

# **Memorandum of Agreement**

**City of San José**

**and**

**Association of Engineers and Architects (AEA)  
International Federation of Professional and  
Technical Engineers, Local 21  
AFL-CIO  
Unit 043**



**July 1, 2023 – June 30, 2026**

**Association of Engineers and Architects,  
International Federation of Professional and Technical Engineers, Local 21  
Unit 043  
Memorandum of Agreement  
July 1, 2023 – June 30, 2026**

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For information regarding the classifications assigned to AEA and the current pay range, please see the Human Resources Department’s webpage at the following link:

- <https://www.sanjoseca.gov/your-government/departments-offices/human-resources>

## **PREAMBLE**

The Memorandum of Agreement hereinafter referred to as the "Agreement" is made and entered into at San Jose, California, on this 15<sup>th</sup> day of August, 2023, by and between the City of San Jose, hereinafter referred to as the "City" or "Management" and the Association of Engineers and Architects (AEA)/International Federation of Professional and Technical Engineers, Local 21 AFL-CIO, hereinafter referred to as the "Employee Organization" or "Union".

For the purpose of this Memorandum of Agreement, words, phrases and terms used herein shall be deemed to have the meanings specified in Section 2- Definitions of Resolution No. 39367 of the Council of the City of San Jose and in Part 2- Definitions of Chapter 3.04 of Title III, of the San Jose Municipal Code unless it is apparent from the context or from the specific language that a different meaning is intended.

## **ARTICLE 1 PURPOSE**

The parties agree that the purpose of this Memorandum of Agreement is: To promote and provide harmonious relations, cooperation and understanding between the City and the employees covered herein; to provide an orderly and equitable means of resolving differences which may arise under this Agreement, and to set forth the full agreements of the parties reached as a result of meeting and conferring in good faith regarding matters within the scope of representation for employees represented by the Union.

## **ARTICLE 2 PERIOD OF MEMORANDUM OF AGREEMENT**

This Agreement shall become effective July 1, 2023, except where otherwise provided, and shall remain in effect through the 30<sup>th</sup> day of June 2026. No amendment or change to the provisions of this Agreement shall be valid or binding unless reduced to writing and signed by duly authorized representative(s) of the parties.

This contract expires on June 30, 2026. It is mutually agreed that the first meeting of the parties will be scheduled no later than fifteen (15) calendar days after the City or Association receives notice from the other, which may be any date after January 1 of the year in which the current contract terminates. This notice must be made in writing, must specifically include a request to commence bargaining, and must include proposed dates for the meeting.

## **ARTICLE 3 AGREEMENT CONDITIONS**

### **3.1 Full Understanding, Modification and Waiver**

- 3.1.1 This Agreement sets forth the full and entire understanding of the parties regarding the matters set forth herein, and any and all prior or existing Memoranda of Understanding, understandings and agreements, whether formal or informal, are hereby superseded and terminated in their entirety.

- 3.1.2 Existing benefits within the scope of representation provided by ordinance or resolution of the City Council or as provided in the San Jose Municipal Code shall be continued without change during the term of this Agreement and be provided in accordance with the terms of the Agreement.
- 3.1.3 It is the intent of the parties that ordinances, resolutions, rules and regulations enacted pursuant to this Memorandum of Agreement be administered and observed in good faith.
- 3.1.4 Although nothing in this Agreement shall preclude the parties from mutually agreeing to meet and confer on any subject within the scope of representation during the term of this Agreement, it is understood and agreed that neither party may require the other party to meet and confer on any subject matter covered herein or with respect to any other matter within the scope of representation during the term of this Agreement.
- 3.2 Separability Notwithstanding any other provisions of this Agreement to the contrary, in the event that any Article, or subsections thereof, of this Agreement shall be declared invalid by any court of competent jurisdiction, or by any applicable State or Federal law or regulation, or should a decision by any court of competent jurisdiction or any applicable State or Federal law or regulation diminish the benefits provided by this Agreement, or impose additional obligations on the City, the parties shall meet and confer on the Article or subsections thereof affected. In such event, all other provisions of this Agreement not affected shall continue in full force and effect.
- 3.3 Concerted Activity. It is understood and agreed that:
- 3.3.1 Participation by any employee represented by the Union in picketing with respect to any issue concerning matters within the scope of representation provided or proposed to be provided by the City of San Jose for employees in this unit, or participation in a strike, work stoppage or slowdown, or any other concerted activity which diminishes services provided by an employee in this unit, or the failure to perform lawfully required work shall subject the employee to disciplinary action up to and including discharge.
- 3.3.2 If the Union, its officers or its authorized representatives violate provision 3.3.1 above or tolerate the violation of provision 3.3.1 above and after notice to responsible officers or business representatives of the Union, such officers or business representatives fail to take such prompt affirmative action as is within their power to correct and terminate the conduct described in provision 3.3.1 above, in addition to any other law, remedy or disciplinary action to which it or its officers or representatives may be subject, said Union shall, by action of the Municipal Employee Relations Officer, also be subject to suspension or revocation of the recognition granted to such Union and the Municipal Employee Relations Officer may suspend or cancel any or all payroll deductions payable to or in behalf of members of such Union, and prohibit or restrict the use of any City facility of any nature whatsoever and prohibit or restrict access by said officers or representatives to work or duty stations of employees in the representation unit. Such action on the

part of the Municipal Employee Relations Officer shall not be subject to review under the provisions of Article 18, Grievance Procedure.

### 3.4 Non-Discrimination

3.4.1 The parties agree that they, and each of them, shall not discriminate against any employee on the basis of race, religion, color, creed, age, marital status, national origin, ancestry, sex, sexual orientation, physical or mental disability, pregnancy, actual or perceived gender identity and political affiliation. The parties further agree that this section shall not be subject to the Grievance Procedure provided in this Agreement.

3.4.2 The parties agree that they, and each of them, shall not discriminate against any employee because of membership or lack of membership in the Union, or because of any authorized activity on behalf of the Union. The parties further agree that this section may be subject to the Grievance Procedure provided in the Agreement.

## **ARTICLE 4 RECOGNITION**

Pursuant to Resolution No. 39367 of the City Council of the City of San Jose and the provisions of applicable state law, the Association of Engineers and Architects/IFPTE Local 21, hereinafter referred to as the “Union” is recognized as the exclusive representative for the purpose of meeting and conferring on matters within the scope of representation for employees assigned to the classifications listed in Exhibit I attached and incorporated by reference into this Agreement. The classifications listed in Exhibit I and subsequent additions thereto or deletions therefrom shall constitute an appropriate unit.

## **ARTICLE 5 MANAGEMENT RIGHTS**

5.1 Except to the extent that the rights are specifically limited by the provisions of this Agreement, the City retains all rights, powers and authority granted to it or which it has pursuant to any law or the City Charter, including, but not limited to: The right to direct the work force; increase, decrease or re-assign the work force; hire, promote, demote; discharge or discipline for cause; transfer or reclassify employees; provide merit increases; assign employees special work requirements, and to determine the necessity, merits, mission and organization of any service or activity of the City or of any City Department, Agency or Unit. The City’s failure to exercise a management right does not preclude the City from exercising it at some time in the future.

5.2 The City has the sole and absolute right to determine the nature and type of, assign, re-assign, revoke assignments of or withdraw assignments of, City equipment, including motor vehicles, to or from employees during, after or before hours of duty, without consultation or meeting and conferring with the employees affected or the Association of Engineers and Architects/IFPTE, Local 21, representing such employee.

## ARTICLE 6 UNION RIGHTS

### 6.1 Authorized Representatives

6.1.1 For purposes of administering the terms and provisions of the various ordinances, resolutions, rules and regulations adopted pursuant to this Memorandum of Agreement:

6.1.1.1 Management's principal authorized agent shall be the Municipal Employee Relations Officer, or their duly authorized representative except where a particular Management representative is otherwise designated.

6.1.1.2 The Union's principal authorized agent shall be the President, or their duly authorized representative.

### 6.2 Union Representatives

6.2.1 The City shall recognize up to two (2) Union Representatives who are properly designated by the Union.

6.2.2 The Union agrees that it shall designate as Union Representatives only full-time employees who have satisfactorily completed an initial probationary period during the employee's current term of employment.

6.2.3 A Union Representative shall function under the terms of the grievance procedure in the department(s) or sections of a department(s) for which they have been designated. Should a Representative be required to leave their assigned duties to investigate and/or process a grievance, they shall secure the permission of their immediate supervisor and inform the supervisor of the general nature of the grievance, and report back to the supervisor upon returning to their assigned duties. In the event it is necessary for a Representative to handle a grievance in a department other than the department to which they are regularly assigned, the Representative shall report to the immediate supervisor of the aggrieved employee to request to meet with the employee(s) involved in the grievance.

6.2.4 In the event the parties agree that a Representative or other representative of the Union is permitted to investigate and/or process a grievance other than as provided above, such representative shall continue to investigate and/or process the grievance, even if the department or section of a department in which the grievance arose is subsequently assigned to another representative.

6.2.5 Although the grievances may be investigated and/or processed during normal business hours, the Union agrees that the time spent by its designated representatives processing grievances during normal business hours shall be kept to a minimum.



- 6.2.6 The Union agrees to properly notify the Municipal Employee Relations Officer of any changes of employees designated as Representatives.
- 6.2.7 The parties agree that they have a mutual interest in well-trained Representatives. Toward this end, up to one (1) designated Representatives shall be granted a maximum of eight (8) hours paid release time during each year of this agreement to participate in training sessions related to the provisions of this agreement, jointly conducted by the Union and the Office of Employee Relations, according to an outline of such training activities to be submitted by the Union and approved by the Office of Employee Relations prior to conducting any such training sessions.

### 6.3 Release Time

6.3.1 Release time from regular City duties shall be provided to designated Union representatives in accordance with the following provisions.

6.3.2 Designated Union Representatives. One designated Union Representative shall be eligible for release time from regular City duties to attend the following meetings:

- To attend Civil Service Commission meetings when matters affecting the Union are considered.
- To attend City Council meetings when matters affecting the Union are considered.
- To attend Federated Retirement Board meetings.
- To attend grievance meetings when used to facilitate settling of grievances.
- To attend Benefit Review Forum meetings.
- To attend City Labor Alliance meetings held with the City Manager or Employee Relations.
- To attend meetings scheduled by Administration when attendance is requested.
- To attend other meetings and trainings approved by the Employee Relations Manager, or designee.

6.3.3 City Paid Union Release Time: The designated bargaining unit representative(s) shall use the City Paid Union Release Time (URT) payroll code for any paid time off eligible for release time from regular City duties to attend authorized meetings. Upon request by the City, the bargaining unit representative(s) shall provide the City with a general explanation of the business conducted when the URT code is used.

### 6.4 Maintenance in Membership

6.4.1 Upon receipt from the Union of an employee's signed membership or other authorization form, including electronically signed forms which comply with the Uniform Electronic Transactions Act, the City will deduct the appropriate dues or fees from the employee's pay, as established and as may be changed from time to time by the Union, and remit such dues or fees to the Union. Deductions will

continue until the City receives from the Union the employee signed revocation form, including electronically signed forms which comply with the Uniform Electronic Transactions Act. In order to revoke membership, an employee shall mail a written revocation to the Union in accordance with the terms of the authorization form or, absent any such terms, by mailing a written revocation to the Union that is postmarked during the 30-day period immediately prior to the annual anniversary of the date on which the employee signed an authorization form. The Union shall then submit the revocation form to the Office of Employee Relations.

6.4.1.1 Effective October 1, 2023, employees who are dues paying members in an IFPTE-affiliated unit (AEA, AMSP, or CAMP) at the time of promotion or transfer into another IFPTE-affiliated unit will automatically become a dues paying member in the new unit.

6.4.2 The Union shall indemnify and hold harmless the City, its officers, employees and agents against any and all claims, losses, damages, injuries, expenses, lawsuits, and liabilities that directly or indirectly, in whole or in part, arise out of, pertain to, or relate to the application of or implementation of the provisions of this Article 6.4.

## 6.5 Dues Deduction

6.5.1 The City will deduct from the pay of each employee covered by this Agreement, while such employee is assigned to a classification included in a representation unit represented by the Union, dues uniformly required as a condition of membership, pursuant to the Union's constitution and by-laws provided that the employee has signed an appropriate Authorized Dues Deduction card. Such authorization shall be on a form approved by the Municipal Employee Relations Officer or designee.

6.5.1.1 The City agrees to deduct from the pay of each employee covered by this Agreement, while such employee is assigned to a classification included in a representation unit represented by the Union, voluntary deductions in addition to those described in Section 6.5.1, provided that the employee has submitted written authorization for such additional voluntary deductions on an appropriate Authorized Dues Deduction card to the Municipal Employee Relations Officer or designee. Such additional voluntary deductions shall continue unless the employee provides written notice to the Municipal Employee Relations Officer or designee to cease the additional voluntary deductions.

6.5.1.2 In reference to Article 6.4.1.1, membership dues will continue to be deducted automatically when dues paying members in an IFPTE-affiliated unit (AEA, AMSP, or CAMP) move into another IFPTE-affiliated unit.

6.5.2 Payroll dues deductions shall be in the amount certified to the Municipal Employee Relations Officer or designee from time to time by the designated Officer of the Union as regular bi-weekly dues.

- 6.5.3 Deductions shall be made from wages earned by the employee each bi-weekly pay period. The City will remit to the designated Officer of the Union the amounts so deducted accompanied by a list of the employees for whom the deduction was made. The deductions and the list will be remitted to the Union not later than twenty-one (21) days following the pay period in which the deductions were made.
- 6.5.4 Properly executed dues deduction cards and an alphabetical list of the additional employees authorizing the deduction shall be submitted to the Municipal Employee Relations Officer or designee on or before the Monday of the week preceding the beginning of the pay period in which deductions are to be made.
- 6.5.5 If, through inadvertence or error, the City fails to make the authorized deduction, or any part thereof, the City shall assume no responsibility to correct such omission or error retroactively.
- 6.5.6 It is expressly understood and agreed that the Union will refund to the employee any Union dues erroneously withheld from an employee's wages by the City and paid to the Union. In the event the Union fails to refund the dues erroneously withheld within a reasonable period of time following notification, the City will make such refund and deduct the amount from the amount due to the Union.
- 6.5.7 The Union shall indemnify the City and hold it harmless against any and all suits, claims, demands and liabilities that may arise out of or by reason of any action that shall be taken by the City for the purpose of complying with the foregoing provisions of this Article, or in reliance on any list or certification which shall have been furnished to the City under the above provisions.

## 6.6 Employee Rights

The City and the Union recognize the right of employees to form, join, and participate in lawful activities of employee organizations and the equal, alternative right of employees to refuse to form, join and participate in employee organizations. Neither party shall discriminate against an employee in the exercise of these alternative rights.

Accordingly, membership in the Union shall not be compulsory. An employee has the right to choose to become a member of the Union.

### 6.6.1 Employee's Obligation to Exclusive Representation

An employee who is a member of the Union on July 1, 2018, and any employee who becomes a member after July 1, 2018, shall maintain such membership.

### 6.6.2 Hold Harmless

The Union shall hold the City harmless and shall fully and promptly reimburse the City for any reasonable legal fees, court costs, or other litigation expenses incurred in responding to or defending against any claims against the City or any of its

agents, or employees, in connection with the interpretation, application, administration or enforcement of any section in this Agreement. The existence of or extent of any indemnification obligation under this provision shall be subject to the grievance procedure spelled out in this Agreement.

## 6.7 Bulletin Boards

6.7.1 Recognized Unions may use designated portions of City bulletin boards in departments which have employees in the representation unit for which the Union is recognized.

6.7.2 Subject to the provisions contained herein, the following types of Union notices and announcements listed below may be posted on the bulletin boards:

6.7.2.1 Meetings, elections, welfare, recreational and social affairs and such other notices as may be mutually agreed upon between the Union and the Municipal Employee Relations Officer or designee.

6.7.3 All material shall identify the Union responsible for its posting. Copies of all material to be posted must be filed with the Municipal Employee Relations Officer. The Municipal Employee Relations Officer or designee shall notify the Union of any material ordered removed. The Union shall be given the opportunity to revise the material or delete the objectionable section or sections.

6.7.4 The City reserves the right to determine where the bulletin boards shall be placed and what portion of such bulletin boards are to be allocated to the Union.

6.7.5 Failure of the Union to abide by the provisions of this Article shall result in the forfeiture of the Union's right to have materials posted on City bulletin boards. The City agrees it will not exercise its rights provided herein in an arbitrary or capricious manner.

6.8 Employee Lists. The City shall provide a monthly list of bargaining unit employees, including new employees to the Union. The City shall also provide to the Union a quarterly list of bargaining unit employees alphabetically with employee address, position title, employment date, and leave of absence status.

The Union agrees that such information will be treated in a confidential manner.

## **ARTICLE 7      TEMPORARY MODIFIED DUTY**

7.1 The City and the Union recognize that, employees may be temporarily unable to perform their full range of duties required of their position due to a work-related injury or illness. In order to provide gainful employment to these individuals and to maximize productivity, the City may create temporary modified job duties.

- 7.2 The City has the exclusive right to determine whether or not to create or eliminate temporary modified job duties and to assign eligible employees to fill such jobs.
- 7.2.1 The City shall not discriminate in assigning temporary modified job duties.
- 7.2.2 Employees assigned to temporary modified duties shall continue to accrue class seniority and other benefits based on hours worked.
- 7.3 Employees assigned to temporary modified job duties shall be returned to their regular jobs at such time as they are medically certified as capable of performing the full range of duties of said job.
- 7.4 If temporary modified job duties cannot be accommodated by the employee's department, the City will attempt to find temporary modified job duties elsewhere in the City. Departmental seniority will not be affected.
- 7.5 This Article, Article 7, is not subject to the grievance procedure.

## **ARTICLE 8 LEAVES**

### **8.1 Holidays**

- 8.1.1 Except as hereinafter otherwise provided, each full-time employee who is on paid status before and after the holidays specified below shall be entitled to paid holiday leave on each of the following holidays as observed, and on no other day, during the term of this Agreement:

New Year's Day	Labor Day
Martin Luther King Day	Indigenous Peoples' Day
Lunar New Year	Veterans Day
President's Day	Thanksgiving Day
Cesar Chavez Day	Day After Thanksgiving
Memorial Day	Christmas Eve
Juneteenth	Christmas Day
Independence Day	

Effective calendar year 2024, Lunar New Year shall be observed in accordance with the State of California's holiday schedule, and New Year's Eve Day shall no longer be a City-observed holiday.

- 8.1.2 When one of the above holidays falls on a Sunday, the following day shall be designated as the holiday; and when one of the above holidays falls on a Saturday, the preceding day shall be designated as the holiday.
- 8.1.3 Any other day proclaimed or designated by the Council of the City of San Jose as a holiday for which full-time employees will be entitled to holiday leave. Should additional holidays be provided, or should an existing holiday be traded for a

different holiday observance for other represented employees on a Citywide basis, such holidays shall apply to employees in this unit.

## 8.2 Vacation

8.2.1 Vacation accrues at the following rate for each paid hour (either worked or paid absence or holiday closure):

- 1-5 years of service = 120 hours annually for full-time employees
- 6-14 years of service = 160 hours annually for full-time employees
- 15+ years of service = 200 hours annually for full-time employees

8.2.2 Employees shall not be allowed to accrue vacation in excess of two (2) times their annual vacation accrual rate. Once the maximum accumulation has occurred, vacation will cease to accrue until the employee's vacation balance has fallen under their maximum vacation accrual amount. Any employee who is already above two (2) times their annual vacation rate will cease from accruing vacation until they have used enough vacation to bring them below their maximum accrual amount, or have sold back an amount that brings them below their maximum accrual amount.

8.2.2.1 Effective calendar year 2024, employees may sell back up to a maximum of seventy (70) hours of accrued vacation per calendar year.

8.2.2.2 Internal Revenue Service (IRS) regulations require the City to report and withhold taxes on the value of the vacation time an employee is eligible to sell back. In order to ensure compliance with the IRS requirements and to avoid unanticipated tax consequences:

8.2.2.3 Employees must elect the number of vacation hours they will sell back during a calendar year, up to the maximum of seventy (70) hours, by the end of November of the prior year. If an employee does not submit an irrevocable election form to Payroll on or before the end of November, the employee will not be eligible to sell back any vacation hours during the next calendar year.

8.2.2.4 The election to sell back vacation hours in any year is irrevocable. This means that employees must sell back the elected number of accrued vacation hours during that year. If the accrued vacation hours are not sold back within the designated calendar year, the employee will be deemed to have received the value of the vacation hours elected in that calendar year and will be taxed by the IRS accordingly.

8.2.2.5 Employees can elect to sell back only vacation hours accrued during any given year, and any vacation hours accrued and carried over prior to that year are not eligible for sell back during that year.

8.2.2.6 Any vacation hours accrued during that year will not be available for use until the employee's accrued vacation hours in that year equal the

number of hours the employee has elected to sell back. Those vacation hours accrued in the given year over the number of hours the employee elected to sell back in the given year will be available for use by the employee. This means that hours elected for sell back may only be used for sell back purposes and cannot be used for vacation time off purposes.

- 8.2.2.7 Employees may use any vacation hours accrued and carried over prior to the given year, subject to the normal rules of requesting use of vacation.

### 8.3 Sick Leave

- 8.3.1 Each full-time employee shall be entitled to sick leave with pay in accordance with the following provisions:

- 8.3.1.1 Sick leave shall accrue in an amount equal to the number of hours worked, excluding overtime, multiplied by a factor of 0.04616. Paid leave for holidays, vacation, or other paid leave shall be considered as time worked for purposes of this section.

- 8.3.2 Accrued sick leave may be utilized if the employee is required to be absent from work on account of non-job related illness or injury; routine medical or dental appointments, or for the care related to the illness or injury of the employee's child, mother, father, spouse or domestic partner registered with the Department of Human Resources. Up to 48 hours of accrued sick leave per calendar year may be utilized if the employee is required to be absent for the care related to the illness or injury of the employee's grandparent, grandchild, brother, sister, father-in-law, mother-in-law, stepfather, stepmother, stepchild, or designated person as defined in the City Policy Manual 4.2.1 Leaves of Absence Policy.

- 8.3.3 Accrued sick leave may also be utilized for job-related illness or injury if the employee is medically required to be absent from work between the date an examining physician determines the employee's condition to be "permanent and stationary" and the date the employee is so notified. Such accrued sick leave may not be utilized if the employee is otherwise entitled to temporary disability leave compensation for the above-referenced period of time.

- 8.3.4 Accrued sick leave not to exceed three (3) working days may be granted in circumstances where an alleged job-related illness or injury is involved, but the employee fails to provide medical verification of such job-related illness or injury.

- 8.3.5 Anything in this Article to the contrary notwithstanding, an employee who is entitled to Workers' Compensation temporary disability benefits, shall be permitted to utilize accrued sick leave subject to the following restrictions: Sick Leave shall be utilized in one-half (1/2) hour increments, but in no event shall an employee receive an amount, including any Workers' Compensation temporary disability compensation, in excess of such employee's regular base pay.

- 8.3.6 Accrued sick leave also may be used in accordance with the Catastrophic Illness Time Donation Program.
- 8.3.7 Except as otherwise provided by resolution of the City Council, paid sick leave shall not be allowed for any absence from work occasioned by intoxication, or use of narcotics not prescribed by a licensed physician.
- 8.3.8 If approved by the City, an employee who is enrolled and participating in a substance abuse treatment program may use sick leave for absences resulting from participation in such program. The City may require appropriate verification.
- 8.3.9 No employee shall be entitled to or be granted sick leave, either with or without pay, unless he or she, or someone on his or her behalf notifies his or her immediate superior or Department Director, of his or her intent to take such sick leave due to a personal or family illness prior to the commencement of the sick leave where such notice is possible; provided, however, that the Director of Employee Relations may waive the requirement of such notice upon presentation of a reasonable excuse by such employee.
- 8.3.10 Any time an employee is required to report to work and is unable to report due to illness or injury, an employee may be required to furnish medical verification or other substantiation for any such absences.
- 8.3.11 A full-time employee of the City shall be entitled to sick leave without any pay if required to be absent from work on account of any non-job related illness, injury or disability, in all situations where such employee is not entitled to sick leave with pay. Any full-time employee who is unable to return to work after being absent on paid and/or unpaid sick leave for a maximum of twelve (12) consecutive months or for a maximum of eighteen (18) cumulative months in any period of twenty-four (24) consecutive months may be separated from City service. However, an employee who has reached this limit may apply for a leave of absence without pay pursuant to Section 8.11, Leave of Absence.
- 8.3.12 Any such part-time employee shall be entitled to paid sick leave only for those days and number of hours the employee is in fact regularly assigned to work or would have been required to work, notwithstanding the designation, scheduling and indefinite assignment made pursuant to this Article.
- 8.3.13 No eligible part-time employee shall be entitled to sick leave with pay for any day or portion of a day during which the employee is absent, if in fact the employee is not regularly assigned to work or would not have been required to work on that day, inclusive of any hours an employee elects to work in addition to their indefinite assignment, notwithstanding the designation, scheduling and indefinite assignment made pursuant to this Article.

#### 8.4 Sick Leave Payout



8.4.1 Any employee hired on or after September 30, 2012, shall not be eligible for sick leave payout.

For employees hired on or before September 29, 2012, sick leave payout shall be given to each full-time employee at the time of retirement or death under one of the following conditions:

8.4.1.1 Federated Retirement Plan:

8.4.1.1.1 The employee is:

- A member of the Federated Retirement Plan, and
- Retired under the provisions cited in the plan, and
- Credited with at least fifteen (15) years of service in this retirement plan, or
- Credited with at least ten (10) years of service prior to a disability retirement.

8.4.1.2 Terminated Employee with Vesting Rights

8.4.1.2.1 The employee has:

- Terminated service with the City, and
- Retained vesting rights in a retirement system according to provisions in the SJMC, and
- Following such termination, qualifies for retirement and retires under the provisions cited in the code and
- Has at the time of retirement credit for at least fifteen (15) years of service in the applicable retirement plan.

8.4.1.3 Death During Service. The estate of any full-time employee who dies while in City service and prior to retirement, even though the employee is not credited with at least fifteen (15) years of service in any applicable retirement plan.

8.4.1.4 Death of Terminated Employee

8.4.1.4.1 The estate of any full-time employee who:

- Had terminated service with the City but had retained vesting rights in a retirement system according to provisions in the SJMC, and
- Dies prior to becoming eligible for retirement allowances as cited under provisions of the SJMC, and
- Has at the time of death credit for at least fifteen (15) years of service in the applicable retirement plan.

8.4.1.5 Effective June 22, 2013, for purposes of sick leave payout, an employee's sick leave balance and hourly rate shall be frozen. This means that an employee will receive no more in sick leave payout after having met the requirements contained herein than they would have been entitled to on June 22, 2013. Any sick leave usage after June 22, 2013, will come first from the sick leave balance accrued after June 22, 2013. An employee will continue to accrue sick leave after June 22, 2013, but it may not be used for sick leave payout purposes.

For example, if an employee's hourly rate is \$40 and their sick leave balance is 1000 hours on June 22, 2013, if they meet eligibility requirements, they shall receive a payout of their sick leave balance at the time of retirement using the formula below, but no more than 1000 hours and at an hourly rate of no more than \$40. This will occur even if the employee has subsequently earned more than 1000 hours in sick leave or received a pay increase so that their hourly rate is higher than \$40. In this example, if the employee does not have available sick leave to use that was accrued after June 22, 2013, and uses sick leave and reduces their sick leave balance on June 22, 2013 to 800 hours, they will only be entitled to a sick leave payout of 800 hours, regardless of any sick leave accrued after June 22, 2013. This means that if sick leave payout hours are reduced by usage, they are not able to be reestablished in the sick leave balance subject to payout.

Payout shall be determined as follows:

8.4.1.5.1 If an eligible full-time employee, as defined in subsection 8.4.1 above, at the time of their retirement or death has earned, unused sick leave hours, the employee shall be paid the equivalent of a specified percent of their hourly rate of pay at the time of retirement, termination or death, whichever comes first, multiplied by the total number of the employee's accumulated and unused hours of sick leave as of the date of the employee's retirement or death.

- Less than 400 hours:      Hours accumulated x  
50% of final hourly rate

- 400 - 799 hours: Hours accumulated x 60% of final hourly rate
- 800 - 1200 hours: Hours accumulated x 75% of final hourly rate

8.4.1.6 Use of previously accumulated sick leave hours: For purposes of determining the total number of accumulated and unused hours of sick leave of a full-time employee at the time of the employee’s retirement or death, unused sick leave from prior periods of employment before June 22, 2013, with the City shall be used. Previously accumulated sick leave shall be credited to the employee for use during an employee's current employment period.

8.5 Executive Leave. Executive leave is a benefit provided in recognition of the hours in excess of forty (40) hours per week, which may be necessary but are not directly compensated on an hourly basis. Each full-time employee shall be entitled to an additional eight (8) hours of executive leave hours which is granted in recognition that City employees may wish to observe a personal holiday that is not observed by the City. Executive leave is awarded as hours/days off, up to a maximum of forty-eight (48) hours / six (6) days during a payroll calendar year. Executive leave is not an accrued benefit and unused leave does not carry over from year to year.

The Management Performance Program (MPP) provides that the Department Director or designee may approve up to forty (40) additional hours of executive leave for employees who receive a performance appraisal of commendable or outstanding.

8.5.1 When an employee is hired or promoted into a position eligible for executive leave, the leave will be prorated during the first year dependent upon the hire date.

Start Date in Position	Hours of Executive Leave
January 1 – February 28 (February 29 on a Leap Year)	48 hours
March 1 – April 30	40 hours
May 1 – June 30	32 hours
July 1 – August 31	24 hours
September 1 – October 31	16 hours
November 1 – End of Payroll Calendar Year	8 hours

8.5.1.1 An employee who is promoted or demoted into an AEA-represented classification will have the number of Executive Leave hours they receive upon promotion or demotion reduced on an hour-for-hour basis based on their usage of Personal Leave and/or Executive Leave within the same payroll calendar year.

8.5.2 An employee on a reduced work week schedule will receive executive leave as indicated in the chart below, even if the actual hours worked exceed that amount.

Scheduled Work Hours per Week	Benefit Level	Hours of Executive Leave
35-39.9 hours per week	100%	48 hours
30-34.9 hours per week	75%	36 hours
25-29.9 hours per week	62.5%	30 hours
20-24.9 hours per week	50%	24 hours
Less than 20 hours per week	Unbenefited	None

8.5.3 Further details related to Executive Leave, including details related to the use of the four-hour rule, are contained in City Policy Manual Section 4.2.4, Executive Leave and Absence Policy.

8.6 Disability Leave

8.6.1 Termination of Leave. An employee who is unable to return to full time regular duty following the expiration of the integration of accrued vacation and of Sick Leave as provided in Section 8.3, and with Workers' Compensation may be separated from City service.

8.6.2 Integration. Integration of an employee's available leave will occur in the following order: (1) accrued Vacation hours, and (2) accrued Sick Leave once Vacation has been exhausted.

- In no event shall an employee receive an amount, including any Workers' Compensation Temporary Disability payments, in excess of the employee's regular base salary.

8.7 Bereavement Leave. Employees shall be entitled to use bereavement leave for up to five (5) days due to the death of a qualifying relative or their spouses' or domestic partners' qualifying relative. The days of bereavement leave need not be consecutive. Each full time or benefited part-time employee shall be granted bereavement leave with full pay for up to forty (40) work hours to attend to the customary obligations arising from the death of any of the following relatives of such employee or employee's spouse or employee's domestic partner. Due to the employee's regular work schedule, if the five (5) day entitlement exceeds forty (40) hours, employees may supplement the remaining time off using their accrued leave balances, including, but not limited to, sick leave. All leave must be used within three (3) months following the death of an eligible person. Under extreme circumstances, the 3-month requirement may be waived by the Director of Employee Relations. The decision of the Director of Employee Relations shall be final, with no process for further appeal.

Qualifying employee or employee's spouse or employee's domestic partner relatives are as follows:

- a) Parent/Step-parent

- b) Spouse/Domestic Partner
- c) Child/Step-child
- d) Brother/Sister; Step-brother/sister; Half brother/sister
- e) Grandparent/Step-grandparent
- f) Great grandparent/Step-great grandparent
- g) Grandchild
- h) Sister-in-law/Brother-in-law/Daughter-in-law/Son-in-law

8.7.1 A domestic partner, as referenced in Section 8.7, must be the domestic partner registered with the Department of Human Resources.

8.7.2 No eligible employee shall be entitled to compensation for Bereavement leave in the event of the death of any of the above relatives, if such employee is not scheduled to work when such bereavement leave is required.

8.8 Jury Duty. Each full-time employee, or each part-time employee who is eligible for benefits, who is required to take time off from duty to serve as a juror in any Court of this State, or of the United States of America, shall receive the regular base compensation less all jury fees received, excluding mileage. Each employee receiving a notice to report for jury service shall immediately notify the immediate supervisor.

8.9 Witness Leave

8.9.1 Each full-time employee of the City who is required, under subpoena, to take time off duty with the City, to appear as a witness, by reason of their employment with the City, in any case or proceeding in any Court of this State or of the United States of America, shall receive their regular salary during the term of their service as a witness under subpoena, less any and all witness fees which they may receive therefore. Compensation will not be paid if the employee is a party to the action.

8.9.2 Upon service of subpoena, an employee shall immediately advise their Department Director, or supervisor thereof, and of the time when they are required to appear in Court.

8.10 Union Leave

8.10.1 Union leave may be requested by the employee and the Union at least thirty (30) calendar days in advance in writing. One (1) employee represented by AEA, from each unit, (a total of three (3) employees), may be granted a leave of absence, not to exceed twelve (12) months. During the leave of absence, the employee shall be in an unpaid status (i.e. no vacation, holiday, and/or sick leave will accrue; however, the employee may maintain health coverage by paying the cost of health benefits (COBRA- the monthly group health premium rate).

8.10.2 Any leave granted pursuant to the provisions contained herein may be canceled by the appointing authority by notice in writing mailed to the employee at the employee's address on file in the Human Resources Department or such other address as the employee may designate. Such notice shall be by registered mail,

return receipt requested and shall be mailed not later than thirty (30) days prior to the effective date of the cancellation of the leave. Failure of the employee to return to work on the first scheduled work day after the effective date of the cancellation, or on the first scheduled work day following the expiration of a leave, shall be considered a voluntary resignation, unless the failure to return is due to extenuating circumstances beyond the control of the employee. Each employee who is granted a leave pursuant to the provisions of this Article shall, upon return from leave, be entitled to a position in the department within the classification held by the employee at the time the leave commenced.

- 8.10.3 At least forty-five (45) calendar days prior to the completion of the status terms of the leave of absence for Union Leave, the Union shall notify the employer of the employee's intent to return to work. If the position to which an employee would otherwise be entitled pursuant to the above has been deleted from the department's budget during the term of the employee's leave of absence, the employee shall, upon return from leave, be entitled to a position within the classification held by the employee at the time the leave commenced, provided there is either a vacancy in such classification or an employee in the classification with less seniority whose duties the returning employee is qualified to perform.
- 8.10.4 For the purposes of this Article, seniority shall be defined in accordance with Subsection 9.4.1 of Article 9, entitled Layoff.
- 8.10.5 Any employee who is absent without notification to their Department Director, or other designated authority, for two (2) consecutive workdays, shall be considered a voluntary resignation, unless the failure to report is due to extenuating circumstances beyond the control of the employee.
- 8.10.6 Employees who have been separated from City service for failure to return from leave, or failure to report, and whose failure is determined to be the result of extenuating circumstances beyond their control shall be reinstated.

## 8.11 Leaves of Absence

- 8.11.1 All requests for leaves of absence without pay shall be made in writing. The appointing authority, or their designated representative, may grant an employee a leave of absence without pay for good and sufficient reason, not to exceed twelve (12) months. Such leaves may, however, be extended, not to exceed an additional six (6) months, upon written request of the employee, subject to approval of the appointing authority, or their designated representative. Written requests for an extension of a leave shall be submitted prior to the expiration of the leave.
- 8.11.2 Appointing authority may grant leaves of absence without pay for an employee to work on Union business. Such leaves are subject to all the provisions in the Article.
- 8.11.3 Any leave granted pursuant to the provisions contained herein may be canceled by the appointing authority by notice in writing mailed to the employee at the employee's address on file in the Human Resources Department or such other

address as the employee may designate. Such notice shall be by registered mail, return receipt requested and shall be mailed not later than thirty (30) days prior to the effective date of the cancellation of the leave. Failure of the employee to return to work on the first scheduled work day after the effective date of the cancellation, or on the first scheduled work day following the expiration of a leave, shall be considered a voluntary resignation, unless the failure to return is due to extenuating circumstances beyond the control of the employee. Each employee who is granted a leave pursuant to the provisions of this Article shall, upon return from leave, be entitled to a position within a classification held by the employee at the time the leave commenced.

- 8.11.4 If the position to which an employee would otherwise be entitled pursuant to the above has been deleted from the department's budget during the term of the employee's leave of absence, the employee shall, upon return from leave, be entitled to a position within the classification held by the employee at the time the leave commenced, provided there is either a vacancy in such classification or an employee in the classification with less seniority whose duties the returning employee is qualified to perform.
- 8.11.5 The employee is responsible for coordinating the return to work following a leave of absence. Prior to returning from a leave of absence, the employee shall contact the supervisor to ensure that all necessary documents have been completed and steps taken.
- 8.11.6 For the purposes of this Article, seniority shall be defined in accordance with Subsection 9.4.1 of Article 9, entitled Layoff.
- 8.11.7 Any employee who is absent without notification to their Department Director, or other designated authority, for two (2) consecutive work days shall be considered a voluntary resignation, unless the failure to report is due to extenuating circumstances beyond the control of the employee. An employee will be considered to be absent without notification pursuant to this Section, if notification is not provided prior to the commencement of the second consecutive work day.
- 8.11.8 Employees who have been separated from City service for failure to return from leave, or failure to report, and whose failure is determined to be the result of extenuating circumstances beyond their control shall be reinstated.
- 8.12 City-Paid Parental Leave. Full-time employees shall be eligible for City-Paid Parental Leave and are subject to the terms and conditions of the City of San Jose's Paid Parental Leave Policy.

Effective January 1, 2023, for eligible births, adoptions, or foster care placements, full-time employees will receive a maximum total of three hundred and twenty (320) hours of paid time off and shall be eligible to use up to a maximum total of one-hundred and twenty (120) hours of their available sick leave for City-Paid Parental Leave reasons.

- For the period of January 1, 2023, through August 15, 2023, no retroactive timecard adjustments will be allowable and any additional City-paid parental leave hours as provided for herein may only be used on a prospective basis.

City-Paid Parental Leave and the use of available sick leave balances for City-Paid Parental Leave reasons must be used and completed no later than 12 months from the birth or placement of a child.

## **ARTICLE 9      LAYOFF**

9.1    Order of Layoff. When one (1) or more employees in the same class in a City department are to be laid off for lack of work, purposes of economy, curtailment of positions or other reason, the order of layoff shall be as follows:

9.1.1    Probationary employees in the order to be determined by the appointing authority.

9.1.2    Permanent employees in inverse order of seniority within the classification being reduced, or in a higher class.

Permanent employees shall be given every opportunity for transfer to other departments when layoff is pending.

9.2    Notice of Layoff

9.2.1    Employees subject to the provisions of this Article shall, wherever possible, be given at least thirty (30) calendar days notice in writing prior to the effective date of layoff. The appropriate Unions shall receive concurrent notice, and upon written request within seven (7) calendar days after the notice is given shall be afforded an opportunity to meet with the appropriate City representatives to discuss the circumstances necessitating the layoff and any proposed alternatives to such layoff.

9.2.2    Upon specific request by the Union, the City shall provide any available public, written documents relating to staffing levels in a given department or section of a department. If workload documentation is available, the City will provide it to the Union, upon written request.

9.3    Reassignment in Lieu of Layoff. In the event of layoff, any employee so affected may elect to:

9.3.1.    Accept a position in a lateral or lower class in which they have previously served, or a position in a lateral or lower class within the series containing the class from which the employee is being laid off, provided they are otherwise qualified and are more senior than the least senior employee in such lateral or lower class.

9.3.2.    Accept a vacant position in a lateral or lower class for which they have the necessary education, experience, and training as determined by the Director of Human Resources or their designee. An employee may also accept a vacant position



in a higher class, provided they have held permanent status in such higher class, and further provided that the employee's removal from the higher class was voluntary and occurred during their most recent period of employment. Adverse decisions of the Director of Human Resources regarding necessary education, experience, and training shall be subject to the grievance procedure, including arbitration. The employee may file the grievance at Step III within ten (10) working days of the date of being notified of the adverse decision.

9.3.3 Any employee entitled to an option noted above, which involves assignment to a lower classification, may elect to be placed on layoff in lieu of accepting such assignment to the lower class. In the event the employee elects to be placed on layoff, such employee will only be recalled to the classification from which the employee elected to be placed on layoff or to any higher classification to which the employee may be entitled pursuant to the provisions of this Article.

9.4 As used in this Article, the following words and phrases shall be defined as follows:

9.4.1 Except as otherwise provided above, seniority shall be defined as the length of continuous paid employment within any permanent class or classes within the classified service of the City. Seniority shall be retained, but shall not accrue, during any period of leave without pay, except for authorized military leave.

9.4.2 A lower class shall mean a class with a lower salary range.

9.4.3 A position in a lateral class shall mean a position in a class with the same salary range.

9.4.4 A position in a higher class shall mean a position in a class with a higher salary range.

9.5 Except as otherwise provided herein, no employee shall be entitled to a position in a higher class as a result of the application of the provisions of this Article.

9.6 Layoff Reinstatement Eligible List

9.6.1 The names of such persons who are laid off or who elect reassignment in lieu of layoff in accordance with the provisions of Section 9.3, Reassignment in Lieu of Layoff, of this Article shall be placed upon a Reinstatement Eligible List in inverse order of seniority, i.e., the person with the greatest seniority on the Reinstatement Eligible List for the classes affected shall be offered reinstatement when a vacancy exists in the affected class. In the event the person refuses the offer of reinstatement, such person's name shall be removed from the Reinstatement Eligible List, unless such person has reinstatement rights under the provisions of this Article to a higher class than the one in which the reinstatement is being refused.

9.6.2 In the event an employee accepts reinstatement to a lower class to which they are entitled, such person's name shall remain on the Reinstatement Eligible List for reinstatement to a lateral class, provided such person, except for lack of seniority,

would have been otherwise entitled to such lateral class at the time of the most recent layoff.

- 9.6.3 Any person who is reinstated to a class which is the highest class to which they would have been entitled at the time of the layoff shall have their name removed from the Reinstatement Eligible List.
- 9.6.4 In the event a person on layoff cannot be contacted by the City through usual and customary channels, including, but not limited to emails, phone calls or regular mail within ten (10) working days, such person's name shall be removed from the Reinstatement Eligible List, providing, however, that such person within the three (3) year period specified herein may request that their name be replaced on the Reinstatement Eligible List and such person's name may, in the sole discretion of the Director of Human Resources or their designee, be returned to the Reinstatement Eligible List. It shall be the responsibility of each person placed on the Reinstatement Eligible list to notify the Department of Human Resources of changes in contact information including, but not limited to email address, phone number or mailing address.
- 9.6.5 In no event shall the names of any person laid off pursuant to the provisions of this Article remain on a Reinstatement Eligible List for a period longer than three (3) years from the effective date of such person's most recent layoff. If there are employees on a Reinstatement Eligible List, the City will review such list prior to contracting-out work, or hiring outside work, to determine if the work could be performed by someone on the Reinstatement Eligible List.
- 9.6.6 Upon reinstatement to any classification to which the employee is entitled pursuant to the provisions of this Article, all benefits acquired by the employee prior to their layoff shall also be reinstated. An employee shall not receive credit for time spent on layoff in computing time for any benefit entitlement.

## **ARTICLE 10 WAGES AND SPECIAL PAY**

- 10.1 Fiscal Year 2018-2019. Effective July 1, 2018, all employees holding positions in classifications assigned to AEA shall receive an approximate 5% ongoing non-pensionable compensation increase.
- 10.2 Fiscal Year 2023-2024. Effective September 17, 2023, all salary ranges for employees holding positions in classifications assigned to AEA shall be increased by approximately 6.00%.

In lieu of retroactivity, employees represented by AEA shall receive a one-time, non-pensionable lump sum payment based on their benefit level as follows:

<b>Benefit Level</b>	<b>Amount of One-Time Non-Pensionable Lump Sum Payment</b>
35.00+ Hour Benefit Level	\$1,770.00
30.00 – 34.00 Hour Benefit Level	\$1,326.00
25.00 – 29.00 Hour Benefit Level	\$1,110.00
20.00 – 24.00 Hour Benefit Level	\$885.00
Part-Time Unbenefited Employees	\$442.50

To receive this lump sum payment as a benefited employee, the employee (1) must have been employed by the City on June 25, 2023, and (2) must be employed as of the date the payment is made. To receive this lump sum payment as a part-time unbenefited employee, the employee (1) must have been employed by the City on June 25, 2023, (2) must have worked at least 100 hours of regular time between June 25, 2023, and September 2, 2023, and (3) must be employed as of the date the payment is made. This payment shall be made during second full pay period following Council approval in open session.

- 10.3 Fiscal Year 2024-2025. Effective the first full pay period of Fiscal Year 2024-2025, all salary ranges for employees holding positions in classifications assigned to AEA shall be increased by approximately 4.00%.

Effective the first full pay period in January 2025, all salary ranges for employees holding positions in classifications assigned to AEA shall be increased by approximately 1.00%.

- 10.4 Fiscal Year 2025-2026. Effective the first full pay period of Fiscal Year 2025-2026, all salary ranges for employees holding positions in classifications assigned to AEA shall be increased by approximately 3.50%.

If the revised Five-Year Forecast included as part of the 2025-2026 Proposed Operating Budget includes a \$10 million dollar surplus or more in Fiscal Year 2025-2026, the general wage increase effective the first full pay period of Fiscal Year 2025-2026, for employees holding positions in classifications assigned to AEA shall be 4.00%.

10.5 Bilingual Pay

10.5.1 To be eligible for a bilingual premium pay, an employee must meet at least one of the following eligibility requirements and must be certified as bilingual for oral communication, written translation or sign language duties according to the current established procedure.

10.5.1.1 The employee is currently assigned to a position selectively certified based on bilingual ability by the Director of Human Resources, or their designee, or

10.5.1.2 The duties currently assigned and currently being performed by an employee have been designated by the Department Director or their designee as requiring utilization of a non-English language on a regular basis.

Each department is responsible for ensuring that employees receiving a bilingual premium pay meet the requirements set forth herein.

- 10.5.2 Each full-time employee who meets the above eligibility requirements shall be compensated for performing oral communication, sign language duties, or written translation duties at the rate of \$60.00 per biweekly pay period for each pay period actually worked.
- 10.5.3 Each part-time benefited employee who meets the above eligibility requirements shall be compensated for performing oral communication, sign language duties, or written translation duties at the rate of \$50.00 per biweekly pay period for each pay period actually worked.
- 10.5.4 Each part-time unbenefited employee who meets the above eligibility requirements shall be compensated for performing oral communication, sign language duties, or written translation duties at the rate of \$0.50 per hour.
- 10.5.5 If an eligible employee is on paid leave for a period of one full pay period or more, the employee will not receive bilingual pay for that period.
- 10.5.6 If an employee who receives bilingual pay refuses to provide interpretation or translation services for which they are certified, the employee shall no longer be eligible to receive bilingual pay. This determination shall be made by the City Manager or designee in consultation with the Department Director.

## 10.6 Working in a Higher Classification

- 10.6.1 Upon specific written assignment by the Department Director, or their designated representative, with prior written approval, a full-time employee may be required to perform the duties of a full-time position in a higher classification. Such assignments shall be made to existing authorized positions that are not actively occupied due to the temporary absence of the regularly appointed employee.
- 10.6.2 As an alternative to making appointments to vacant positions, a Department may, upon the approval of the Office of the City Manager, assign an employee to work in a higher classification for a period of time not to exceed twelve (12) months. At the expiration of the assignment (not to exceed twelve months), the assigned employee shall return to their regular assignment. The Department may then request authorization to fill the position on a regular basis or return it to vacant status.
- 10.6.3 Employees specifically assigned in writing to duties of a higher classification as specified above shall be compensated at the rate in the salary range of the higher class, which is at least five percent (5%) higher than the rate received by the employee in the employee's present class. Notwithstanding any other provision of this section, in no event shall an employee receive any amount in excess of the top of the salary range of the higher classification. The employee shall not receive the rate of compensation, however, unless the assignment is for a minimum of 14 days.

10.7 Mileage Reimbursement. Each employee of the City who is authorized by the Department Director or designee to use the employee’s private automobile in the performance of the duties of the employee’s position, shall be paid as a travel allowance for such use of their private automobile a “mileage reimbursement rate” consistent with the City’s rate.

10.8 Premium Pay

10.8.1 Employees in the Senior Engineer (3815), Senior Architect/Senior Landscape Architect (3844), and Engineering Geologist (3874) classifications shall receive a professional achievement incentive of 1.5% (paid biweekly) in addition to their base salary as follows. Employees are only eligible for one (1) professional achievement incentive. In order to receive the professional achievement incentive, an employee must hold one of the following licenses or registrations as issued by the relevant California agency: (1) Certified Access Specialist (CAsp), (2) Structural Engineer License, or (3) Project Management Professional (PMP) license/certification. The premium pay becomes effective the first full pay period after the date of an approved application is received by the Payroll Department.

10.8.2 Payment of such incentive is not intended to impair or alter the City’s ability to transfer or reassign an employee.

10.9 Definition of the Market. Comparable classifications in cities and counties in Santa Clara, San Mateo, Contra Costa, San Francisco, and Alameda Counties serving populations of 100,000 or more will be used to compare against City classifications. Population figures will be based on data from the U.S. Census Bureau.

10.9.1 Compensation information from the private sector will be gathered from existing published sources and will be used to supplement public sector data as deemed appropriate by the City.

10.9.2 Based on the April 1, 2020, U.S. Census Bureau, 2020 Census of Population, the following agencies currently meet the definition of the market:

Alameda County	Berkeley
Milpitas	Contra Costa County
Daly City	Fremont
Hayward	Oakland
San Francisco City/County	San Mateo County
Santa Clara (City)	Santa Clara County
Sunnyvale	Mountain View

10.9.3 When conducting a salary survey, if less than six (6) classification matches are available, the City may utilize classifications at jurisdictions outside of those listed in Article 10.9.2, which may include special districts, as appropriate and will obtain feedback from the Union in these cases.

10.9.4 If the Union believes that a long-term vacancy issue exists in an IFPTE-represented classification, the Union may request information and/or raise these matters for discussion at a Labor Management Committee meeting.

#### 10.10 Overpayments of Compensation.

When the City determines an overpayment has been made to an employee, it shall notify the employee of the overpayment and afford the employee an opportunity to respond prior to commencing recoupment actions. The City will endeavor to reach mutual agreement with the employee regarding repayment terms, which may be in lump sum cash payment(s) or installment(s) through payroll deduction(s). Absent mutual agreement on a method of reimbursement within 30 days, the City shall proceed with recoupment via Payroll deductions over a number of pay periods equivalent to the term of overpayment, unless the maximum deduction per pay period is insufficient to repay the balance of the overpayment. In this case, the payments shall continue for as many pay periods is necessary to repay the balance of the overpayment. In no event shall amounts deducted from payment of salary or wages exceed 15% of the employee's net disposable earnings.

10.10.1 An employee who separates from City employment prior to full repayment of the amount owed to the City shall have any money owed to the City withheld from their final paycheck(s). If the amount of money owed upon separation is insufficient to provide full reimbursement to the City, the City shall have the right to exercise any and all other legal means to recover the additional amount owed.

### **ARTICLE 11    BENEFITS**

#### 11.1 Health Insurance

11.1.1 The City will provide health coverage for eligible full-time employees and their dependents in accordance with one of the available plans. All available plans have a 4-tier rate structure (Employee, Employee plus spouse/domestic partner, Employee plus Child(ren) and Family).

11.1.2 Medical Insurance Provider with the Second Highest Overall Employee Enrollment. The City pays ninety percent (90%) of the cost of the lowest priced Non-Deductible HMO Co-Pay Plan of the medical insurance provider with the second highest overall employee enrollment for the employee or the employee and dependent coverage, and the employee pays ten percent (10%) of the full premium cost of the lowest priced Non-Deductible Co-Pay Plan of the medical insurance provider with the second highest overall employee enrollment.

11.1.3 Any deductible plans offered by the medical insurance provider with the second highest overall employee enrollment and whose cost is below ninety percent (90%) of the full premium cost of the lowest priced Non-Deductible HMO Co-Pay Plan will be offered to full-time employees at no cost.

- 11.1.4 Medical Insurance Provider with the Highest Overall Employee Enrollment. The City will pay eighty-five percent (85%) of the full premium cost of the lowest priced Non-Deductible HMO Co-Pay Plan of the medical insurance provider with the highest overall employee enrollment for the employee or the employee and dependent coverage, and the employee pays fifteen percent (15%) of the full premium cost of the lowest priced Non-Deductible Co-Pay Plan of the medical insurance provider with the highest overall employee enrollment.
- 11.1.5 If the employee selects a plan other than the lowest priced Non-Deductible HMO Co-Pay Plan, the employee pays the difference between the total cost of the selected plan and the City's contribution toward the lowest priced Non-Deductible HMO Co-Pay Plan.
- 11.1.6 An employee may not be simultaneously covered by City-provided medical benefits as a City employee and as a dependent of another City employee or retiree.
- 11.1.7 Default Healthcare Plan. New full-time employees and current employees not previously eligible to receive benefits who are hired into a full-time benefits eligible position and who do not sign up for a healthcare plan within thirty (30) calendar days from their hire date, will be automatically enrolled in the lowest cost HMO Deductible plan offered by the medical insurance provider with the second highest overall employee enrollment at the time the employee is automatically enrolled.

## 11.2 Dental Insurance

- 11.2.1 The City will offer dental coverage for eligible full-time employees and their dependents. As of the date of this Agreement the plans include a PPO plan and a DHMO plan. These plans are described in the City of San Jose Employee Benefits Handbook available on the City's website and in pamphlets available in the Human Resources Department. All available plans have a 4-tier rate structure (Employee, Employee plus spouse/domestic partner, Employee plus Child(ren) and Family).
- 11.2.2 The City will provide dental coverage in the lowest priced plan for eligible full time employees and their dependents. If an employee selects a plan other than the lowest priced plan, the City will pay ninety-five percent (95%) of the full premium cost for the selected dental coverage for eligible full time employees and their dependents and the employee shall pay five percent (5%) of the full premium cost for the selected plan. As of the date of this Agreement the plans include an indemnity plan and a DHMO plan. These plans are described in the City of San Jose Employee Benefits Handbook and in pamphlets available in the Human Resources Department.
- 11.2.3 Each eligible, full-time employee and dependents shall receive Orthodontia coverage in the Delta Dental Plans; the PPO plan must be medically necessary and has a lifetime maximum amount of \$2,000, the DHMO plan will include a copayment of \$1,000, and orthodontia coverage (both medically and non-medically necessary) is limited to once per eligible member per lifetime.

11.2.4 Retirees who meet the eligibility requirements defined in Ordinance No. 22261 amending Sections 3.24, Part 24, and 3.28, Part 17, Title 3 of the San José Municipal Code are entitled to dental insurance coverage as a benefit of the Federated Retirement System.

11.2.5 An employee may not be simultaneously covered by City-provided dental benefits as a City employee and as a dependent of another City employee or retiree.

11.2.6 The City will use actual rather than blended premium.

### 11.3 Payment In-Lieu of Health and Dental Insurance

11.3.1 The purpose of the payment-in-lieu of health and/or dental insurance program is to allow employees who have double health and/or dental insurance coverage to drop the City's insurance and receive a payment-in-lieu. Effective as soon as practicable in Fiscal Year 2023-2024, following union ratification and Council approval in open session, the payment in lieu amount for employee only will be adjusted as provided for in section 11.3.2.

11.3.2 Employees who qualify for and participate in the payment in-lieu of health and/or dental insurance program will receive the following per pay period:

Health Insurance Tier	Health-in-Lieu	Dental –in-Lieu
Employee	\$102.00	\$6.65
Employee plus spouse/domestic partner	\$147.87	\$13.30
Employee plus Child(ren)	\$129.39	\$11.64
Family	\$221.84	\$19.95

A City employee who receives health and/or dental coverage as a dependent of another City employee or retiree shall be eligible for the employee only coverage for the payment-in-lieu of health and/or dental program.

11.3.3 The payment-in-lieu of health and/or dental insurance program is available to full-time employees who are not on a reduced workweek of less than thirty-five (35) regular work hours per week or unpaid leave and have alternate group health and/or dental coverage. To qualify, a new employee must attest that the employee and all covered dependents have or will have minimum essential coverage under an alternative group medical/dental plan and an employee who has a life qualifying event must provide proof of alternate group coverage to Human Resources. Alternate coverage must be acceptable by the City.

11.3.4 Enrollment in the payment-in-lieu of health and/or dental insurance program can only be done during the first thirty (30) days of employment, during the annual open enrollment period, or within thirty (30) days of a qualifying event (defined in the Human Resources Benefits Handbook as a change in marital, dependent or work status of the employee or the employee's spouse) occurring anytime during the year. Employees who miss the thirty (30) day time limit after a qualifying event



must wait until the next open enrollment period to enroll in the payment-in-lieu of insurance program. Enrollment in the payment-in-lieu of insurance program may be canceled by the employee only during the annual open enrollment period unless the employee loses alternate group coverage. Enrollment or cancellation during the open enrollment period will become effective the first pay period of the following calendar year.

- 11.3.5 Payments for the in-lieu insurance program will be discontinued if an employee becomes ineligible for the program. An employee's ineligible status would include but not be limited to the following situations, employment status changes from full to part time, employee is on an unpaid leave of absence, employee is on a reduced work week of less than thirty-five (35) regular work hours per week, or employee loses or does not have alternate insurance coverage. An employee whose in-lieu payments are discontinued may enroll, if eligible, in a health and/or dental plan during the next annual open enrollment period.
- 11.3.6 If an employee loses alternate coverage, the employee may enroll in a City health and/or dental plan outside of the open enrollment period. To be eligible the employee must provide verification that alternate coverage has been lost.
  - 11.3.6.1 Health Insurance. To enroll in a City health insurance plan following loss of alternate coverage, the employee must pay all unpaid premiums (City and employee contributions) and refund any excess in-lieu payments required to make the coverage effective on the date when alternate coverage ceased. Re-enrollment in the plan shall be in accordance with the carriers' enrollment procedures.
  - 11.3.6.2 Dental Insurance. To enroll in a City dental insurance plan following the loss of alternative coverage, the employee must pay all unpaid premiums (City and employee contributions) and refund any excess in-lieu payments required to make the coverage effective on the date when alternative coverage ceased. Re-enrollment in the plan shall be in accordance with the carriers enrollment procedures.
- 11.4 Life Insurance. The City shall pay the full premium for employee coverage equal to two (2) times the employee's annual salary.
- 11.5 Employee Assistance Program (EAP). During the term of this agreement, the City will continue to provide an Employee Assistance Program at the level of benefit provided on the effective date of this agreement.
- 11.6 Professional Development Program. The City will reimburse each full-time employee 100% of expenses incurred, up to \$2,500.00 per fiscal year, pursuant to the terms and conditions of the Professional Development Program for employees represented by AEA, IFPTE, Local 21 as described in the City Policy Manual's Professional Development Program.

11.6.1 A total of \$1,000.00 (of the \$2,500.00 annual maximum) may be reimbursed for professional materials pursuant to the terms and conditions of the Professional Development Program for employees represented by AEA, IFPTE, Local 21 as described in the City Policy Manual's Professional Development Program, provided that the materials relate to and are beneficial for the work of the employee's current City position or occupation or are required of the employee's current City position or occupation.

11.6.2 The City will reimburse each eligible part-time benefited employee one-hundred percent (100%) of expenses incurred, up to the maximum amounts per fiscal year listed below, pursuant to the terms and conditions of the Professional Development Program for employees represented by AEA, IFPTE, Local 21 as described in the City Policy Manual's Professional Development Program.

<b>Scheduled Work Hours per Week</b>	<b>Maximum Reimbursement for Part-Time Benefited Employees</b>	<b>Maximum Reimbursement for Professional Materials</b>
35-39.9 hours per week	\$2,500.00	\$1,000.00
30-34.9 hours per week	\$1,875.00	\$750.00
25-29.9 hours per week	\$1,562.50	\$625.00
20-24.9 hours per week	\$1,250.00	\$500.00
Less than 20 hours per week	\$0.00	\$0.00

## 11.7 Training

11.7.1 The City and the Union recognize the importance of continuing education and the diverse training needs of the employees represented by the Association of Engineers and Architects. Therefore, the City shall endeavor to provide employees a minimum of twenty-four (24) hours of training per fiscal year. This goal will be accomplished through trainings mandated by Departments and the City and attendance at industry specific conferences related to an employee's position, as approved by the Department Director or designee.

11.7.2 The Union may make recommendations regarding training needs and advise department management and the Union/City Committee of specific training opportunities.

11.8 Professional Memberships. Each employee is eligible for the City paying or reimbursing for membership fees or dues paid for the maintenance of a license required to perform employee's job and for dues paid for membership in one additional job related professional association (this includes the state and/or local chapters of the organization when membership for the national association requires membership in an affiliating state/local chapter).

11.9 Management Performance Program. Employees represented by AEA, IFPTE Local 21 are covered under the Management Performance Program, Section 3.3.2 of the City Policy

Manual. Employees are eligible for performance-based pay increases as outlined in the Management Performance Program, Section 3.3.2 of the City Policy Manual.

11.10 Vision Care. The City will contribute towards vision care benefits for eligible full-time employees up to \$16.00 per month (\$8.00 for 24 bi-weekly pay periods) or the cost of the premium, whichever is less, for coverage under a vision plan sponsored by the City. The employee shall pay the difference between the City contribution and the total premium of the vision care plan selected by the employee.

11.10.1 Effective January 1, 2016, all available plans will have a 4-tier structure (Employee, Employee plus Spouse/Domestic Partner, Employee plus Child(ren) and Family). The premiums will be adjusted effective the first pay period in payroll calendar year 2016, which starts December 20, 2015.

## **ARTICLE 12 RETIREE HEALTHCARE FUNDING AND BENEFITS**

12.1 The City and the Employee Organization have agreed to transition from the current partial pre-funding of retiree medical and dental healthcare benefits (referred to as the “policy method”) to pre-funding of the full Annual Required Contribution (ARC) for the retiree healthcare plan (“Plan”). The transition began on June 28, 2009. The Plan’s initial unfunded retiree healthcare liability shall be fully amortized over a thirty year period so that it shall be paid by June 30, 2039 (closed amortization). Amortization of changes in the unfunded retiree healthcare liability other than the initial retiree healthcare liability (e.g. gains, losses, changes in actuarial assumptions, etc.) shall be determined by the Plan’s actuary. The City and Plan members (active employees) shall contribute to funding the ARC in the ratio currently provided under Section 3.28.385 of the San Jose Municipal Code. Specifically, contributions for retiree medical benefits shall be made by the City and members in the ratio of one-to-one. Contributions for retiree dental benefits shall be made by the City and members in the ratio of eight-to-three. When determining the contribution rates for the Plan, the Plan actuary shall continue to use the Entry Age Normal (EAN) actuarial cost method and a discount rate consistent with the pre-funding policy for the Plan as outlined in this Article.

12.2 The City and the Employee Organization further agree that the Municipal Code and/or applicable plan documents shall be amended to the extent necessary in accordance with this agreement and that the Employee Organization will support such amendments.

12.3 It is understood that in reaching this agreement, the parties have been informed by cost estimates prepared by the Federated City Employees’ Retirement System Board’s actuary and that the actual contribution rates to reach full pre-funding of retiree healthcare will differ. The phase-in to the ARC shall be effective on the first pay period of the City’s fiscal year in each succeeding year, the first increment which was on June 28, 2009. It is understood that because of changes resulting from future actuarial valuations, the amount of the ARC may vary upward or downward. The City and Employee Organization agree that the retiree healthcare contribution rates as of June 20, 2015, will remain in effect until December 19, 2015. The City and plan members shall be contributing the contribution rate based upon the full Annual Required Contribution, beginning on December 20, 2015. In

subsequent fiscal years, the City and the plan members shall be contributing the full Annual Required Contribution in the ratio currently provided under Section 3.28.385 of the San Jose Municipal Code.

- 12.4 The City has established a qualified 115 trust (“Trust”). Employee contributions will begin going into the Trust in time to avoid any potential of reaching the IRS limits on the existing medical benefits account or upon receipt of a ruling from the IRS that the contributions can be treated as pre-tax, whichever occurs first.
- 12.5 If employee contributions are deposited into the Trust prior to receiving a ruling from the IRS that the contributions can be treated as pre-tax and the City subsequently receives an IRS determination that the contributions should be treated as post-tax, the City agrees to indemnify any employee as to any IRS liability arising solely from the contributions that were taken as pre-tax prior to the IRS determination. The City and the Employee Organization will immediately meet and confer over an alternative trust vehicle for the prospective contributions should the IRS determine that the contributions are post-tax.
- 12.6 It is the objective of the parties that the Trust created pursuant to this agreement shall become the sole funding vehicle for Federated retiree healthcare benefits, subject to any legal restrictions under the current plan, or other applicable law.
- 12.7 Employees hired into full-time benefited positions on or after the first payperiod following the effective date of the ordinance implementing this provision (“Effective Date”) will not participate in or be eligible for the defined benefit retiree healthcare program. The City will pay the unfunded liability contribution that these employees and the City would have otherwise paid had they gone into the retiree healthcare defined benefit program.
- 12.8 Neither the City nor the Employee Organization waives any rights or assertions, each may have, related to the retiree healthcare benefit through any of the provisions in this Article.

### **ARTICLE 13 SAFETY**

- 13.1 The City shall provide a safe and healthy working environment in accordance with applicable Local, State and Federal laws and regulations.
- 13.2 Any employee who believes a violation exists may request that the City make a determination as to the safeness of the work assignment and further, be protected under the Cal/OSHA regulations, including but not limited to Labor Code Section 6311.

### **ARTICLE 14 PERSONAL PROTECTIVE EQUIPMENT**

- 14.1 The City agrees to make available all required personal protective equipment when needed during the normal course of work (i.e., protective eyewear, protective footwear) in compliance with Cal-OSHA regulations and upon approval of the Department Director or designee.

- 14.2 The City agrees to provide a voucher for the purchase of protective footwear, which may include sole inserts, for up to \$275 for employees in Fiscal Year 2023-2024 when it is determined by the Director of Human Resources or designee that protective footwear is required for the employee. In Fiscal Year 2024-2025, the voucher shall be up to \$300, and in Fiscal Year 2025-2026, the voucher shall be up to \$325. Protective footwear shall meet established Occupational Safety and Health Administration's (OSHA) standards, current American National Standard for Personal Protection Protective Footwear standards and requirements as determined by the City Safety Officer or designee. The City will replace protective footwear as needed, but no more than once per calendar year. The City will replace the employee's safety shoes if they are damaged beyond use due to a workplace incident. An individual may select an approved style that is more expensive than the City maximum by paying the difference.
- 14.3 Protective Prescription Safety Glasses. The City agrees to reimburse eligible employees who require the use of prescription lenses and are in positions that require the use of protective safety glasses for the purchase of protective prescription safety glasses for up to \$200.00 for employees when it is determined by the Director of Human Resources, or designee, that protective prescription safety glasses are required. The City will replace protective prescription safety glasses as needed, but no more than once per calendar year. An individual may select an approved style that is more expensive than the City maximum by paying the difference.
- 14.4 The requirements for safe working conditions are established and maintained under the California Occupational Safety and Health Act of 1973. Enforcement and rule-making authority is lodged with the Department of Industrial Safety. The Department of Industrial Safety has jurisdiction for inspection and enforcement of standards; therefore, any disputes arising relating to employee safety will be exempted from the grievance procedure.

## **ARTICLE 15 PROBATIONARY PERIODS**

- 15.1 Probationary Period Calculation. Probationary periods shall not be less than six (6) months of actual service as determined by the Civil Service Commission. Actual service shall mean regular hours worked, paid holidays and up to 80 hours of other cumulative or consecutive paid or unpaid absences.
- 15.2 An employee's probationary period may be extended at the discretion of the City up to a maximum of six (6) months of actual and continuous service. The employee will be notified in writing of the length and reason for the extension.

## **ARTICLE 16 ANNUAL PERFORMANCE APPRAISAL**

- 16.1 The purpose of the annual performance appraisal is to have formal communication between supervisor and employee regarding job performance. It is of value to both parties to have this process be meaningful and fair. Employees shall receive an annual performance appraisal.

## **ARTICLE 17     DISCIPLINARY ACTION**

- 17.1 The City of San Jose discipline policy is described in City Policy Manual, Section 2.1.3. When the need for disciplinary action arises, disciplinary action will be taken commensurate with the seriousness of the offense. The levels of discipline include informal actions, which are oral counseling, documented oral counseling and written reprimand. Formal disciplinary actions are suspension, demotion and dismissal.
- 17.2 No provision of this Article shall be subject to the grievance procedure of this Agreement. The appeal process for any disciplinary action shall only be those described in the San Jose Municipal Code and City Policy Manual, Section 2.1.3 and are not subject to the appeal through the grievance procedure of this Agreement.

## **ARTICLE 18     GRIEVANCE PROCEDURE**

- 18.1 Any dispute between the City and an employee, or, where provided, the appropriate representative of the Union, regarding the interpretation or application of the written Memorandum of Agreement, or the interpretation or application of the Employer-Employee Resolution No. 39367, as amended, shall be considered a grievance. A grievance may be initiated only by the employee directly affected except as otherwise provided herein. Where the dispute directly affects a significantly large group of employees in the representation unit, the Union representative may file a grievance on behalf of such employee(s).
- 18.2 Grievances involving the interpretation or application of Resolution No. 39367, as amended, shall be filed in writing with the Municipal Employee Relations Officer and shall be processed in accordance with applicable provisions of the Resolution.
- 18.3 Grievances involving the interpretation or application of this Agreement shall be processed in accordance with the procedures set forth in this Article.

### **18.3.1 STEP I**

- 18.3.1.1 An employee may present the grievance orally either directly or through the Union representative to the immediate supervisor. The grievance must be presented within ten (10) working days following the event or events on which the grievance is based. The immediate supervisor shall make whatever investigation is necessary to obtain the facts pertaining to the grievance. Within ten (10) working days after receiving the oral grievance, the immediate supervisor shall give the employee an oral reply.

- 18.3.1.2 If the employee is not satisfied with the reply of their immediate supervisor, they may appeal the grievance to Step II.

### **18.3.2 STEP II**

- 18.3.2.1 If the employee desires to appeal the grievance to Step II, the grievance shall be reduced to writing and presented to the Department Director or their designated representative, within five (5) working days following the receipt of the immediate supervisor's oral reply.
- 18.3.2.2 To ensure clear communication and assist in resolving the grievance, the written grievance shall contain the following information:
- A clear statement of the problem
  - The alleged facts upon which the grievance is based
  - The section of the MOA claimed to have been violated and the specific violation claimed
  - The remedy requested by the grievant
  - The grievance shall be signed and dated by the employee
- 18.3.2.3 The Department Director, or their designated representative, may arrange a meeting between themselves, the employee, the appropriate Union representative, and the immediate supervisor to attempt to resolve the grievance. In any event the Department Director, or their designated representative, shall give a written decision to the employee within ten (10) working days following receipt of the written appeal to Step II.
- 18.3.2.4 If the employee is not satisfied with the decision, the employee may appeal the grievance to Step III.

### 18.3.3 STEP III

- 18.3.3.1 If the employee desires to appeal the grievance to Step III, the employee shall indicate in writing the reason for the appeal and present it along with the original grievance to the Municipal Employee Relations Officer, or their designee, within five (5) working days following receipt of the written decision at Step II.
- 18.3.3.2 Within fifteen (15) working days after receipt of the appeal to Step III, the Municipal Employee Relations Officer, or their designee, shall hold a meeting with the employee, the appropriate Union representative, and the Department Director or their designated representative to discuss the matter. A written decision shall be given to the employee or the appropriate Union representative within ten (10) working days following the meeting.
- 18.3.3.3 If the decision of the Municipal Employee Relations Officer, or their designee, is unsatisfactory, the appropriate Union representative may appeal the grievance to Step IV- Arbitration.

#### 18.3.4 STEP IV - ARBITRATION

- 18.3.4.1 If the grievance has been properly processed through the previous steps of the procedure and is not resolved, the appropriate Union representative may appeal the grievance to Arbitration. The appropriate Union representative shall notify the Municipal Employee Relations Officer, or their designee in writing, within ten (10) working days following receipt by the employee of the written answer at Step III.
- 18.3.4.2 Within fourteen (14) working days following the receipt of the notice of appeal to Step IV, a meeting shall be arranged by the Municipal Employee Relations Officer, or their designee, with the appropriate Union representative to prepare a joint statement of the issue, or issues, to be presented to the arbitrator. The employee may also be permitted to attend. If the parties are unable to agree upon the issue or issues, each party will prepare its statement of the issue, or issues, and jointly submit the separate statement of issue, or issues, to the arbitrator. At the beginning of the hearing referred to herein, the arbitrator shall determine what the issue, or issues, is.
- 18.3.4.3 The parties may mutually agree upon the selection of the arbitrator or shall jointly request the State of California Mediation and Conciliation Service to provide a list of seven (7) persons qualified to act as arbitrators. Any costs associated with the mutually agreed upon joint request for a list of persons qualified to act as arbitrators from the State of California Mediation and Conciliation Service shall be divided equally between the parties. The City will process the joint request after receiving the Union's share of the cost for obtaining the list.
- 18.3.4.4 Within ten (10) working days following receipt of the above referenced list, the parties complete the arbitration selection process. The right to strike the first name shall be determined by lot and the parties shall alternately strike one name from the list until only one (1) name remains, and that person shall be the arbitrator.
- 18.3.4.5 The parties shall hold a discussion at least ten (10) working days prior to the arbitration hearing date to narrow issues for arbitration, determine possible stipulations and exchange documents intended for use at the hearing. The parties shall contact the selected arbitrator within ten (10) working days in order to schedule the arbitration hearing at the earliest mutually convenient date.
- 18.3.4.6 The arbitrator shall hold a hearing on the issue, or issues, submitted, or as determined by the arbitrator, if the parties have not mutually agreed upon the issue, or issues, and render a written decision and reasons for the decision as soon after the hearing as possible. The decision shall be binding on both parties, and shall be limited to the issue or issues involved.



- 18.3.4.7 The decision shall be sent to the Municipal Employee Relations Officer, or their designee, and to the employee or appropriate representative of the Union.
- 18.3.4.8 Each of the parties shall pay for the time and expenses of its representatives and witnesses through all stages of the arbitration procedure and shall contribute equally to the fee and expenses of the arbitrator. The arbitrator's fee shall be determined in advance of the hearing. Court reporter fees are also shared equally among the parties.
- 18.3.4.9 The parties agree that the arbitrator shall not add to, subtract from, change or modify any provision of this Agreement and shall be authorized only to apply existing provisions of this Agreement to the specific facts involved and to interpret only applicable provisions of this Agreement, except that in the event it is a dispute concerning the arbitrability of the grievance, the arbitrator shall have the authority to rule on the issue of arbitrability, to wit: Whether or not the grievance involved an interpretation of the Agreement. However, the arbitrator will have no authority to rule on the issue of whether or not the grievance is a matter that is within the scope of representation, as defined under the Meyers-Milias-Brown Act.

#### 18.3.5 General Provisions

- 18.3.5.1 Any grievance not filed or appealed within the time limits specified shall be considered settled on the basis of the last disposition given. In the event the grievance is not answered within the time limits set forth herein, either the employee, except for appeals to Step IV, or the appropriate Union representative may appeal the grievance to the next higher step within the time limits provided.
- 18.3.5.2 The Union agrees that it will not initiate or pursue any other avenue of redress on any matter properly within the scope of representation until the provisions of this Article, including arbitration, have been utilized.
- 18.3.5.3 Working days as used in this Article shall be defined as the Monday thru Friday regularly scheduled working days of the employee or appropriate Union representative filing or appealing the grievance and the regularly scheduled working days of the appropriate representative of the City responsible for replying to the grievance.
- 18.3.5.4 If an employee desires to file a grievance involving separation from City employment pursuant to the application of Section 8.11, Leaves of Absence, the employee shall file the grievance in writing at Step II within ten (10) calendar days following the date of separation.

- 18.3.5.5 The parties agree that the time limits set forth herein are of the essence of this procedure and are to be strictly complied with. Any of the time limits specified in Steps I through IV may be extended by written mutual agreement of the parties.

## **ARTICLE 19 CITY-WIDE LABOR MANAGEMENT COMMITTEE**

- 19.1 Purpose: To provide regular communication between the Union and the City, to solve workplace issues, and to facilitate positive Union-management relations.
- 19.2 Structure: Management shall include representatives from Employee Relations. Labor shall include up to two representatives. Additional representatives may be requested to participate on specific issues. Issues for discussion and the meeting schedule will be mutually agreed upon. Decision-making will be by consensus.
- 19.3 Authority: The City-Wide Committee shall address city-wide issues. This process is not designed or intended to address individual grievances, review personnel issues, appeal disciplines, or replace the steward system.
- 19.4 Release Time: The City will provide up to one (1) hour of paid release time for up to two (2) Union representatives for the purpose of preparing for the City-Wide Labor Management Committee meeting, and time for attending the City-Wide Labor Management Committee meeting when such meetings are scheduled, for any portion of the employee's assigned workday that coincides with this time, except during a normally assigned lunch period. To the extent possible, Union Representatives will schedule preparatory meetings during their normally assigned lunch period.
- 19.5 Frequency: The meetings will take place no less than one (1) time per month, unless there is mutual agreement for more or less frequency.

## **ARTICLE 20 CONTRACTING IN**

- 20.1 The City agrees to meet and confer with the Union prior to contracting out work currently performed by bargaining unit members whenever such contracting out would result in material reduction of work done by bargaining unit members or would have significant adverse impact on bargaining unit work. It is agreed that position reductions, which result in lay-off of employees in the bargaining unit constitute significant impact on bargaining unit work.
- 20.2 The City and the Union commit to delivering the CIP and related projects with the highest quality, on time and on budget. The City commits to engage with the Union to identify and discuss opportunities to in-source ("contract-in") the performance of various services either currently, or planned to be, performed contractually by non-City employees, and through other available means, outside of the meet and confer process.

## **ARTICLE 21      EMPLOYEE COMMUTE BENEFIT PROGRAM**

The Employee Commute Benefit Program shall be as follows:

- 21.1 Full-time, and part-time employees who worked an average of twenty (20) or more hours per week within the previous calendar month, shall be eligible to participate in the Employee Commute Benefit Program. Seasonal workers and Airport employees are not eligible to participate in the Employee Commute Benefit Program; the Airport provides its own separate employee commute program.
- 21.2 Participation in an Employee Commute Benefit Program through the Santa Clara Valley Transit Authority ("VTA") will be available to eligible employees, subject to the terms of the Employee Commute Benefit Program as defined in Article 21.1.
- 21.3 Pursuant to the Employee Commute Benefit Program, eligible employees shall be allowed to use pre-tax dollars ("Pre-Tax Payroll Deduction Program") to pay for transit service beyond those provided by VTA. The administrative fees of the Pre-Tax Payroll Deduction Program will be paid for by the City. The Pre-Tax Payroll Deduction Program shall enable employees to use pre-tax dollars to pay for non-VTA transit services, which may include, but are not limited to, Caltrain, the Hwy 17 Express Bus, and BART.

## **ARTICLE 22      EMERGENCY ACTIVATIONS**

- 22.1 California Government Code, Title 1, Division 4, Chapter 8, Sections 3100 et seq., requires all public employees to provide disaster service activities as may be assigned to them by their superiors or by law. San Jose Municipal Code, Chapter 8.08 provides that the City Manager, while in the role of the Director of Emergency Services, has the authority to require emergency services of any City officer or employee.
- 22.2 Where feasible and as determined by the Director of the Emergency Operations Center, employees shall not be activated for Emergency Operations Center shifts of 12+ hours for more than four consecutive days. Where feasible, after working four consecutive days of 12+ hours in emergency response, the represented employee shall receive a minimum of 36 consecutive hours off before resuming emergency response activities.
- 22.3 The Emergency Operations Center's staffing list shall be updated on a semi-annual basis. City departments will endeavor to have a designated back-up for every position on the staffing list.



**Exhibit I – List of Classifications in AEA (Unit 43) as of February 27, 2024**

<b>Job Code</b>	<b>Job Description</b>	<b>Salary Plan</b>
3844	Architect, Senior/Landscape Architect, Senior	SEA
3815	Engineer, Senior	SEA
3874	Engineering Geologist	SEA
3839	Wastewater Facility Senior Engineer	SEA