

**Labor Agreement and Retirement Plan**  
**Between**  
**Sacramento Regional Transit District**  
**And**  
**Operating Engineers, Local Union No. 3, AFL-CIO**



**Effective**  
**July 1, 2020 through June 30, 2025, and**  
**retroactive to July 1, 2019**

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## AGREEMENT

This Agreement is made and entered into this 14<sup>th</sup> day of December, 2020, by and between the Sacramento Regional Transit District, hereinafter referred to as “SacRT”, and the Operating Engineering Local No. 3, AFL-CIO, OE3, hereinafter referred to as “Union”.

### Article 1: Preamble

SacRT and the Union mutually agree that their objective is for the good and welfare of SacRT and Union members alike. Both parties further agree that in the interest of collective bargaining and harmonious relations they will at all times abide by the terms and conditions as hereinafter set forth and agreed upon.

### Article 2: Recognition

#### 2.1 Recognition of the Union

Sacramento Regional Transit District, hereinafter referred to as “SacRT”, recognizes Operating Engineers, Local Union #3 hereinafter referred to as “Union”, as the exclusive representative of “employees” as defined in Section 2.2 of this Article. This bargaining unit was deemed appropriate on April 5, 2019, by the California State Mediation and Conciliation Service for purposes of collective bargaining with respect to rates of pay, hours of work, and other conditions of employment for such employees. Union was certified as the exclusive representative for the bargaining unit on May 23, 2019.

#### 2.2 Definition of Employees

Whenever used in this Agreement, the term “employees” shall mean all individuals employed by SacRT in the classifications listed in Appendix A.

#### 2.3 Disputes Regarding Bargaining Unit Designation

Any dispute regarding the bargaining unit designation of a new or modified classification will be subject to the process outlined in the Personnel Policy Manual.

### Article 3: Management Rights

3.1 SacRT retains all rights of management to make rules and regulations pertaining to employees consistent with the safe and efficient operation of SacRT’s business including, but not limited to;

- A. The right to determine the mission, budget, policies and standards of service offered to the public;
  - B. The right to plan, direct, control and determine the operations or services to be conducted by the employees of SacRT;
  - C. The right to determine the technology, methods, means and personnel by which operations are to be conducted;
  - D. The right to hire, classify, promote, train, transfer, assign and retain employees;
  - E. The right to suspend, demote, discipline or discharge employees for just cause;
  - F. The right to lay off employees due to lack of work or funds.
- 3.2 A claim that SacRT's exercise of any prerogative or right of management or promulgation or enforcement of any rule related thereto is in violation of any express limitation or provision set forth elsewhere in this Agreement may be made the subject of a grievance.

#### Article 4: Union Security

##### 4.1 Union Membership

- A. All employees within the collective bargaining unit covered by this Agreement may become and remain members in good standing in the Union according to the terms and provisions of the Constitution and By-Laws of the Union, by completing an application for Operating Engineers Local 3 membership and payroll deduction authorization form.
- B. Any employee who is or who becomes a member of the Union will tender to the Union periodic dues uniformly required by Union as a condition of acquiring or retaining membership.

##### 4.2 Notification

SacRT will notify the Union of all new employees hired within the pay period in which the employee is hired. The notification of SacRT to the Union will be in writing and will indicate the new employee's name, date of hire, and classification.

The Union may request a new employee to provide their address, phone number, and social security number at orientation.

#### 4.3 Deductions

- A. Provided that the Union certifies that it has and will maintain individual employee deduction authorizations, SacRT will make semi-monthly payroll deductions of Union dues from the earnings of each individual employee, whom the Union certifies has given written affirmed consent, authorizing SacRT to make deductions on their behalf. The Union agrees to notify SacRT of any membership status changes. SacRT will rely on the information provided by the Union regarding canceling or changing deductions.
- B. SacRT will forward to the Union a statement containing the names of the employees from whose pay and in what amount such deductions have been made and will simultaneously therewith remit the total amount of such monthly deductions to the Union.

#### 4.4 Checkoff

- A. SacRT agrees, on or before the 10<sup>th</sup> and the 25<sup>th</sup> day of each month, to deduct from the pay of each member of the Union employed by SacRT, who authorized such deductions in writing all dues as may be levied by the Union. The Union will furnish to SacRT at least 2 days prior to the end of each pay period an alphabetical list of all employees of SacRT belonging to the Union, together with the amount of the deductions to be made from the next paycheck of each person shown on such list. SacRT agrees to remit to the Union by the 10<sup>th</sup> and 25<sup>th</sup> day of each calendar month the aggregate amount of deductions shown on the lists so furnished during the immediate preceding pay period. Paydays may be changed by mutual agreement.
- B. SacRT will refer all employees' inquiries regarding merits of Union membership, the process for authorizing dues deduction and/or process for revocation of dues deduction authorization to Union.
- C. SacRT will notify the Union in advance of scheduled new employee orientations which will be attended by Union bargaining unit employees and will afford Union representatives reasonable time, not less than 60 minutes, to meet with new employees to discuss Union programs and membership.
- D. To the extent required by state law, Union agrees to indemnify SacRT for any claims made by an employee challenging dues deductions.

### Article 5: No Strike-No Lockout

#### 5.1 No Strikes

During the term of this Agreement, or any extension thereof, neither the Union nor its agents nor representatives, nor any employees, individually or collectively, shall call, sanction, authorize, institute, aid, condone or engage in a slowdown, work stoppage, economic strike or any other interference with the work and operations of SacRT.

## 5.2 Lockouts

During the term of this agreement, neither SacRT nor any of its agents, shall authorize, institute, aid or promote any lockout of employees covered by this Agreement.

## 5.3 Discipline

- A. SacRT may discharge or discipline any employee found in violation of Section 5.1, above.
- B. It shall not be a violation and shall not be a cause for disciplinary action for a covered employee to voluntarily refuse to cross a picket line on any SacRT property involved in a primary, bona fide labor dispute.

## Article 6: Work Rules and Standards

- 6.1 It is mutually agreed that Sac RT retains the right to establish work rules, standards, procedures and policies that management deems necessary for efficient operations, and that willful infraction of these rules, standards, procedures and policies will constitute just cause for discharge or other disciplinary action.
- 6.2 SacRT will provide the Union and Chapter President with a copy of any proposed new or modified work rule, standard, procedure or policy that may reasonably be foreseen to impact wages, hours and other terms and conditions of employment at least 30 business days prior to its implementation. Upon request, SacRT will meet and confer over any such impact.
- 6.3 No matter concerning and/or impacting wages, hours and other terms and conditions of employment will be promulgated or enforced if it is in violation of any provisions elsewhere in this Agreement unless mutually agreed upon.

## Article 7: Labor-Management Meetings

Joint Labor – Management meetings shall be scheduled at least quarterly, or more frequently upon request, at a mutually convenient time and place for the purpose of improving communication and promoting harmony and cooperation between SacRT and

the Union. The Union may have up to 3 members at the meetings. Employees attending the meetings during their work time will not lose compensation.

## Article 8: New and Existing Job Classifications

### 8.1 New Job Classifications

- A. If a new job classification is established that is assigned to the OE3 bargaining unit, SacRT will submit the job description and proposed wage rate to the Union for review. In the event the Union disagrees with the proposed wage rate, the parties will meet and confer in an attempt to resolve their differences within 30 days. At the end of that time, any unresolved difference with the proposed wage rate may be subject to the impasse process outlined in Article 17 of the Personnel Policy Manual.
- B. SacRT may proceed to fill the job vacancy, at the proposed rate of pay pending the outcome of the impasse. If the rate of pay is changed as a result of the impasse proceedings, the appropriate adjustment will be made to the incumbent's pay, including back pay, if warranted.
- C. If SacRT proposes a different employment status (e.g. part-time, limited-term, etc.) or any terms and conditions for a newly created classification which differ from those specified in this Agreement, at the request of the Union, the parties will meet and confer over the matter. If unresolved after 30 days, the matter may be subject to the impasse process outlined in Article 17 of the Personnel Policy Manual

### 8.2 Existing Job Classifications

SacRT acknowledges its duty to negotiate any change that affects hours, wages and/or working conditions of bargaining unit employees as a result of modification to an existing classification.

## Article 9: Recruitment and Selection

### 9.1 Recruitment Processes

- A. Laid off Employees – Individuals on layoff who have provided an email address to the Human Resources Department will be notified of SacRT-wide Internal Only and Internal/External vacancy postings. A laid off employee interested in applying for the vacancy will be subject to the applicable recruitment procedures set out in paragraphs B.2, or B.3, below. Additional information specific to laid off employee recall rights is located in Article 30, Layoff and Recall.



- B. The Human Resources (HR) Department is responsible for managing and monitoring the recruitment and selection processes for SacRT pursuant to applicable Federal and State regulations, the provisions contained herein and established Standard Operating Procedures (SOP's). There are 3 recruitment processes, which may be utilized depending on the circumstances of the vacancy for which recruitment has been initiated.
1. Interest Card – If there is a vacancy in a job classification, which is part of a career ladder/hierarchy, e.g., Analyst I, II, Senior Analyst, an employee in the hierarchy of classifications at or below the level of the vacancy can submit an interest card through the online Human Resources system (currently known as NeoGov) to solicit their interest in vying for vacancy.
    - a. All qualified employees who submit an application within the posting period will be scheduled for an interview with the hiring authority.
  2. SacRT-wide Internal Only – If there is a vacancy in a job classification, which is not part of a career ladder/hierarchy, or the vacancy was not filled via the Career Ladder process, the vacancy may be posted SacRT-wide Internal Only for interested applicants.
    - a. The vacancy will be posted on authorized SacRT bulletin boards and the SacRT website for a minimum of 10 business days.
    - b. Interested employees must submit a SacRT employment application and any other additional required documentation to the HR Department by the deadline date noted in the posted documents.
    - c. Employees on vacation or a SacRT approved leave of absence at the time of posting, may apply for the vacant position within the first 5 business days after returning to work, provided;
      - i. A written exam has not been administered, and/or
      - ii. Interviews have not yet been arranged with candidates.
    - d. All applications are screened according to the minimum qualifications established for the position. Employees who meet the minimum qualifications will have their attendance reviewed to ensure eligibility criteria are met. The screening process may also involve the administration of written and/or oral assessments and when used will be administered and monitored only by the HR Department.

- e. Any employee(s) meeting the minimum qualifications for the position will be scheduled for an interview with the hiring authority at the departmental level.
  - f. If there is more than 1 qualified employee identified as a result of the departmental level interview, an Eligibility List will be established (Section 9.2, below).
3. Internal/External – If there is a vacancy in a job classification, which is not filled through the Career Ladder process or SacRT-wide Internal Only recruitment, the vacancy may be posted/advertised Internal/External for interested applicants. Any SacRT employee who did not submit an application for the vacancy in the Career Ladder or the SacRT-wide Internal Only process may apply for the vacancy and be considered along with any member of the general public vying to fill the vacancy.
- a. Vacancy will be posted on authorized SacRT bulletin boards, the SacRT website, standard outreach resources as well as any special focus recruitment resources, as determined necessary by the SacRT, for a minimum of 10 business days.
  - b. Interested applicants must submit a RT employment application and any another additional required documentation to the HR Department by the deadline date noted in the Announcement.
  - c. Eligible employees who are on vacation or a SacRT approved leave of absence at the time of posting, may apply for a posted position within the first 5 business days after returning to work if, provided:
    - i. A written exam has not been administered, and/or
    - ii. Interviews have not yet been arranged with candidates.
  - d. All applications are processed and screened according to the minimum qualifications established for the position.
  - e. The most qualified applicants will be invited to participate in subsequent steps of the recruitment process. The screening process may also involve the administration of written and/or oral assessments and when used, are to be administered and monitored only by the HR Department.
  - f. The most qualified applicants will be invited to an Oral Board Panel Interview (“Panel Interview”). If there is only 1 qualified internal applicant, the Oral Board Panel Interview is not needed.

- g. Those candidates deemed qualified following the Panel Interview will be placed on a Referral List (See B, below) and are eligible to be invited to the Department level interview.
- h. If there is more than 1 qualified candidate identified as a result of the Department level interview, an Eligibility List will be established (Section 9.2, below).

## 9.2 Referral and Eligibility Referral Lists

- A. A Referral List is established following an Internal/External recruitment based on Panel Interview ratings and is forwarded to the Departmental Hiring Authority for consideration in filling a vacancy.
- B. An Eligibility List will be established following a departmental interview in SacRT-wide Internal Only and Internal/External recruitment process when there is more than 1 qualified candidate identified.
  - 1. Candidates on an Eligibility List will be used to fill vacancies in the classification for which the list was established, for up to 1 year following the date of establishment, or until the list is exhausted, whichever is sooner.
  - 2. Candidates on an Eligibility List for one classification will not be carried over to another Eligibility List established for a different classification.
  - 3. Upon the lapse of 1 year or when there are no candidates on an Eligibility List, subsequent vacancies will be filled pursuant to the applicable recruitment process as defined above.

## 9.3 Acting Appointment

An employee may be appointed to fill any previously authorized position on an "acting" basis at the discretion of their Department Manager/Director, or EMT Member, subject to the established approval process. Such appointments shall not ordinarily exceed 90 calendar days except where unusual and/or unforeseen circumstances dictate otherwise, as determined by the General Manager/CEO.

## 9.4 Employment Applications

### A. Application Locations

Employment Applications may be obtained on-line.

### B. Application Cutoff Date

Applications received after the established cutoff date will not be considered for filling the advertised vacancy.

#### 9.5 New Hire Training And Probationary Period

- A. All employees hired, transferred or promoted into a job classification covered by this Agreement shall work in a training and probationary status for their first 12 calendar months.
- B. The training and probationary period shall constitute a trial period during which SacRT will judge the performance, skill, ability, competency, fitness, attendance and other attributes necessary for successful performance of the job. During the training and probationary period, SacRT's judgment as to the qualifications of the employee and the imposition of discipline or discharge shall not be subject to the grievance and arbitration procedure.
- C. During the 12 months following an individual's placement into any new position covered by this Agreement, the employee may not move into another position, except for the reason of "promotion."
- D. Upon completion of the probationary period, the employee shall be given a performance review, before moving into regular employment status. Failure to complete a timely performance review shall not preclude the employee from moving into regular employee status upon completing probation.
- E. Should an employee fail to successfully complete probation, they may return to their previously held position provided that:
  - 1. The return is within the first 45 days of the employee being placed on probation; or
  - 2. The employee has requested in writing during the first 45 days to return to their previous position. On or before the 40<sup>th</sup> day of probation, the employee and supervisor shall meet to discuss the employee's performance with respect to the likelihood of successfully completing the full probationary period; or
  - 3. Beginning with the 46<sup>th</sup> day and continuing through the 90<sup>th</sup> day of the probationary period, an employee may request in writing to be returned to their previous position. The employee's request will be honored provided the final filing date for taking applications to fill the vacancy has not been reached or the 90 day probationary period has not ended. If the application filing period has closed before the lapse of the 90 day probationary period, the employee may submit an application for any vacant, authorized position for which recruitment is being conducted, for which he or she meets the minimum qualifications.

4. In the event their position has been eliminated, the employee may apply for any vacant position currently being recruited for staffing. If no position is available, the employee whose position was eliminated will be classified as a laid off employee and will be placed on a recall list per Article 30.
- F. The initial probationary period may be extended at the discretion of the Departmental Manager/Director. The Union will be notified of any extension. Extensions beyond 180 calendar days must be by mutual agreement with the Union.

## Article 10: Seniority Provisions

### 10.1 Definitions

- A. SacRT Seniority: New employees shall be placed on the SacRT Seniority List in accordance with the date they are hired as a regular employee by the SacRT.
1. Time spent on active military leave shall be counted as service as specified in Federal and State statutes.
  2. Time spent on probationary status shall be counted as service.
- B. Classification Seniority: Employees shall be placed on the Classification Seniority List in accordance with the date they are hired as, or promoted to, or transferred to their position. A classification within a classification/series hierarchy shall have the seniority date of their entry into the classification/series.
- C. Department Seniority: Employees shall be placed on the Department Seniority List in accordance with the date they are hired as, or promoted to, or transferred into a Department. A classification within a classification/series hierarchy shall have the seniority date of their entry into the classification/series within the department.

10.2 No employee shall lose their seniority rights due to illness or injury.

## Article 11: Personnel Records

11.1 SacRT shall maintain all employee Personnel Records in a secure and confidential manner so as to comply with all applicable State or Federal regulations.

- 11.2 Employees may view their Personnel Records, consistent with applicable State law and the SacRT Personnel Policy Manual, by contacting the Human Resources Department and scheduling a mutually convenient date and time.
- 11.3 SacRT shall notify the affected employee within 10 business days should a disciplinary document be placed in the employee's personnel file. The employee shall have the opportunity to submit a rebuttal or statement about such documents and upon request, such rebuttal or statement shall be placed in the file attached to the primary document.
- 11.4 It shall be the responsibility of the employee to request in writing, through the Labor Relations Department or Human Resources Department that outdated disciplinary documentation be removed from their personnel file after the required time (per Section 34.03 D) period has passed.
- 11.5 It is the responsibility of the employee to keep their personnel file updated with respect to current job skills, education, personal status changes, personal contact information, and any other personal information necessary to keep the file current.
- 11.6 The Union shall be granted access to an employee's personnel file upon obtaining written approval from the employee.

#### Article 12: Promotion and Transfer Outside the OE3 Bargaining Unit

- 12.1 The Union agrees that any employee accepting a promotion, transfer or appointment to a position not covered by the terms and provisions of this Agreement forfeits all representation by the Union.
- 12.2 Whether or not such employee subsequently returns to their previous classification is a matter for determination between the affected employee and SacRT, and the Union has no jurisdiction in such cases.
- 12.3 Employees who are permanently appointed to a position or classification not covered by the jurisdiction of the Union and who return to work in their previous classification, prior to the lapse of 12 months (if a vacancy exists), shall suffer no loss of seniority. Those employees who return to their previous classification shall retain their original classification seniority as if they had never left the jurisdiction of the Union.
- 12.4 At the time any employee is appointed or transferred from, or back into the bargaining unit, SacRT shall provide the Union with written notice of same, showing the name of the employee and the effective date of such appointment or transfer.

## Article 13: Accruals for Transferring Employees

### 13.1 Accrued Benefits and Floating Holidays

- A. An employee transferring to a position governed by this Agreement from a position not governed by this Agreement shall not carry over any accruals exceeding the maximum benefit level of accruals allowed by this Agreement
- B. An employee transferring to a position governed by this Agreement from a position not governed by this Agreement who has accrued more than the maximum number of vacation, sick leave, CTO and/or holiday hours allowed in this Agreement will be allowed to cash out any overages to the appropriate cap pursuant to this Agreement.

### 13.2 Use and Scheduling of Accrued Benefits and Floating Holidays

An employee transferring from a position not governed by this Agreement, who has retained accrued vacation, CTO, sick leave benefits, and/or floating holidays, may use those benefits as provided in this Agreement, without regard to their probationary status, and any leave subject to scheduling may be rescheduled.

## Article 14: Workweek/Workday

### 14.1 Definitions

#### A. Workweek

The standard workweek will consist of seven days beginning at 12:00 a.m. on Sunday, and ending at 11:59 p.m. the following Saturday. Employees will have 2 consecutive scheduled days off in each workweek.

#### B. Workday

1. A workday will normally consist of 8 work hours. Department Managers/Directors will ensure that all office functions are covered from 8:00 a.m. to 5:00 p.m., Monday through Friday. Employees shall work at times specified by the appropriate department manager or director.
2. A Department Manager/Director may rearrange an employee's daily work schedule to satisfy operational needs or to accommodate a request from an employee.
3. In the event management elects to create a shift or schedule not currently assigned to any bargaining unit employee, advanced written notice and

an opportunity to meet and confer regarding the effects of the newly created shift or schedule will be provided to the Union.

C. Core Hours

Core Hours are those hours during a workday when all full-time employees are required to be on the job. For purposes of this provision, those hours are 9:00 a.m. to 11:00 a.m. and 1:00 p.m. to 4:00 p.m.

D. Flex Hours

Flex Hours are those hours during a workday when employees may be permitted to vary their work hours. For purposes of this provision, those hours are customarily 4:00 a.m. to 9:00 a.m., 11:00 a.m. to 1:00 p.m., and 4:00 p.m. to 6:00 p.m. but may be modified to meet specific department needs.

E. Alternative Workweek

As provided in Section 5.05 (B) of the Personnel Policy Manual (PPM) an Alternative Workweek may be approved by a department manager or Director for an employee or a group of employees. Decisions whether to approve, modify or discontinue an Alternative Workweek will be at the sole discretion of such department manager or Director and are not subject to the grievance procedure.

14.2 Procedure

A. The decision on whether or not to allow or continue flex-time or an Alternative Workweek for an employee will be made by each Department Manager/Director based upon the operational needs of the department. Such decisions will not be subject to the grievance procedure.

1. Requests for flex-time or an Alternative Workweek must be in writing, submitted to the Department Manager/Director.
2. All requests and subsequent approvals, modifications or denials will be forwarded to the Human Resources Department for filing in the employee's personnel file.

B. Employee Responsibilities

1. Employees are responsible for beginning and ending their workday in accordance with the approved flex-time or Alternative Workweek schedule.



2. Employees found abusing the program will have their flex-time privileges or Alternative Workweek revoked.

#### 14.3 Lunch Breaks

Lunch breaks are not considered "time worked" and shall not be included when calculating the workday. Actual timing and duration of the lunch break shall be determined by the Department Manager/Director, but in no instance shall it be less than 30 minutes.

#### 14.4 Rest Breaks

A rest break of 15 minutes will be allowed as near the middle of the first 4 hours of work and the second 4 hours of work as is practicable. A rest break is considered to be "time worked" in calculating the workday.

#### 14.5 Telecommuting

SacRT may provide a voluntary Telecommuting Program to employees as an alternative to working at their customary workspace.

The responsibilities, requirements, training, equipment and approval process are outlined in SacRT's Telecommuting Procedure.

Decisions whether to approve, modify or discontinue an employee's telecommuting arrangement will be at the sole discretion of the department manager or Director and are not subject to the grievance procedure.

### Article 15: Holidays

#### A. Holidays Observed

SacRT holidays observed annually are:

- New Year's Day
- Martin Luther King Jr.'s Birthday
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Christmas Day

SacRT holidays that fall on a Sunday will be observed the following Monday. Employees will receive 8 hours holiday pay for a SacRT holiday that falls on a Saturday.

In addition to the above referenced holidays, employees also receive the following holidays:

5 Floating Holidays

4 Hours – for use either the last work day before or first work day after Thanksgiving Day, Christmas Day, or New Year's Day.

Floating Holidays can be taken on any day selected by the employee that is approved in advance by the Supervisor.

B. Holiday Pay

1. An employee must be in the active service of SacRT on the last workday preceding and first workday following a paid holiday in order to receive holiday pay.
2. For purposes of applying this language, active service is defined as time spent at work or in paid status on scheduled leave.
3. Pay for holidays is computed at the employee's regular hourly rate of pay.
4. Holidays Occurring During Vacation – In the event one of the above listed holidays occurs during an employee's vacation, at the discretion of the Department Manager/Director, the employee may receive holiday pay, in lieu of vacation pay, with no additional time off or the vacation day may be rescheduled to a date mutually acceptable to the Department Manager/Director and the employee. When an employee receives pay in lieu of time off for vacation, the time worked in lieu of time off for vacation will not be considered overtime as such but will be compensated at the rate of pay applicable to the work performed.

C. Floating Holidays

1. New-Hire Employee Eligibility For Floating Holidays

New hire full-time employees will be credited with floating holidays on a pro rata basis determined by their hire date as follows:

<u>Hire Date</u>	<u>Floating Holidays</u>
January 1 <sup>st</sup> – March 15 <sup>th</sup>	5
March 16 <sup>th</sup> – May 31 <sup>st</sup>	4
June 1 <sup>st</sup> – August 15 <sup>th</sup>	3
August 16 <sup>th</sup> – October 31 <sup>st</sup>	2
November 1 <sup>st</sup> – November 30 <sup>th</sup>	1

Thereafter, 5 floating holidays will be credited in January of each calendar year.

2. Scheduling Floating Holidays

The scheduling of floating holidays should be made at least 30 days in advance of use, if possible. Floating holidays must be taken in blocks of 8 hours.

While departments will attempt to accommodate pre-selected floating holidays, if an employee promotes or transfers into a new department, the floating holiday(s) may be adjusted around the needs of the department and/or the holiday schedules of the existing employees.

3. Employees Leaving The Employ Of SacRT

Upon separation from employment, the cash value of unused floating holidays will be paid to the employee.

4. Use During Leave Of Absence

An employee may use floating holidays as compensation when off work on any approved leave.

5. Floating Holiday Sell Back

An employee may submit on the appropriate form to the Payroll Department, to be paid the cash value of some or all unused floating holidays. The calculation of the cash value will be made based upon the employee's salary in effect on the date the employee makes the written request for such payment. Unused Floating Holidays must be sold back, at the end of each calendar year.

6. Work On A Holiday

a. A non-exempt employee, as defined under the Fair Labor Standards Act, and an administrative employee who is paid overtime pay by administrative policy will be paid for work on a holiday as follows:

i. An employee required to work on a holiday which falls on a regularly scheduled day off will be compensated at 2 times the regular hourly rate of pay for all hours worked. Such pay will be in addition to the regular holiday pay.

- ii. An employee scheduled to work a holiday which falls on a regularly scheduled workday will be compensated at 1½ times the regular hourly rate of pay for all hours worked. Such pay will be in addition to receiving regular holiday pay.
  - iii. Hours worked on a holiday will not be counted toward the 40 hour workweek for purposes of calculating overtime.
- b. An exempt employee who is required to work on a paid fixed holiday, will, in addition to receiving regular pay, be given 8 hours off on an alternate date for being required to work.

## Article 16: Wages/Salaries

### 16.01 Pay Ranges

Pay Ranges for bargaining unit classifications are listed in Appendix 2.

The minimum and maximum for each pay range will be increased 3% effective January 1, 2019 and on January 1 of each year of the contract thereafter.

- 16.02 For the period of July 1, 2019 through June 30, 2020, an employee who receives an overall meets standards rating for an annual performance evaluation will receive an increase to the employee's monthly salary equal to the lesser of (i) 5% of the employee's monthly salary or (ii) the difference between the maximum monthly salary for the employee's job classification and the employee's monthly salary. An employee who does not receive a meets standards rating will not receive a salary increase. If an employee's immediate supervisor fails to complete a performance evaluation during calendar year 2019, the employee will receive the 5% anniversary increase. Anniversary dates will be based on original anniversary dates.
- 16.03 Effective July 1, 2020 and each fiscal year of the contract thereafter an employee who receives an overall meets standards rating for an annual performance evaluation will receive an increase to the employee's monthly salary equal to the lesser of (i) 3% of the employee's monthly salary or (ii) the difference between the maximum monthly salary for the employee's job classification and the employee's monthly salary. An employee who does not receive a meets standards rating will not receive a salary increase. If an employee's immediate supervisor fails to complete a performance evaluation prior to the anniversary date the employee will receive the 3% anniversary increase. Anniversary dates will be based on original anniversary dates.
- 16.04 Employees' pay for the period July 1, 2019 through the date of implementation of this agreement will be adjusted as needed to reflect the provisions of this article.

#### 16.05 Pay Overage or Shortage

- A. Pay Shortages – If an employee incurs a shortage of \$100.00 or less, the amount will be included in the employee's next regular paycheck. If an employee incurs a shortage in excess of \$100.00, the amount shorted will be paid within three working days upon verification of the shortage.
  
- B. Pay Overages
  - 1. If an employee receives an overpayment of \$100.00 or less, the overpayment amount will be collected in the employee's next regular paycheck. If an employee receives an overpayment in excess of \$100.00, the overpayment will be collected from their regular paycheck in an amount not to exceed \$100.00 each payday until the overpayment is fully repaid, as allowed by California law.
  
  - 2. If an employee receives an overpayment by the SacRT in excess of \$500.00, the overpayment amount will be collected at a rate of one \$100.00 per pay period or 10% of the original overpayment amount, whichever is less, as allowed by California law.

#### 16.06 Salary Increase Upon Promotion

- A. A promotion is defined as movement of an employee from a job classification to another job classification with a higher salary range. (Acting appointments are not considered promotions.)
  
- B. Upon promotion, an employee's monthly salary shall be adjusted to either:
  - 1. The minimum monthly salary of the salary range of the classification to which the employee has been promoted; or
  
  - 2. A salary that is at least 5% greater than the employees' current monthly salary not to exceed the maximum salary range for the new classification, or whichever is greater

#### 16.07 Post Probationary Salary Increase

Upon successful completion of the probationary period, the employee shall receive an additional 5% increase provided the new compensation level does not exceed the maximum of the adopted pay range. For employees completing probation after 7/1/2020, the post probation pay increase shall be 3%. Post probation increases shall serve as the first anniversary increase for initial probation completion.

#### 16.08 Salary Adjustment Upon Acting Appointment

Acting appointments may be used to fill budgeted positions as follows. Such appointments shall not normally exceed 90 calendar days and must be approved in writing by the General Manager/CEO. Acting appointments greater than 90 days require the written approval of the General Manager/CEO and the Union.

When an acting appointment exceeds 30 days or is reasonably expected to exceed 30 days, the employee's salary shall be adjusted as follows:

- A. An employee in an acting appointment, shall have their compensation adjusted upward by 5% or to the minimum of the appointed classification salary range, whichever is greater, effective on the date of the appointment.
- B. An employee in an acting appointment, filling a position in a lower salary range, shall have no change in compensation.
- C. An employee in an acting appointment shall serve no probationary period and shall not be entitled to a post-probationary increase.
- D. If, during the period of the acting appointment, the employee's anniversary date occurs, he/she will be subject to the applicable increase provided herein elsewhere.
- E. An acting appointee, who subsequently becomes the regular incumbent, shall have time served in the position credited toward the probationary period.
- F. An employee in an acting appointment exceeding 90 calendar days, who subsequently becomes the regular incumbent, shall receive a 5% salary increase.
- G. For incumbents who have been temporarily reclassified and/or acting appointments of less than 90 days, the salary paid during an acting appointment shall not be considered when calculating salary increases due to promotion or performance evaluations.
- H. Upon the conclusion of an acting assignment, the employee will be returned to their prior job classification and compensated at the rate adjusted for interim salary rate increases incurred during the acting appointment, not to exceed the maximum of the salary range.

#### 16.09 Reclassification

- A. For purposes of applying this provision, a "reclassification" shall be defined as a change in job classification resulting from a classification/job study. The

request for a classification study may be initiated either by the SacRT or by an employee and will be conducted in accordance with HR-SOP-03-022.

- B. An employee placed into a higher pay grade as a result of a classification/salary study (reclassification) shall not be considered as “promoted” however, the employee will receive at least a 5% increase in salary retroactive to the date established by the classification study as the date on which work of the higher classification commenced.
- C. If there is an unreasonable delay in completing the classification study on the part of the employee, the salary adjustment will be effective the day after the date the classification study request was approved. If the delay is on the part of the SacRT, the salary adjustment will be the day after the completed classification study request was received (time stamped) by the Human Resources Department.

#### 16.10 Red Circled Rate

A “Red Circled” rate is a pay rate that is above the adopted maximum of the employee’s current pay range. When an employee's pay rate is red circled, they shall not be eligible to receive a salary increase until such time as the pay range for the employee's classification exceeds the employee's salary level.

#### 16.11 Salary Adjustment Upon Voluntary Demotion

A voluntary demotion shall be defined as an employee’s election to move into a classification in a lower pay grade. The employee’s salary shall remain the same provided the current compensation level does not exceed the maximum of the new pay range.

#### 16.12 Salary Adjustment Upon Involuntary Demotion

Involuntary demotion shall be defined as movement into a classification in a lower pay grade for a reason other than the employee’s voluntary election.

##### A. Involuntary Demotion for a Disciplinary Reason

1. The employee’s salary may be decreased and not to exceed the maximum of the range for the classification into which the employee is demoted.
2. An employee who is involuntarily demoted shall not have their annual salary increase anniversary date adjusted to the effective date of the demotion.

##### B. Involuntary Demotion – All Other Reasons

1. Employee's salary shall be "Red Circled" in the case that organizational change causes involuntary demotion.
2. Employees who are involuntarily demoted due to a reason other than for discipline, shall maintain their current salary level (red circled if necessary) and be entitled to annual increases, provided that such increases do not put the employee over the maximum of their new salary range.

#### 16.13 Temporary Upgrade/Working Out-of-Class

A non-exempt employee who is assigned the duties of a higher job classification by a supervisor or above, for a period exceeding 4 hours, shall be entitled to a 5% increase in compensation for all hours worked in this status. However, in no case will the increase in compensation exceed the maximum of the pay grade of the higher classification.

#### 16.14 Temporary Assignment/Working Out-of-Class

An exempt employee who is assigned by the Department Head or designee to perform duties beyond the scope of the employee's current job classification for a period of 1 workday or more shall receive a 5% increase their salary rate for all time worked in this status. However, in no case shall the increase in compensation exceed the maximum of the pay grade of the higher classification.

### Article 17: Overtime, CTO, and On-Call Provisions

#### 17.01 Employment Status For Overtime Compensation

##### A. Exempt Employee

An exempt employee is one whose duties, responsibilities and pay rate exempt the individual from required overtime payments pursuant to the provisions of the Fair Labor Standards Act. The General Manager/CEO or their Designee may in extraordinary circumstances authorize payment of overtime/compensatory time off to employees working in exempt positions.

##### B. Non-Exempt Employee

A non-exempt employee is one whose duties, responsibilities and pay rate require the payment of overtime in accordance with the provisions of the Fair Labor Standards Act.

#### 17.02 Overtime Compensation

##### A. Generally



1. Non-exempt employees shall be compensated for all authorized hours worked in excess of 40 hours in any one 7 consecutive day workweek, at the rate of 1½ their regular rate of pay calculated on an hourly basis.
2. Hours paid for but not worked, due to scheduled vacation, holidays, scheduled floating holidays, military leave, jury duty leave, scheduled paid sick leave, emergency leave and bereavement leave, shall be counted as time worked for purposes of computing eligibility for overtime payments for hours worked in excess of 40 hours in one week.
3. An employee will receive pay at 1½ their straight time hourly rate for all hours worked over their as scheduled workday and work week.
4. A non-exempt employee required to attend a meeting on a regularly scheduled workday off or outside their regular hours on a scheduled workday is paid a minimum of 2 hours, or for the actual number of hours attended, whichever is greater, at the applicable overtime hourly rate. An employee who shows up for a meeting that has been canceled without prior notification shall be paid 2 hours at their straight time hourly rate.

#### 17.03 Compensatory Time-Off

An employee may elect, on a pay period by pay period basis, to accumulate CTO for all hours worked in excess of 40 hours in a seven day week , depending on the standard 40 hour work week or alternative work week, as applicable, at the rate of 1½ for each hour of overtime worked. At such time as the 40-hour maximum CTO limit has been banked, the employee shall be paid for all successive overtime hours worked.

##### A. Generally

Unless specified otherwise by separate written Agreement between SacRT and an employee, non-exempt employees may accumulate a maximum of 40 hours of compensatory time off, subject to approval of their Manager/Director. If approved, an employee may elect, on a pay period by pay period basis, to accumulate CTO for all hours worked in excess of 40 hours in a workweek, at the rate of 1½ for each hour of overtime worked. At such time as the 40 hour maximum CTO limit has been banked, the employee shall be paid for all successive overtime hours worked.

##### B. Compounding Of Overtime/CTO Hours

Compounding of overtime hours and/or compensatory time off hours shall not be permitted.

#### 17.04 On Call – Standby Pay

- A. An employee may be assigned to On Call – Standby status for a period of 7 consecutive days, including holidays.
- B. An employee assigned to On Call – Standby status is to remain available to respond to trouble calls and emergency situations in a timely manner.
- C. An employee assigned to On Call – Standby status will be compensated 2 hours at the 1½ rate for each day, Sunday through Saturday including SacRT paid holidays.
- D. In the event it is necessary for an employee to leave home in order to respond to a trouble call or emergency, from the time of leaving home until returning home is considered paid time and will be compensated at the time and one-half rate. Such compensation for time worked is in addition to the On Call – Standby status pay described in paragraph C, above.
- E. Employees will not be compensated for On Call – Standby status on any day on which they are on approved vacation, floating holiday or other leave status.

#### Article 18: Paychecks and Deductions

- 18.01 SacRT agrees to issue paychecks on the 10<sup>th</sup> and 25<sup>th</sup> of each month, except when such dates fall on a Saturday, Sunday, or holiday, when paychecks will be issued on the preceding workday.
- 18.02 Check stubs shall indicate itemized deductions.
- 18.03 Payroll deductions will be made as billed. If billed once per month, they will be deducted from 1 payday per month. If billed twice per month, they will be deducted from 2 paydays per month. SacRT will not subdivide any billings, but will distribute various deductions to each of the 2 paydays per month so as to equalize as nearly as possible the total deductions for the 2 paydays each month.
- 18.04 Pay dates may be changed by mutual agreement.
- 18.05 Employees, at their option, may have automatic payroll deposit.
- 18.06 Wage rate changes shall take place as soon as practicable.

#### Article 19: Sick Leave

- A. Definition

An employee will be entitled to sick leave benefits if the employee is unable to report for or perform assigned work duties because of personal illness, doctor or dental appointments, including those for dependents when necessary, injury or confinement for medical treatment.

B. Eligibility

An employee may use accrued sick leave following being credited with sick leave. There is no waiting period before one may use accumulated sick leave hours.

C. Sick Leave Accrual

1. Active Service

"Active service" is defined as time in paid status.

2. Monthly Accrual

An employee must be in the active service of SacRT, as defined above, at least 88 hours in the calendar month to receive 8 hours of sick leave credit for that month.

3. Maximum Accumulation

An employee may earn a yearly maximum accrual of 96 hours (12 days) of sick leave as defined above.

For employees who, as of January 1, 2020 have fewer than 576 accrued hours, the maximum accrual will be 576 hours. For these employees, any accrual at the end of a calendar year that exceeds 480 hours will be surrendered and the equivalent cash value deposited into a 401(a) account for the employee.

For employees who, as of December 31, 2019, have more than 576 accrued hours, the maximum accrual of 576 hours will be effective January 1, 2021.

D. Medical Verification

For an absence of 3 or more workdays or where there is a reasonable question of the necessity for sick leave as determined by supervision or management, a physician's statement verifying the illness/injury may be required by a supervisor before sick leave pay for the absence is approved.

E. Sick Leave Sellback at Retirement

An employee retiring from SacRT may, pursuant to applicable law choose to receive the cash value of the unused Sick Leave as follows:

An employee with less than 10 completed years of employment with SacRT is ineligible to cash out accrued Sick Leave balance at the time of retirement.

An employee that has been employed by SacRT in excess of 10 years and retires from employment pursuant to the provisions of the Retirement Plan, will be eligible to sell back a maximum of 480 hours of accumulated Sick Leave on record at the date leaving active service for retirement.

If an employee is retiring from SacRT with an excess of 10 years of service and retires under the Disability Retirement provisions of SacRT's Retirement Plan as a result of sustaining an industrial illness or injury during the course of employment, the employee will be eligible to sell back 480 hours.

F. Sick Leave To Deferred Compensation

Subject to the statutory and/or regulatory limitations and eligibility requirements set out below, an employee may have the cash value of accumulated Sick Leave above 480 hours transferred to a 457(b) deferred compensation account.

The conversion authorization forms will be processed and the cash value of the hours will be deposited in the employee's deferred compensation account, as was directed in writing by the employee.

It is the responsibility of the employee to establish an account with SacRT's deferred compensation provider and monitor account balances, taxability and annual deposit limitations. Nothing in this section will be construed to authorize contributions to deferred compensation that would not otherwise be permitted under the Sacramento Regional Transit District Deferred Compensation Plan, as amended, or the Internal Revenue Code rules and regulations.

Sick Leave hours will be converted to cash value based upon the employee's hourly rate in effect immediately preceding the contribution date.

Article 20: Vacation

A. Vacation Eligibility

1. Full -Time Employees

A full-time employee of SacRT will accrue vacation based upon years of service, as set forth below:

<u>Employment</u>	<u>Hours</u>	<u>Vacation Pay</u>
1 - 3	80 hours	2 weeks
4 - 9	120 hours	3 weeks
10 - 14	160 hours	4 weeks
15 - 24	200 hours	5 weeks
25 and Over	240 hours	6 weeks

2. Full-Time Employees Hired Prior To October 26, 1981

A full-time employee of SacRT hired prior to October 26, 1981, is eligible for 280 hours (7 weeks) paid vacation.,

3. First-Year Employee Vacation Eligibility

An employee, during the first-year of employment, will accrue vacation credits but may not use vacation until after completion of the first 6 months of employment.

B. Vacation Pay

1. Vacation pay will be based upon an employee's regular rate of pay at the time the vacation is taken.
2. An employee who severs employment with SacRT for any reason, will receive payment for all accrued vacation with separation pay.

C. Vacation Accrual

1. Active Service

For the purpose of applying this language, "active service" is defined as time spent in a paid status. A full-time employee, who has worked for SacRT in a part-time capacity, including part-time work, will have such time counted as "active service." "Active service" does not include any other hours paid for accrued benefits.

2. Monthly Accrual

An employee must be in the active service of SacRT, as defined above, at least 88 hours or more in the calendar month to receive a vacation credit

for that month. Each monthly vacation credit shall be 1/12 of the annual vacation accrual based upon years of service.

3. Maximum Accumulation

For employees hired prior to January 1, 2015, the maximum accrual of vacation will not exceed that which can be earned by the employee in 3 years.

For employees hired on or after January 1, 2015, an employee's maximum vacation accrual may not exceed the maximum vacation accrual, which can be earned by the employee in 2 years.

An employee who reaches the maximum accrual will not accrue additional vacation until the accrued vacation falls below the limit.

D. Vacation Sellback

1. Sellback for Cash – No later than December 31<sup>st</sup> in any calendar year, an employee may request in writing to Payroll to be paid the cash value of up to 80 hours of vacation the employee is scheduled to accrue in the subsequent calendar year, so long as the employee has 80 hours of unused accrued vacation available on October 31<sup>st</sup> of the calendar year in which the request is made.
  - a. No later than December 1<sup>st</sup> of each calendar year, Human Resources will send a written notice to employees who are eligible to sell-back future vacation accruals, notifying the employee of their eligibility to participate in the program and providing the employee with an election form. Employees will have until close of business (COB) on December 31<sup>st</sup> to submit their written request for the sell-back of future vacation accruals in the following calendar year. If an employee fails to turn in the election form or turns it in after COB on December 31<sup>st</sup>, no amount of the vacation earned in the following calendar year will be paid out in cash, unless the employee uses the vacation hours or terminates employment with SacRT.
  - b. In compliance with the Internal Revenue Service's requirements, once the election to sell-back future vacation accruals is made, the employee may not rescind the election and must take the cash out.
  - c. The employee will be paid for the Vacation hours to be sold back in any period selected by the employee following accrual of the total number of vacation hours the employee requests to sell-back. In no event may the sell-back occur later than the December 25<sup>th</sup> pay period of the year in which the vacation hours were accrued. The

employee will be paid for future accrued vacation hours based upon the hourly rate of the employee in effect on the date the hours are accrued.

2. Sellback to Deferred Compensation Account – An employee with 10 through 16 years of continuous service may annually sellback 40 hours of accrued, available vacation at the employee’s straight time hourly rate. An employee with 17 or more years of continuous service may annually sell back up to 120 hours of accrued available vacation at the employee’s straight time hourly rate. Sellback under this provision is for the express purpose of depositing into the employee’s Deferred Compensation Account.
  - a. In January of each year, employees will receive an eligibility form from Human Resources stating that the employee is eligible to sell-back accrued vacation hours into a Deferred Compensation Account. The notice will notify the employee of the maximum number of hours the employee has available to sell into their accounts. Employees desiring to sell-back the eligible amount of vacation hours into their Deferred Compensation account must submit the form to Human Resources no later than the last day of February each year.
  - b. In order to participate in the sell-back into Deferred Compensation program, the employee must be enrolled in the SacRT sponsored Deferred Compensation Program by the end of February each year in which participation is intended. The transfer of the vacation hours sold back by the employee into their Deferred Compensation account will occur on the March 25<sup>th</sup> payroll period.

E. Vacation Scheduling

1. An employee will normally be asked in December to select weeks of vacation to be taken during the following calendar year.
2. While the method used to select vacations is left up to the individual departments, the selection procedure should be one that accommodates the majority of employees while still allowing the department to function.
3. While departments will attempt to accommodate pre-selected vacation schedules, the employee moving into a new department may be required to adjust their vacation schedule around the needs of the department and the vacation schedules of the existing employees.

F. Accruals For Transferring Employees

1. An employee transferring into the bargaining unit will retain the accrued vacation hours remaining on the date of transfer.
2. An employee transferring into the bargaining unit will be subject to the accrual schedule or table applicable to the employee's most recent full-time date of hire with SacRT.
3. An employee transferring to a position outside of the bargaining unit may retain accrued vacation hours if retention is permitted as of the date of transfer under the labor agreement applicable to the transferee. If the retention of accrued vacation is not permitted by the applicable labor agreement, the transferring employee must sell the non-retainable vacation hours as permitted herein under the rules pertaining to selling vacation hours at separation except for separation at retirement.

#### Article 21: Personal Leave of Absence

- 21.01 An employee may be granted leave on a case-by-case basis for other personal reasons not mentioned specifically herein. Requests for such leave shall be reviewed by SacRT for compelling and personal reasons and to determine whether or not granting of said leave will impair the operational needs of the Department.
- 21.02 Leaves granted under this Article shall not exceed 30 calendar days.
- 21.03 In order for SacRT to consider a request and make scheduling adjustments, a written request specifying the reason(s) for the leave and the duration must be submitted to the Department Director as far in advance as possible. In any event, at least 5 days is required unless the nature of the circumstances would reasonably dictate otherwise.
- 21.04 A request for leave of absence will be either granted or denied in writing by the Department Director. If approved, leave requests granted will specify the specific terms of the leave and date the employee is expected to return to work. All requests and responses are to be forwarded to the Human Resources Department for filing in the employee's personnel file.
- 21.05 An employee may request and extension of a leave of absence through the Department Director. SacRT reserves the right to approve or deny such request at its discretion. Extensions shall be made in writing and forwarded to the Human Resources Department for filing in the employee's personnel file.
- 21.06 This Article shall not be subject to the grievance procedure.

#### Article 22: Union Leave



- 22.01 An employee's election as an officer, or member of the Executive Board of the Union, or appointed to act on Union business shall be considered good and sufficient reason for an unpaid leave of absence. Notice of the need for leave shall be provided to SacRT as far in advance as practicable to provide adequate work coverage.
- 22.02 An employee elected or appointed to a full-time position with the Union (an employee of the Union) shall be granted an unpaid leave of absence for the duration of their term of office, which may be extended upon official written request. During such leave of absence, an employee's classification seniority shall continue to accrue and upon return from such leave of absence, the employee shall be re-instated into their former classification in accordance with their seniority position, at the then current rate of pay. A returning employee will begin accruing sick leave and vacation time at the rate consistent with their years of service as determined by their continuous seniority level.

#### Article 23: Union Business – Contract Administration

- 23.01 The Union Business Agent will be permitted to transact business on the premises of SacRT during working hours but will not unreasonably delay any employee during their work time.
- 23.02 Union Job Stewards are allowed a reasonable amount of time away from the worksite to meet with members who have a grievance and to investigate matters pertaining to grievances. Such time shall not exceed 2 hours per request. Stewards and affected employees shall notify the supervisor of the need to be away from the worksite and shall only leave the worksite with express approval of said supervisor. Employees shall be mindful of the SacRT's operational needs. Supervisors will make a reasonable effort to release employees when possible, as stated above.
- 23.03 Shop Stewards may be allowed up to 2 hours per month of Union Paid Leave to attend to Union Business. The Union will request Union Paid Leave at least 5 business days in advance of the meeting time. The Union will reimburse SacRT for all Union Paid Leave at 140% of the employee's equivalent hourly rate for all hours excused from work duties to attend to Union business.
- 23.04 Authorized Union representatives who are employees of SacRT conducting Union business in the administration of this Agreement are subject to all rules and regulations regarding the conduct of employees on the premises of SacRT.
- 23.05 Should the Union or SacRT desire to discuss any general labor-management problems not pertaining to grievances, a meeting shall be arranged upon request. Employees participating in such meetings will not suffer any loss of compensation, seniority or service credit for the time spent doing so.

### 23.06 Release Time and Pay for Negotiations

- A. Union Officers will be paid for all time lost to meet with SacRT to negotiate changes to this Agreement or new conditions not covered in this Agreement.
- B. The Union Officers to be paid for participating in negotiations will be limited to no more than 3 people as designated by the Union.
- C. Times scheduled for such negotiations will be by mutual agreement.

### Article 24: Industrial Illness or Injury

- 24.01 An employee suffering an industrial illness or injury on duty shall receive pay for their full assignment on the day of the injury.
- 24.02 Employees shall be entitled to workers compensation based upon State of California workers compensation laws.
- 24.03 An employee off work due to an industrial illness or injury, may draw from Sick Leave accumulation, an amount to bring compensation for each regularly scheduled workday of absence to 8, 9, or 10 hours' time, depending on the employee's assigned shift.
  - A. The use of Sick Leave integrated with Workers' Compensation Benefits will begin with the first workday of absence following the date of the illness or injury. The Sick Leave use shall end when either the employee is returned to work or the Sick Leave accumulation has been exhausted. When using Sick Leave in conjunction with receiving Workers' Compensation Benefit Payments, the total daily amount of integrated compensation shall not exceed 8, 9 or 10 hours, depending on the shift, at the employee's straight time hourly rate.
  - B. In the event an employee has no Sick Leave accrual, the employee may draw compensation from accrued Vacation, Floating Holidays or CTO during the period of absence.
- 24.04 An employee attempting to misrepresent or misrepresenting any reason for a leave shall not be compensated for the leave. They shall also be subject to discipline, up to and including termination.
- 24.05 With the exception of sections 23.01 and 23.03, this article is not subject to the grievance procedure.

## Article 25: Light Duty

25.01 Temporary Light Duty – SacRT will consider written requests for light duty work by employees, or may independently provide light or modified duty to employees who have become temporarily unable to perform the full functions of their regular job, subject to the following provisions:

- A. The employee's temporary light duty restrictions have been documented by the employee's physician.
- B. Temporary light duty work may be made up of duties within a single classification or a combination of duties from an assortment of classifications put together to make the job.
- C. The employee's and/or SacRT's physician has reviewed and certified that the light duty tasks are within the prescribed physical limitations and will not aggravate the employee's condition. In the event of a dispute due to differing medical opinions (non-industrial illness/injury), the matter shall be resolved by submitting it to another physician mutually agreed upon by the SacRT and Union. This physician's determination shall be final. Resolution of disputes pertaining to industrial illnesses or injuries shall be resolved pursuant to the guidelines mandated by State law under the provisions of the California Labor Code.
- D. The employee shall be paid the employee's regular hourly rate of pay for all light duty work performed.
- E. An employee offered temporary light duty work pursuant to the foregoing may not refuse such work.
- F. Nothing herein is to be construed as a guarantee of the availability or duration of temporary light duty work.
- G. All time worked on temporary light duty status will be counted as regular paid time for purposes of determining benefit eligibility, accruals, and overtime pay.
- H. The decision whether to approve or require light duty will not be subject to the grievance procedure.

## Article 26: Insurance

26.01 SacRT provides a series of comprehensive Health and Welfare Insurance Coverages for each full-time employee, eligible part-time employees and eligible dependents as indicated below.

A. Benefits Eligibility Defined

1. Benefit Continuation

- a. For purposes of applying this language, active service is defined as time spent at work in paid status.
- b. An employee must be in the Active Service of SacRT 88 hours or more in any calendar month to receive a benefit continuation for that month.
- c. Any employee not actively working due to a non-industrial illness/injury and who does not satisfy the hourly requirement listed in (b) above may have SacRT Health and Welfare Benefits continued at the employee's expense. Such continuation coverage will be billed by SacRT on a monthly basis for the amount of the premium cost plus applicable administration fees. An employee not making the premium payment(s) will be dropped from coverage.
- d. Any employee not actively working due to an industrial illness/injury who is expected to return to active employment, as determined by a physician, will have SacRT paid Health and Welfare Benefits continued by SacRT for a period of up to 24 months from the date of the injury or illness. At the conclusion of 24 months, the employee may be eligible for continued coverage in accordance with the applicable provisions of state and federal law. Such continuation coverage will be billed by SacRT on a monthly basis for the amount of the premium cost plus applicable administration fees. An employee not making the premium payment(s) will be dropped from coverage.

B. Dependent Eligibility Status

Dependent eligibility is limited to those individuals deemed "dependents" as defined by the respective group health benefit plans or CalPERS. All registered domestic partners, as described in the Domestic Partner Rights and Responsibilities Act of 2003, will have the same rights, protections, and benefits as other dependents.

C. Medical Insurance

1. SacRT will contribute 90% of the Health and Welfare Insurance Premium for each employee participating in medical insurance options provided under the CalPERS Program. The maximum monthly amount paid by SacRT will not exceed 90% of the monthly premium for Kaiser or Blue

Shield Access Plus, whichever is greater, for the Sacramento Area (Sacramento, Placer, and El Dorado Counties). Employees electing coverage in a plan that is more costly than the Kaiser or Blue Shield Access Plus Plan in the Sacramento Area will pay the difference in the amount paid by SacRT for either Kaiser or the Blue Shield Access Plus Plan and the cost of the selected plan.

An employee selecting a plan less costly than the Blue Shield Access Plus Plan will still be subject to paying 10% of the monthly premium cost of that plan. The co-payment is not applicable to those employees participating in the Cash-in-Lieu of Medical Program.

Employees who elect a service or disability retirement in a SacRT retirement plan may be eligible to have a portion of the monthly premium for SacRT provided medical insurance paid based upon bargaining unit designation, date of hire and years of service criteria established by SacRT.

## 2. Medical Insurance Continuation for Dependents of a Deceased Employee

Medical insurance coverage for dependent(s) of an employee who becomes deceased may be extended for two calendar months immediately following the end of the month in which the employee's death occurred. Dependent coverage will be limited to the dependents, on the employee's medical coverage at the time of death. The terms of the medical insurance premium obligations under this provision will remain the same as if the employee was still an active employee.

### D. Dental Insurance

Dental Insurance is provided at no cost to a full-time employee, the employee's spouse and eligible dependents.

Employees who elect a service or disability retirement in a SacRT retirement plan may be eligible to have a portion of the monthly premium for SacRT provided dental insurance is paid based upon bargaining unit designation, date of hire and years of service criteria established by SacRT.

### E. Life Insurance

Life Insurance, Accidental Death and Dismemberment is provided at no cost to a full-time employee, the employee's spouse and eligible dependents. Coverage for the employee is for \$50,000 and coverage for the spouse and eligible dependents is for \$1,000 (dependents under 6 months – \$100.00).

### F. Supplemental Life Insurance

In addition to the SacRT-provided coverage as specified above, supplemental life insurance is available as an option for each qualified full-time employee, the employee's spouse and/or child(ren). Spousal and dependent coverage will be limited to 50% of the employee's supplemental life insurance amount. The premium cost for this coverage, when elected by the employee, is paid by the employee through payroll deduction.

G. Vision Care

Vision Care Insurance is provided at no cost to each full-time employee, the employee's spouse and eligible dependents. Coverage may also include "buy-up" options that can enhance the insurance coverage that is available for purchase by the employee.

Employees who elect a service or disability retirement in a SacRT retirement plan may be eligible to have a portion of the monthly premium for SacRT provided vision insurance paid based upon bargaining unit designation, date of hire and years of service criteria established by SacRT.

H. Long Term Disability

Long Term Disability (LTD) Insurance is provided at no cost to each full-time employee of SacRT.

I. Cash-In-Lieu Of Medical Coverage

1. Description – The Cash-in-Lieu of Medical Coverage Program is a voluntary election available to all full-time employees eligible for medical benefits. An employee who voluntarily elects to participate, will forego medical insurance coverage, and will receive one-half of the cash value of the "Employee Only" premium for the applicable plan pursuant to (C) above. This additional income is taxable and will be proportionately included in each paycheck. The employee must have minimum essential medical coverage through some other source (e.g. spouse or a previous employer).
2. New Hire/Annual Open Enrollment Period – Employees must enroll within 30 days of becoming eligible as a new hire. A copy of the form is available in the Human Resources Department. After an employee is enrolled in the program, participation continues year after year thereafter unless the employee elects to discontinue participation. Each year during the annual open enrollment period, employees electing to participate in the Cash-in-Lieu of Medical Coverage Program for the first time must enroll. Retroactive enrollments are not permitted.

3. Documentation – Although employees need not reenroll annually, they are required to maintain their alternative insurance and provide proof of minimum essential coverage as requested.
4. Family Status Changes – The employee may not change or cancel their program during the plan year except for allowable family status changes as defined by IRS regulations.

## Article 27: Retired Employee and Dependent Health and Welfare Benefits

### 27.01 Retirement And Dependent Benefits

**MEDICAL, DENTAL, LIFE INSURANCE BENEFITS  
SALARIED EMPLOYEES RETIREMENT PLAN**

<b>Employee Status</b>		<b>Benefit Coverage</b>
A.	Hired prior to January 1, 1994	<b>Employee:</b> Health and Welfare Benefits for life—100% paid by Regional Transit.
	Retired prior to August 1, 1994	<b>Dependents:</b> Health and Welfare for life—100% paid by Regional Transit.
		Deducted semi-monthly from retirement benefits.
B.	Hired prior to January 1, 1994	<b>Employee:</b> Health and Welfare Benefits for life—100% paid by Regional Transit.
	Retired on or after August 1, 1994, but before January 1, 2008	<b>Dependent(s):</b> May elect Dependent Coverage—shall pay a percentage of the monthly medical premium as specified in the chart below and subject to the terms following said chart.
		Deducted semi-monthly from retirement benefits.
C.	Hired prior to January 1, 1994	<b>Employee:</b> Health and Welfare Benefits—shall be required to pay 8% of the monthly medical premium costs incurred by the District.
	Retired on or after January 1, 2008, but not after June 15, 2009	<b>Dependent(s):</b> May elect Dependent Coverage. Employee shall pay a percentage of the monthly medical premium as specified in the chart below and subject to the terms following said chart.
		Deducted semi-monthly from retirement benefits.
D.	Hired prior to January 1, 1994	<b>Employee:</b> Health and Welfare Benefits—shall be required to pay 10% of the monthly medical premium costs incurred by the District.
	Retired on or after June 16, 2009	<b>Dependent(s):</b> May elect Dependent Coverage. Employee shall pay a percentage of the monthly medical premium as specified in the chart below and subject to the terms following said chart.
		Deducted semi-monthly from retirement benefits.



**MEDICAL, DENTAL, LIFE INSURANCE BENEFITS  
SALARIED EMPLOYEES RETIREMENT PLAN**

	Length of Service of the Retiree	Percentage of District Paid Premium Toward Dependent Medical Coverage
Dependent Coverage Chart	10 Years	50%
	11 Years	55%
	12 Years	60%
	13 Years	70%
	14 Years	80%
	15 Years	100%

Medical Allowance Terms	<p>1. The retired employee's dependents shall receive an allowance based upon a percentage equated to the completed years of service of the employee, prior to retirement (see table below), applied to the allowance for dependent benefits incurred by the District. When the retiree and/or his or her dependent attains the age of 65 or Medicare eligibility, whichever comes first, the medical portion of the allowance shall be based upon the applicable Supplemental Medicare Insurance.</p>
	<p>2. A retired employee may apply his or her allowance to any medical insurance available through the District; however, costs in excess of the allowance provided shall be borne by the retiree by semi-monthly deductions from his or her monthly retirement benefit.</p>
	<p>3. This allowance may not be used for any purpose other than that provided in this section. The allowance shall be in accordance with the following table.</p>

**MEDICAL, DENTAL, LIFE INSURANCE BENEFITS  
SALARIED EMPLOYEES RETIREMENT PLAN**

E.	Hired on or after January 1, 1994  Retired before January 1, 2008	<b>Employee:</b> Health and Welfare Benefits for the retired employee only.
		<b>Dependents:</b> May elect coverage and shall bear the entire cost for said coverage.
		Deducted semi-monthly from retirement benefits.
F.	Hired on or after January 1, 1994  Retired on or after January 1, 2008, but not after June 15, 2009	<b>Employee:</b> Health and Welfare Benefits— shall pay 8% of the monthly medical premium costs incurred by the District.
		<b>Dependents:</b> May elect coverage and shall bear the entire cost for said coverage.
		Deducted semi-monthly from retirement benefits.
G.	Hired on or after January 1, 1994 but before January 1, 2015  Retired on or after June 16, 2009	<b>Employee:</b> Health and Welfare Benefits— shall pay 10% of the monthly medical premium costs incurred by the District.
		<b>Dependents:</b> May elect coverage and shall bear the entire cost for said coverage.
		Deducted semi-monthly from retirement benefits.

27.02 Leaving Employment Other Than For Retirement - An employee vested under the provisions of the SacRT Salaried Employee Retirement Plan and leaving SacRT for any reason other than for retirement shall not be eligible to receive Health and Welfare Insurance coverage except as provided in §32.03 below.

27.03 Conflict Of Law - Nothing contained in this Section shall be construed so as to conflict with applicable state or federal law.

Article 28: Retirement Plan

28.01 Retirement Plan

All regular employees are eligible for retirement benefits subject to the terms and conditions set forth within the Sacramento Regional Transit District Retirement Plan for AFSCME, AEA and Non-Represented Employees. The cost of funding the Retirement Plan to provide the applicable retirement benefits, on an actuarially

sound basis, will be borne by SacRT and employees pursuant to the collective bargaining agreement or as prescribed by law.

#### 28.02 Modifications

Except as required by statute, case law or regulation, the benefits provided under the Retirement Plan will not be subject to amendment or change unless such change in benefits is negotiated between the Parties. If either party desires to amend or change any benefit provided for under the Retirement Plan, written notice must be provided to the other not less than 90 calendar days prior to the expiration of this Agreement. Negotiations over any proposed changes in retirement benefits will be conducted during general collective bargaining or at any time mutually agreed upon by the Parties. To eliminate doubt, SacRT hereby retains the absolute right to modify terms and conditions of the Retirement Plan if the change is required by statute, case law or regulation.

#### 28.03 Compensation for Retirement Board Members

An employee, appointed by the Union, serving as a member of the OE3 Retirement Board will be compensated at their regular hourly rate of pay for the amount of time during their regularly scheduled work hours that they actually and necessarily spend: 1) serving as a Board Member during a noticed Retirement Board Meeting, 2) participating as a Board Member in other business sanctioned by the Retirement Board, and 3) traveling between the place the employee regularly reports for work at SacRT and the site of either the noticed Retirement Board Meeting or sanctioned business matter. SacRT will not compensate such employee for time the employee spends outside of regularly scheduled work hours, performing any of the foregoing activities except training activities approved or required by the Retirement Board.

#### 28.04 Flexible Scheduling for Attendance

An employee, appointed by the Union, serving as a member of the SacRT - OE3 Retirement Board will be permitted to "flex" schedule, or "trade" their shift with another qualified employee when a Retirement Board Meeting is scheduled to occur on one of the employee's regularly scheduled days off. Such "flex scheduling" or "shift trading" is subject to supervisory approval, based upon the business needs of SacRT.

### Article 29: Layoff and Recall

#### 29.01 Definition Of Reduction In Force (Layoff)

Layoff shall be defined as an involuntary separation from employment, due to lack of funds and/or lack of work. If SacRT determines that a layoff is necessary, SacRT

will meet with the Union in a timely fashion to discuss the effects of the layoff and/or other options.

#### 29.02 Order Of Layoff

- A. When a reduction in force is deemed necessary by SacRT, employee(s) will be laid off within the affected department and classification in inverse order of seniority as follows:
  - 1. Temporary Employees
  - 2. Personal Services Contract Employees
  - 3. Limited Term Employees
  - 4. Part-Time Employees
  - 5. Full-Time Employees
  
- B. Employees affected by a layoff may relocate into vacant job classifications authorized to be filled by the Board, provided they meet the minimum qualifications of the job. Individuals electing to move into a vacant position will be compensated at their current salary level provided that their current salary is within the authorized pay range minimum and maximum levels established for that classification. In lieu of going on layoff, an employee affected by a layoff may displace another less senior employee from a position in a classification in which the affected employee previously held regular status.

#### 29.03 Notification Of Reduction In Force

Written notification will be given to affected employees and the Union as much in advance of the layoff date as possible, but not later than 30 working days prior to the effective date. Notification will be hand delivered whenever possible. If it is not possible, written notification will be mailed to the employee's most recent address on record in the Human Resources Department. If the Worker Adjustment and Retraining Notification Act, USC, Section 2101-2109, is applicable to the layoff under consideration, SacRT will provide an employee affected by a layoff prior notice of at least 60 days. Upon receiving a written request from the Union, SacRT will meet and confer with the Union to discuss possible alternatives to layoff. In no event will such discussions delay implementation of the layoff except by mutual agreement. The decision to layoff will not be subject to the grievance procedure.

#### 29.04 Employee Recall From Reduction In Force

- A. Recall List
  - 1. Individuals laid off will be placed on a Recall List for recall to openings in the job classification from which they were laid off. SacRT will recall employees in inverse order of layoff to fill a vacancy in an affected

classification prior to filling the vacancy from any other source. Notice of recall will be mailed by certified mail, restricted delivery, to the employee's most recent address of record in the Human Resources Department and the employee will have 15 working days from its receipt to respond. Failure of an employee to respond, except for reasons beyond the individual's control, will result in removal from the Recall List. A copy of the Recall List for each classification will be available to employees affected by layoff.

2. A recall notice returned to SacRT from the Post Office marked "undeliverable" will be deemed as a failure to respond and will result in removal of the employee's name from the Recall List.
3. Laid off employees will be terminated from employment, but will be eligible for recall for 2 years from date of layoff. Employees on layoff longer than 2 years will be removed from the Recall List and have no right thereafter to be recalled. Employees removed from the Recall List may be considered for Permissive Reemployment.

#### 29.05 Cash Out of Leave Credits On Layoff

An employee who is laid off will be paid the balance of their accrued floating holidays, vacation, CTO, and 1/3 of their sick leave balance at the time of layoff.

### Article 30: Flexible Spending Account Reimbursement Program

- 30.01 The Flexible Spending Account Reimbursement Program (FSARP) is a benefit that allows an employee to pay for eligible FSARP expenses on a pretax, salary-reduction basis. No Federal or State taxes will be taken out.
- 30.02 It is the employee's responsibility to make sure that expenses submitted for reimbursement from FSARP are eligible according to Internal Revenue Service (IRS) rules. The employee will be held responsible for taxes and penalties associated with ineligible expenses should an IRS audit occur.
- 30.03 Employee Eligibility – All employees of RT may participate in this program.
- 30.04 Health Care Spending Account – The Health Care Account enables employees to pay for expenses, which are not covered by the employer's health plans or privately held insurance policies using pre-tax dollars. Employees may claim reimbursement of expenses for the employee, spouse, and eligible dependents. An employee may annually contribute up to the maximum allowed under the IRS code.
- 30.05 Dependent Care Spending Account – If an employee has dependents that need care in order for the employee to work, the employee may use the Dependent Care

Account to pay this cost with pre-tax dollars. Expenses must be for an eligible dependent as defined by Federal Income Tax Form 2441 "Credit for Child and Dependent Care Expenses." An employee may annually contribute up to the maximum allowed under the IRS code.

30.06 Information on Program Details – Contact the Benefits Unit in Human Resources for specifics regarding these plans.

### Article 31: Employee Assistance Program

SacRT provides confidential counseling services to employees and members of their families, at no cost, through an Employee Assistance Program (EAP). The service is provided through an independent organization with a full staff of professionals who are trained in helping people resolve problems in daily living. The number of EAP visits is limited pursuant to the terms of SacRT's contract with the EAP provider. Further information is available from the Human Resources Department.

### Article 32: Fitness for Duty Medical Examination

32.01 SacRT may require an employee at any time as a condition of continued employment, to undergo a medical examination to determine the mental or physical fitness of the employee to perform the duties of the job. The expense of the examination shall be borne by SacRT. The physician scheduled to conduct the examination shall be selected from the panel of Qualified Medical Evaluators (QME) maintained by the State of California, practicing in the medical specialty relevant to the employee.

32.02 Should the result of the examination reveal a temporary disability with a prognosis that the employee is expected to return to regular job duties, the employee will be placed on Long Term Illness or Injury Medical Leave of Absence until returned to work or the expiration of the leave. The employee is required to fully cooperate with the physician and comply with prescribed treatment.

32.03 Should the result of the examination confirm or reveal that the employee is disabled from returning to job duties, the employee will be referred for evaluation and determination as to whether or not alternative work is available, or processed for a medical separation from employment or disability retirement, if applicable.

32.04 In the event there is a difference in medical opinions between the employee's physician and the chosen Fitness for Duty Physician as to the employee's fitness to work, a third medical evaluation shall be conducted. The physician shall be jointly selected by SacRT and Union from the State QME list of physicians practicing in the medical specialty pertinent to the employee's condition. The cost of this medical evaluation shall be borne by SacRT. The decision of the selected

physician shall be final and the employee's case will be handled pursuant to either Section 31.02 or 31.03, above, as appropriate. The decision of the QME is not subject to the grievance procedure.

- 32.05 Notwithstanding the provisions of this Article, nothing herein shall be interpreted or applied in a manner, which conflicts with the SacRT's obligations under applicable Federal or State statute(s).

### Article 33: Safety and Sanitation

No employee shall be disciplined or discharged for refusing to work under hazardous, dangerous or unhealthful conditions not normally associated with their position.

### Article 34: Union Business

- 34.01 The Union Business Agent will be permitted to transact business on the premises of SacRT during working hours but will not unreasonably delay any employee during their work time.
- 34.02 Union Job Stewards are allowed a reasonable amount of time away from the worksite to meet with members who have a grievance and to investigate matters pertaining to grievances. Such time shall not exceed 2 hours per request. Stewards and affected employees shall notify the supervisor of the need to be away from the worksite and shall only leave the worksite with the express approval of said supervisor. Supervisors will make a reasonable effort to release employees when possible, as stated above.
- 34.03 Shop Stewards may be allowed up to 2 hours per month of Union Paid Leave to attend to Union Business. The Union will request Union Paid Leave at least 5 business days in advance of the meeting time. The Union will reimburse SacRT for all Union Paid Leave at 140% of the employee's equivalent hourly rate for all hours excused from work duties to attend Union business.
- 34.04 Authorized Union representatives who are employees of SacRT conducting Union business in the administration of this Agreement are subject to all rules and regulations regarding the conduct of employees on the premises of SacRT.
- 34.05 Should the Union or SacRT desire to discuss any general labor-management problems not pertaining to grievances, a meeting shall be arranged upon request. Employees participating in such meetings will not suffer any loss of compensation, seniority or service credit for the time spent doing so.
- 34.06 Release Time and Pay for Negotiations

- A. Union Officers will be paid for all time lost to meet with SacRT to negotiate changes to this Agreement or new conditions not covered in this Agreement.
- B. The Union Officers to be paid for participating in negotiations will be limited to no more than 3 people as designated by the Union.
- C. Times scheduled for such negotiations will be by mutual agreement.

## Article 35: Disciplinary Action

### 35.01 Progressive Disciplinary Action

- A. Generally, SacRT subscribes to the principles of progressive disciplinary action when deemed necessary to correct employee conduct or performance. All disciplinary action will be based upon the principles of just cause. The available levels of progressive discipline are as follows:

#### Informal discipline not subject to the grievance procedure:

Verbal Warning

#### Formal discipline subject to the grievance procedure:

Written Reprimand  
Suspension From Employment Without Pay  
Reduction in Pay  
Demotion  
Dismissal From Employment

A written notice of disciplinary action will be provided to an employee who will be asked to sign and date the notice to confirm receipt.

### 35.02 Exceptions To Progressive Discipline

Nothing herein will be construed to limit SacRT's ability to administer disciplinary action at any level, including termination from employment, for behavior that warrants a level of discipline outside the ordinary progressive steps. Examples of such behavior may include, but are not limited to, the following:

- A. Possession, consumption, or being unfit for duty due to the use of any alcoholic beverage while on duty or subject to duty.
- B. Possession without a prescription, consumption, selling or offering to sell, giving or offering to give any controlled substance as defined in the California Health and Safety Code Sections 1053 to 1058 inclusive, while on duty or



subject to duty, whether in violation of the SacRT Drug and Alcohol Testing and Rehabilitation Policy.

- C. Fighting (excluding for one's defense) or engaging in acts that provoke a fight with another employee or member of the public while on duty.
- D. Insubordination
- E. Unlawful discrimination, including harassment, on the basis of race, religious creed, color, national origin, ancestry, disability, marital status, sexual orientation, veteran status, sex or age, against the public or other employees.
- F. Theft, misappropriation, or misuse of SacRT funds or property.
- G. Negligent or willful misconduct.
- H. Tampering or unauthorized altering, for any reason, in any way, shape or form, of information or records of SacRT.
- I. An act of gross incompetence in the performance of one's duty.
- J. Vandalism of SacRT property or destruction of SacRT property resulting from negligence.
- K. Unlawful retaliation against any SacRT officer or employee or member of the public who in good faith reports, discloses, divulges, or otherwise brings to the attention of the Attorney General or any other appropriate authority any facts or information relative to actual or suspected violation of any law of this state or the United States occurring on the job or directly related thereto.
- L. Fraud in securing appointment.
- M. Conviction of a felony or conviction of a misdemeanor involving moral turpitude. A plea of guilty or a conviction following a plea of nolo contendere is deemed to be a conviction for this purpose.
- N. Gambling on duty.
- O. Improper political activity, which is a violation of federal and state law (e.g., Hatch Act).
- P. Failure to file a required Conflict of Interest Form or filing a false Conflict of Interest Form.

### 35.03 Disciplinary Notice and Documentation

## A. Notice Requirements

1. The initiation of any disciplinary action excluding Verbal Warning or Written Reprimand against an employee will begin with the issuance of a Charge Letter within 30 working days of the occurrence or reasonably becoming aware of an occurrence-giving rise to the disciplinary action. The Charge Letter will include the following: a) the proposed level of discipline; b) a description of the infraction or circumstances for which the disciplinary action is proposed; c) any documentation or other material relied upon by SacRT in support of the charge; and d) notice that the employee has 10 working days from the receipt of the Charge Letter in which to respond either verbally or in writing.
2. The response to the Charge Letter will be taken into consideration in making a decision on implementing or modifying the proposed disciplinary action. The Decision Letter will be issued within 10 working days of receiving the employee's response. Should the employee be dissatisfied with the written decision, the decision may be appealed by initiating the Grievance Procedure pursuant to §35.03 below. The written decision will specify the applicable appeal protocol if the first step is with someone other than the Department Manager/Director.

## B. Right to Respond

1. Before an employee may be suspended without pay, have their pay reduced, be demoted or dismissed from employment, the employee will have been given the opportunity to respond to the Charge Letter. If an employee is charged with an offense, the nature of which warrants immediate removal from active employment, the employee will be placed on paid administrative leave pending issuance of the final decision on disciplinary action. Should SacRT decide to continue with the contemplated disciplinary action, the effective date(s) of the unpaid suspension, demotion or termination of employment will be specified in the disciplinary letter and implemented accordingly.
2. Notwithstanding any contrary provision or policy, SacRT will not implement any discipline of exempt employees that is inconsistent with Fair Labor Standards Act (FLSA) requirements for exempt employees (those employees falling within the Administrative, Professional or Executive Exemptions under the FLSA). SacRT will not suspend exempt employees for less than one full week except as otherwise permitted under applicable law.

## C. Documentation Used To Support Charge Letter

Documentation intended to be used to support proposed disciplinary action will be given to the employee with the Charge Letter, as set forth above. Employees presented with such documentation will be requested to acknowledge receipt by their signature and date on the letter. Should an employee refuse to acknowledge receipt, said refusal will be noted by the supervisor on the letter.

D. Disciplinary Documents Retention Period

Copies of all disciplinary documentation will be forwarded to the Human Resources Department for filing in the employee's personnel file. Unless otherwise specified in a written agreement between the employee and SacRT, any disciplinary documentation not involving statutory violation, will be retained and may be referred to, for purposes of demonstrating progressive discipline as follows:

Verbal Warning	One year
Written Reprimand	18 months
Suspension without pay	3 years
Reduction in pay	3 years
Demotion	3 years

Disciplinary action involving statutory violation will be retained in the employee's personnel file indefinitely.

E. Clearing The Personnel File Of Disciplinary Documentation

It will be the responsibility of the employee to request in writing, through the Labor Relations Department or Human Resources Department, that outdated disciplinary documentation be removed from the personnel file after the retention period has passed.

Article 36: Grievance Procedure and Arbitration

36.01 Definitions

- A. Grievance: A claimed violation, misapplication, or misinterpretation of a specific provision of this Memorandum of Understanding (MOU), a misinterpretation of SacRT policy and procedures, or a disciplinary action, which adversely affects the grievant, or a group of similarly situated employees. In such latter case, the grievance may be consolidated and presented as a single grievance.
- B. Grievant: May be an employee, a group of employees, or the Union.

### 36.02 Informal Discussion

An employee may request an informal discussion with the management representative at the level, which the act being grieved was initiated. The informal discussion does not extend the time limits requirement outlined in Section 42.03, Formal Grievance – Step 1.

### 36.03 Formal Grievance – Step 1

- A. An employee, a group of employees, or the Union, who has a grievance, shall fill out a grievance form provided by the Union. The grievance shall be written up with a clear indication of the question(s) raised by the grievance and the article(s) or sections(s) which have been violated. The grievance form shall be signed by the grieving employee and/or the Union Representative. The written grievance shall be dated and signed as received by the appropriate Management Representative.
- B. The initial written grievance must be presented within 10 business days after the employee receives notice, either orally or in writing of SacRT's adverse position, or within 10 business days after the employee could reasonably have been expected to know he or she had a grievance, or sooner.
- C. The Management Representative receiving the written grievance shall schedule a hearing within 10 business days, and shall present their decision in writing within 10 business days after the date of the hearing, and such decision shall state the facts upon which their decision is based, including the remedy or correction offered, if appropriate.
- D. The Grievance Appeal Protocol will generally be as follows:
  - Step 1 – Department Manager/Manager/Director
  - Step 2 – Division EMT Member
  - Step 3 – General Manager or their designee (other than EMT at the second step)
  - Step 4 – Arbitration

In the event a charge letter is issued, the grievance appeal procedure shall be the same as above.

### 36.04 Formal Grievance – Step 2

- A. If the grievant and/or the Union Representative are not satisfied with the decision rendered at the First Step, then the grievance shall be presented to the appropriate Management Representative within 5 business days, and a hearing scheduled within 10 business days. The Management Representative shall present their decision in writing within 10 business days

after the hearing, and shall state the facts upon which their decision is based, including the remedy or correction offered, if appropriate.

### 36.05 Formal Grievance – Step 3

- A. If the grievant and/or Union Representative are not satisfied with the decision rendered at the Second Step, then the grievance shall be presented to the General Manager/CEO, or designee, within 5 business days, and a hearing held within 10 business days.

The General Manager/CEO, or designee, shall present their decision in writing within 10 business days after the hearing, and shall state the facts upon which their decision is based, including the remedy or correction offered, if appropriate.

### 36.06 Grievance Time Limits

- A. Time limits in this Article may be extended by mutual agreement.
- B. Failure of either party to comply with time limits as set forth above will serve to declare the grievance settled in favor of the other party and no further grievance action can be taken, provided the remedy required does not further violate the CBA or law.

### 36.07 Binding Arbitration

- A. If a grievance is not settled in accordance with the foregoing procedure, the Union may refer the grievance in writing to binding arbitration within 30 business days after receipt of the GM/CEO's (or designee's) answer in Step 3. The parties shall attempt to agree upon an arbitrator within 5 business days after receipt of the notice of referral. In the event the parties are unable to agree upon an arbitrator within the 5 business day period, the parties shall jointly request that the California State Mediation and Conciliation Service (CSMCS) submit a panel of 7 arbitrators. Representatives of SacRT and Union shall alternately strike names from the list until one remains who shall be the arbitrator. The order of striking names from the list shall be determined by a coin toss. The CSMCS shall be notified of the selection and direct the arbitrator to contact the designated representatives of SacRT and Union. The hearing shall be scheduled at a date, time and place mutually acceptable to the arbitrator, SacRT and Union. Unless the parties agree otherwise, all arbitration hearings will be held in Sacramento, California.
- B. The arbitrator shall act in a judicial, not legislative capacity and without express agreement by the parties, shall have no authority to recommend to amend, modify, nullify, ignore, add to, or subtract from the provisions of this Agreement. He or she shall only consider and make decisions with respect to

the specific issue(s) submitted and shall have no authority to make a decision on any other issue(s) not so submitted. In the event the arbitrator finds a violation of the terms of this Agreement, they shall fashion a remedy. The arbitrator shall be without power to make a decision contrary to or inconsistent with or varying in any way the application of laws, rules and regulations having the force and effect of law. The arbitrator shall submit their written decision within 30 calendar days following the close of the hearing or the submission of briefs by the parties, whichever is later, unless the parties agree to an extension thereof. The decision shall be based solely upon the interpretation of the meaning and application of the express terms of this Agreement to the facts of the grievance presented. A decision rendered consistent with the terms of this Agreement shall be final and binding on all concerned.

- C. The fees and expenses of the arbitrator, the cost of a transcription service, and the cost of the hearing room, if applicable, shall be divided equally between SacRT and Union.
- D. Either party may call any employee as a witness, and such employee if on duty, shall be released from duty for the purpose of such appearance. Such employee shall suffer no loss of pay, nor incur overtime. The Grievant shall be released and similarly compensated.
- E. The parties may mutually agree to elevate a grievance to a higher step in the process, or to arbitration, without having completed all grievance steps. The parties may also mutually agree to go to mediation at any step prior to arbitration.

#### Article 37: Printing New Contract Books

37.01 The Union shall print this and any new, revised versions of this Agreement, in adequate quantity and quality for distribution to all bargaining unit and management personnel.

#### Article 38: Waiver of Bargaining

During the negotiations resulting in this Agreement, SacRT and the Union each had the unlimited right and opportunity to make demands and proposals with respect to any matter as to which, applicable statutes and regulations impose an obligation to bargain. Except as specifically set forth elsewhere in this Agreement, SacRT expressly waives its right to require the Union to bargain collectively, and the Union expressly waives its right to require SacRT to bargain collectively, over all matters as to which, applicable statutes and regulations impose an obligation to bargain for:

1. Such matters that are specifically referred to in this Agreement,

2. Such matters that were discussed between SacRT and the Union during negotiations, but which are not referred to in this Agreement, or
3. Such matters that were within the contemplation or knowledge of SacRT and the Union, but which after exercise of the right and opportunity referred to in the first sentence of this Section 2.3, were not addressed in this Agreement.

Changes in this Agreement, whether by addition, waiver, deletion, amendment, or modification, must be reduced in writing and executed by both SacRT and the Union. Nothing contained in the Section shall prohibit SacRT and the Union from entering into Memoranda of Understanding (MOUs) regarding areas where this Agreement is silent or unclear.

#### Article 39: Assignability

During the term of this Agreement, it shall be binding upon the successors and assigns of the parties hereto and no provisions, terms or obligations herein contained shall be affected, modified, altered or changed in any respect whatsoever by the consolidation, merger, sale, transfer or assignment of either party hereto, or affected, modified, altered or changed in any respect whatsoever by any change of any kind of the ownership or management of either party hereto or by any change, geographical or otherwise, in the locations or places of business of either party.

#### Article 40: Savings Clause

Any provision of this Agreement, which conflicts with any State or Federal statute, or Executive Order having the same effect as law, now existing or hereinafter enacted, or declared by a court of competent jurisdiction to be unlawful, unenforceable or not in accordance with applicable statutes shall not affect the remainder of the Agreement which shall remain in full force and effect for the term of the Agreement. The parties will meet as soon as practical to negotiate the effects of any invalidated provision.

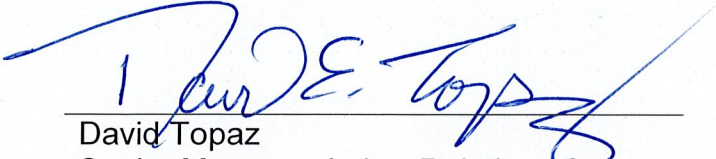
#### Article 41: Term of Agreement

41.01 This Agreement shall be effective, retroactive from July 1, 2019, and shall remain in full force and effect through June 30, 2025. All articles and sections in this agreement shall be prospective, except for where specified to be retroactive herein.

- 41.02 In the event notice to modify the Agreement is given, negotiations shall begin as soon as mutually acceptable, any time after June 30, 2024, but no later than 90 days prior to June 30, 2025.
- 41.03 This Agreement shall remain in full force and effect during the period that negotiations are underway until such time as a successor Agreement is executed by the parties, or terms or conditions are implemented.




For SACRAMENTO REGIONAL  
TRANSIT DISTRICT:



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David Topaz  
Senior Manager, Labor Relations &  
Chief Negotiator



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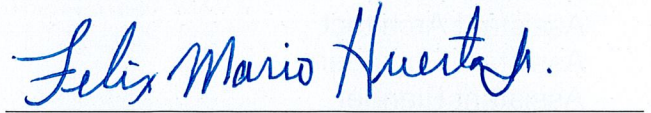
Henry Li  
General Manager/CEO



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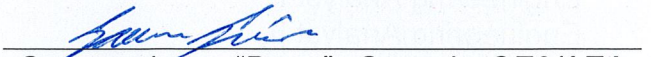
Shelly Valenton  
VP, Integrated Services & Strategic  
Initiatives

FOR OPERATING ENGINEERS LOCAL  
Union NO. 3  
AFL-CIO OE3/AEA BARGAINING TEAM:




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Felix Mario Huerta Jr., Chief Negotiator  
Operating Engineers Local Union No. 3,  
AFL-CIO  
Organizer/Business Representative



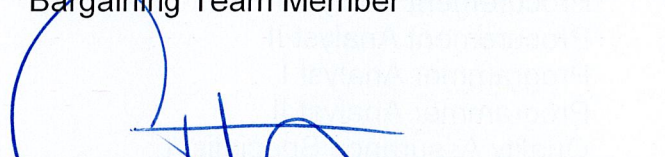
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Gauravedeep "Deep" Grewal, OE3/AEA  
Chapter President  
Bargaining Team Member



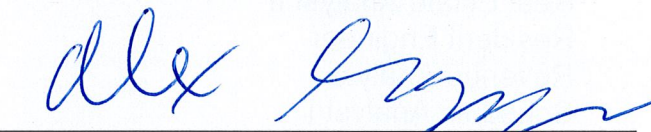
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Sangita Arya, OE3/AEA Secretary  
Bargaining Team Member




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Camille Tyler, OE3 Member  
Bargaining Team Member



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Jose Alex Gonzalez, OE3/AEA Chapter  
President  
Bargaining Team Member



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Tim Neep, Public Employee Director  
Operating Engineers Local Union No. 3,  
AFL-CIO

## Appendix A: Bargaining Unit Classifications

Accountant I  
Accountant II  
Assistant Architect  
Assistant Engineer  
Assistant Planner  
Assistant Resident Engineer  
Associate Architect  
Associate Civil Engineer  
Associate Engineer, Associate  
Systems Engineer  
Engineering Analyst I  
Engineering Analyst II  
Engineering Technician  
Grants Analyst  
Human Resources Trainer  
Information Technology Business Systems Analyst  
Inspector, Junior Engineer  
Long Range Planner  
Payroll Analyst  
Planner  
Procurement Analyst I  
Procurement Analyst II  
Programmer Analyst I  
Programmer Analyst II  
Quality Assurance Specialist I  
Quality Assurance Specialist II  
Real Estate Analyst I  
Real Estate Analyst II  
Resident Engineer  
Revenue Analyst  
Schedule Analyst I  
Schedule Analyst II  
Senior Accountant  
Senior Architect  
Senior Civil Engineer  
Senior Community and Government Affairs Officer  
Senior Engineering Analyst  
Senior Engineering Technician  
Senior Grants Analyst  
Senior Information Technology Business Systems Analyst  
Senior Marketing and Communications Specialist  
Senior Planner  
Senior Procurement Analyst

Appendix A: Bargaining Unit Classifications

Senior Programmer Analyst  
Senior Quality Assurance Specialist  
Senior Real Estate Analyst  
Senior Social Media & Website Specialist  
Senior Strategic Planner  
Senior Systems Engineer  
Service Planner  
Vehicle Equipment Maintenance Specialist  
Video Communications Systems Analyst

Appendix B: Side Letters

MEMORANDUM OF AGREEMENT

Modification of Planner Series and Senior Governmental Affairs Officer

This MEMORANDUM OF AGREEMENT (MOA) is entered by and between the International Union of Operating Engineers, Local 3, hereinafter referred to as "Union", and the SACRAMENTO REGIONAL TRANSIT DISTRICT, hereinafter referred to as "SacRT" The parties agree as follows.

1. The parties agree to meet within 90 days of the adoption of this CBA to conduct bargaining necessary to address the re-organization of the Planner series, inclusive of pay ranges, job descriptions, duties, and assignment of work. The parties agree that no bargaining unit work will be transferred out of the bargaining unit, unless or until the parties have discharged their bargaining obligation.
2. The pay ranges for Assistant Planner, Planner, and Senior Planner will be restored to the ranges prior to July 1, 2019. This range change shall be applied retroactively to July 1, 2019, and any pay changes dictated by that change will be provided to any effected employees.
- 3.
4. The Senior Governmental Affairs Analyst job description will be amended to have the title read, "Senior Governmental Affairs Officer."
5. This agreement shall not be precedential for any future purpose by either party.

IN WITNESS, HEREOF the parties execute this Memorandum of Agreement this 11<sup>th</sup> day of DECEMBER 2020.

FOR SACRAMENTO REGIONAL TRANSIT DISTRICT:



David E. Topaz  
Senior Manager, Labor Relations

FOR OE3, INTERNATIONAL Union OF OPERATING ENGINEERS, Local Union 3:



Felix Huerta, Business Representative

Appendix B: Side Letters

MEMORANDUM OF AGREEMENT

Pandemic Telecommuting

This MEMORANDUM OF AGREEMENT (MOA) is entered by and between the International Union of Operating Engineers, Local 3, hereinafter referred to as "Union", and the SACRAMENTO REGIONAL TRANSIT DISTRICT, hereinafter referred to as "SacRT".

The parties agree as follows:

1. The parties agree that current pandemic authorized telecommuting shall continue until such time as the pandemic has ended, or the parties meet to discuss a new SOP on telecommuting.
2. Emergent business needs that require in person attendance at the worksite may occur at management discretion with reasonable prior notice to the employee
3. This agreement shall not be precedential for any future purpose by either party.

IN WITNESS, HEREOF the parties execute this Memorandum of Agreement this

11 day of December 2020.

FOR SACRAMENTO REGIONAL TRANSIT DISTRICT:



David E. Topaz

Senior Manager, Labor Relations

FOR OE3, INTERNATIONAL Union OF OPERATING ENGINEERS, Local Union 3:



Felix Huerta, Business Representative

Appendix C: Pay Ranges

<u>Classification</u>	<u>OE3 Grade Number</u>	<u>2019 Monthly Min</u>	<u>2019 Monthly Max</u>	<u>2019 Annual Min</u>	<u>2019 Annual Max</u>
Accountant I	205	\$4,762	\$6,665	\$57,144	\$79,980
Accountant II	108	\$6,162	\$8,629	\$73,944	\$103,548
Associate Architect	109	\$6,780	\$9,492	\$81,360	\$113,904
Associate Civil Engineer	110	\$7,526	\$10,535	\$90,312	\$126,420
Associate Engineer	109	\$6,780	\$9,492	\$81,360	\$113,904
Associate System Engineer	110	\$7,526	\$10,535	\$90,312	\$126,420
Assistant Architect	206	\$5,142	\$7,201	\$61,704	\$86,412
Assistant Engineer	208	\$5,999	\$8,398	\$71,988	\$100,776
Assistant Planner	207	\$5,554	\$7,772	\$66,648	\$93,264
Assistant Resident Engineer	208	\$5,999	\$8,398	\$71,988	\$100,776
Engineering Analyst I	205	\$4,762	\$6,665	\$57,144	\$79,980
Engineering Analyst II	207	\$5,554	\$7,772	\$66,648	\$93,264
Engineering Technician	205	\$4,762	\$6,665	\$57,144	\$79,980
Grants Analyst	206	\$5,142	\$7,201	\$61,704	\$86,412
Human Resources Trainer	206	\$5,142	\$7,201	\$61,704	\$86,412
Inspector	204	\$4,451	\$6,229	\$53,412	\$74,748
Information Technology Business Systems Analyst	107	\$5,601	\$7,844	\$67,212	\$94,128
Junior Engineer	205	\$4,762	\$6,665	\$57,144	\$79,980
Payroll Analyst	204	\$4,451	\$6,229	\$53,412	\$74,748
Planner	208	\$5,999	\$8,398	\$71,988	\$100,776
Programmer Analyst I	205	\$4,762	\$6,665	\$57,144	\$79,980
Programmer Analyst II	208	\$5,999	\$8,398	\$71,988	\$100,776
Procurement Analyst I	205	\$4,762	\$6,665	\$57,144	\$79,980
Procurement Analyst II	207	\$5,554	\$7,772	\$66,648	\$93,264
Quality Assurance Specialist I	202	\$3,998	\$5,597	\$47,976	\$67,164
Quality Assurance Specialist II	205	\$4,762	\$6,665	\$57,144	\$79,980
Real Estate Analyst I	205	\$4,762	\$6,665	\$57,144	\$79,980
Real Estate Analyst II	207	\$5,554	\$7,772	\$66,648	\$93,264
Resident Engineer	110	\$7,526	\$10,535	\$90,312	\$126,420
Revenue Analyst	207	\$5,554	\$7,772	\$66,648	\$93,264
Schedule Analyst I	205	\$4,762	\$6,665	\$57,144	\$79,980
Schedule Analyst II	207	\$5,554	\$7,772	\$66,648	\$93,264
Senior Accountant	109	\$6,780	\$9,492	\$81,360	\$113,904
Senior Architect	111	\$8,427	\$11,800	\$101,124	\$141,600

Appendix C: Pay Ranges

<u>Classification</u>	<u>OE3 Grade Number</u>	<u>2019 Monthly Min</u>	<u>2019 Monthly Max</u>	<u>2019 Annual Min</u>	<u>2019 Annual Max</u>
Senior Civil Engineer	111	\$8,427	\$11,800	\$101,124	\$141,600
Senior Engineering Analyst	109	\$6,780	\$9,492	\$81,360	\$113,904
Senior Engineering Technician	207	\$5,554	\$7,772	\$66,648	\$93,264
Senior Governmental Affairs Officer	108	\$6,162	\$8,629	\$73,944	\$103,548
Senior Grants Analyst	108	\$6,162	\$8,629	\$73,944	\$103,548
Senior Information Technology Business Systems Analyst	109	\$6,780	\$9,492	\$81,360	\$113,904
Senior Marketing and Communications Specialist	108	\$6,162	\$8,629	\$73,944	\$103,548
Senior Planner	109	\$6,780	\$9,492	\$81,360	\$113,904
Senior Programmer Analyst	109	\$6,780	\$9,492	\$81,360	\$113,904
Senior Procurement Analyst	109	\$6,780	\$9,492	\$81,360	\$113,904
Senior Quality Assurance Specialist	108	\$6,162	\$8,629	\$73,944	\$103,548
Senior Real Estate Analyst	108	\$6,162	\$8,629	\$73,944	\$103,548
Senior Social Media & Website Specialist	109	\$6,780	\$9,492	\$81,360	\$113,904
Senior Systems Engineer	111	\$8,427	\$11,800	\$101,124	\$141,600
Senior Video Communications Systems Analyst	109	\$6,780	\$9,492	\$81,360	\$113,904
Vehicle Equipment Maintenance Specialist	207	\$5,554	\$7,772	\$66,648	\$93,264
Video Communications Systems Analyst	208	\$5,999	\$8,398	\$71,988	\$100,776
<i>Long Range Planner</i>	<i>208</i>	<i>\$5,999</i>	<i>\$8,398</i>	<i>\$71,988</i>	<i>\$100,776</i>
<i>Senior Strategic Planner</i>	<i>109</i>	<i>\$6,780</i>	<i>\$9,492</i>	<i>\$81,360</i>	<i>\$113,904</i>
<i>Service Planner</i>	<i>208</i>	<i>\$5,999</i>	<i>\$8,398</i>	<i>\$71,988</i>	<i>\$100,776</i>

<u>Classification</u>	<u>OE3 Grade Number</u>	<u>2020 Monthly Min</u>	<u>2020 Monthly Max</u>	<u>2020 Annual Min</u>	<u>2020 Annual Max</u>
Accountant I	205	\$4,905	\$6,865	\$58,860	\$82,380
Accountant II	108	\$6,347	\$8,888	\$76,164	\$106,656
Associate Architect	109	\$6,983	\$9,777	\$83,796	\$117,324
Associate Civil Engineer	110	\$7,752	\$10,851	\$93,024	\$130,212
Associate Engineer	109	\$6,983	\$9,777	\$83,796	\$117,324
Associate System Engineer	110	\$7,752	\$10,851	\$93,024	\$130,212
Assistant Architect	206	\$5,296	\$7,417	\$63,552	\$89,004
Assistant Engineer	208	\$6,179	\$8,650	\$74,148	\$103,800

Appendix C: Pay Ranges

<u>Classification</u>	<u>OE3 Grade Number</u>	<u>2020 Monthly Min</u>	<u>2020 Monthly Max</u>	<u>2020 Annual Min</u>	<u>2020 Annual Max</u>
Assistant Planner	207	\$5,721	\$8,005	\$68,652	\$96,060
Assistant Resident Engineer	208	\$6,179	\$8,650	\$74,148	\$103,800
Engineering Analyst I	205	\$4,905	\$6,865	\$58,860	\$82,380
Engineering Analyst II	207	\$5,721	\$8,005	\$68,652	\$96,060
Engineering Technician	205	\$4,905	\$6,865	\$58,860	\$82,380
Grants Analyst	206	\$5,296	\$7,417	\$63,552	\$89,004
Human Resources Trainer	206	\$5,296	\$7,417	\$63,552	\$89,004
Inspector	204	\$4,585	\$6,416	\$55,020	\$76,992
Information Technology Business Systems Analyst	107	\$5,769	\$8,079	\$69,228	\$96,948
Junior Engineer	205	\$4,905	\$6,865	\$58,860	\$82,380
Payroll Analyst	204	\$4,585	\$6,416	\$55,020	\$76,992
Planner	208	\$6,179	\$8,650	\$74,148	\$103,800
Programmer Analyst I	205	\$4,905	\$6,865	\$58,860	\$82,380
Programmer Analyst II	208	\$6,179	\$8,650	\$74,148	\$103,800
Procurement Analyst I	205	\$4,905	\$6,865	\$58,860	\$82,380
Procurement Analyst II	207	\$5,721	\$8,005	\$68,652	\$96,060
Quality Assurance Specialist I	202	\$4,118	\$5,765	\$49,416	\$69,180
Quality Assurance Specialist II	205	\$4,905	\$6,865	\$58,860	\$82,380
Real Estate Analyst I	205	\$4,905	\$6,865	\$58,860	\$82,380
Real Estate Analyst II	207	\$5,721	\$8,005	\$68,652	\$96,060
Resident Engineer	110	\$7,752	\$10,851	\$93,024	\$130,212
Revenue Analyst	207	\$5,721	\$8,005	\$68,652	\$96,060
Schedule Analyst I	205	\$4,905	\$6,865	\$58,860	\$82,380
Schedule Analyst II	207	\$5,721	\$8,005	\$68,652	\$96,060
Senior Accountant	109	\$6,983	\$9,777	\$83,796	\$117,324
Senior Architect	111	\$8,680	\$12,154	\$104,160	\$145,848
Senior Civil Engineer	111	\$8,680	\$12,154	\$104,160	\$145,848
Senior Engineering Analyst	109	\$6,983	\$9,777	\$83,796	\$117,324
Senior Engineering Technician	207	\$5,721	\$8,005	\$68,652	\$96,060
Senior Governmental Affairs Officer	108	\$6,347	\$8,888	\$76,164	\$106,656
Senior Grants Analyst	108	\$6,347	\$8,888	\$76,164	\$106,656
Senior Information Technology Business Systems Analyst	109	\$6,983	\$9,777	\$83,796	\$117,324
Senior Marketing and Communications Specialist	108	\$6,347	\$8,888	\$76,164	\$106,656



Appendix C: Pay Ranges

<u>Classification</u>	<u>OE3 Grade Number</u>	<u>2020 Monthly Min</u>	<u>2020 Monthly Max</u>	<u>2020 Annual Min</u>	<u>2020 Annual Max</u>
Senior Planner	109	\$6,983	\$9,777	\$83,796	\$117,324
Senior Programmer Analyst	109	\$6,983	\$9,777	\$83,796	\$117,324
Senior Procurement Analyst	109	\$6,983	\$9,777	\$83,796	\$117,324
Senior Quality Assurance Specialist	108	\$6,347	\$8,888	\$76,164	\$106,656
Senior Real Estate Analyst	108	\$6,347	\$8,888	\$76,164	\$106,656
Senior Social Media & Website Specialist	109	\$6,983	\$9,777	\$83,796	\$117,324
Senior Systems Engineer	111	\$8,680	\$12,154	\$104,160	\$145,848
Senior Video Communications Systems Analyst	109	\$6,983	\$9,777	\$83,796	\$117,324
Vehicle Equipment Maintenance Specialist	207	\$5,721	\$8,005	\$68,652	\$96,060
Video Communications Systems Analyst	208	\$6,179	\$8,650	\$74,148	\$103,800
<i>Long Range Planner</i>	<i>208</i>	<i>\$6,983</i>	<i>\$9,777</i>	<i>\$83,796</i>	<i>\$117,324</i>
<i>Senior Strategic Planner</i>	<i>109</i>	<i>\$6,179</i>	<i>\$8,650</i>	<i>\$74,148</i>	<i>\$103,800</i>
<i>Service Planner</i>	<i>208</i>	<i>\$6,179</i>	<i>\$8,650</i>	<i>\$74,148</i>	<i>\$103,800</i>

<u>Classification</u>	<u>OE3 Grade Number</u>	<u>2021 Monthly Min</u>	<u>2021 Monthly Max</u>	<u>2021 Annual Min</u>	<u>2021 Annual Max</u>
Accountant I	205	\$5,052	\$7,071	\$60,624	\$84,852
Accountant II	108	\$6,537	\$9,155	\$78,444	\$109,860
Associate Architect	109	\$7,192	\$10,070	\$86,304	\$120,840
Associate Civil Engineer	110	\$7,985	\$11,177	\$95,820	\$134,124
Associate Engineer	109	\$7,192	\$10,070	\$86,304	\$120,840
Associate System Engineer	110	\$7,985	\$11,177	\$95,820	\$134,124
Assistant Architect	206	\$5,455	\$7,640	\$65,460	\$91,680
Assistant Engineer	208	\$6,364	\$8,910	\$76,368	\$106,920
Assistant Planner	207	\$5,893	\$8,245	\$70,716	\$98,940
Assistant Resident Engineer	208	\$6,364	\$8,910	\$76,368	\$106,920
Engineering Analyst I	205	\$5,052	\$7,071	\$60,624	\$84,852
Engineering Analyst II	207	\$5,893	\$8,245	\$70,716	\$98,940
Engineering Technician	205	\$5,052	\$7,071	\$60,624	\$84,852
Grants Analyst	206	\$5,455	\$7,640	\$65,460	\$91,680
Human Resources Trainer	206	\$5,455	\$7,640	\$65,460	\$91,680
Inspector	204	\$4,723	\$6,608	\$56,676	\$79,296
Information Technology Business Systems Analyst	107	\$5,942	\$8,321	\$71,304	\$99,852

Appendix C: Pay Ranges

<u>Classification</u>	<u>OE3 Grade Number</u>	<u>2021 Monthly Min</u>	<u>2021 Monthly Max</u>	<u>2021 Annual Min</u>	<u>2021 Annual Max</u>
Junior Engineer	205	\$5,052	\$7,071	\$60,624	\$84,852
Payroll Analyst	204	\$4,723	\$6,608	\$56,676	\$79,296
Planner	208	\$6,364	\$8,910	\$76,368	\$106,920
Programmer Analyst I	205	\$5,052	\$7,071	\$60,624	\$84,852
Programmer Analyst II	208	\$6,364	\$8,910	\$76,368	\$106,920
Procurement Analyst I	205	\$5,052	\$7,071	\$60,624	\$84,852
Procurement Analyst II	207	\$5,893	\$8,245	\$70,716	\$98,940
Quality Assurance Specialist I	202	\$4,242	\$5,938	\$50,904	\$71,256
Quality Assurance Specialist II	205	\$5,052	\$7,071	\$60,624	\$84,852
Real Estate Analyst I	205	\$5,052	\$7,071	\$60,624	\$84,852
Real Estate Analyst II	207	\$5,893	\$8,245	\$70,716	\$98,940
Resident Engineer	110	\$7,985	\$11,177	\$95,820	\$134,124
Revenue Analyst	207	\$5,893	\$8,245	\$70,716	\$98,940
Schedule Analyst I	205	\$5,052	\$7,071	\$60,624	\$84,852
Schedule Analyst II	207	\$5,893	\$8,245	\$70,716	\$98,940
Senior Accountant	109	\$7,192	\$10,070	\$86,304	\$120,840
Senior Architect	111	\$8,940	\$12,519	\$107,280	\$150,228
Senior Civil Engineer	111	\$8,940	\$12,519	\$107,280	\$150,228
Senior Engineering Analyst	109	\$7,192	\$10,070	\$86,304	\$120,840
Senior Engineering Technician	207	\$5,893	\$8,245	\$70,716	\$98,940
Senior Governmental Affairs Officer	108	\$6,537	\$9,155	\$78,444	\$109,860
Senior Grants Analyst	108	\$6,537	\$9,155	\$78,444	\$109,860
Senior Information Technology Business Systems Analyst	109	\$7,192	\$10,070	\$86,304	\$120,840
Senior Marketing and Communications Specialist	108	\$6,537	\$9,155	\$78,444	\$109,860
Senior Planner	109	\$7,192	\$10,070	\$86,304	\$120,840
Senior Programmer Analyst	109	\$7,192	\$10,070	\$86,304	\$120,840
Senior Procurement Analyst	109	\$7,192	\$10,070	\$86,304	\$120,840
Senior Quality Assurance Specialist	108	\$6,537	\$9,155	\$78,444	\$109,860
Senior Real Estate Analyst	108	\$6,537	\$9,155	\$78,444	\$109,860
Senior Social Media & Website Specialist	109	\$7,192	\$10,070	\$86,304	\$120,840
Senior Systems Engineer	111	\$8,940	\$12,519	\$107,280	\$150,228
Senior Video Communications Systems Analyst	109	\$7,192	\$10,070	\$86,304	\$120,840
Vehicle Equipment Maintenance Specialist	207	\$5,893	\$8,245	\$70,716	\$98,940
Video Communications Systems Analyst	208	\$6,364	\$8,910	\$76,368	\$106,920

Appendix C: Pay Ranges

<u>Classification</u>	<u>OE3 Grade Number</u>	<u>2021 Monthly Min</u>	<u>2021 Monthly Max</u>	<u>2021 Annual Min</u>	<u>2021 Annual Max</u>
<i>Long Range Planner</i>	208	\$7,192	\$10,070	\$86,304	\$120,840
<i>Senior Strategic Planner</i>	109	\$6,364	\$8,910	\$76,368	\$106,920
<i>Service Planner</i>	208	\$6,364	\$8,910	\$76,368	\$106,920

<u>Classification</u>	<u>OE3 Grade Number</u>	<u>2022 Monthly Min</u>	<u>2022 Monthly Max</u>	<u>2022 Annual Min</u>	<u>2022 Annual Max</u>
Accountant I	205	\$5,204	\$7,283	\$62,448	\$87,396
Accountant II	108	\$6,733	\$9,430	\$80,796	\$113,160
Associate Architect	109	\$7,408	\$10,372	\$88,896	\$124,464
Associate Civil Engineer	110	\$8,225	\$11,512	\$98,700	\$138,144
Associate Engineer	109	\$7,408	\$10,372	\$88,896	\$124,464
Associate System Engineer	110	\$8,225	\$11,512	\$98,700	\$138,144
Assistant Architect	206	\$5,619	\$7,869	\$67,428	\$94,428
Assistant Engineer	208	\$6,555	\$9,177	\$78,660	\$110,124
Assistant Planner	207	\$6,070	\$8,492	\$72,840	\$101,904
Assistant Resident Engineer	208	\$6,555	\$9,177	\$78,660	\$110,124
Engineering Analyst I	205	\$5,204	\$7,283	\$62,448	\$87,396
Engineering Analyst II	207	\$6,070	\$8,492	\$72,840	\$101,904
Engineering Technician	205	\$5,204	\$7,283	\$62,448	\$87,396
Grants Analyst	206	\$5,619	\$7,869	\$67,428	\$94,428
Human Resources Trainer	206	\$5,619	\$7,869	\$67,428	\$94,428
Inspector	204	\$4,865	\$6,806	\$58,380	\$81,672
Information Technology Business Systems Analyst	107	\$6,120	\$8,571	\$73,440	\$102,852
Junior Engineer	205	\$5,204	\$7,283	\$62,448	\$87,396
Payroll Analyst	204	\$4,865	\$6,806	\$58,380	\$81,672
Planner	208	\$6,555	\$9,177	\$78,660	\$110,124
Programmer Analyst I	205	\$5,204	\$7,283	\$62,448	\$87,396
Programmer Analyst II	208	\$6,555	\$9,177	\$78,660	\$110,124
Procurement Analyst I	205	\$5,204	\$7,283	\$62,448	\$87,396
Procurement Analyst II	207	\$6,070	\$8,492	\$72,840	\$101,904
Quality Assurance Specialist I	202	\$4,369	\$6,116	\$52,428	\$73,392
Quality Assurance Specialist II	205	\$5,204	\$7,283	\$62,448	\$87,396
Real Estate Analyst I	205	\$5,204	\$7,283	\$62,448	\$87,396

Appendix C: Pay Ranges

<u>Classification</u>	<u>OE3 Grade Number</u>	<u>2022 Monthly Min</u>	<u>2022 Monthly Max</u>	<u>2022 Annual Min</u>	<u>2022 Annual Max</u>
Real Estate Analyst II	207	\$6,070	\$8,492	\$72,840	\$101,904
Resident Engineer	110	\$8,225	\$11,512	\$98,700	\$138,144
Revenue Analyst	207	\$6,070	\$8,492	\$72,840	\$101,904
Schedule Analyst I	205	\$5,204	\$7,283	\$62,448	\$87,396
Schedule Analyst II	207	\$6,070	\$8,492	\$72,840	\$101,904
Senior Accountant	109	\$7,408	\$10,372	\$88,896	\$124,464
Senior Architect	111	\$9,208	\$12,895	\$110,496	\$154,740
Senior Civil Engineer	111	\$9,208	\$12,895	\$110,496	\$154,740
Senior Engineering Analyst	109	\$7,408	\$10,372	\$88,896	\$124,464
Senior Engineering Technician	207	\$6,070	\$8,492	\$72,840	\$101,904
Senior Governmental Affairs Officer	108	\$6,733	\$9,430	\$80,796	\$113,160
Senior Grants Analyst	108	\$6,733	\$9,430	\$80,796	\$113,160
Senior Information Technology Business Systems Analyst	109	\$7,408	\$10,372	\$88,896	\$124,464
Senior Marketing and Communications Specialist	108	\$6,733	\$9,430	\$80,796	\$113,160
Senior Planner	109	\$7,408	\$10,372	\$88,896	\$124,464
Senior Programmer Analyst	109	\$7,408	\$10,372	\$88,896	\$124,464
Senior Procurement Analyst	109	\$7,408	\$10,372	\$88,896	\$124,464
Senior Quality Assurance Specialist	108	\$6,733	\$9,430	\$80,796	\$113,160
Senior Real Estate Analyst	108	\$6,733	\$9,430	\$80,796	\$113,160
Senior Social Media & Website Specialist	109	\$7,408	\$10,372	\$88,896	\$124,464
Senior Systems Engineer	111	\$9,208	\$12,895	\$110,496	\$154,740
Senior Video Communications Systems Analyst	109	\$7,408	\$10,372	\$88,896	\$124,464
Vehicle Equipment Maintenance Specialist	207	\$6,070	\$8,492	\$72,840	\$101,904
Video Communications Systems Analyst	208	\$6,555	\$9,177	\$78,660	\$110,124
<i>Long Range Planner</i>	<i>208</i>	<i>\$7,408</i>	<i>\$10,372</i>	<i>\$88,896</i>	<i>\$124,464</i>
<i>Senior Strategic Planner</i>	<i>109</i>	<i>\$6,555</i>	<i>\$9,177</i>	<i>\$78,660</i>	<i>\$110,124</i>
<i>Service Planner</i>	<i>208</i>	<i>\$6,555</i>	<i>\$9,177</i>	<i>\$78,660</i>	<i>\$110,124</i>

<u>Classification</u>	<u>OE3 Grade Number</u>	<u>2023 Monthly Min</u>	<u>2023 Monthly Max</u>	<u>2023 Annual Min</u>	<u>2023 Annual Max</u>
Accountant I	205	\$5,360	\$7,501	\$64,320	\$90,012
Accountant II	108	\$6,935	\$9,713	\$83,220	\$116,556

Appendix C: Pay Ranges

<u>Classification</u>	<u>OE3 Grade Number</u>	<u>2023 Monthly Min</u>	<u>2023 Monthly Max</u>	<u>2023 Annual Min</u>	<u>2023 Annual Max</u>
Associate Architect	109	\$7,630	\$10,683	\$91,560	\$128,196
Associate Civil Engineer	110	\$8,472	\$11,857	\$101,664	\$142,284
Associate Engineer	109	\$7,630	\$10,683	\$91,560	\$128,196
Associate System Engineer	110	\$8,472	\$11,857	\$101,664	\$142,284
Assistant Architect	206	\$5,788	\$8,105	\$69,456	\$97,260
Assistant Engineer	208	\$6,752	\$9,452	\$81,024	\$113,424
Assistant Planner	207	\$6,252	\$8,747	\$75,024	\$104,964
Assistant Resident Engineer	208	\$6,752	\$9,452	\$81,024	\$113,424
Engineering Analyst I	205	\$5,360	\$7,501	\$64,320	\$90,012
Engineering Analyst II	207	\$6,252	\$8,747	\$75,024	\$104,964
Engineering Technician	205	\$5,360	\$7,501	\$64,320	\$90,012
Grants Analyst	206	\$5,788	\$8,105	\$69,456	\$97,260
Human Resources Trainer	206	\$5,788	\$8,105	\$69,456	\$97,260
Inspector	204	\$5,011	\$7,010	\$60,132	\$84,120
Information Technology Business Systems Analyst	107	\$6,304	\$8,828	\$75,648	\$105,936
Junior Engineer	205	\$5,360	\$7,501	\$64,320	\$90,012
Payroll Analyst	204	\$5,011	\$7,010	\$60,132	\$84,120
Planner	208	\$6,752	\$9,452	\$81,024	\$113,424
Programmer Analyst I	205	\$5,360	\$7,501	\$64,320	\$90,012
Programmer Analyst II	208	\$6,752	\$9,452	\$81,024	\$113,424
Procurement Analyst I	205	\$5,360	\$7,501	\$64,320	\$90,012
Procurement Analyst II	207	\$6,252	\$8,747	\$75,024	\$104,964
Quality Assurance Specialist I	202	\$4,500	\$6,299	\$54,000	\$75,588
Quality Assurance Specialist II	205	\$5,360	\$7,501	\$64,320	\$90,012
Real Estate Analyst I	205	\$5,360	\$7,501	\$64,320	\$90,012
Real Estate Analyst II	207	\$6,252	\$8,747	\$75,024	\$104,964
Resident Engineer	110	\$8,472	\$11,857	\$101,664	\$142,284
Revenue Analyst	207	\$6,252	\$8,747	\$75,024	\$104,964
Schedule Analyst I	205	\$5,360	\$7,501	\$64,320	\$90,012
Schedule Analyst II	207	\$6,252	\$8,747	\$75,024	\$104,964
Senior Accountant	109	\$7,630	\$10,683	\$91,560	\$128,196
Senior Architect	111	\$9,484	\$13,282	\$113,808	\$159,384
Senior Civil Engineer	111	\$9,484	\$13,282	\$113,808	\$159,384
Senior Engineering Analyst	109	\$7,630	\$10,683	\$91,560	\$128,196
Senior Engineering Technician	207	\$6,252	\$8,747	\$75,024	\$104,964

Appendix C: Pay Ranges

<u>Classification</u>	<u>OE3 Grade Number</u>	<u>2023 Monthly Min</u>	<u>2023 Monthly Max</u>	<u>2023 Annual Min</u>	<u>2023 Annual Max</u>
Senior Governmental Affairs Officer	108	\$6,935	\$9,713	\$83,220	\$116,556
Senior Grants Analyst	108	\$6,935	\$9,713	\$83,220	\$116,556
Senior Information Technology Business Systems Analyst	109	\$7,630	\$10,683	\$91,560	\$128,196
Senior Marketing and Communications Specialist	108	\$6,935	\$9,713	\$83,220	\$116,556
Senior Planner	109	\$7,630	\$10,683	\$91,560	\$128,196
Senior Programmer Analyst	109	\$7,630	\$10,683	\$91,560	\$128,196
Senior Procurement Analyst	109	\$7,630	\$10,683	\$91,560	\$128,196
Senior Quality Assurance Specialist	108	\$6,935	\$9,713	\$83,220	\$116,556
Senior Real Estate Analyst	108	\$6,935	\$9,713	\$83,220	\$116,556
Senior Social Media & Website Specialist	109	\$7,630	\$10,683	\$91,560	\$128,196
Senior Systems Engineer	111	\$9,484	\$13,282	\$113,808	\$159,384
Senior Video Communications Systems Analyst	109	\$7,630	\$10,683	\$91,560	\$128,196
Vehicle Equipment Maintenance Specialist	207	\$6,252	\$8,747	\$75,024	\$104,964
Video Communications Systems Analyst	208	\$6,752	\$9,452	\$81,024	\$113,424
<i>Long Range Planner</i>	<i>208</i>	<i>\$7,630</i>	<i>\$10,683</i>	<i>\$91,560</i>	<i>\$128,196</i>
<i>Senior Strategic Planner</i>	<i>109</i>	<i>\$6,752</i>	<i>\$9,452</i>	<i>\$81,024</i>	<i>\$113,424</i>
<i>Service Planner</i>	<i>208</i>	<i>\$6,752</i>	<i>\$9,452</i>	<i>\$81,024</i>	<i>\$113,424</i>

<u>Classification</u>	<u>OE3 Grade Number</u>	<u>2024 Monthly Min</u>	<u>2024 Monthly Max</u>	<u>2024 Annual Min</u>	<u>2024 Annual Max</u>
Accountant I	205	\$5,521	\$7,726	\$66,252	\$92,712
Accountant II	108	\$7,143	\$10,004	\$85,716	\$120,048
Associate Architect	109	\$7,859	\$11,003	\$94,308	\$132,036
Associate Civil Engineer	110	\$8,726	\$12,213	\$104,712	\$146,556
Associate Engineer	109	\$7,859	\$11,003	\$94,308	\$132,036
Associate System Engineer	110	\$8,726	\$12,213	\$104,712	\$146,556
Assistant Architect	206	\$5,962	\$8,348	\$71,544	\$100,176
Assistant Engineer	208	\$6,955	\$9,736	\$83,460	\$116,832
Assistant Planner	207	\$6,440	\$9,009	\$77,280	\$108,108
Assistant Resident Engineer	208	\$6,955	\$9,736	\$83,460	\$116,832
Engineering Analyst I	205	\$5,521	\$7,726	\$66,252	\$92,712
Engineering Analyst II	207	\$6,440	\$9,009	\$77,280	\$108,108

Appendix C: Pay Ranges

<u>Classification</u>	<u>OE3 Grade Number</u>	<u>2024 Monthly Min</u>	<u>2024 Monthly Max</u>	<u>2024 Annual Min</u>	<u>2024 Annual Max</u>
Engineering Technician	205	\$5,521	\$7,726	\$66,252	\$92,712
Grants Analyst	206	\$5,962	\$8,348	\$71,544	\$100,176
Human Resources Trainer	206	\$5,962	\$8,348	\$71,544	\$100,176
Inspector	204	\$5,161	\$7,220	\$61,932	\$86,640
Information Technology Business Systems Analyst	107	\$6,493	\$9,093	\$77,916	\$109,116
Junior Engineer	205	\$5,521	\$7,726	\$66,252	\$92,712
Payroll Analyst	204	\$5,161	\$7,220	\$61,932	\$86,640
Planner	208	\$6,955	\$9,736	\$83,460	\$116,832
Programmer Analyst I	205	\$5,521	\$7,726	\$66,252	\$92,712
Programmer Analyst II	208	\$6,955	\$9,736	\$83,460	\$116,832
Procurement Analyst I	205	\$5,521	\$7,726	\$66,252	\$92,712
Procurement Analyst II	207	\$6,440	\$9,009	\$77,280	\$108,108
Quality Assurance Specialist I	202	\$4,635	\$6,488	\$55,620	\$77,856
Quality Assurance Specialist II	205	\$5,521	\$7,726	\$66,252	\$92,712
Real Estate Analyst I	205	\$5,521	\$7,726	\$66,252	\$92,712
Real Estate Analyst II	207	\$6,440	\$9,009	\$77,280	\$108,108
Resident Engineer	110	\$8,726	\$12,213	\$104,712	\$146,556
Revenue Analyst	207	\$6,440	\$9,009	\$77,280	\$108,108
Schedule Analyst I	205	\$5,521	\$7,726	\$66,252	\$92,712
Schedule Analyst II	207	\$6,440	\$9,009	\$77,280	\$108,108
Senior Accountant	109	\$7,859	\$11,003	\$94,308	\$132,036
Senior Architect	111	\$9,769	\$13,680	\$117,228	\$164,160
Senior Civil Engineer	111	\$9,769	\$13,680	\$117,228	\$164,160
Senior Engineering Analyst	109	\$7,859	\$11,003	\$94,308	\$132,036
Senior Engineering Technician	207	\$6,440	\$9,009	\$77,280	\$108,108
Senior Governmental Affairs Officer	108	\$7,143	\$10,004	\$85,716	\$120,048
Senior Grants Analyst	108	\$7,143	\$10,004	\$85,716	\$120,048
Senior Information Technology Business Systems Analyst	109	\$7,859	\$11,003	\$94,308	\$132,036
Senior Marketing and Communications Specialist	108	\$7,143	\$10,004	\$85,716	\$120,048
Senior Planner	109	\$7,859	\$11,003	\$94,308	\$132,036
Senior Programmer Analyst	109	\$7,859	\$11,003	\$94,308	\$132,036
Senior Procurement Analyst	109	\$7,859	\$11,003	\$94,308	\$132,036
Senior Quality Assurance Specialist	108	\$7,143	\$10,004	\$85,716	\$120,048
Senior Real Estate Analyst	108	\$7,143	\$10,004	\$85,716	\$120,048

Appendix C: Pay Ranges

<u>Classification</u>	<u>OE3 Grade Number</u>	<u>2024 Monthly Min</u>	<u>2024 Monthly Max</u>	<u>2024 Annual Min</u>	<u>2024 Annual Max</u>
Senior Social Media & Website Specialist	109	\$7,859	\$11,003	\$94,308	\$132,036
Senior Systems Engineer	111	\$9,769	\$13,680	\$117,228	\$164,160
Senior Video Communications Systems Analyst	109	\$7,859	\$11,003	\$94,308	\$132,036
Vehicle Equipment Maintenance Specialist	207	\$6,440	\$9,009	\$77,280	\$108,108
Video Communications Systems Analyst	208	\$6,955	\$9,736	\$83,460	\$116,832
<i>Long Range Planner</i>	<i>208</i>	<i>\$7,859</i>	<i>\$11,003</i>	<i>\$94,308</i>	<i>\$132,036</i>
<i>Senior Strategic Planner</i>	<i>109</i>	<i>\$6,955</i>	<i>\$9,736</i>	<i>\$83,460</i>	<i>\$116,832</i>
<i>Service Planner</i>	<i>208</i>	<i>\$6,955</i>	<i>\$9,736</i>	<i>\$83,460</i>	<i>\$116,832</i>

<u>Classification</u>	<u>OE3 Grade Number</u>	<u>2025 Monthly Min</u>	<u>2025 Monthly Max</u>	<u>2025 Annual Min</u>	<u>2025 Annual Max</u>
Accountant I	205	\$5,687	\$7,958	\$68,244	\$95,496
Accountant II	108	\$7,357	\$10,304	\$88,284	\$123,648
Associate Architect	109	\$8,095	\$11,333	\$97,140	\$135,996
Associate Civil Engineer	110	\$8,988	\$12,579	\$107,856	\$150,948
Associate Engineer	109	\$8,095	\$11,333	\$97,140	\$135,996
Associate System Engineer	110	\$8,988	\$12,579	\$107,856	\$150,948
Assistant Architect	206	\$6,141	\$8,598	\$73,692	\$103,176
Assistant Engineer	208	\$7,164	\$10,028	\$85,968	\$120,336
Assistant Planner	207	\$6,633	\$9,279	\$79,596	\$111,348
Assistant Resident Engineer	208	\$7,164	\$10,028	\$85,968	\$120,336
Engineering Analyst I	205	\$5,687	\$7,958	\$68,244	\$95,496
Engineering Analyst II	207	\$6,633	\$9,279	\$79,596	\$111,348
Engineering Technician	205	\$5,687	\$7,958	\$68,244	\$95,496
Grants Analyst	206	\$6,141	\$8,598	\$73,692	\$103,176
Human Resources Trainer	206	\$6,141	\$8,598	\$73,692	\$103,176
Inspector	204	\$5,316	\$7,437	\$63,792	\$89,244
Information Technology Business Systems Analyst	107	\$6,688	\$9,366	\$80,256	\$112,392
Junior Engineer	205	\$5,687	\$7,958	\$68,244	\$95,496
Payroll Analyst	204	\$5,316	\$7,437	\$63,792	\$89,244
Planner	208	\$7,164	\$10,028	\$85,968	\$120,336
Programmer Analyst I	205	\$5,687	\$7,958	\$68,244	\$95,496



Appendix C: Pay Ranges

<u>Classification</u>	<u>OE3 Grade Number</u>	<u>2025 Monthly Min</u>	<u>2025 Monthly Max</u>	<u>2025 Annual Min</u>	<u>2025 Annual Max</u>
Programmer Analyst II	208	\$7,164	\$10,028	\$85,968	\$120,336
Procurement Analyst I	205	\$5,687	\$7,958	\$68,244	\$95,496
Procurement Analyst II	207	\$6,633	\$9,279	\$79,596	\$111,348
Quality Assurance Specialist I	202	\$4,774	\$6,683	\$57,288	\$80,196
Quality Assurance Specialist II	205	\$5,687	\$7,958	\$68,244	\$95,496
Real Estate Analyst I	205	\$5,687	\$7,958	\$68,244	\$95,496
Real Estate Analyst II	207	\$6,633	\$9,279	\$79,596	\$111,348
Resident Engineer	110	\$8,988	\$12,579	\$107,856	\$150,948
Revenue Analyst	207	\$6,633	\$9,279	\$79,596	\$111,348
Schedule Analyst I	205	\$5,687	\$7,958	\$68,244	\$95,496
Schedule Analyst II	207	\$6,633	\$9,279	\$79,596	\$111,348
Senior Accountant	109	\$8,095	\$11,333	\$97,140	\$135,996
Senior Architect	111	\$10,062	\$14,090	\$120,744	\$169,080
Senior Civil Engineer	111	\$10,062	\$14,090	\$120,744	\$169,080
Senior Engineering Analyst	109	\$8,095	\$11,333	\$97,140	\$135,996
Senior Engineering Technician	207	\$6,633	\$9,279	\$79,596	\$111,348
Senior Governmental Affairs Officer	108	\$7,357	\$10,304	\$88,284	\$123,648
Senior Grants Analyst	108	\$7,357	\$10,304	\$88,284	\$123,648
Senior Information Technology Business Systems Analyst	109	\$8,095	\$11,333	\$97,140	\$135,996
Senior Marketing and Communications Specialist	108	\$7,357	\$10,304	\$88,284	\$123,648
Senior Planner	109	\$8,095	\$11,333	\$97,140	\$135,996
Senior Programmer Analyst	109	\$8,095	\$11,333	\$97,140	\$135,996
Senior Procurement Analyst	109	\$8,095	\$11,333	\$97,140	\$135,996
Senior Quality Assurance Specialist	108	\$7,357	\$10,304	\$88,284	\$123,648
Senior Real Estate Analyst	108	\$7,357	\$10,304	\$88,284	\$123,648
Senior Social Media & Website Specialist	109	\$8,095	\$11,333	\$97,140	\$135,996
Senior Systems Engineer	111	\$10,062	\$14,090	\$120,744	\$169,080
Senior Video Communications Systems Analyst	109	\$8,095	\$11,333	\$97,140	\$135,996
Vehicle Equipment Maintenance Specialist	207	\$6,633	\$9,279	\$79,596	\$111,348
Video Communications Systems Analyst	208	\$7,164	\$10,028	\$85,968	\$120,336
<i>Long Range Planner</i>	208	\$8,095	\$11,333	\$97,140	\$135,996
<i>Senior Strategic Planner</i>	109	\$7,164	\$10,028	\$85,968	\$120,336
<i>Service Planner</i>	208	\$7,164	\$10,028	\$85,968	\$120,336