEMS ANALYST	96,383	99,274
TRANSPORTATION PLANNER I	83,537	86,043
TRANSPORTATION PLANNER II	94,422	97,255
WATER DISTRIB SUPERINTENDENT	118,947	122,515
WATER GENERAL MANAGER	145,641	150,010
WATER QUALITY ANALYST	92,422	95,195
WATER QUALITY MANAGER	125,039	128,790
WATER QUALITY SUPERVISOR	101,657	104,707
WATER RESOURCES ANALYST	95,579	98,446
WATER TREATMENT MANAGER	117,349	120,869

**ATTACHMENT B
HISTORICAL BENCHMARK**

Class Title	Napa Base Salary 1/2/16	Benchmarks	Notes
ACCOUNTANT	\$ 86,030	Market	
PURCHASING AGENT	\$ 91,187	6.00% above Accountant	R 2014-98 (was Purchasing Services Manager)
REVENUE OPERATIONS SUPERVISOR	\$ 100,306	16.6% above Accountant	
POLICE RECORDS BUREAU ADMINISTRATOR	\$ 100,306	Same as Revenue Operations Supervisor	R 2014-177
DEPUTY PUBLIC WORKS DIRECTOR - ENGINEERING	\$ 157,291	Market	Was Assistant Public Works Director
DEPUTY PUBLIC WORKS DIRECTOR - OPERATIONS	\$ 157,291	Same as Deputy Public Works Director - Engineering	
PUBLIC WORKS MAINTENANCE MANAGER	\$ 136,781	15% below Deputy Public Works Director - Engineering	R 2009 66
WATER GENERAL MANAGER	\$ 145,641	8% below Deputy Public Works Director - Engineering	R 2009 66
ASSOCIATE CIVIL ENGINEER	\$ 107,944	Market	
ASSOCIATE TRAFFIC ENGINEER	\$ 103,892	3.75% below Associate Civil Engineer	
ASSISTANT ENGINEER	\$ 97,032	11.24% below Associate Civil Engineer	
JUNIOR ENGINEER	\$ 88,199	10% below Assistant Engineer	
PLAN CHECK ENGINEER	\$ 107,944	Same As Associate Civil Engineer	
CHIEF BUILDING OFFICIAL	\$ 136,612	Market	R 2012 129
EMERGENCY MEDICAL SERVICES SPECIALIST	\$ 125,039	Market	R 2012 108/R2012 13
COMMUNICATIONS MANAGER	\$ 125,039	Same as EMS Specialist	R 2015 32
FINANCE MANAGER	\$ 135,210	Market	
FLEET MANAGER	\$ 111,490	Market	
STREETS AND ELECTRICAL MANAGER	\$ 128,286	15.06% above Fleet Manager	
INFORMATION TECHNOLOGY MANAGER	\$ 143,640	Market	
MANAGEMENT ANALYST II	\$ 95,579	Market	R 2008 63
ACCOUNTING AND AUDIT SUPERVISOR	\$ 112,089	Same as Admin Services Officer	
ADMINISTRATIVE ASSISTANT	\$ 82,276	10.61% below Management Analyst II	
ADMINISTRATIVE SERVICES MANAGER	\$ 112,089	Same as Admin Services Officer	R 2013 97
DEPUTY CITY CLERK	\$ 95,579	Same as Management Analyst II	R 2016 15
FINANCE ANALYST	\$ 112,089	Same as Accounting & Audit Supervisor	
FIRE DEPARTMENT ADMINISTRATIVE SERVICES OFFICER	\$ 112,089	17.23% above Management Analyst II	R 2008 4
MANAGEMENT ANALYST I	\$ 86,395	10.61% below Management Analyst II	R 2008 63
MATERIALS DIVERSION ADMINISTRATOR	\$ 112,089	Same as Admin Services Officer	R 2005 83
MATERIALS DIVERSION ANALYST	\$ 95,579	Same as Management Analyst II	R 2005 84
PERSONNEL ADMINISTRATIVE SERVICES OFFICER	\$ 112,089	17.23% above Management Analyst II	R 2000 226
PERSONNEL MANAGER	\$ 112,089	17.23% above Management Analyst II	R 2014 176
PROPERTY MANAGER	\$ 105,762	10.67% Above Management Analyst II	
PUBLIC SAFETY ADMINISTRATIVE SERVICES MANAGER	\$ 128,896	15.00% Above Fire ASO	R 2011 48
RECORDS ANALYST	\$ 86,395	10.61% below Management Analyst II	R 2016 16
SAFETY OFFICER	\$ 95,579	Same as Management Analyst II	
WATER RESOURCES ANALYST	\$ 95,579	Same as Management Analyst II	R 2011 45
PARKS, TREES AND FACILITIES MANAGER	\$ 140,938	15.00% below Director of Parks and Recreation	R 2013 68
RECREATION SUPERINTENDENT	\$ 106,737	Market	
RECREATION SUPERVISOR	\$ 93,162	26.73% below Recreation Manager	
RENTAL ASSISTANCE PROGRAM SUPERVISOR	\$ 96,486	Market	R 2010 124
ASSISTANT HUMAN RESOURCES DIRECTOR	\$ 126,715	same as Housing Manager	R 2015 88
AFFORDABLE HOUSING PROGRAM SUPERVISOR	\$ 96,486	Same as Rental Assistance Program Supervisor	R 2010 124
AFFORDABLE HOUSING REPRESENTATIVE	\$ 83,901	15% below Affordable Housing Program Supervisor	R 2010 124
HOUSING MANAGER	\$ 126,715	31.33% above Rental Assistance Program Supervisor	R 2007 85 Prior Benchmark class of Housing Programs Coordinator abolished
HOUSING REHABILITATION PROGRAM SUPERVISOR	\$ 96,486	Same as Rental Assistance Program Supervisor	R 2010 124
SENIOR CIVIL ENGINEER	\$ 119,700	Market	
SENIOR TRAFFIC ENGINEER	\$ 119,700	same as Senior Civil Engineer	
SENIOR PLANNER	\$ 107,113	Market	
ASSOCIATE PLANNER	\$ 94,422	13.43% Below Senior Planner	R 2006 34
DEVELOPMENT PROJECT COORDINATOR	\$ 97,358	10% below Senior Planner	R 2014 192

**ATTACHMENT B
HISTORICAL BENCHMARK**

Class Title	Napa Base Salary 1/2/16	Benchmarks	Notes
ECONOMIC DEVELOPMENT AND REDEVELOPMENT MANAGER	\$ 127,143	18.7% above Senior Planner	R 2001 167/ R 2001 258
PLANING MANAGER	\$ 127,143	18.7% above Senior Planner	R 2006 34/ R 2012 108
RECREATION MANAGER	\$ 127,143	same as Planning Manager	R 2015 122
SENIOR DEVELOPMENT PROJECT COORDINATOR	\$ 107,113	same as Senior Planner	R 2014 127
TRANSPORTATION PLANNER I	\$ 83,537	same as Assistant Planner	R 2013 80
TRANSPORTATION PLANNER II	\$ 94,422	same as Associate Planner	R 2013 80
SYSTEMS ADMINISTRATOR	\$ 105,229	Market	R 2000 227
GEOGRAPHIC INFORMATION SYSTEMS COORDINATOR	\$ 96,383	9.15% below Systems Administrator	
SYSTEMS ANALYST	\$ 96,383	9.15% below Systems Administrator	R2010 171
WATER QUALITY ANALYST	\$ 92,422	Market	R2001 248
WATER QUALITY SUPERVISOR	\$ 101,657	10.00% above Water Quality Analyst	R 2009 66
WATER TREATMENT MANAGER	\$ 117,349	Market	R 2013 50
WATER DISTRIBUTION SUPERINTENDENT			Prior Benchmark class of Water Operations Supervisor abolished
WATER QUALITY MANAGER	\$ 118,947	1.36% above Water Treatment Manager	R 2013 96
	\$ 125,039	6.55% above Water Treatment Manager	

Table updated 5/6/16

Classes Abolished Since 2008

HOUSING PROGRAMS COORDINATOR
PARKS SUPERINTENDENT
SENIOR CENTER SUPERVISOR
DEVELOPMENT ENGINEERING MANAGER
WATER OPERATIONS SUPERVISOR
WATER DISTRIBUTION SYSTEMS SUPERVISOR