

**MEMORANDUM OF UNDERSTANDING**

**between**

**THE DESIGNATED REPRESENTATIVES OF THE CITY OF REDDING**

**and**

**THE DESIGNATED REPRESENTATIVES OF LOCAL UNION 1245**

**of**

**INTERNATIONAL BROTHERHOOD  
OF ELECTRICAL WORKERS AFL-CIO**

**ELECTRIC DEPARTMENT**

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## TABLE OF CONTENTS

ARTICLE 1: PREAMBLE .....	1
ARTICLE 2: RECOGNITION .....	2
ARTICLE 3: UNION SECURITY .....	3
ARTICLE 4: GRIEVANCE PROCEDURE.....	4
ARTICLE 5: SAFETY.....	6
ARTICLE 6: DISABILITY AND UNEMPLOYMENT .....	6
ARTICLE 7: EMPLOYEE STATUS .....	7
ARTICLE 8: WAGES AND CLASSIFICATIONS .....	8
ARTICLE 9: HOURS AND OVERTIME.....	9
ARTICLE 10: SENIORITY.....	13
ARTICLE 11: PROMOTION AND TRANSFER.....	13
ARTICLE 12: DEMOTION, DISPLACEMENT, AND LAYOFF.....	15
ARTICLE 13: LEAVE OF ABSENCE .....	16
ARTICLE 14: EXPENSES.....	17
ARTICLE 15: SICK LEAVE .....	18
ARTICLE 16: FUNERAL LEAVE .....	20
ARTICLE 17: HOLIDAYS .....	20
ARTICLE 18: VACATIONS.....	21
ARTICLE 19: INCLEMENT WEATHER PRACTICE.....	23
ARTICLE 20: MISCELLANEOUS .....	23
ARTICLE 21: EMPLOYEE BENEFIT PROGRAMS .....	25
ARTICLE 22: ENTIRE AGREEMENT.....	31
ARTICLE 23: TERM.....	31

EXHIBIT A:	SCHEDULE OF WAGE RATES
EXHIBIT B:	JOB DEFINITIONS
EXHIBIT C:	LINES OF PROGRESSION
EXHIBIT D:	GRIEVANCE FORM
EXHIBIT E:	STANDBY DUTY
EXHIBIT F:	APPRENTICESHIP PROGRAM

## MEMORANDUM OF UNDERSTANDING

THIS MEMORANDUM OF UNDERSTANDING, made and entered into this 7th day of October, 1987, by and between the designated representatives of the CITY OF REDDING (a public agency as defined in Section 3501(c) of Chapter 10 of Division 4 of Title 1 of the Government Code of the State of California), hereinafter referred to as the City, and the designated representatives of LOCAL UNION 1245 of INTERNATIONAL BROTHERHOOD OF ELECTRICAL WORKERS, affiliated with the American Federation of Labor - Congress of Industrial Organizations (a recognized employee organization as defined in Section 3501(b) of Chapter 10 of Division 4 of Title 1 of the Government Code of the State of California), hereinafter referred to as Union,

WITNESSETH that:

WHEREAS, the parties hereto desire to facilitate the peaceful adjustment of differences that may from time to time arise between them, to promote harmony and efficiency to the end that the City, Union and the general public may benefit therefrom, and to establish fair and equitable wages, hours and working conditions for certain hereinafter designated employees of the City,

NOW, THEREFORE, the parties hereto do agree as follows:

### ARTICLE 1: PREAMBLE

1.1 The parties acknowledge the provisions of Chapter 10 (Section 3500, et seq.) of Division 4 of Title 1 of the Government Code of the State of California.

1.2 It is the policy of the City and Union not to, and neither party will interfere with, intimidate, restrain, coerce or discriminate against any employee because of race, color, sex, sexual orientation, citizenship status, marital status, ethnicity, age (for people 40 and older), religion, gender identity, gender expression, genetic information, national origin and ancestry, political affiliation, creed, military or veteran status, physical disability, mental disability, medical condition or any other characteristic protected by state or federal law.

1.3 The City is engaged in rendering services to the public, and the City and Union recognize their mutual obligation for the continuous rendition and availability of such services. It is further recognized by both the City and the Union that City owned power generation facilities shall be kept in an operational ready condition at all times and to that end the City and the Union will actively strive to maintain the highest level of commitment for the continuous rendition of service to ensure such generation facilities are immediately ready and available for operation.

1.4 The duties performed by employees of City as part of their employment pertain to and are essential to the operation of a municipality and the welfare of the public dependent thereon. During the term of this Memorandum of Understanding employees shall not partially or totally abstain from the performance of their duties for City during regular work hours or on an overtime basis. Union shall not call upon or authorize employees individually or collectively to engage in such activities and shall make a reasonable effort under the circumstances to dissuade employees from engaging in such activities and City shall not cause any lockout. Those employees who do individually or collectively partially or totally abstain from the performance of their duties for City during regular work hours or on an overtime basis shall be subject to disciplinary action up to and including discharge from employment.

1.5 City employees shall perform loyal and efficient work and service, and shall use their influence and best efforts to protect the properties of City and its service to the public, and shall cooperate in promoting and advancing the welfare of City and in preserving the continuity of its service to the public at all times.

1.6 City and Union shall cooperate in promoting harmony and efficiency among City employees.

1.7 The management of the City and its business and the direction of its working forces are vested exclusively in City, and this includes, but is not limited to, the following: to direct and supervise the work of its employees, to hire, promote, demote, transfer, suspend, and discipline or discharge employees for just cause; to plan, direct, and control operations; to lay off employees because of lack of work or for other legitimate reasons; to introduce new or improved methods or facilities, provided, however, that all of the foregoing shall be subject to the provisions of this Memorandum of Understanding.

1.8 If the City of Redding transfers legal ownership of the City's Electric Utility facilities to another entity during the term of this Memorandum of Understanding, all terms and conditions of employment shall remain in full force and effect upon any City of Redding employees employed at the time of the transfer.

## ARTICLE 2: RECOGNITION

2.1 The City recognizes the Union as the "Exclusive Representative" of all employees of the Electric Department of the City who hold a classification listed on Exhibit "A" of this Memorandum of Understanding. The provisions of this Memorandum of Understanding hereinafter set forth shall apply only to those employees of the City of Redding for whom Local Union 1245 is the established exclusive representative.

2.2 Official representatives of Union will be permitted access to City property to confer with City employees on matters of employer-employee relations but such representatives shall not interfere with work in progress without agreement of Management.

2.3 The City will provide the Union adequate bulletin board space for the purpose of posting thereon matters relating to official Union business.

2.4 The City will not interfere with, intimidate, restrain, coerce or discriminate against any employee because of the employee's membership in Union or the employee's activity on behalf of Union.

2.5 Any employee, at the employee's request, shall be permitted representation by a Union representative. The foregoing shall apply to reprimands, disciplinary actions, investigations, interviews for promotion and hearings, providing there is no unreasonable delay in obtaining representation.

2.6 Joint Shop Steward-Management meetings shall be held at least two (2) times a year in February and August, or more often as agreed upon by Union and Management. The purpose of these meetings shall be to promote harmony and efficiency and to improve communications between employees and all levels of management. The meeting agenda shall be determined by those in attendance and there shall be no restrictions on the subject matter; provided, the meetings shall not

substitute for normal grievance procedures or for formal negotiations between the parties. Those in attendance shall consist of Union's Business Representative and Shop Stewards and the City's Labor Relations Representative and such other management personnel as determined by the City's Labor Relations Representative. The meetings shall be summarized in written minutes. Except that the provisions of this Section shall be observed, the meetings shall be self-organizing.

2.7 Whenever any employee is absent from work as a result of a formal request by the Union's Business Manager and is engaged in official Union business, the City shall pay for all regular time lost and shall be reimbursed therefor by the Union at the rate of one hundred and fifty percent (150%) of the employee's regular wage rate.

### ARTICLE 3: UNION DUES AND FEES

3.1(a) The City will take payroll deductions from bargaining unit employees for any International Brotherhood of Electrical Workers Local Union 1245 ("Union") dues or fees authorized by the employee.

3.1(b) The Union shall notify the City of any employee who has given the Union written authorization for deduction of any Union due or fees. The Union certifies that it shall collect and will maintain records of individual employee authorizations for deductions of said dues or fees. The Union agrees to notify the City of any changes in employee authorizations to deduct Union dues or fees. The City shall rely on the Union's certification of any dues and fees authorized by an employee and will not require the Union to provide a copy of the employee's authorization unless a dispute arises about the existence of terms of the authorization. Any inquiries by employees regarding Union dues or fees should be directed to the Union. Upon Union notification to the City of written authorization by an employee, deductions shall be made from the first and second payroll periods of each month and a check for the total deduction shall be submitted to the Union within five (5) working days of the date the dues are withheld from the employee's check. The total deduction shall be made via Automated Clearing House (ACH) deposit to the Financial Secretary of Local Union 1245, IBEW. Any employee appointed to any classification out of the bargaining unit covered by this Memorandum of Understanding may temporarily suspend their authorization to pay Union dues and fees and upon notice to the City by the Union of such temporary suspensions, the employee's payroll deductions of any Union dues or fees shall be suspended for the duration of such period as the individual is working for City in a job classification not covered by this Memorandum of Understanding.

3.2 At least every 120 days, the City will provide the Union with a master list of all bargaining unit employees. The Master list will include the following information. Name, Address, job title, department. 3.3 The City will provide the Union with not less than 10 calendar days' advanced notice of the time, date, and location of a new hire orientation session of any new employee. The City and the Union agree that a designated IBEW representative will be offered the opportunity to meet with newly hired members during the new hire orientation process or within 10 working days from the date of hire for 30 minutes.

3.4 The Union must indemnify the City against any liability arising from any claims, demands, or actions made by any employee for deductions made pursuant to this article in reliance on information provided by the Union.

3.5 In the event that any provision of this article is declared by a court of competent jurisdiction to be illegal or unenforceable, the parties agree that the City will cease abiding by such provisions.

### ARTICLE 4: GRIEVANCE PROCEDURE

4.1 Any grievance, which may arise between Union, or any of its members, and the City, with respect to the interpretation or application of any of the terms of this Memorandum of Understanding, and with respect to such matters as the alleged discriminatory or arbitrary discharge, demotion or discipline of an individual employee, shall be determined by the provisions of this Article, except that such matters as are included in the definition of impasse as set forth in Resolution No. 2012-091 are not a grievance. Probationary employees shall not be entitled to invoke Article 4, Grievance Procedure, with regard to matters of discharge or demotion. This shall not, however, prevent a probationary employee from exercising any other rights under this Memorandum of Understanding. Work day as used in this Article shall mean any day when City Hall is open to serve the public.

4.2 Step One: The initial step in the adjustment of a grievance shall be a discussion between the Shop Steward and the immediate supervisor directly involved who will answer within ten (10) work days. This step shall be started within thirty (30) work days of the date of the action complained of, or the date the grievant became aware of the incident which is the basis for the grievance. This step may be taken during the working hours of the Shop Steward. For unit employees in the Public Works Department, if the grievance is not resolved in this initial step, the next step would be Step Three as provided in Section 4.4 of this Article.

4.3 Step Two: If a grievance is not resolved in the initial step, the second step shall be a written presentation of the grievance to the Electric Program Supervisor and a discussion between the Shop Steward and the Electric Program Supervisor, as applicable who shall answer in writing within ten (10) work days. This step shall be taken within ten (10) work days of the date of the answer in Step One.

4.4 Step Three: If a grievance is not resolved in the second step (or initial step for unit employees in the Public Works Department), the third step shall be a written presentation of the grievance to the Division Head and a discussion between the Shop Steward and the Division Head, who shall answer in writing within ten (10) work days. This step shall be taken within ten (10) work days of the date of the Electric Program Supervisor's answer as applicable in Step Two (or for unit employees in the Public Works Department, within ten (10) work days of the date of the answer in Step One).

4.5 Step Four: If a grievance is not resolved in the third step, the fourth step shall be a written presentation of the grievance to the Department Director and a discussion between the Shop Steward and the Department Director, who shall answer in writing within ten (10) work days. This step shall be taken within ten (10) work days of the date of the Division Head's answer in Step Three.

4.6 Step Five: If a grievance is not resolved in the in fourth step, the fifth step shall be a written presentation of the grievance to the City's Labor Relations Representative and a discussion between the Union's Business Representative, and the City's Labor Relations Representative who shall conduct an investigation and attempt to resolve the grievance. If no resolution of the grievance is achieved, the City's Labor Relations Representative shall provide the Union's Business Representative with the City's answer, in writing, to the grievance. This step shall be taken within ten (10) work days of the date of the Department Director's answer in Step Four.

4.7 Step Six: If a grievance is not resolved in the fifth step, the sixth step shall be the presentation of the grievance, in writing, by the Union's Business Representative to the City Manager, or designee, who shall answer, in writing, within ten (10) work days. The sixth step shall be taken within ten (10) work days of the date of the answer in Step Five.

4.8(a) Step Seven: If a grievance is not resolved in the sixth step, the seventh step shall be referral by either the City, or the Union, to arbitration. The seventh step shall be taken within twenty (20) work days of the date of the answer in Step Six.

4.8(b) An arbitrator shall be appointed on each occasion that a grievance is submitted to arbitration. The arbitrator shall be chosen by mutual agreement of the City and Union. In the event that the City and Union are unable to agree on the selection of an arbitrator, they shall request the State of California Mediation and Conciliation Service to nominate five (5) persons for arbitrator. The City and the Union each will alternately challenge two (2) of such nominees, the party having the first challenge to be determined by lot. The remaining nominee shall be accepted as the arbitrator and the arbitrator's compensation and expenses shall be borne equally by the City and Union. The City and Union shall pay the compensation and expenses of their respective appointees and witnesses. At Union's request the City shall release employees from duty to participate in arbitration proceedings.

4.8(c) The arbitrator shall hold such hearings and shall consider such evidence as appears necessary and proper. The first hearing should be held within ninety (90) days of the date of referral to arbitration. Following the hearings and prior to the arbitrator's final decision, the arbitrator shall submit a proposed decision to the parties for their review and the opportunity to submit additional information prior to the arbitrator's decision becoming final and binding on the parties. Any additional information submitted by either party shall be submitted to the arbitrator and the other party. Thereafter, the decision of the arbitrator shall be final and binding on City and Union and the aggrieved employee, if any, provided that such decision does not in any way add to, disregard or modify any of the provisions of this Memorandum of Understanding.

4.9 Failure by the Union to meet any of the aforementioned time limits as set forth in Section 4.2, 4.3, 4.4, 4.5, 4.6, 4.7 or 4.8(a) will result in forfeiture. Failure by the City to meet any of the aforementioned time limits as set forth in Sections 4.2, 4.3, 4.4, 4.5, or 4.7, will allow the Union to go forward with the grievance to the next step of the established procedures, except, however, that the aforementioned time limits may be extended by mutual agreement. Grievances settled by forfeiture shall not bind either party to an interpretation of this Memorandum of Understanding, nor shall such settlements be cited by either party as evidence in the settlement of subsequent grievances.

4.10 Notwithstanding the aforementioned procedure, any individual employee shall have the right to present grievances to the City and to have such grievance adjusted without the intervention of Union, provided that the adjustment shall not be inconsistent with this Memorandum of Understanding and provided, further, that Union's Business Representative shall be given an opportunity to be present at such adjustment. Grievances settled by individual employees without representation by Union officials shall not bind either party to an interpretation of this Memorandum of Understanding, nor shall such settlements be cited by either party as evidence in the proposed settlement of subsequent grievances.

## ARTICLE 5: SAFETY

5.1 The City Council desires to maintain a safe place of employment for City employees and to that end, City Management shall make all reasonable provisions necessary for the safety of employees in the performance of their work.



5.2 Regular “tailgate” meetings will be held on all jobs to plan the job and emphasize safety in their performance.

5.3 Regular safety meetings will generally be held every other month or as otherwise required by Cal-OSHA regulations and/or the department Safety Charter. The purpose of the meeting is to review accidents investigations and preventing their recurrence, identifying hazardous conditions, discussion to resolve hazardous conditions, presentation of City or Department Safety Procedures and applicable State Safety Orders. The City will notify the Union of the date, time and place of such meetings, in order that the Union’s Steward or Business Representatives may attend and participate.

5.4 In the event of an accident, resulting in serious injury or death of an employee of the City, the City will notify the Union immediately in order that the Union’s Business Representative may conduct an investigation of the accident.

5.5 The City shall provide training and certification, including first aid and CPR, and personal protective equipment for its employees to perform their jobs safety to federal, state and local regulations.

#### ARTICLE 6: DISABILITY AND UNEMPLOYMENT

6.1(a) Supplemental Benefits for Industrial Injury: Whenever any Regular employee, who has completed their initial probationary period, and who is a member of the Public Employees’ Retirement System is disabled, whether temporarily or permanently, by injury or illness arising out of and in the course of the employee’s duties, which comes within the application of the Workers’ Compensation and Insurance Chapters of the State Labor Code, the employee shall become entitled to compensation at the rate of eighty-five percent (85%) of the employee’s regular salary, in lieu of temporary disability payments, if any, which would be payable under the State Labor Code, for the period of such disability but not exceeding six (6) months, or until such earlier date as the employee is retired on permanent disability pension. At the conclusion of six (6) months of receipt of supplemental benefits at the rate of eighty-five percent (85%) of regular salary, any Regular employee who is still unable to return to work and is still receiving temporary disability indemnity payments shall become entitled to receive supplemental benefits at the rate of seventy percent (70%) of the employee’s regular salary for the period of such disability but not exceeding six (6) months or until such earlier date as the employee is retired on permanent disability pension through the Public Employees’ Retirement System. In consideration of this benefit, the Regular employee shall pay over to the City any temporary or permanent disability compensation received, whether from Workers’ Compensation, employee group health and welfare insurance benefits or unemployment compensation benefits provided for under State law, and shall affirmatively assist the City in obtaining any such benefits to which the employee may be entitled but has not yet received arising out of such disability, but such payment from the employee to the City from such sources shall not exceed in amount the supplemental benefits paid to the employee by the City in accordance with the provisions of this paragraph. Whenever any employee is released for light duty work and such employee declines such light duty employment, the employee will thereby waive any and all rights to supplemental benefits for industrial injury as set forth above. Whenever there is reason to suspect any employee of abusing the employee’s rights to workers’ compensation benefits, the parties shall cooperate in controlling such employee abuse.

6.1(b) An employee who is absent by reason of industrial disability may be returned to work by the City and given temporary light duties within the employee’s ability to perform, with the

consent of the employee's physician. The duration of any such period of temporary work shall be determined by City. Such employee shall be compensated at the then current rate of pay of the employee's regular classification while engaged in such temporary duties. An employee engaged in such temporary duties shall be eligible for overtime compensation at the discretion of City management and where such duties necessitating overtime compensation are consistent with any applicable work restrictions for the employee. Employees engaged in such temporary duties who are eligible for overtime compensation as provided in this Section are not covered by the provisions of Section 9.10 of this Agreement. The City may require an employee being considered for return to work after an absence caused by disability or illness to submit to a medical examination by a physician or physicians approved by City for the purpose of determining that such employee is physically and mentally fit and able to perform the duties of the employee's position without hazard to the employee, or to the employee's fellow employees, or to the employee's own permanent health.

6.1(c) If a third party is found to be responsible for the employee's industrial injury and the employee recovers a judgment in damages from said third party, then all supplemental benefits received as provided for in Section 6.1(a) not already repaid from the other sources mentioned in Section 6.1(a) shall be repaid to the City by the employee.

6.1(d) Vacation and sick leave shall be accrued while a Regular employee is absent from work as a result of a job related disability and receiving the supplemental benefits to Workers' Compensation temporary disability compensation as set forth in 6.1(a) for the period of such disability, but not exceeding one (1) year. All Regular employees who are receiving Workers' Compensation temporary disability benefits shall receive group insurance coverage during the period in which they are receiving temporary disability compensation for up to a maximum of a cumulative total of three (3) years, provided the employee pays his or her normal share of the group health and welfare insurance coverage program premium. Holidays which occur during the period for which an employee is receiving temporary disability compensation shall not be recognized by such employee for compensation purposes. If the employee is approved to return to work both by the employee's and the City's medical doctor, but the employee is physically unable to return to the previously held position, the City will work with the employee and the Union in an effort to place the employee in vacant position within the City for which the employee is qualified and physically able to perform.

## ARTICLE 7: EMPLOYEE STATUS

7.1 Employees will be designated as Regular, or Full-Time Temporary depending upon the purpose for which they are hired and their length of continuous service with the City.

7.2 A Regular employee (Status 3) is defined as an employee hired for a full-time position that has been regularly established as an authorized position and is of indeterminate duration. A Regular employee shall receive not less than the minimum rate for the job and shall be eligible for sick leave pay, vacation pay, holiday pay, retirement plan participation, insurance coverage and items of similar nature, as the employee becomes eligible. Regular employees shall serve a probationary period of one (1) year upon initial appointment to Regular status. Such probationary period is considered to be a continuation of the selection process and employees may be terminated from employment without recourse at any time during the probationary period. Notwithstanding any other provision of this Article, an employee's probationary period shall be extended by the duration of any unpaid absence of ten (10) or more consecutive work days. Employees serving their initial probationary period shall not be eligible for leave of absence, supplemental benefits for industrial injury, nor be given preferential consideration for promotion or transfer.

7.3 A Full-Time Temporary employee (Status 7) is defined as an employee hired for occasional or seasonal work for a period not to exceed one thousand (1,000) hours in a fiscal year. A Full-Time Temporary employee shall receive not less than the minimum rate for the job and be eligible for sick leave pay per California law, but shall not be eligible for holiday pay, vacation pay, insurance coverage, retirement plan participation or items of a similar nature, nor shall the employee accrue seniority, or promotion and transfer rights, or leave of absence rights. If a Full-Time Temporary employee is reclassified to Regular status without a break in service, the employee shall maintain continuous service from the employee's date of hire as a Full-Time Temporary for seniority, vacation and sick leave accrual purposes only.

## ARTICLE 8: WAGES AND CLASSIFICATIONS

8.1 Employees shall be paid the wage established for their classification. Employees shall be paid a wage rate based upon their work performance. Upon initial appointment to a classification an employee shall normally be paid the lowest wage rate for that classification. An employee may, however, be paid a wage rate above the lowest wage rate if circumstances justify it. When an employee is appointed to a classification which has a wage range overlapping the wage range of the employee's previous classification, the employee shall be paid at the wage rate of the classification to which the employee is being appointed, which is the next higher to his present wage rate, but not more than the top wage rate of the classification to which the employee is appointed. Notwithstanding the following requirements relative to a period of employment at a salary step, the Department Director may recommend a salary step increase at an earlier or later time. Step increases require City Manager approval and may be granted as follows. After twenty-six (26) full pay periods of employment at salary step 4, and with satisfactory or above work performance during the full time period, an employee shall be advanced to salary step 5. A full pay period as used in 8.1 is defined as one in which the employee works or is paid for time off for at least half of the regularly scheduled work hours.

8.2 Wages shall be paid at bi-weekly intervals on Thursdays after 12:00 noon for a pay period ending no earlier than the preceding Saturday. If a pay day falls on a holiday, payments shall be made on the preceding workday. Employees hired after April 7, 2010, must make arrangements to have their pay deposited to a bank account via electronic transfer.

8.3 When an employee is temporarily assigned for a minimum of one-half (½) hour accumulated during any workday to work in a classification higher than the employee's regular classification, the employee shall be paid at the rate established for the higher classification, with a minimum of two (2) hours and time computed to the nearest quarter hour, except when the work is performed outside of the regular work hours and the duration is less than two (2) hours. When an employee is temporarily assigned to work in a higher classification which has a wage range overlapping the wage range of the employee's regular classification, the employee shall be paid at the wage rate of the classification to which he is temporarily assigned, which is next higher to the employee's present wage rate, but not more than the top wage rate of the temporary classification. The temporary upgrade wage rate will also apply to any meal time or travel time that occurs while the employee is temporarily reassigned.

8.4 When an employee is temporarily assigned to work in a classification lower than the employee's regular classification, the employee's rate of pay will not be reduced. Notwithstanding the foregoing however, whenever any employee requests to be temporarily assigned to perform the duties of a lower paying classification pursuant to Section 11.5 of Article 11, Promotion and Transfer, such employee's wage rate shall be reduced to the wage rate of the lower paying classification.

8.5 For purposes of wage rate progression in a temporary classification, the time worked by an employee in other than the employee's regular classification shall also be accrued in such temporary classification.

8.6 Shift differential shall be paid to those employees performing Maintenance work when their regularly scheduled work shift represents one-half (½) or more of the following time periods and at the rate specified as follows:

TIME PERIOD	SHIFT DIFFERENTIAL
4:00 P.M. TO 12:00 midnight	3.5%
12:00 midnight to 8:00 a.m.	5%

Shift differential will be paid on regular hours worked to the employee who actually works the evening or early morning schedule on any particular day.

8.7 Attached hereto and made a part hereof are: Exhibit "A-0" through "A-3", all of which are titled "Schedule of Wage Rates."

8.8 Attached hereto and made a part hereof is Exhibit "B", titled "Job Definitions".

8.9 Attached hereto and made a part hereof is Exhibit "E", titled "Standby Duty".

8.10 Attached hereto and made a part hereof is Exhibit "F", titled "Apprenticeship Program"

#### ARTICLE 9: HOURS AND OVERTIME

9.1 All Regular employees will receive full-time employment for each workweek employed, provided they report for duty and are capable of performing their work. This is not to be interpreted that the City does not retain the right to lay off or release employees on account of lack of work or other valid reason at the end of the workweek.

9.2 Each employee shall report for work at the employee's regularly established headquarters and shall return thereto at the conclusion of the day's work and the time spent in traveling between such headquarters and the job site shall be considered as time worked.

9.3 A workweek is defined to consist of seven (7) consecutive calendar days, Sunday through Saturday, and, except as otherwise provided herein, a basic workweek is defined to consist of five (5) consecutive workdays of eight (8) hours each, Monday through Friday. The regular work hours shall be 7:00 a.m. to 11:00 a.m. and 11:30 a.m. to 3:30 p.m., provided however that those employees who are required to consume their lunch at a location other than the City's Corporation Yard, shall not be required to take a lunch period in excess of one-half (½) hour's duration. Notwithstanding the foregoing, the regular lunch period may be advanced or delayed up to one (1) hour without the payment of overtime compensation. The City shall provide the means of transportation and pay for time required to transport employees for the purpose of consuming their lunch only when adverse weather conditions exist at the job site. Whenever it becomes necessary for any employee to attend first-aid meetings, safety meetings, or formal training sessions, such employee's work hours and/or work days may be changed only for the duration of such requirements

in order to allow the employee to attend. Any such work schedule change shall not be construed as meeting any of the definitions of Section 9.6, nor require payment pursuant to Section 9.7.

9.4(a) Notwithstanding the provisions of Sections 9.1 and 9.3 above, employees classified as Trouble Shooter or Trouble Shooter – Night Shift may be assigned to work a schedule of eight consecutive ten (10) hour shifts followed by six consecutive days off. The regular work hours for the Trouble Shooter are 5:00 a.m. to 3:00 p.m., and the regular hours for the Trouble Shooter – Night Shift are 2:00 p.m. to 12:00 a.m.

9.4(b) Notwithstanding the provisions of 9.3, employees classified as Utility Worker or engaged in equipment maintenance or warehouse duties may be assigned to work a shift which begins as early as 5:00 a.m. or ends as late as 12:00 midnight.

9.4 (c) Any work shift other than as in 9.3 established as provided in 9.4(a) or 9.4(b) shall consist of eight (8), ten (10), or twelve (12) consecutive hours as applicable, with a meal taken near the middle of the shift, providing the work shift begins prior to 6:00 a.m. or later than 12:00 noon. The work shift starting time shall not vary by more than two (2) hours throughout the basic workweek. Establishment of hours and days of work other than as in 9.3 shall be limited to the needs of the service.

9.5 Notwithstanding anything contained herein, any schedule of days and/or hours of work may be established by mutual agreement between the employee, the Union, and the City's Labor Relations Representative.

9.6 Overtime is defined as (a) time worked in excess of forty (40) hours in a workweek, (b) time worked in excess of eight (8), ten (10), or twelve (12) hours as applicable on a scheduled workday, (c) time worked on a non-workday, (d) time worked outside of regular hours on a workday, and (e) time worked on a holiday. Overtime shall be computed to the nearest one-quarter (1/4) hour. For those employees who work a "seventy-six and eight" schedule, paid time off will count toward the calculation of overtime, but only during the week which includes forty-nine (49) regularly scheduled hours, and only when the employee works the hours paid as overtime.

9.7 Except as otherwise provided in this section, overtime compensation shall be paid at a rate equivalent to two (2) times the regular rate of pay. Overtime pay at double the employee's regular pay rate shall continue until the employee is released from duty or the beginning of the employee's regular work hours, whichever occurs first. Notwithstanding the foregoing provisions on compensation for overtime work, an employee may at the employee's option, providing it is legally permissible, elect to receive time off with pay at the same rate of time off for each overtime hour worked as the employee's compensation rate would have been. The maximum compensatory time off accrual shall be one hundred and sixty (160) hours. If an employee has compensatory time off accruals greater than the above-referenced maximum accrual cap at the time of its implementation under this Agreement, the employee will not be able to accrue any further compensatory time off until such accruals fall below the maximum accrual cap. Compensatory time off with pay shall be scheduled in the same manner as vacations are normally scheduled.

9.8 If an employee performs overtime work immediately following the end of the employee's regular shift no travel time shall be paid. Employees who are required to report for work on their non-workdays, or on holidays they are entitled to have off, or outside of their regular hours on workdays, or returning to work from a rest period, shall be paid overtime compensation for the

actual time worked, including one-half ( $\frac{1}{2}$ ) hour travel time each way, but in no event for less than two (2) hours compensation each time an employee is required back to work except in the instance where the work continues into regular work hours. If an employee who is called out for such work outside of the employee's regular hours on a workday continues to work into the employee's regular hours, the employee shall be paid overtime compensation only for the actual time worked and travel time one way.

9.9 Overtime shall be distributed as equally as is practicable among those employees who are qualified and available, and the City shall not require employees who have worked overtime to take equivalent time off during a workday without pay.

9.10 Notwithstanding the provisions of 9.3, the City's Labor Relations Representative and the Union's Business Representative may agree to a workweek or work hours other than as defined in 9.3 during the term of this Memorandum of Understanding.

9.11(a) If an employee has worked for eight (8) hours or more at the overtime rate during the sixteen (16) hour period immediately preceding the beginning of the employee's regular work hours on a workday the employee shall be entitled to a rest period of eight (8) consecutive hours on the completion of such overtime work. Notwithstanding the above, at the discretion of the Director or his/her designee, for safety purposes an employee may be excused from a portion of their regular shift with pay. This determination would be on a case by case basis.

9.11(b) There shall be included as part of the eight (8) hours worked at the overtime rate in such sixteen (16) hour period any travel time and meal time to which the employee is entitled when overtime work is performed except that any travel time and meal time to which the employee is entitled after being dismissed from work shall not be included as hours worked in such period, but it shall be included in the computation of the eight (8) hour rest period.

9.11(c) Hours worked prior to any eight (8) hour rest period in which the employee does not work shall not be included in computing another period of overtime work.

9.11(d) If the eight (8) hour rest period in whole or in part overlaps the employee's regular work hours the employee will receive pay at the straight rate for the extent of the overlap. Time taken during such overlap for any meal to which the employee is entitled shall be paid at the overtime rate.

9.11(e) If the employee is called back to work during the employee's eight (8) hour rest period a new rest period will commence at the conclusion of such work.

- 9.11(f) (1) If the rest period overlaps the employee's regular work hours but does not extend into the second half of the employee's workday, the employee may be excused from reporting for work until the beginning of the second half of the employee's workday, and the employee will be paid for the time between the expiration of the rest period and the end of the first half of the employee's workday.
- (2) If the rest period extends into the second half of the employee's workday, the employee may be excused from reporting for work until the following workday, and the employee will be paid for the time between the expiration of the rest period and the employee's regular quitting time on such day.

- (3) An employee shall be deemed to be excused from reporting to work for the period between the end of the employee's rest period and the reporting time as designated by the applicable subdivision.

9.11(g) An employee entitled to a rest period may be required to work during regular work hours on a workday without having had a rest period of eight (8) consecutive hours, in which event the employee shall be paid at the overtime rate for all work performed until the employee has been relieved from duty for at least eight (8) consecutive hours. Whenever an employee is required to work during regular work hours and through an earned paid rest period, the employee shall be entitled to pay at three (3) times the employee's regular rate of pay.

## ARTICLE 10: SENIORITY

10.1 Seniority is defined as total length of continuous service with the City except for the purpose of promotion and transfer as outlined in Article 11. In determining an employee's seniority the continuity of the employee's service will be deemed to be broken by termination of employment by reason of (1) resignation, (2) discharge for cause, (3) layoff for more than six (6) consecutive months, (4) failure to return immediately on the expiration of a leave of absence or acceptance of other full-time employment while on leave, or (5) absence without pay, without a leave of absence, in excess of three (3) consecutive workdays. Continuity of service will not be broken and seniority will accrue when an employee is: (a) inducted, enlists or is called to active duty in the Armed Forces of the United States, or service in the Merchant Marine, under any Act of Congress which provides that the employee is entitled to re-employment rights, (b) on duty with the National Guard, (c) absent due to industrial injury (d) on leave of absence or (e) absent due to layoff for a period of less than six (6) consecutive months.

## ARTICLE 11: PROMOTION AND TRANSFER

11.1 Except as otherwise provided in this section for the entry-level positions of Equipment Service Worker, Utility Worker, Ground Worker, Warehouse Worker and Line Tree Trimmer, Substation Maintenance Worker, Apprentice Line Technician and Apprentice Electric Meter Technician, when new positions or additional positions are created, or vacancies other than temporary vacancies occur, in positions within the bargaining unit for whom Local Union 1245 is the exclusive representative, the City shall fill such positions from qualified pre-bid employee applications, if any. In filling such positions, the City shall give preferential consideration to Regular employees as defined in 7.2, who are within the bargaining unit covered by this Memorandum of Understanding, in the sequence set forth below. When employees in the same preferential sequence as provided in (a) through (c) are each qualified by knowledge, skill, efficiency, adaptability and physical ability for appointment to the position vacancy, the pre-bid of the employee with the most seniority in an IBEW Local 1245 bargaining unit shall be given preferential consideration for appointment. For each entry-level position vacancy which occurs, the City may refrain from following the procedures set forth herein and may select any applicant for an entry-level position vacancy which in the judgment of the City is best-qualified for said position vacancy.

(a) Pre-bids made by Regular employees who are in the Department in which the vacancy exists who hold a classification equal to or higher than that in which the job vacancy exists.

(b) Pre-bids made by Regular employees who are in the Department in which the vacancy exists who are at the top rate of pay of the next lower classification in the normal line of progression.

(c) Pre-bids made by Regular employees who are in the Department as applicable in which the vacancy exists who hold classifications other than those listed above.

Whenever the City is unable to fill any position vacancy covered by this Memorandum of Understanding as set forth above, the City shall give consideration to those employees who are qualified and covered by any other Memorandum of Understanding between the City and the Union, prior to the City employing any other person for a position covered by this Memorandum of Understanding.

11.2 The City shall in not more than twenty-one (21) working days from the date the position vacancy is filled, post on the designated bulletin boards a notice regarding the disposition of the position with the name of the applicant selected, and mail a copy of such notice to the Union's Business Representative together with a list of all applicants for the position.

11.3 Any Regular employee of the City as defined in 7.2 may submit a pre-bid on any existing job classification and location for which the employee desires consideration. The pre-bid must be submitted on a form provided by the City's Personnel Office. At the time the form is delivered to the Personnel Office, it will be dated and receipted and a copy provided to the employee. The City shall not consider original pre-bids for any position vacancies which are submitted less than eight (8) calendar days prior to the filling of a job vacancy. Pre-bids will be valid until such time as the employee changes classifications, or until fifteen (15) calendar days have elapsed from such time as the employee rejects a permanent appointment to the classification and location on which the pre-bid is made.

11.4 Notwithstanding anything contained herein, the City need not consider the pre-bid application of any employee who does not possess the knowledge, skill, efficiency, adaptability, and physical ability required for the position for which the application is submitted. For purposes of determining employee qualifications, the City may utilize examinations. When the City intends to appoint an employee to a vacancy in preference to an employee with greater seniority, as specified in 11.1, the City shall notify Union's Business Representative of its intent prior to such appointment.

11.5 Whenever a vacancy occurs in any job classification, the City may, at its discretion, temporarily fill such vacancy. If practicable, the City shall fill such temporary vacancy with the employee who would be most eligible therefor under the provisions of this Article. If the temporary vacancy lasts for forty-five (45) calendar days or more, and the City elects to temporarily fill such temporary vacancy, the City shall select the employee who would be most eligible therefor under the provisions of this Article and shall fill such temporary vacancy by temporary reclassification of the selected employee.

11.6 A temporary vacancy is one created by additional workload, or an employee's absence from work due to illness, disability, vacation, leave of absence, or a vacancy of less than six (6) months duration.

11.7 All appointments filled by promotion or transfer of a City employee shall be on a probationary basis for six (6) calendar months for the purpose of determining qualifications and fit for the position. At any time during the probationary period, either the employee or the City may terminate the appointment. If an appointment is terminated, the employee shall be returned to either the employee's previous classification and wage rate, or some other classification that is mutually satisfactory to both the employee and the City. If an appointment is terminated, the City need not



give further consideration on that classification and location for a period of one (1) year to the employee who did not successfully complete the probationary period.

11.8 Notwithstanding anything contained in this Article, the City's Labor Relations Representative and the Union's Business Representative may agree to other provisions during the term of this Memorandum of Understanding.

11.9 At the discretion of the City, non-unit employees may be placed into the bargaining unit under the following conditions:

(1) The non-unit employee must have previously been employed by the City in a classification in the bargaining unit.

(2) The non-unit employee must be placed in a classification in the unit which is no higher than the previous classification held.

(3) With the exception of the initial three (3) calendar months out of the bargaining unit, seniority accrued by the non-unit employee shall not be recognized for the purposes of this Article only.

(4) The non-unit employee must be placed in a vacant position and may not displace, demote, or cause the layoff of another unit member.

(5) After placement in the unit, the employee may not be promoted to a higher classification within the unit until the employee has served at least one (1) year in the bargaining unit. After completion of one (1) year of service back in the bargaining unit, the employee's previous seniority accrued while in the unit and the initial three (3) calendar months while out of the bargaining unit, shall be combined with the new year of seniority for purposes of the provisions of this Article.

11.10 Attached hereto and made a part hereof is Exhibit "C" titled "Lines of Progression."

#### ARTICLE 12: DEMOTION, DISPLACEMENT, AND LAYOFF

12.1 When it becomes necessary for the City to lay off Regular employees, the City will give employees involved as much notice as possible; but in no event will such employees receive less than two (2) weeks notice of layoff. Where probationary or temporary employees are to be laid off, no notice of layoff need be given.

12.2 Layoff in all cases due to lack of work will be determined by an employee's seniority. An employee whose job is being eliminated may elect to displace an employee in a lower paid classification if qualified to perform the duties of the lower paid classification and if the employee's seniority is greater than that of the employee in the lower paid classification.

12.3 Regular employees who are laid off will be given preference in filling future vacancies for a period up to six (6) months, providing they keep the City advised of their current address.

12.4 Notwithstanding the provisions of this Article, the City's Labor Relations Representative and the Union's Business Representative may agree to other procedures during the term of this Memorandum of Understanding.

12.5 Non-unit employees may be placed in the bargaining unit at management's discretion pursuant to the provisions of Section 11.9.

### ARTICLE 13: LEAVE OF ABSENCE

13.1 Leave of absence may be granted to Regular employees by the City Manager for urgent and substantial reasons, up to a maximum of one year (except when the employee is receiving long term disability benefits in which case a time limit of five (5) continuous years shall apply), providing satisfactory arrangements can be made to perform the employee's duties without undue interference with the normal routine of work. Inability to return to work after an employee's sick leave has been exhausted will be considered as an urgent and substantial reason and in such cases a leave will be granted.

13.2 A leave of absence will commence on and include the first workday on which the employee is absent and terminates with and includes the workday preceding the day the employee returns to work.

13.3 All applications for leave of absence shall be made in writing except when the employee is unable to do so. The conditions under which an employee will be restored to employment on the termination of leave of absence shall be clearly stated by the City in conjunction with the granting of a leave of absence. Upon an employee's return to work after a leave of absence, the employee will be reinstated to the employee's former position and working conditions, providing that the employee is capable of performing the duties of the employee's former position, except that if there has been a reduction of forces or the employee's position has been eliminated during said leave, the employee will be returned to the position the employee would be in, had the employee not been on a leave of absence.

13.4 An employee's status as a Regular employee will not be impaired by such leave of absence and the employee's seniority will accrue.

13.5 If an employee fails to return immediately on the expiration of the employee's leave of absence or if the employee accepts other full-time employment while on leave, the employee will thereby forfeit the leave of absence and terminate the employee's employment with the City.

13.6 An employee on a leave of absence as provided herein shall not accrue vacation or sick leave benefits nor maintain group insurance coverage. An employee may, however, at the employee's option and expense, maintain the employee's group insurance coverage providing the full monthly premium is received in the Finance Department of the City on or before the first day of the month for which the premium is intended. Notwithstanding the above, however, if the leave of absence is as a result of exhaustion of sick leave benefits an employee's group insurance may be maintained for up to six (6) calendar months on the normal premium-sharing formula pursuant to Article 21.2, providing the employee pays the employee's share of the premium on a timely basis. If the leave of absence is as a result of a work-related disability, the employee may elect retiree health benefits pursuant to Article 21.3 until such time as the employee is eligible for retirement.

13.7 Except for the one (1) year limitation of 13.1 and the prohibition on other employment of 13.5, a reasonable leave of absence may be granted by the City Manager to an employee for up to a maximum of three (3) years to serve as a steward or officer of the Union or of any statewide or national employee organization with which the Union is affiliated pursuant to . Government Code section 3558.8.

## ARTICLE 14: EXPENSES

14.1 Whenever an employee uses the employee's personal automobile for the City's convenience, the employee will be reimbursed therefor at the same rate per mile as established for non-represented City employees.

14.2 Whenever an employee is required to change the employee's residence from one locality to another for City's convenience, the City will provide means of moving the employee's household goods.

14.3 Employees who are assigned to temporary work at such distance from their regular headquarters that it is impractical for them to return thereto each day, or to their regular place of abode, will be allowed actual personal expenses for board and lodging for the duration of such assignment, provided they board and lodge at places to be designated by the City. The time spent by such employees in traveling to such temporary job at its beginning, to and from home on holidays and weekends, and from such temporary job at its conclusion and any reasonable expense incurred thereby will be paid by the City.

14.4 If the City requires an employee to perform work for one and one-half (1-1/2) hours or more beyond regular work hours, it will provide the employee with a meal and with meals at intervals of approximately four (4) hours, but not more than five (5) hours insofar as it is possible for the City to do so. The cost of any meal and the time necessarily taken to consume same will be at City's expense.

14.5(a) If City requires an employee to perform work outside of regular hours on either workdays or on non-workdays, the City will provide meals at intervals of approximately four (4) hours, but not more than five (5) hours insofar as it is possible for the City to do so and for as long as the work continues. The cost of any such meals and the time necessarily taken to consume same will be at the City's expense. Where any such work extends into regular work hours on workdays, the foregoing provisions shall be operative until such time as the employee is released from work for the day, providing, however, that such work period starts at least two (2) hours or more before the regular starting time, and provided further that the employees have not been given notification of the overtime work prior to the end of the preceding regular work shift.

14.5(b) When employees are given notice by the end of the preceding work period, and such work period starts at least two (2) hours but no more than four (4) hours before the regular starting time, the normal lunch practices of releasing the employee from duty without pay for one-half (1/2) hour to consume a meal at the employee's own expense will be followed. Following consumption of the employee's first meal, the City will provide meals at intervals of approximately four (4) hours but not more than five (5) hours thereafter, as set forth above in Section 14.5(a)

14.5(c) When employees are given notice by the end of the preceding work period, and such work period starts less than two (2) hours before the regular starting time, the normal lunch practices of releasing the employee from duty without pay for one-half hour at approximately the usual meal time to consume a meal at the employee's expense will be followed.

14.6 When work is to be performed during regular work hours on non-workdays and the employee is given notice by the end of the preceding work period, the normal lunch practices will be followed on such days.

14.7 The City shall provide a thirty-eight dollar and fifty cent (\$38.50) meal allowance in the form of taxable wages in the employee's paycheck for any meal which it is required to provide pursuant to Sections 14.4 and 14.5(a)-(c) of this Article.

Any time necessary to consume any such meal provided pursuant to Sections 14.4 and 14.5(a)-(c) of this Article shall be considered as hours worked, except as follows:

- If an employee misses a meal period due, they will be compensated with ½ hour for the time to consume the meal and \$38.50 toward the cost of the meal.
- If an employee defers a meal period earned to the end of their shift, after they have clocked out, they will be compensated with 1 ½ hours which includes the City's contribution to the cost of the meal and the time to consume the meal.

Whenever any employee performs work in conjunction with providing mutual aid to another requesting agency and incurs meal expenses that are billable to the requesting agency, the employee will submit a receipt for an out-of-pocket meal expense reimbursement in lieu of the \$38.50 meal allowance provided above. The reimbursement will be paid by the City, provided that the costs of the meal are reasonable and not excessive. The City shall consider any time necessary to consume such meal as hours worked.

14.8 Meals for out-of-town travel for meetings, conferences, or training shall be paid at the same rate as for unrepresented employees (as outlined in the City of Redding Employee Benefits Policies for unrepresented employees – Article 12: Expenses, Section 12.3 paragraph 3(c)).

14.9 Whenever any employee is entitled to payment for meals required under the provisions of this Article, such payment shall be made with the employee's regular salary check.

## ARTICLE 15: SICK LEAVE

15.1 Sick leave with pay shall be accrued as follows:

- Regular employees shall accrue sick leave at the rate of four hundred sixty ten-thousandths (.0460) of an hour for each regular hour worked, or while on paid leave. (Accrual rate approximately one (1) day per month, or 3.68 hours per pay period)
  - Full-Time Temporary employees (Status 7) will accrue paid sick leave at a rate of one hour for every 30 hours worked which is equivalent to a rate of .033 per hour worked. Full –Time Temporary employees (Status 7) will be eligible to use the sick leave accrual on the 90<sup>th</sup> day of employment, and will be limited to 24 hours or three days of paid sick leave in each year of employment per California state law. A minimum increment of sick leave usage is two hours.

15.2 Sick leave shall be allowed for an absence due to the following reasons:

- A. (The inability of an employee to be present or perform the employee's duties because of personal illness, off duty injury, or confinement for medical treatment;
- B. (Personal medical or dental appointments, which are impracticable to schedule outside of regular working hours,

- C. (The need to be present during immediate family members' illness or disability for up to a maximum of forty-eight (48) hours per calendar year. "Immediate family" member means those listed in the Funeral Leave provisions of this Memorandum of Understanding;
- D. (The need to be present during childbirth, surgery, critical illness or injury involving members of the immediate family for up to forty (40) hours per incident.

15.3 Management may require satisfactory evidence of sickness or disability before payment for sick leave will be made. The City may also require an employee requesting to return to work after sick leave or leave of absence for medical reasons to submit to a medical examination by a physician or physicians approved by City for the purpose of determining that such employee is physically fit and able to perform the duties of the employee's former position without hazard to the employee, or to the employee's fellow employees, or to the employee's own permanent health. Such examination or examinations shall be at the sole expense of the City. Whenever there is reason to suspect any employee of abusing the employee's rights to sick leave with pay, the parties shall cooperate in controlling such employee abuse.

15.4 If a holiday which an employee is entitled to have off with pay occurs on a workday during the time an employee is absent on sick leave, the employee shall receive pay for the holiday as such, and it shall not be counted as a day of sick leave.

15.5 Any employee who after ten (10) years of continuous service to the City terminates employment shall be paid at the employee's regular pay rate for thirty-three and one-third percent (33-1/3%) of the employee's accumulated sick leave hours. For employees with fifteen (15) years or more but less than twenty (20) years of continuous service, the percentage set forth above shall be increased to forty-five percent (45%). For employees with twenty (20) years or more continuous service, the percentage set forth above shall be increased to sixty percent (60%).

Effective September 20, 2011, or when the appropriate VantageCare contract amendment has been executed, upon retirement, any sick leave pay out the employee is eligible to receive will be transferred into the VantageCare Retirement Health Savings Plan on a pre-tax basis. The sick leave pay out amount will be calculated using the percentage levels described in the paragraph above. However, if the sick leave payout is less than \$5,000, then the employee is not entitled to participate in the VantageCare Retirement Health Savings Plan and shall receive a cash out payment as described in the paragraph above. Any sick leave amount remaining will be used as service credit toward the employee's retirement benefit through CalPERS, pursuant to the contract between the City of Redding and CalPERS.

15.6 Whenever any employee exhausts all categories of paid time off as a result of a non-work related illness or injury, with approval of the employee's Department Director, the Personnel Director and the City Manager, an employee may receive up to eighty (80) hours advanced sick leave with pay. If the employee returns to duty, such advanced sick leave shall be returned to the City from subsequent sick leave accruals. If the employee terminates City employment, such advanced sick leave shall be repaid to the City from any funds due the employee by the City. If insufficient funds are due the employee by the City, the employee shall directly reimburse the City for advanced sick leave in excess of the funds, if any, previously withheld. Such direct reimbursement will be waived for employees who are terminally ill or totally disabled (100 percent).

## ARTICLE 16: FUNERAL LEAVE

16.1 Regular and Full-Time Temporary employees who are absent from work due to the death of a member of the employee's "immediate family" shall receive compensation at the regular rate of pay for the time necessary to be absent from work, but not to exceed forty (40) working hours. "Immediate family" as used herein includes only employee's spouse or registered domestic partner; or children, grandchildren, brothers, sisters, parents or grandparents of employee or spouse; or other persons who are living in the employee's immediate household. The relationships included herein shall apply whether by blood or marriage. Employees are allowed to take up to five (5) total work days due to the death of the employee's "immediate family" in accordance with Government Code section 12945.7. Employees who have exhausted their allowance of paid leave as provided in this section may request to utilize sick leave, vacation or compensatory time off or unpaid leave if the employee wants to take additional time off up to the five (5) total work days of leave provided. Such funeral leave for immediate family as provided in this section need not be taken in consecutive days, but must be used up within three (3) months of the date of the death of the immediate family member.

16.2 Regular and Full-Time Temporary employees who are absent from work to attend the funeral of a person other than an immediate family member shall receive compensation at the regular rate of pay for the time necessary to be absent from work, but not to exceed one (1) regularly scheduled work day. A maximum of three (3) work days may be utilized in a calendar year.

16.3 An employee must be in a paid status on both workdays immediately adjacent to funeral leave in order to receive pay for such leave.

## ARTICLE 17: HOLIDAYS

17.1 Regular employees, except as otherwise provided herein, shall be entitled to have the following holidays off with pay:

	<b>Holidays</b>	<b>Fixed or Floating</b>
1	January 1 <sup>st</sup>	Fixed
2	The third Monday in January, known as "Martin Luther King, Jr. Day"	Fixed
3	February 12 <sup>th</sup> , known as "Lincoln Day"	Floater
4	The 3 <sup>rd</sup> Monday in February, known as "President's Day"	Fixed
5	The last Monday in May, known as "Memorial Day"	Fixed
6	June 19 <sup>th</sup> , known as "Juneteenth:	Fixed
7	July 4 <sup>th</sup>	Fixed
8	First Monday in September, Known as "Labor Day"	Fixed
9	Employee's birthday	Floater
10	November 11 <sup>th</sup> , known as "Veteran's Day"	Floater
11	Thanksgiving	Fixed
12	Friday after Thanksgiving	Fixed
13	December 24 <sup>th</sup> The last half of the normal work shift before Christmas	Fixed
14	December 25 <sup>th</sup>	Fixed

The foregoing holiday schedule shall become effective in the calendar year 2024. For calendar year 2023 only, Columbus Day shall be observed as a floater holiday. If any of the foregoing holidays falls on a Sunday, the Monday following shall be observed as the holiday, except by those employees who are regularly scheduled to work on Sunday other than on an overtime basis. Employees who are regularly scheduled to work on Sundays shall observe such holidays on Sunday. If any of the foregoing holidays falls on a Saturday, the preceding Friday shall be observed as the holiday, except by those employees who are regularly scheduled to work on Saturday other than on an overtime basis. Employees who are regularly scheduled to work on Saturdays shall observe such holidays on

Saturday. If any of the foregoing holidays fall on any day from Monday through Friday, inclusive, and that day is a regularly scheduled non-workday for an employee, such employee shall be entitled to receive another workday off with pay, to be scheduled in the same manner as vacation days are normally scheduled.

Notwithstanding the foregoing provisions on observing holidays, for those employees classified as Trouble Shooter and assigned to a work schedule other than as set forth in 9.3, who are scheduled to work on a fixed holiday will, in addition to holiday pay, be compensated at the overtime rate of pay for all time worked on such days. Such a Trouble Shooter employee may, however, elect to observe that holiday at another time, to be scheduled in the same manner as vacation days are normally scheduled. In that event, the Trouble Shooter employee will only be compensated for time worked on that day at the overtime rate of pay and shall not receive holiday pay.

Notwithstanding the foregoing, an employee may observe the employee's birthday holiday on the employee's birthday or anytime during the pay period in which the birthday occurs provided the employee gives the supervisor at least ten (10) days advance notice, or the holiday may be deferred and scheduled as vacations are normally scheduled. The holidays known as Lincoln Day Columbus Day (calendar year 2023 only), and Veterans Day shall be scheduled by employees and their supervisors in the same manner as vacations are normally scheduled. Notwithstanding the foregoing, employees regularly assigned to work twelve (12) hour shifts shall not be entitled to observe the following holidays; Lincoln Day Juneteenth (beginning in calendar year 2024), Columbus Day (calendar year 2023 only), and Veterans Day nor the employee's birthday.

17.2 Notwithstanding the foregoing, employees may be scheduled to work on holidays, in which event any such employee will, in addition to the employee's holiday pay, be compensated therefor at the overtime rate of pay for all time worked on such days.

17.3 An employee must be in a paid status on both workdays immediately adjacent to the holiday in order to receive pay for the holiday.

## ARTICLE 18: VACATIONS

18.1(a) Regular employees of the City shall accrue vacations with pay up to 500 hours. Effective January 1, 1998, Regular employees shall accrue vacations with pay up to 400 hours. Effective January 1, 1998, for one-time only, vacation hours in excess of 300 hours will be retained in a separate time bank which may be used by the employee in the same manner as regular vacation time. Vacation hours retained in the bank will not be lost as a result of the 400-hour maximum. After January 1, 1998, vacation earned in excess of the 400-hour maximum will not be accumulated. Employees working a regular shift of 12 hours (seventy-six and eight schedule) shall accrue vacation leave on a total of eighty (80) hours per pay period providing that the employee works or is on paid leave a minimum of eighty (80) hours during such pay period. The rate of vacation accrual will be as follows:

	ACCRUAL RATE PER HOUR	FROM	THROUGH PAY PERIOD	APPROXIMATE ACCRUAL RATE	YEARS OF SERVICE
A	.039	Date of Employment	104 <sup>th</sup>	2 weeks	1-4
B	.058	105 <sup>th</sup>	234 <sup>th</sup>	3 weeks	After 4
C	.068	235 <sup>th</sup>	364 <sup>th</sup>	3 ½ weeks	After 9
D	.077	365 <sup>th</sup>	494 <sup>th</sup>	4 weeks	After 14

E	.087	495 <sup>th</sup>	624 <sup>th</sup>	4 ½ weeks	After 19
F	.096	625 <sup>th</sup>	--	5 weeks	After 24

18.1(b) A full pay period as used in this Article is defined as one in which the employee works or is paid for time off for at least half of the regularly scheduled work hours.

18.1 (c) A full pay period as used in this Article is defined as one in which the employee works or is paid for time off for at least half of the regularly scheduled work hours.

18.2 Vacation cannot be accrued while an employee is in a non-pay status.

18.3(a) Vacations will be scheduled throughout the calendar year. Employees with greater seniority will be given preference over those with less seniority in the selection of a vacation period, provided, however, that if the senior employee splits the employee's vacation by requesting less than a full year's allowance to be scheduled on consecutive workdays, the employee's preferential rights shall only apply on one period in that calendar year prior to all other employees being given consideration in the selection of their first choice vacation period. The City will notify employees of vacation approvals or denials within a timely manner after employees submit their vacation selections.

18.4 The City shall not require an employee to take the employee's vacation in lieu of sick leave or leave of absence on account of illness.

18.5 If a holiday which an employee is entitled to have off with pay occurs on a workday during the employee's vacation period, such employee will be entitled to an additional day of vacation and will be compensated for same.

18.6 Employees whose employment with the City is terminated for any reason shall, at the time of termination, receive any unused vacation period previously earned.

18.7 The City will, at the employee's option, compensate employees for accumulated vacation during any fiscal year as follows:

For Employees working other than 24 hour Shift:	
Minimum Accrual	Maximum Hours Payable
120	40
240	80
360	120

18.8 Whenever any employee has exhausted all paid time off benefits, including advanced sick leave benefits, as a result of a non-work related injury or disability, and is not eligible for long-term disability insurance benefits as set forth in Article 21, other employees may contribute their vacation credits to the disabled employee with vacation credits being donated and granted on the basis of the dollar value of the vacation credits.

## ARTICLE 19: INCLEMENT WEATHER PRACTICE



19.1 Regular employees who are unable to work in the field because of inclement weather or other similar causes will receive pay for the full day, provided they have reported for duty. During such day they may be held pending emergency calls, may be given first aid, safety or other instruction or they may be assigned to perform miscellaneous duties in sheltered locations.

19.2 Full-time temporary personnel who have reported for work but are unable to work in the field because of inclement weather or other similar causes will be paid only for the time they work or are held by the City, except, however, that they will be paid for not less than two (2) hours.

19.3 City supervisors will be responsible for determining whether weather conditions warrant cessation of outside work. In arriving at a decision with respect to weather conditions, the Supervisor shall take into account such factors as: (a) employee health and safety, (b) undue hazards, (c) operating requirements, (d) service to the public, (e) job site working conditions, (f) anticipated duration of time required to leave unfinished job in a safe condition, (g) anticipated duration of inclement weather, and (h) distance from job site to operating headquarters.

## ARTICLE 20: MISCELLANEOUS

20.1 The City shall not, by reason of the execution of this Memorandum of Understanding, abrogate or reduce the scope of any present plan or rule beneficial to employees, unless such plan or benefit is amended, altered or modified by one of the understandings contained within this Memorandum of Understanding.

20.2 A Regular or Full-Time Temporary employee who is summoned for jury duty and is thus unable to perform the employee's regular duties will be paid for the time lost at the employee's regular rate of pay. The employee must be in a paid status on both workdays immediately adjacent to jury duty in order to receive pay for jury duty.

20.3 Any employee, at the employee's request shall be permitted to review the employee's own personnel file. The file may not, however, be removed from the Personnel Office.

20.4 An employee who disagrees with the evaluator's statements or conclusions with respect to the employee evaluation report shall have the right to review such evaluation report with the City's Personnel Director and, upon request, shall have the right to have a Union representative present.

20.5 Whenever employees complete authorized courses taken for credit with a passing grade, after advance approval by both the Department Director and the Personnel Director, the City shall reimburse the employee for the actual expenses of tuition and the cost of required textbooks.

20.6 The City will provide and replace as necessary when worn out or broken all of the following tools or clothing for those employees as specified below. Whenever any of the following tools or clothing is lost, replacement shall be at the employee's expense.

- (a) Gloves of a type as required by the nature of the work for all employees.
- (b) Rain pants and coats for all employees.
- (c) Required Line Technician's tools for all pole climbing employees as follows:
  - 1. Pole climbers
  - 2. Line Technician's body belts

3. Safety strap
  4. Long gauntlet gloves
  5. Material pouch
  6. Small tool pouch
  7. One (1) eight-inch (8") crescent wrench
  8. One (1) ten-inch (10") crescent wrench
  9. One (1) twelve-inch (12") crescent wrench
  10. One (1) claw hammer
  11. One (1) screw driver
  12. One (1) pair of channel-lock-type pliers
  13. One (1) pair nine-inch (9") side-cutter pliers
  14. One (1) six-foot (6') fold-up wooden or plastic measuring device
  15. One (1) wire-skinning knife
  16. One (1) nine-sixteenths-inch by one-half-inch (9/16" x 1/2") box-end ratchet wrench
  17. One (1) three-quarter-inch by five-eighths-inch (3/4" x 5/8") box-end ratchet wrench
- (d) Coveralls or special protective clothing for those employees whose work is such that severe damage to clothing is expected.

20.7 Effective January 1, 2019, the City will reimburse all employees required to wear protective work boots up to a maximum of three hundred fifty dollars (\$350.00), every year. Effective upon approval of this Agreement, the City will reimburse all employees required to wear protective work boots up to a maximum of four hundred dollars (\$400.00) for calendar year 2023, and for every calendar year thereafter. Employees are eligible for reimbursement, with appropriate receipt of purchase. The reimbursement program covers the purchase of new boots and repairs existing boots. Insoles, inserts, boot oil/wax, and laces are also eligible for reimbursement.

20.8 The City will provide at its expense physical examinations required by the State of California for certain classes of drivers licenses for those employees required to have said licenses. Effective September 1, 2002, the City shall commence reimbursing employees for said license renewal fees.

20.9 Whenever any employee is subpoenaed to testify in court as a result of the employee's employment, the employee shall be paid for all time required in such activity.

20.10 The Union's Business Representative and the City's Personnel Director may agree to limit the useful lifetime of employee disciplinary documents.

20.11 The City's Personnel Alcohol and Substance Abuse Policy and Procedure dated November 27, 2018, is hereby incorporated into the Memorandum of Understanding by reference.

20.12 The City will provide training and/or reimburse employees who are regularly assigned to tree trimming duties for the costs, including time off to attend such training, necessary to maintain a certificate issued by the International Society of Arboriculture, as a "Certified Arborist".

20.13 To promote reasonable employee response times for emergency repairs, any employee hired after May 1, 2000, shall establish and maintain within four calendar months of the completion of their probationary period, a primary residence within 25 City/County roadway miles and less than 30 minutes driving time of their designated headquarters' location. (It is not the intent

of the parties that an existing employee would need to relocate if assigned to a location within the City limits.)

20.14 The City will continue its practice of using the interactive process to work with employees who have a medical condition to determine whether: 1) the employee has a disability that makes it more difficult for the employee to perform essential work functions of their assigned position; and 2) identify all potential accommodations that might enable the employee to perform essential work functions without causing undue hardship to the City and without harming the employee or others.

20.15 The City reserves the right at its discretion to offer hiring incentives to new employees in those job classifications deemed difficult to recruit.

20.16 The City will reimburse employees in the job classifications of Utility Arborist and Senior Utility Arborist who are required to wear hearing protection up to a maximum of one hundred fifty dollars (\$150.00), every year, for the purchase of custom-fit, reusable hearing protection with a Noise Reduction Rating (NRR) of 30 or greater.

## ARTICLE 21: EMPLOYEE BENEFIT PROGRAMS

21.1 Retirement Plan: All Regular employees are covered by the California Public Employees' Retirement System (CalPERS) program pursuant to an existing contract with the Public Employees' Retirement System:

In accordance with Government Code section 20516, Tier 1 Employees have agreed to an additional 1.275% cost sharing (resulting in a total employee contributions of 8.275% of pensionable earnings) that will be paid by the employee through a bi-weekly payroll deduction on a pre-tax basis.

Effective in the pay period as soon as administratively possible following approval of this Agreement, in accordance with Government Code section 20516, Tier 1 Employees have agreed to an additional 1.75% for a total of 3.025% in cost sharing (resulting in a total employee contribution of 10.025% of pensionable earnings) that will be paid by the employee through a bi-weekly payroll deduction on a pre-tax basis.

The City and Union agree to reopen negotiations if significant changes affecting the CalPERS retirement plan (positive or negative) are identified during the term of the contract.

Additionally, all CalPERS eligible employees will pay the full cost of the 1959 Survivors' Benefits Program.

- (a) Tier 1: Regular employees hired prior to January 1, 2013, and those considered to be "Classic CalPERS Members" and will be covered under the 2.0% at age 55 retirement benefit formula with the 12 highest paid consecutive month's final compensation provision. Employees will be covered by the Indexed level of 1959 Survivors' Benefit Program, Survivor Continuance allowance; credit for unused sick leave; and military service credit buy back option. The employee contribution of seven percent (7%) of pensionable earnings

will be paid by the employee through a bi-weekly payroll deduction on a pre-tax basis. Regular employees vested in Tier 1 who leave City employment and subsequently are rehired will be re-employed with Tier 1 status for CalPERS benefits.

Except as provided below, the City will also provide employees hired prior to September 21, 2011, with the Public Agency Retirement System (PARS) 0.7% at age 55 retirement benefit formula for each year of regular City Service, with no prior CalPERS service unless credited to the employee's City of Redding CalPERS account while an employee of the City as a supplement to the CalPERS benefit, so long as the employee is vested with five (5) years of City service. Effective upon approval of this contract, all employees eligible for the PARS defined benefit will make a mandatory PARS contribution of 2.08%, equal to 50% of normal cost at the time of agreement, on a pre-tax basis per pay period.

- (b) Tier 2: Pursuant to the California Public Employees' Pension Reform Act of 2013 (PEPRA), employees hired on or after January 1, 2013, will be covered by the 2.0% at age 62 retirement formula with the 36 highest consecutive months final compensation provision as a "New CalPERS Member" if the employee 1) has not been a member of a California Public Retirement System, or 2) had prior CalPERS/reciprocity service with a break in service of six months or longer. Employees will be covered by the Indexed level of the 1959 Survivor's Benefit Program; credit for unused sick leave; and military service buy credit buy back option. Also pursuant to PEPRA, New CalPERS Members will be responsible for paying one-half of the total normal cost rate for the retirement benefit on a bi-weekly pre-tax basis.

Employees hired on or after September 21, 2011, will not be eligible for the Public Agency Retirement System (PARS) 0.7% at age 55 supplemental retirement benefit formula.

- (c) Full-Time Temporary employees participate in the Social Security program. Effective upon contract ratification, newly hired Full-Time Temporary and Temporary employees not included within Section 21.1(a) or (b) above, shall not be covered by Social Security but will be covered by PARS-457 Plan. Participating employees will pay half of the contribution of 3.75 percent (3.75%) for the benefit through a bi-weekly payroll deduction on a pre-tax basis. The City will pay the remainder of the contribution or 3.75 percent (3.75%).

21.2 Group Health and Welfare Insurance Coverage: All Regular employees are eligible to participate in a group health and welfare insurance benefit program which includes the medical, prescription, dental, vision, life and long term disability insurance plans effective the first day of employment. The City shall pay the cost of the program for both employees and dependents as indicated below.

(1) Life Insurance: Twice annual salary for employee, \$3,000 for employee's dependents. The City will pay the full cost of the premiums. More specific benefit information is provided in the carrier booklet.

(2) Health Benefits: The City will offer two health plans, a "Base Plan" and an optional "Premium Plan". The health plan benefits are offered through PRISM EIA Health Program. All eligible employees will be enrolled in the "Base Plan" and will have the option on a voluntary basis to enroll in the "Premium Plan" initially, and during the open enrollment period for each subsequent calendar year. Eligible employees that fail to complete the annual open enrollment will automatically be placed in the group health insurance plan they were enrolled in the previous year. Changes will be

effective at the beginning of the following calendar year.

The City's contribution toward the monthly group health and welfare insurance composite premium rate for the "Base Plan" shall be eighty-five percent (85%) and the employee will pay fifteen percent (15%) of the rate through a bi-weekly payroll deduction. Employees electing to enroll in the "Premium Plan" will be responsible for premiums beyond the City's contribution of eighty-five percent (85%) of the "Base Plan" composite rate. The City established a Section 125 Plan effective March 7, 2010, to redirect the portion of the employee's salary to pay, on a pre-tax basis, the employee's contribution toward the medical, prescription, dental and vision insurance composite premium rate.

Effective Calendar Year 2024, all employees participating in the Group Health and Welfare Insurance Plan will pay twenty percent (20%) co-share of premium. The City's contribution toward the monthly group health and welfare insurance composite premium rate for the "Base Plan" shall be eighty percent (80%). Employees electing to enroll in the "Buy Up Plan" will be responsible for premiums beyond the City's contribution of 80% of the "Base Plan" composite rate.

All active employees will be able to select an optional high deductible plan (medical and prescription only) as an additional lower cost option for group health. The City will contribute a flat rate monthly amount, limited to the amount of the City's contribution toward the "Base Plan" for the high deductible plan. Retirees are not eligible for the high deductible plan.

For specifics regarding the City's Group Health and Welfare Benefit Plan, refer to the Benefit Summary Plan Description.

The City reserves the right to modify the group insurance composite rate structure to establish classes of coverage and rates in an effort to create a rate structure more compatible to employee claims experience. The City and the Union agree to meet and confer prior to any changes being made to the group insurance composite rate structure.

Buy Up" plan benefits include:

\$200 deductible per person; \$600 deductible per family per year; 80% payable for services performed by a Preferred Provider or when no Preferred Provider is available and 70% for services performed by a non-Preferred Provider for the first \$5,000 of eligible charges; the out-of-pocket waiver on the next following calendar year shall be eliminated; hospital charges 100% payable; professional fees based upon U.C.R.; normal typical exclusions and limitations. Coverage includes cancer screening with no separate dollar limit, annual physical examinations, "well-baby" care, a 30-visit annual limit on chiropractic, accidents paid at normal co-payment rate, tobacco use cessation when enrolled in a tobacco use cessation program or behavior modification program once per lifetime limit, and birth control. For problems related to alcohol or substance abuse, and mental or nervous disorders: Twelve (12) outpatient visits per calendar year paid at 100% with no deductible and an additional twenty-four (24) visits per calendar year payable at 80% subject to the annual deductible.

"Base" plan benefits include:

Deductible: \$500 deductible per person/\$1,000 per family per year (Note: Does not apply to preventative care)

Out-of-pocket Limit: \$3,500 per individual/\$7,000 per family per year

	Employee Cost if	Employee Cost if	
--	------------------	------------------	--

Service	Performed by a Preferred Provider	Performed by a Non-Preferred Provider	Limitations
Primary Care Office Visit	\$20 per visit	40% co-insurance	--- None---
Other Practitioner Office Visit	20% coinsurance for chiropractic	40% coinsurance for chiropractic	Up to 15 visits per calendar year when combined with acupuncture
Preventative Care/ Screening/ Immunizations	No charge	40% co-insurance	---None---
Hospital Stay – Facility Fee	20% coinsurance	40% coinsurance	If service provided by a non-preferred provider, you pay the coinsurance percentage of up to \$600 per day, plus charges over \$600 per day.
Hospital Stay - Physician/Surgeon Fee	20% coinsurance	40% coinsurance	---None---
Mental/Behavioral Health Outpatient Services	\$20 / visit	40% coinsurance	---None---
Mental/Behavioral Health Inpatient Services	20% coinsurance	40% coinsurance	Prior authorization is required. Failure to prior authorize may result in nonpayment of benefits.
Substance Use Disorder Outpatient Services	Not Covered	Not Covered	---None---
Substance Use Disorder Inpatient Services	Not Covered	Not Covered	---None---

Employees with spousal coverage will be allowed to “opt out” of the City’s group health and welfare insurance coverage (cease paying their share of the premium). Employees “opting out” of the City’s group health benefits must provide proof of alternative health care coverage on an annual basis during the open enrollment period.

(3) Prescription Benefit: Employee co-payments as showing in the following table:

Retail (34 days’ supply)		Co-Pay Effective 12/1/19
Generic		\$10.00
Brand		\$50.00
No Generic Available		\$20.00
Mail (90 days’ supply)		
Generic		\$20.00
Brand		\$100.00
No Generic Available		\$40.00

Note: Maintenance medication (i.e. a medication taken longer than 60 days) that are filled at the retail co-pay amount more than twice will be filled at the mail order co-pay amount.

(4) Dental Benefits: For specifics regarding the City’s Dental Plan, refer to the Benefit Summary Plan Description.

(5) Long Term Disability: After three (3) months, sixty percent (60%) of employee's salary up to a maximum of \$8,500 per month integrated with all other income benefits payable to age 65. For specifics regarding the City's Long Term Disability Plan, refer to the Benefit Summary Plan Document. As an alternative, the Union may elect to receive funding equivalent to the cost for Union members to participate in the City long term disability program in order to purchase its own long term disability policy.

(6) Vision Benefits: For specifics regarding the City's Vision Plan, refer to the Benefit Summary Plan Document.

(7) Short – Term Disability: The City will administer employee-paid State Disability Insurance for all IBEW Electric employees.

(8) VantageCare: Effective upon Council approval, and when the appropriate VantageCare contract amendment has been executed, employees shall contribute 1% of base taxable earnings, per pay period, pre-tax, into a VantageCare Retire Health Savings Account (RHSA). In addition, any eligible sick leave pay out made upon retirement of IBEW Electric members will be contributed to the VantageCare RHSA per section 15.5.

The City may, if practicable, modify the group insurance program set forth above by adding utilization review and by creating preferred provider organization programs which create financial incentives for the employee to use such preferred provider services, but do not reduce any current benefit level nor impose any penalty for the employee who chooses not to use a preferred provider's services.

### 21.3 Group Health Benefits at Retirement for Employees

#### (a) Tier 1 –Hired Prior to September 20, 2011

All active employees hired prior to September 20, 2011, who retire from the City and are eligible for CalPERS benefits upon separation of service shall be eligible for the City to pay a 50% proportionate share of costs of the insurance premium should the active employee transitioning to retirement elect to participate in the group health, dental and vision plan also made available to active employees. To initially qualify for the benefit, the employee must go directly from active status to retiree status with CalPERS. To maintain a qualified status, and to continue to receive the benefit, the retired employee must continue the group medical insurance during retirement without a break in coverage. Payments by the City will be discontinued upon termination of group medical insurance coverage by the City retiree or loss of qualified status by the retiree. Following the death of a retiree, the surviving spouse, if any, may continue the insurance and the City will continue the benefit on the same terms and conditions for the life of the surviving spouse. The City will not contribute payments on behalf of any retiree hired prior to September 20, 2011, except as set forth above. (Employees who retired prior to July 1, 2000, are eligible for health coverage only.)

#### (b) Tier 2 – Hired On or After September 20, 2011

All active employees hired on or after September 20, 2011, who retire during the term of this MOU and who have five (5) or more years of City service (and are eligible for CalPERS benefits upon separation of service) shall be eligible for the City to pay shall pay a proportionate share of the cost of the insurance premiums in accordance with the following formula: two percent (2%) for every year of active service with the City of Redding up to a maximum of fifty percent (50%) should

the employee transitioning to retirement elect to participate in the group health, dental and vision plan also made available to active employees. To initially qualify for the benefit, the employee must go directly from active status to retiree status with CalPERS. To maintain a qualified status, and to continue to receive the benefit, the retired employee must continue the group medical insurance during retirement without a break in coverage and the retired employee and their covered spouses who reach Medicare A/B eligibility age must enroll in Medicare. Payments by the City will be discontinued upon termination of group medical insurance coverage by the City retiree or loss of qualified status by the retiree. Following the death of a retiree, the surviving spouse, if any, may continue the insurance and the City will continue the benefit on the same terms and conditions for the life of the surviving spouse. The City will not contribute payments on behalf of any retiree hired after September 20, 2011, except as set forth above.

(c) Retiring employees who were hired or who worked under a different Memorandum of Understanding (MOU) or City Resolution shall be vested with the greatest retiree premium co-share formula in effect and for which that employee qualified for during his or her term of employment.

(d) All retired employees participating in the group health plan will be enrolled in the "Base Plan" and will have the option on a voluntary basis to enroll in the "Buy Up Plan" initially, and during the open enrollment period for each subsequent calendar year. Changes will be effective at the beginning of the following calendar year. The City shall pay a proportionate share of the cost of the "Base Plan" insurance premiums as outlined above in sections 21.3(a) and 21.3(b). Participating retired employees electing to enroll in the "Buy Up Plan" will be responsible for premiums beyond the City's contribution of the "Base Plan" composite rate. The City's proportionate share for payments referenced above in 21.3(a) and 21.3(b) shall apply only to the premium for the "Base Plan."

21.4 The parties agree that the foregoing benefits will remain in full force and effect, unless modified by mutual agreement.

21.5 The City and the Union agree to reopen negotiations if any changes to the Affordable Care Act affect matter within the scope of representation.

## ARTICLE 22: ENTIRE AGREEMENT

22.1 Except as specifically provided in Article 23 (Term), during the term of this Memorandum of Understanding the parties expressly waive and relinquish the right to meet and negotiate on wages, hours of employment, and terms and conditions of employment, and agree that neither party shall be obligated to meet and negotiate with respect to any subject or matter whether referred to or covered in this Memorandum of Understanding or not, even though such subject or matters may not have been within the knowledge or contemplation of either or both the City or the Union at the time they met and negotiated on and executed this Memorandum of Understanding, and even though such subjects or matters were proposed and later withdrawn.

## ARTICLE 23: TERM

23.1 This Memorandum of Understanding, having taken effect as of the day and year first above written, shall continue in full force and effect until November 7, 2026, (Note: The parties agree to begin bargaining for a successor MOU no later than June 8, 2026); and thereafter from year to year unless written notice of change or termination shall be given by either party ninety (90) days



prior to the expiration date above or the expiration date of any year thereafter, except, however, this Memorandum of Understanding shall only become effective with approval of the City Council of the City of Redding.

23.2 Whenever notice is given for changes, the general nature of the changes desired must be specified in the notice, and until a satisfactory conclusion is reached in the matter of such changes, the original provision shall remain in full force and effect.

23.3 This Memorandum of Understanding shall not be amended or supplemented except by agreement of the parties hereto, reduced to writing and duly signed by each.

23.4 Any provision of this Memorandum of Understanding which may be in conflict with any Federal or State law, regulation or executive order shall be suspended and inoperative to the extent of and for the duration of such conflict; the balance of this Memorandum of Understanding, however, shall remain in full force and effect. Whenever any provision of this Memorandum of Understanding is affected as set forth above, either party may, by giving thirty (30) days' written notice to the other, open negotiations on the subject of the affected provisions.

IN WITNESS WHEREOF, the parties have executed this Memorandum of Understanding as of the day and year first above written.

CITY OF REDDING

s/Robert M. Christofferson  
Robert M. Christofferson  
City Manager

s/Charles R. Reynolds  
Charles R. Reynolds  
Director of Labor Relations

s/Franklin D. Ryan  
Franklin D. Ryan  
Operations Manager  
Electric Department

s/James G. Bristow  
James G. Bristow  
Director of Personnel Services

LOCAL UNION 1245, IBEW

s/Jack McNally  
Jack McNally  
Business Manager

s/Howard Stiefer  
Howard Stiefer  
President

s/Jack Osburn  
Jack Osburn  
Business Representative


s/J. Joseph Kropholler  
J. Joseph Kropholler  
Shop Steward

s/John Trunnell  
John Trunnell  
Shop Steward

IN WITNESS WHEREOF the parties have executed amendments to this Memorandum of Understanding, to be effective November 7, 2023.

CITY OF REDDING

  
Barry Tippin  
City Manager

  
Gage Dungy  
Negotiator

  
Kari Kibler  
Personnel Director


  
Kelley Martinez  
Personnel Manager

LOCAL UNION 1245, IBEW

  
Robert Dean  
IBEW Business Manager

  
Dylan Gottfried  
Senior Assistant Business Manager

  
Dominic McCurtain  
Business Representative

  
Glenn Newsome  
Committee Member

  
Dustin Hamilton  
Committee Member

  
Chris Bryant  
Committee Member

  
Skyler Carlson  
Committee Member

  
John Rossie  
Committee Member

**APPROVED**  
INTERNATIONAL OFFICE - I.B.E.W.

3/14/2024

Kenneth Cooper,  
International President

This approval does not make the  
International a party to this agreement.

**INTERNATIONAL BROTHERHOOD OF ELECTRICAL WORKERS - ELECTRIC DEPARTMENT**

**EXHIBIT A-1: SCHEDULE OF WAGE RATES**

**Effective Date: November 12, 2023**

J/C	Classification	Hourly Pay Rate - Salary Step					Step 5
		1	2	3	4	5	Monthly Equivalent
888	Utility Worker	\$ 19.42	* \$ 21.99	* \$ 24.93	* \$ 34.02	\$ 35.72	\$6,191
850	Groundman Worker				\$ 35.63	\$ 37.42	\$6,485
827	Line Equipment Operator					\$ 40.93	\$7,094
840	Warehouse Worker				\$ 40.34	\$ 42.35	\$7,341
835	Utility Arborist					\$ 45.39	\$7,867
885	Equipment Service Worker					\$ 47.19	\$8,180
836	Senior Utility Arborist					\$ 48.82	\$8,463
825	Warehouse Leadman					\$ 51.35	\$8,901
821	Substation Maintenance Worker			\$53.85	\$56.55	\$ 59.37	\$10,291
515	Electrical Technician			\$54.86	\$57.60	\$ 60.48	\$10,484
817	Lineman Technician					\$ 70.52	\$12,224
828	Meter Technician (Certification Rate)					\$ 72.44	\$12,556
815	Substation Electrical Technician					\$ 72.44	\$12,556
818	Lineman Technician (Training Rate)					\$ 72.99	\$12,651
819	Lineman Technician (Certification Rate)					\$ 75.46	\$13,079
812	Troubleman Shooter					\$ 76.16	\$13,202
810	Working Foreman—Line Senior Line Technician					\$ 77.43	\$13,421
806	Troubleman Shooter (Training Rate)					\$ 78.83	\$13,664
801	Electrical Inspector					\$ 79.23	\$13,733
829	Working Foreman—Senior Meter Technician (Certification Rate)					\$ 79.54	\$13,786
811	Working Foreman—Senior Substation Electrical Technician					\$ 79.54	\$13,786
808	Working Foreman—Line Senior Line Technician (Training Rate)					\$ 80.14	\$13,891
807	Troubleman Shooter (Certification Rate)					\$ 81.50	\$14,126
809	Working Foreman—Line Senior Line Technician (Certification Rate)					\$ 82.85	\$14,361
803	Trouble Shooter - Night Shift (Certification Rate)					\$ 84.35	\$14,620

J/C	Classification	Hourly Pay Rate - Salary Step					Top Step
		1	2	3	4	5	Monthly Equivalent
852	Apprentice Line Technician	\$49.05	\$52.82	\$56.59	\$60.37	\$64.14	\$71.68
854	Apprentice Electric Meter Technician	\$47.08	\$50.71	\$54.33	\$57.95	\$61.57	\$65.19

\* Full-time temporary employees only

Note: Pay rates are calculated utilizing a standardized formula and small differences may occur due to rounding.

**INTERNATIONAL BROTHERHOOD OF ELECTRICAL WORKERS - ELECTRIC DEPARTMENT**

**EXHIBIT A-2: SCHEDULE OF WAGE RATES**

**Effective Date: November 10, 2024**

J/C	Classification	Hourly Pay Rate - Salary Step					Step 5	
		1	2	3	4	5	Monthly	Equivalent
888	Utility Worker	\$ 20.39	* \$ 23.09	* \$ 26.17	* \$ 35.72	\$ 37.51		\$6,501
850	Ground Worker				\$ 37.42	\$ 39.29		\$6,810
827	Line Equipment Operator					\$ 42.97		\$7,448
840	Warehouse Worker				\$ 42.35	\$ 44.47		\$7,708
835	Utility Arborist					\$ 47.65		\$8,260
885	Equipment Service Worker					\$ 49.55		\$8,589
836	Senior Utility Arborist					\$ 51.26		\$8,886
825	Warehouse Lead					\$ 53.92		\$9,346
821	Substation Maintenance Worker			\$56.55	\$59.37	\$ 62.34		\$10,806
515	Electrical Technician			\$57.60	\$60.48	\$ 63.51		\$11,008
817	Line Technician					\$ 74.05		\$12,835
828	Meter Technician (Certification Rate)					\$ 76.06		\$13,184
815	Substation Electrical Technician					\$ 76.06		\$13,184
818	Line Technician (Training Rate)					\$ 76.64		\$13,284
819	Line Technician (Certification Rate)					\$ 79.23		\$13,733
812	Trouble Shooter					\$ 79.97		\$13,862
810	Senior Line Technician					\$ 81.30		\$14,092
806	Trouble Shooter (Training Rate)					\$ 82.77		\$14,347
801	Electrical Inspector					\$ 83.19		\$14,420
829	Senior Meter Technician (Certification Rate)					\$ 83.51		\$14,476
811	Senior Substation Electrical Technician					\$ 83.51		\$14,476
808	Senior Line Technician (Training Rate)					\$ 84.15		\$14,586
807	Trouble Shooter (Certification Rate)					\$ 85.57		\$14,832
809	Senior Line Technician (Certification Rate)					\$ 86.99		\$15,079
803	Trouble Shooter - Night Shift (Certification Rate)					\$ 88.57		\$15,351

J/C	Classification	Hourly Pay Rate - Salary Step					Top Step	
		1	2	3	4	5	6	7
852	Apprentice Line Technician	\$51.50	\$55.46	\$59.42	\$63.38	\$67.35	\$71.31	\$75.27
854	Apprentice Electric Meter Technician	\$49.44	\$53.24	\$57.05	\$60.85	\$64.65	\$68.45	\$72.25

\* Full-time temporary employees only

Note: Pay rates are calculated utilizing a standardized formula and small differences may occur due to rounding.

**INTERNATIONAL BROTHERHOOD OF ELECTRICAL WORKERS - ELECTRIC DEPARTMENT**

**EXHIBIT A-3: SCHEDULE OF WAGE RATES**

**Effective Date: November 9, 2025**

J/C	Classification	Hourly Pay Rate - Salary Step					Step 5
		1	2	3	4	5	Monthly Equivalent
888	Utility Worker	\$ 21.41	* \$ 24.25	* \$ 27.48	* \$ 37.51	\$ 39.38	\$6,826
850	Ground Worker				\$ 39.29	\$ 41.25	\$7,150
827	Line Equipment Operator					\$ 45.12	\$7,821
840	Warehouse Worker				\$ 44.47	\$ 46.69	\$8,094
835	Utility Arborist					\$ 50.04	\$8,673
885	Equipment Service Worker					\$ 52.03	\$9,018
836	Senior Utility Arborist					\$ 53.83	\$9,330
825	Warehouse Lead					\$ 56.62	\$9,813
821	Substation Maintenance Worker			\$59.37	\$62.34	\$ 65.46	\$11,346
515	Electrical Technician			\$60.48	\$63.51	\$ 66.68	\$11,558
817	Line Technician					\$ 77.75	\$13,476
828	Meter Technician (Certification Rate)					\$ 79.86	\$13,843
815	Substation Electrical Technician					\$ 79.86	\$13,843
818	Line Technician (Training Rate)					\$ 80.47	\$13,948
819	Line Technician (Certification Rate)					\$ 83.19	\$14,420
812	Trouble Shooter					\$ 83.97	\$14,555
810	Senior Line Technician					\$ 85.37	\$14,797
806	Trouble Shooter (Training Rate)					\$ 86.91	\$15,065
801	Electrical Inspector					\$ 87.35	\$15,141
829	Senior Meter Technician (Certification Rate)					\$ 87.69	\$15,200
811	Senior Substation Electrical Technician					\$ 87.69	\$15,200
808	Senior Line Technician (Training Rate)					\$ 88.36	\$15,315
807	Trouble Shooter (Certification Rate)					\$ 89.85	\$15,574
809	Senior Line Technician (Certification Rate)					\$ 91.34	\$15,833
803	Trouble Shooter - Night Shift (Certification Rate)					\$ 92.99	\$16,119

J/C	Classification	Hourly Pay Rate - Salary Step					Top Step	
		1	2	3	4	5	6	7
852	Apprentice Line Technician	\$54.07	\$58.23	\$62.39	\$66.55	\$70.71	\$74.87	\$79.03
854	Apprentice Electric Meter Technician	\$51.91	\$55.90	\$59.90	\$63.89	\$67.88	\$71.88	\$75.88

\* Full-time temporary employees only

Note: Pay rates are calculated utilizing a standardized formula and small differences may occur due to rounding.

## EXHIBIT B: JOB DEFINITIONS

The Job Definitions included herein are intended to be general guidelines regarding the duties to be performed by a particular classification, and are not to be construed as restrictions on the duties an employee may perform. Any employee may be assigned to perform the duties of a classification which has an equal or lower wage rate.

A crew as used herein is defined as three or more employees working together on the same job. When a Line Technician is assigned to work with another Line Technician (not an Apprentice Line Technician) or an Electrical Inspector/Trouble Shooter assigned to undertake Line Technician duties without a Senior Line Technician present for the work shift, the senior Line Technician with the most seniority pursuant to the prebid list under Article 11 of the MOU shall be paid at the Senior Line Technician rate of pay and assume the duties of Senior Line Technician.

When an Apprentice Line Technician ("Cold") or Ground Worker is assigned to a crew, the Apprentice Line Technician ("Cold") or Ground Worker is not permitted to substitute for or replace either the Line Technician, Electrical Inspector/Trouble Shooter assigned to undertake Line Technician duties, or the Senior Line Technician in their respective roles as part of a crew under any circumstances. However, an Apprentice Line Technician ("Hot") is eligible to be assigned to a crew and may replace one of the above-referenced job positions on a crew in accordance with the approved training requirements and standards of the Apprenticeship Program under Exhibit "F" of this Agreement.

### Utility Worker

An employee engaged in performing a wide variety of unskilled and semi-skilled work. The employee's duties include installation, construction, maintenance and repair of City facilities and property. The employee will be required to operate equipment such as forklift, brush chipper, portable power tools and drive a truck hauling a load or towing a trailer of no more than six thousand (6000) pounds. The employee shall be capable of performing the duties with skill, efficiency, and safety. The employee must possess the appropriate State of California driver's license.

### Ground Worker

An employee engaged in performing unskilled and semi-skilled duties, usually in connection with the construction, maintenance and operation of electrical power transmission and distribution systems. The employee's principal duties are normally performed as an assistant to a Line Technician. The employee may be required to drive a truck, or to use portable power tools. The employee must possess the appropriate State of California driver's license, and shall be capable of performing the duties efficiently and safely.

### Utility Arborist

An employee who is engaged in performing all types of pruning and tree trimming, including tree trimming in close proximity to high voltage power lines, utilizing tree climbers, rope rigging, mechanical lift equipment, and all types of mechanical and power pruning and cutting tools. The employee will be required to drive a truck and operate equipment such as fork lift, tractor/loader, brush chipper, tractor/mower and portable power tools and to direct the work of not more than two (2) other lower paid employees engaged in unskilled work. The employee's background of training and experience shall be such as to qualify the employee to perform the duties with skill, efficiency and safety. The employee must possess and maintain a certificate issued by the International Society of Arboriculture as a "Certified Arborist" and the appropriate State of California driver's license.

### Line Equipment Operator

An employee engaged in driving, operating and routine maintenance of trucks and other equipment such as backhoe, front-end loader, and dump truck as required in connection with the construction, maintenance and operation of electrical power transmission and distribution systems, and must possess the appropriate State of California drivers license. The employee may be required to perform job related clerical work; is responsible for keeping tools and materials in good order on the truck; assists with ground work. The employee shall be capable of performing the duties with skill, efficiency and safety.

### Warehouse Worker

An employee who is engaged, subordinate to the employee in charge, in performing duties relative to the purchasing, ordering, receiving, dispersing and salvaging of materials, including the operation of material handling equipment. The employee may be required to drive a vehicle and to type with moderate skill. The employee's background of experience and training shall be such as to qualify the employee to perform the duties safely with skill and efficiency. The employee must possess the appropriate State of California driver's license.

### Senior Utility Arborist

An employee who is a lead employee and in charge of not more than three (3) other employees engaged in performing all types of pruning and tree trimming, including tree trimming in close proximity to high voltage power lines, utilizing tree climbers, rope rigging, mechanical lift equipment, and all types of mechanical and power pruning and cutting tools. The employee must possess and maintain a certificate issued by the International Society of Arboriculture as a "Certified Arborist." The employee will be required to drive a vehicle, may be required to operate equipment, and must possess the appropriate State of California driver's license. The employee shall have the personal qualifications of leadership and supervisory ability and be familiar with the City's construction and safety standards, accounting procedures, and all other applicable rules and regulations. The employee shall be capable of performing the duties with skill, efficiency, and safety. The employee may be required to perform physical inspections of tree trimming contractors' work and prepare regular reports on such activities. When in charge of more than three other employees, the employee's wage rate shall be increased by ten percent (10%).

### Equipment Service Worker

A journey level employee who is engaged in performing a wide variety of duties related to the maintenance and repair or modification of tools, equipment, vehicles, buildings, facilities and transmission/distribution facilities. The employee may be required to drive a truck or operate equipment and tools in connection with the duties, and must possess the appropriate State of California driver's license. The employee may also be required to perform carpentry, plumbing, painting, cement work, masonry, gas and electric welding, and related clerical work. The employee should be at journey level in one of the foregoing crafts and should be reasonably competent and proficient in performing routine tasks of some of the other crafts. The employee may be required to direct the work of another lower paid employee. The employee's background of training and experience shall be such as to qualify the employee to perform the duties safely with skill and efficiency.

### Warehouse Lead

An employee who is a lead employee and is in charge of stores wherein a number of employees are engaged in performing duties relative to the purchasing, ordering, receiving, dispersing, and salvaging of material and supplies. The employee may be required to drive a vehicle and operate material handling equipment, and must possess the appropriate State of California driver's license.



The employee shall have the personal qualifications of leadership and supervisory ability and be familiar with the City's stores procedures, accounting procedures, safety standards and other applicable rules and regulations. The employee shall be capable of performing the duties with skill, efficiency, and safety.

#### Substation Maintenance Worker

An employee who is engaged in performing inspections and assist with maintenance in electric transmission and distribution, substations, and associated facilities, hazard material control and disposal of spent distribution transformers, and read instruments and devices; calculate and record data using computers; use power tools; work as a crew member or alone; communicate clearly and work cooperatively with City employees; follow verbal and written instructions; observe all safety rules; perform physical work; and work overtime hours during outages as required. The employee's background of training and experience shall be such as to qualify the employee to perform the duties with skill, efficiency and safety. The employee must possess the appropriate State of California driver's license. Forklift operators certification and crane operator certification required within one year of employment (City to provide training).

#### Substation Electrical Technician

A journey level employee who is engaged in performing all classes of electrical work. The employee duties may include installing, testing and maintaining all types of meters, protective relay and supervisory equipment, station apparatus, instruments, control devices, fire alarm systems, remote control and tele-metering equipment, traffic signals and recording instruments. Any substation metering duties are only to be performed by this employee, and not by a Metering Technician. The employee's background of apprenticeship and experience shall be such as to qualify the employee to perform these duties with skill and efficiency. The employee must possess the appropriate State of California driver' license, and be capable of performing the duties safely. When in charge of two or more other employees, the employee shall be upgraded to – Senior Substation Electrical Technician.

#### Electrical Inspector

An employee who is a journey level Line Technician whose primary duties consist of overhead and underground visual, detailed and intrusive inspections of the electric distribution system to identify hazards that impact safety and system reliability. Various diagnostic tests are performed during detail inspections such as infrared imaging, pole drill testing, conductor height measurements, checking for oil leaks, etc., and perform repair and maintenance work on poles and substructure as required. At times, the employee will be required to perform all the duties of the Line Technician Classification.

#### Line Technician

A journey level employee who is engaged in performing all classes of electrical power transmission and distribution system construction, maintenance and operation work. The employee may be required to drive a truck and operate any associated equipment, and must possess the appropriate State of California driver's license. The employee's background of apprenticeship and experience shall be such as to qualify the employee to perform these duties with skill and efficiency. The employee shall be capable of performing the duties safely.

#### Trouble Shooter

An employee who has the craft qualifications of a Line Technician and performs any work in connection with providing and maintaining service to the public, such as installing electric services and all types of meters, replacing line and equipment fuses, patrolling, switching, restoring service

on “no light,” “no power” and “no water” calls, minor servicing and repairing of customers’ equipment, operating substations, inspection for proper function and performing minor repairs, maintenance and adjustments to City facilities, such as street maintenance, operation and complaints; may be required to collect deposits and bills. In trouble and emergency work involving immediate hazard to life or property, may be required to work alone to cut circuits of over 600 volts in the clear. The employee must possess the appropriate State of California driver’s license, and shall be capable of performing the duties with skill, efficiency, tact, diplomacy, and safety.

#### Trouble Shooter – Night Shift

Same job definition as above for “Trouble Shooter” with employee assigned to undertake such duties on a night shift from 2:00p.m. to 12:00a.m.

#### Senior Substation Electrical Technician

An employee who is a lead employee and in charge of a crew of not more than four (4) other employees engaged in performing all work in electric substations. The employee shall have the personal qualifications of leadership and supervisory ability, the craft qualifications of a Substation Electrical Technician, and be familiar with the City’s construction and safety standards, accounting procedures and all other applicable rules and regulations. The employee shall be capable of performing the duties with skill, efficiency, and safety, and must possess the appropriate State of California driver’s license. When in charge of more than four (4) other employees the employee’s wage rate shall be increased by ten percent (10%).

#### Senior Line Technician

An employee who is a lead employee and in charge of a crew of not more than four (4) other employees engaged in performing all classes of electrical power transmission and distribution system construction, maintenance and operation work. The employee shall have the personal qualifications of leadership and supervisory ability, the craft qualifications of a Line Technician, and be familiar with the City’s construction and safety standards, accounting procedures, General Order 95 and all other applicable rules and regulations. The employee shall be capable of performing the duties with skill, efficiency, and safety, and must possess the appropriate State of California driver’s license. When in charge of more than four (4) other employees the employee’s wage rate shall be increased by ten percent (10%).

#### Meter Technician (Certification Rate)

A journey level employee who is engaged in performing all classes of electrical work. The employee’s duties may include testing, maintenance, repair and installation of the utility’s electric revenue and power quality metering equipment, installation of current and voltage transformers with associated equipment and verification of complete installation to assure accurate metering. The employee will have knowledge of operating, maintenance, and testing procedures, electrical test equipment and standards of measurement, computer applications for utility testing and maintenance, EUSERC standards, environmental and safety practices, local codes and regulations, procedures and standards, applicable electrical codes and must take precautions when working around energized equipment. The employee’s background of training and experience shall be such as to qualify the employee to perform these duties with skill and efficiency. The employee must possess the appropriate State of California driver’s license, and be capable of performing the duties safely.

#### Senior Meter Technician (Certification Rate)

An employee who is a lead employee and in charge of a crew of not more than 4 other employees engaged in performing all classes of electrical work. The employee shall have the personal qualifications of leadership and supervisory ability, the craft qualifications of a Meter Technician,

and be familiar with the City's construction and safety standards, accounting procedures and other applicable rules and regulations. The employee shall be capable of performing the duties with skill, efficiency, and safety, and must possess the appropriate State of California driver's license. When in charge of more than 4 other employees the employee's wage rate shall be increases by ten percent (10%).

#### Electrical Technician

An employee who is a journeyman industrial electrician or is engaged in ordering, installing, commissioning, and calibrating electrical and instrumentation equipment as well as diagnosing and repairing existing equipment at water treatment and supply facilities, wastewater collection and treatment facilities, and other City-owned facilities, in accordance with duties as defined in the Electrical Technician classification specification code 515. Typical equipment worked on may include chemical dosing/analytical equipment, variable frequency drives, programmable logic controllers, SCADA systems, traffic signal devices, and instrumentation and controls at the City's water and wastewater treatment plants and associated facilities. The employee may also oversee construction electrical work that is being performed by contracted electrical contractors. The employee must be capable of performing the duties safely with skill and efficiency.

**EXHIBIT C: LINES OF PROGRESSION**

<b>CLASSIFICATION</b>	<b>NEXT LOWER CLASSIFICATION</b>	<b>SAME OR HIGHER CLASSIFICATIONS</b>
Utility Worker		Ground Worker Utility Arborist Equipment Service Worker Line Equipment Operator Senior Utility Arborist
Ground Worker	Utility Worker	Equipment Service Worker Line Equipment Operator Line Technician Trouble Shooter Senior Line Technician
Warehouse Worker		Warehouse Lead
Utility Arborist		Senior Utility Arborist
Equipment Service Worker		
Line Equipment Operator	Ground Worker	Line Technician Trouble Shooter Senior Line Technician
Senior Utility Arborist	Utility Arborist	
Warehouse Lead	Warehouse Worker	
Substation Maintenance Worker		
Substation Electrical Technician		Senior Substation Electrical Technician
Line Technician		Electrical Inspector Trouble Shooter/Trouble Shooter – Night Shift Senior Line Technician

<b>CLASSIFICATION</b>	<b>NEXT LOWER CLASSIFICATION</b>	<b>SAME OR HIGHER CLASSIFICATIONS</b>
Electrical Inspector		Line Technician Trouble Shooter/Trouble Shooter – Night Shift Senior Line Technician
Electrical Technician		
Meter Technician		Senior Meter Technician
Trouble Shooter/Trouble Shooter – Night Shift	Line Technician Electrical Inspector	Senior Line Technician
Senior Substation Electrical Technician	Substation Electrical Technician	
Senior Line Technician	Electrical Inspector Trouble Shooter/Trouble Shooter – Night Shift Line Technician	
Senior Meter Technician	Meter Technician	

EXHIBIT D: GRIEVANCE FORM

**GRIEVANCE**  
**IBEW—Electric Unit**

\_\_\_\_\_  
Grievant

\_\_\_\_\_  
Division

\_\_\_\_\_  
Job Title

\_\_\_\_\_  
Shop Steward

\_\_\_\_\_  
Date of Occurrence

\_\_\_\_\_  
Date of Awareness

**ISSUE**

Specific Article(s) violated: \_\_\_\_\_

Explain **specifically** what happened and why you believe the MOU was violated:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

☐ Supporting documents/other information attached.

Correction requested: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Submitted by (signed) \_\_\_\_\_ Date: \_\_\_\_

City's answer: ☐ supporting documents attached.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_

Disposition:

- ☐ Settled on \_\_\_\_\_ at step one ☐ two ☐ three ☐  
☐ Withdrawn on \_\_\_\_\_  
☐ Scheduled for Arbitration on \_\_\_\_\_

## **EXHIBIT E: STANDBY DUTY**

Pursuant to the Memorandum of Understanding between the City of Redding and IBEW Local 1245, Electric, certain classifications and positions in City service are subject to routine or periodic emergency call-backs as an inherent and integral part of their assigned job responsibilities to provide continuous public services. In addition, an employee or group of employees may be placed on standby duty pursuant to the terms and conditions of this policy. Employees placed on standby duty shall be qualified to safely perform such duties with skill and efficiency.

A. Employees in the Line Technician, Senior Line Technician, Electrical Inspector, Utility Arborist, Senior Utility Arborist, and Substation Electrical Technician Classifications will be selected for standby duty in the following manner:

1. Standby duty periods will be one week in duration, beginning at 7:00 am each Tuesday and ending at 6:59 am the following Tuesday. Each full day of a standby duty period is defined as 7:00 am to 6:59 am the following day.
2. The Electric Department will establish a method for employees in these classifications to volunteer for the following standby crews:
  - Line Technician, Senior Line Technician, Electrical Inspector (who will undertake line duties) – up to four (4) employees on standby
  - Utility Arborist and Senior Utility Arborist – up to two (2) employees on standby
  - Substation Electrical Technician – up to one (1) employee on standby

Volunteer standby periods shall be distributed as equally as practicable among those employees who are qualified and available.

3. In the event of a callout, the Electric Department will first utilize the regular callout list within the applicable job classifications to identify employees who are able to respond irrespective of who is on standby. If a full crew is not available after one time through the list, the Electric Department will make a second call to standby employees within the applicable job classifications in the order they appear on the regular callout list until a full crew of qualified employees within the applicable job classifications is identified.

In recognition of the mutual obligation to render continuous service, as stated in Article 1.3, the Electric Department Director or their designee may choose to assign standby duty if the procedures of voluntary standby and voluntary callout lists are insufficient to provide adequate coverage for emergency callouts. If this option is exercised, the following procedures will apply:

- The Electric Department will first seek volunteers to fill the applicable crew for the standby duty period.
- If there are not enough volunteers to fill the applicable crew for the standby duty period, the Electric Department shall assign the remaining balance of qualified

employees to fill the applicable standby duty crew. Any assigned standby duty shall be distributed as equally as practicable.

The City and the Union can meet during this period of assigned standby duty to resolve any barriers to rendering continuous service. Following such discussions, the City may then agree to revert back to the voluntary standby duty procedures under this section of the policy.

B. Employees in the Trouble Shooter classification will be assigned standby duty in the following manner:

1. Standby duty periods will be one week in duration, beginning at Midnight (12:00 am) each Thursday and ending at 4:59 am the following Wednesday. Each full day of a standby duty period is defined as Midnight (12:00 am) to 4:59 am each day.
2. Standby periods shall be distributed as equally as practicable among those employees who are qualified and available.

C. Employees in the Electrical Technician classification will be selected for standby duty in the following manner:

1. Standby duty periods typically will be one week in duration, beginning at 6:00 am/7:00 am each Wednesday and ending at 5:59 am/ 6:59 am the following Wednesday as applicable to a regular scheduled workday. Each full day of a standby duty period is defined as 6:00 am/7:00 am to 5:59 am/6:59 am the following day as applicable to a regular scheduled workday.
2. The Public Works Department will establish a method for employees to volunteer for standby duty periods. Initially, seniority will establish the rolling list, with later additions or changes made to the bottom of the list. Once the list of volunteers has been established, standby duty will be rotated equally among those qualified and available employees.
3. If there are insufficient volunteers for a standby duty period, employees will be called utilizing the regular callout list and procedures, and, in such circumstances, employees will not receive standby duty compensation.

D. Employees in all other classifications in the bargaining unit will be selected for standby duty in the following manner:

1. The Electric Department Director, or designee, will be responsible for determining the circumstances requiring an employee or group of employees to be placed on standby duty. Such standby duty periods will be no less than a full day and no more than one week in duration, as determined by the applicable need for the standby duty period. Each full day of a standby duty period is defined as 7:00 am to 6:59 am the following day.

The Electric Department will establish a method for employees in these



classifications to volunteer for standby duty periods that are designated by the Electric Department Director or designee. Standby periods shall be distributed as equally as practicable among those employees who are qualified and available.

2. If there are insufficient volunteers for a standby duty period, employees will be called utilizing the regular callout list and procedures and, in such circumstances, employees will not receive standby duty compensation.
- E. An employee assigned to standby duty shall be required to carry a cell phone at all times while on standby duty and remain within the appropriate reception area in order to be available for callout. Cell phone equipment will be supplied by the City if required. Alternatively, employees may be compensated at the City's cell phone stipend rate on a monthly basis.
- F. Standby personnel shall be required to be fit for duty and, when called upon, shall report to their normal headquarters as soon as possible within **sixty** (60) minutes.
- G. Standby personnel shall be required to respond unless the employee can provide just cause for not responding. If the employee is unable to respond for any reason, the employee must notify the supervisor as soon as possible. Any employee who is unable to fulfill their commitment to a standby duty period shall forfeit standby compensation for an entire day, twenty-four (24) hour period.
- H. Compensation for standby duty periods shall be paid on a daily basis as follows:
1. One (1) hour of overtime pay for each weekday assigned to standby duty (Monday-Friday), including floating holidays.
  2. Two (2) hours of overtime pay for each Saturday assigned to standby duty,
  3. Three (3) hours of overtime pay for each Sunday and fixed holiday assigned to standby duty [in lieu of the standard standby pay for that day].
  4. Applicable standby duty pay will be provided when an employee is assigned to standby duty for the majority of the hours of that day.
- Overtime pay will be provided in accordance with Section 9.7 of the MOU.
- I. In addition to compensation for standby duty, the overtime provisions of Section 9.8 of the MOU shall apply if the employee assigned to standby duty is required to respond.
- J. Employees will not be assigned standby duty on days they are scheduled to be out of the office using approved leave or are otherwise ineligible to respond to callouts.
- K. Employees may trade standby duty periods or portions of standby periods with advance notification to their supervisor.

## **EXHIBIT F: APPRENTICESHIP PROGRAM**

### **General Provisions - Apprenticeships**

The City desires to develop a Registered Apprentice Program and will enter into a separate agreement with an external training provider to provide Related and Supplemental Instruction for apprentice programs.

An Apprenticeship Committee will be established and shall be composed of two (2) voting members appointed by the International Brotherhood of Electrical Workers, Local #1245 (Union), and two (2) City Staff members assigned by the Electric Utility Director or designee. This committee will prepare, review and revise apprenticeship standards as necessary. Apprenticeship standards developed by the Apprenticeship Committee are subject to the approval of the Union Business Manager or designee and the City Manager or designee.

An apprentice will be paid when working or training on the job in the field.

An Apprentice will be entitled to straight-time pay for up to 40 hours per week and for reasonable expenses in accordance with City policies and procedures, subject to approval while training at an external training facility. An Apprentice will not be entitled to pay or expenses for weekend training at external training facilities unless this training is pre-approved by the Electric Utility Director or designee.

Apprenticeship classroom training at City facilities will be on paid time if during normal work hours or unpaid if outside regular work hours, unless pre-approved by the Electric Utility Director or designee. Study will normally be outside of regular work hours and without pay, but the Electric Utility Director or his/her designee may permit limited apprenticeship study during paid work hours, workload permitting, typically during inclement weather.

Employees in a City of Redding apprentice program remain on a probationary status that is in effect throughout their entire Apprenticeship Program. If the Apprentice fails to adhere to the standards outlined in the Apprentice Program, the employee will be rejected on probation and removed from the program. The City retains its sole discretion to determine whether an Apprentice completes probation.

Employees rejected on probation within the first year of an Apprenticeship Program shall be reinstated to the classification from which the employee was promoted if the employee held regular status in the position except for those employees promoted from the Ground Worker position and the Utility Field Services Technician position. Employees who were promoted from these positions or employees who were rejected on probation from the Apprenticeship program after the first year will be released from City service without cause at the sole discretion of the City and do not have reinstatement rights to a previously held position within the City. The Union and City acknowledge and agree that the length of the probationary period under this Apprenticeship Program reflects the unique nature and required training and evaluation time for the classifications contemplated herein. The probationary period is an intrinsic part and extension of the employee selection process during which the employee shall be considered in training and under careful observation and evaluation by supervisory personnel. Generally, this period will be utilized to train and evaluate the employee's

effective adjustment to work tasks, conduct, observance of rules, attendance and job responsibilities, and to provide for the release of any probationary employee whose performance does not meet required standards of job progress or adaptation.

### **Apprentice Line Technician**

The Apprentice Line Technician program is intended to be a program of seven steps. An Apprentice Line Technician will be eligible for consideration for a merit increase upon completion of 13 pay periods in a step, provided the available workload provided appropriate experience and provided further that the Apprentice Line Technician is making normal progress in training and testing. The Apprentice Line Technician will advance from step to step when the Electric Utility Director or his/her designee determines following a recommendation of the Apprenticeship Committee that the Apprentice Line Technician has achieved the qualifications necessary for such advancement and approvals are received pursuant to City policies and procedures.

### **Outline of Step Progression**

All Apprentice Line Technician are required to have a minimum of one-year of experience working on an Electric Line Crew before starting the program. The City of Redding will recognize time worked with the Electric Department in the Ground Worker classification toward the one-year experience requirement. Qualifying experience working in other classifications may be considered on a case by case basis.

All training requirements (on-the-job and classroom) established by this program must be fulfilled in order to remain in the program, to advance to each of the next steps within the program, and to advance from Apprentice Line Technician to Line Technician upon successful completion of the program.

Pay scale is the percentage of top step *Line Technician (Certification Rate)*.

<u>Step</u>	<u>Hourly %</u>
Step 1 .....	65%
Step 2 .....	70%
Step 3 .....	75%
Step 4 .....	80%
Step 5 .....	85%
Step 6 .....	90%
Step 7 .....	95%

Upon Successful completion of the Journeyman Line Technician test, the Apprentice Line Technician **Step 7** promotes to the top step Line Technician (Certification Rate) pay scale.

### **Apprentice Electric Meter Technician**

The Apprentice Electric Meter Technician program is intended to be a program of six steps. An Apprentice Electric Meter Technician will be eligible for consideration for a merit increase upon completion of 13 pay periods in a step, provided the available workload provided appropriate

experience and provided further that the Apprentice Electric Meter Technician is making normal progress in training and testing. The Apprentice Electric Meter Technician will advance from step to step when the Electric Utility Director or his/her designee determines following a recommendation of the Apprenticeship Committee that the Apprentice Electric Meter Technician has achieved the qualifications necessary for such advancement and approvals are received pursuant to City policies and procedures.

### **Outline of Step Progression**

All Apprentice Electric Meter Technicians are required to have a minimum of one year of experience working in an electric utility meter shop environment before starting the program. The City of Redding will recognize time worked with the Electric Department in the Utility Field Services Technician classification toward the one-year experience requirement. Qualifying experience working in other classifications may be considered on a case by case basis.

All training requirements (on-the-job and classroom) established by this program must be fulfilled in order to remain in the program, to advance to each of the next steps within the program, and to advance from Apprentice Electric Meter Technician to Certified Meter Technician upon successful completion of the program.

The pay scale is the percentage of the top step of the Certified Electric Meter Technician.

<u>Step</u>	<u>Hourly %</u>
Step 1 .....	65%
Step 2 .....	70%
Step 3 .....	75%
Step 4 .....	80%
Step 5 .....	85%
Step 6 .....	90%

Upon Successful completion of the Certified Electric Meter Technician test, the Apprentice Electric Meter Technician Step 6 promotes to the top step Certified Electric Meter Technician pay scale.