

JULY 1, 2021 – JUNE 30, 2024

CITY OF LOMA LINDA
PROFESSIONAL AND ADMINISTRATIVE
EMPLOYEES ASSOCIATION



MEMORANDUM OF UNDERSTANDING

Memorandum of Understanding

LOMA LINDA PROFESSIONAL AND ADMINISTRATIVE EMPLOYEES' ASSOCIATION

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

ARTICLE 1. PREAMBLE

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

ARTICLE 2. CONCLUSION OF AGREEMENT

The parties have met and conferred in good faith regarding wages, hours, and other terms and conditions of employment; and it is mutually agreed that this Memorandum of Understanding shall be effective for the period beginning July 1, 2021 and ending June 30, 2024.

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

ARTICLE 3. CITY COUNCIL DETERMINATION

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

ARTICLE 4. SALARY

A. SALARY RATES. All represented employees shall receive a cost of living salary adjustment as follows:

- Effective July 4, 2021 or the first pay period after ratification and adoption of the MOU by the City Council, whichever date is later – 4% across the board salary increase
- Effective July 1, 2022 – 4 % across the board salary increase
- Effective July 1, 2023 – 3.5% across the board salary increase

As reflected in accordance with Appendix "B".

ARTICLE 5. INSURANCE/DEFERRED COMPENSATION

- A. CAFETERIA PLAN CONTRIBUTION. The City shall contribute \$1,700.00 monthly for group medical, dental, vision insurance and deferred compensation program. Any additional contribution necessary to maintain group medical, dental, and vision insurance or deferred compensation shall be borne solely by the employee.

The City will increase its contribution to the cafeteria spending in accordance with the percentage increase in cafeteria costs. The City will increase its contribution to the cafeteria plan by 2.5% effective July 4, 2021 and will subsequently increase the benefit in relation to direct cost increase of the weighted average % (sum of City employees per plan times percent increase divided by the sum of City employees) rounded up to the nearest one tenth of a percent (0.01%) each January 1 for the remaining term of the MOU.

ARTICLE 6. TUITION REIMBURSEMENT PROGRAM/EDUCATION INCENTIVE

- A. Reimbursement. Commencing on July 1, 2017, the City Tuition Reimbursement Program will be set at \$5,000.00 per fiscal year maximum, pursuant to the City's Tuition Reimbursement Program Policy.
- B. Education Incentive. An employee with a Bachelor's degree or advanced degree from an accredited educational institution shall receive an additional allowance of \$100.00 per month. The education incentive shall be capped at \$100 per month, regardless of the total number of degrees held.

ARTICLE 7. UNIFORM ALLOWANCE

Effective July 1, 2017, the following positions required to wear a uniform and safety shoes shall annually receive a total of \$600 per year for the purpose of purchasing uniforms and safety shoes. No portion of the annual credit may be carried over to the following year. All uniforms shall be in good conditions, projecting a professional, positive image.

The uniform allowance will be reported to CalPERS in accordance with CalPERS procedures. Pursuant to IRS regulations, the uniform allowance will be reported as a taxable fringe benefit and subject to standard taxation

- Code Compliance/Animal Control Officer
- Fire Prevention Inspector
- Parking Enforcement/Animal Control Officer

Safety shoes must comply with current California Office of Safety and Health Administration (Cal/OSHA) standards, Title 8, Section 3385, as amended.

ARTICLE 8. SICK LEAVE TRANSFER

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

- A. Bereavement Leave. Bereavement Leave shall include three (3) days per death of immediate family member subject to specifications outlined in the Personnel Rules. Employees may be granted up to an additional three (3) days of leave to be taken from the employee's sick leave bank, with prior approval of the City Manager. For purposes of this section, "immediate family", is defined as the employee's spouse or the employee's or spouse's grandparent, parent, brother, sister, child, or other relatives who are members of the employee's household.

The City will extend bereavement leave for aunts and uncles, but such leave shall be limited to one (1) day.

- B. Blood Donation and Inoculation Leave.

- 1. With the prior approval of the appointing authority and upon submitting proof of donation, regular or promotional probationary employees donating blood without receiving compensation for such donation may be granted four (4) hours off with pay for each donation. With prior approval, regular or promotional probationary employees may be granted two (2) hours off with pay for annual inoculations.
- 2. Accumulation. Blood donation and inoculation leave hours shall cumulatively be capped at 40 hours.
- 3. Blood Donation and Inoculation Pay on Separation. No payment shall be granted to an employee for accrued blood donation or inoculation leaves at the time of separation.


ARTICLE 9. CASH OUT OF PAID LEAVE

Once each fiscal year, an employee may elect to convert up to 40 hours of paid leave into a cash payment at the employee's then-current rate of base pay as long as the employee maintains a minimum of 160 hours of annual paid leave after the conversion.

SIGNATURES

PROFESSIONAL AND ADMINISTRATIVE
EMPLOYEES ASSOCIATION

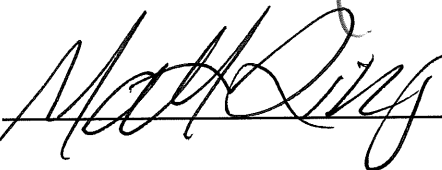
CITY OF LOMA LINDA

BY 

BY 

BY 

DATED 06-29-2021

BY 

DATED 7/12/21

APPENDIX "A" - TABLE OF POSITIONS CLASSIFICATIONS

**CITY OF LOMA LINDA
PROFESSIONAL AND ADMINISTRATIVE EMPLOYEES' ASSOCIATION**

ACCOUNTING SPECIALIST
ACCOUNTING TECHNICIAN I
ACCOUNTING TECHNICIAN II
ADMINISTRATIVE SPECIALIST I
ADMINISTRATIVE SPECIALIST II
ADMINISTRATIVE SPECIALIST III
CODE COMPLIANCE/ANIMAL CONTROL OFFICER
ENGINEERING TECHNICIAN
FIRE PREVENTION INSPECTOR
PARKING CONTROL OFFICER-SPECIAL EVENTS COORDINATOR
PARKING ENFORCEMENT/ANIMAL CONTROL OFFICER

APPENDIX "B" - COMPENSATION PLAN
PROFESSIONAL AND ADMINISTRATIVE EMPLOYEES ASSOCIATION
JULY 1, 2021

<u>Position Title</u>	<u>Pay Grade</u>	<u>Annual Minimum</u>	<u>Annual Maximum</u>
Administrative Specialist I	13	\$34,034.62	\$45,636.80
Accounting Technician I	14	\$36,757.39	\$49,287.73
Administrative Specialist II	14	\$36,757.39	\$49,287.73
Accounting Technician II	16	\$42,873.82	\$57,489.23
Parking Control Officer-Special Events Coordinator	16	\$42,873.82	\$57,489.23
Accounting Specialist	17	\$46,303.73	\$62,088.37
Administrative Specialist III	17	\$46,303.73	\$62,088.37
Code Compliance/Animal Control Officer	18	\$50,008.03	\$67,055.43
Parking Enforcement/Animal Control Officer	18	\$50,008.03	\$67,055.43
Engineering Technician	19	\$54,008.67	\$72,419.87
Fire Prevention Inspector	21	\$62,995.71	\$84,470.54

PROFESSIONAL AND ADMINISTRATIVE EMPLOYEES ASSOCIATION
JULY 1, 2022

<u>Position Title</u>	<u>Pay Grade</u>	<u>Annual Minimum</u>	<u>Annual Maximum</u>
Administrative Specialist I	13	\$35,396.01	\$47,462.28
Accounting Technician I	14	\$38,227.69	\$51,259.25
Administrative Specialist II	14	\$38,227.69	\$51,259.25
Accounting Technician II	16	\$44,588.77	\$59,788.79
Parking Control Officer-Special Events Coordinator	16	\$44,588.77	\$59,788.79
Accounting Specialist	17	\$48,155.87	\$64,571.87
Administrative Specialist III	17	\$48,155.87	\$64,571.87
Code Compliance/Animal Control Officer	18	\$52,008.34	\$69,737.64
Parking Enforcement/Animal Control Officer	18	\$52,008.34	\$69,737.64
Engineering Technician	19	\$56,169.01	\$75,316.65
Fire Prevention Inspector	21	\$65,515.53	\$87,849.35

PROFESSIONAL AND ADMINISTRATIVE EMPLOYEES ASSOCIATION
JULY 1, 2023

<u>Position Title</u>	<u>Pay Grade</u>	<u>Annual Minimum</u>	<u>Annual Maximum</u>
Administrative Specialist I	13	\$36,634.87	\$49,123.45
Accounting Technician I	14	\$39,565.66	\$53,053.33
Administrative Specialist II	14	\$39,565.66	\$53,053.33
Accounting Technician II	16	\$46,149.38	\$61,881.38
Parking Control Officer-Special Events Coordinator	16	\$46,149.38	\$61,881.38
Accounting Specialist	17	\$49,841.33	\$66,831.91
Administrative Specialist III	17	\$49,841.33	\$66,831.91
Code Compliance/Animal Control Officer	18	\$53,828.64	\$72,178.45
Parking Enforcement/Animal Control Officer	18	\$53,828.64	\$72,178.45
Engineering Technician	19	\$58,134.93	\$77,952.74
Fire Prevention Inspector	21	\$67,808.58	\$90,924.08