

RESOLUTION NO. 2011-11

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HUNTINGTON BEACH
AMENDING THE MEMORANDUM OF UNDERSTANDING BETWEEN THE CITY AND
THE MUNICIPAL EMPLOYEES' ASSOCIATION (MEA), BY ADOPTING THE SIDE
LETTER OF AGREEMENT

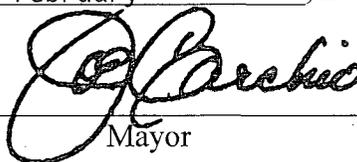
WHEREAS, on November 19, 2007, the City Council of Huntington Beach adopted Resolution No. 2007-85 for the purpose of adopting the Memorandum of Understanding (MOU) between the City and the Municipal Employee's Association (MEA); and

Subsequent to the adoption of the MOU, the City of Huntington Beach and MEA agreed to changes, corrections and clarifications to the MOU that are reflected in a Side Letter of Agreement between the City of Huntington Beach and MEA ("Side Letter of Agreement") attached hereto as Exhibit A and incorporated herein by this reference. The Side Letter of Agreement pertains to procedures for layoff, bumping rights, and re-employment.

NOW, THEREFORE, the City Council of the City of Huntington Beach does hereby resolve as follows:

1. The Side Letter of Agreement amends the MOU between the City of Huntington Beach and MEA.
2. The Side Letter of Agreement attached hereto as Exhibit A is approved and adopted.

PASSED AND ADOPTED by the City Council of the City of Huntington Beach at a regular meeting thereof held on the 22nd day of February, 2011.



Mayor

REVIEWED AND APPROVED:



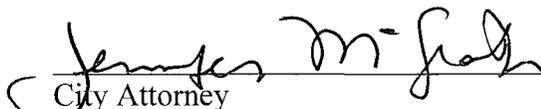
City Administrator

INITIATED AND APPROVED:



Director of Human Resources

APPROVED AS TO FORM:



City Attorney

2-8-11

CITY OF HUNTINGTON BEACH
SIDE LETTER AGREEMENT

Representatives of the Municipal Employees' Association ("MEA") and the City of Huntington Beach ("City") hereby agree to the following terms related to the MEA MOU with respect to the following:

PROCEDURES FOR LAYOFF, BUMPING RIGHTS, RE-EMPLOYMENT

Whenever it is necessary because of lack of work or funds to reduce the staff of a city department, a department head may lay off employees covered by the MEA MOU pursuant to these procedures.

PROCEDURES

When it has been determined that layoffs within a department are necessary, the department head shall submit to Administration a Reduction in Force Proposal identifying the positions to be eliminated, justification for eliminating the positions, the layoff date and a listing of all remaining positions. The employee with the least City-wide service credit in the job class within the department shall be designated as the employee subject to being laid off.

Upon approval of the recommended proposal, Administration will forward the list to the Human Resources Director for determination of the incumbents' seniority according to service credit.

Prior to implementing a layoff, department heads shall identify vacant positions that are authorized by Administration to be filled. The list of vacancies approved for fulfillment shall be provided to the Human Resources Director.

I - ORDER OF LAYOFF

The order of employees subject to layoff is as follows:

1. Temporary employees in any MEA-represented classification shall be separated first, before any permanent employees.
2. Probationary employees in the affected MEA-represented classification shall be separated next; after all temporary employees have been separated.
3. Permanent employees in the affected MEA-represented classification with the least City seniority shall be separated next. Employees within the affected classification shall be laid off in order of least service credit seniority. If two or more employees in the same job class are determined to have the equivalent overall service credit, the employee who has the least amount of service in the affected job class shall be deemed to be the least senior employee.

II - NOTIFICATION TO EMPLOYEES

Notice to the employee shall be issued by the Human Resources Department fifteen (15) working days prior to the effective date of layoff. The notice of layoff shall be in writing and shall contain the reason or reasons for the lay-off. Such notification may be personally delivered at work or mailed to the last known mailing address maintained in the employee's personnel file. Layoff notices may be initially issued to all employees who may be subject to layoff as a result of employees exercising bumping rights.

CITY OF HUNTINGTON BEACH
SIDE LETTER AGREEMENT

III - OPTIONS IN LIEU OF LAYOFF

Exercise Bumping Rights

Bumping into job classes included in the MEA job salary schedule is the exclusive right of MEA-represented employees. Therefore, MEA-represented employees may only bump into positions within their same bargaining unit.

An employee subject to layoff may displace or bump an employee with less city-wide service credit seniority in an equivalent or lower ranking position within the same job group. In the event two employees in the same job classification have the same initial hire date into an MEA represented job but appointed into the present job on different dates, seniority ranking will be based on the date appointed to the current job classification. Seniority ranking for employees hired on the same date into the same job classification will be determined by lottery. Displacements may be within the same department or into a position within the same job class or job group in another department. An employee cannot displace into a higher level position within the same job group even if the employee previously held the higher level position.

An employee exercising a bump into another position must satisfy the following criteria:

1. Currently employed in a position governed by the MEA MOU;
2. Previously held the position and the job has not substantially changed since the employee last held the position; OR
3. Current position is in the same job group; AND
4. Possesses the minimum qualifications and all special licenses or certificates minimally required to perform the duties of the position.

Serving in an acting assignment does not exempt an employee from being displaced from the position regularly assigned. Displacements are exercised according to an employee's permanent position assignment. Employees assigned to an acting assignment continue to accrue service credit in their regular job class, not in the job class of the acting position.

The employee with the least seniority who has been displaced shall be considered as scheduled for being laid off and will be eligible to transfer or displace to an alternative position. The bumping process may continue until such time as the employee with the least city-wide seniority has been displaced.

Reassignment or Voluntary Demotion

The department head may offer the affected employee a reassignment or voluntary demotion within the division or department to an equivalent or lower job class. Employees who accept a demotion or displace into a lower graded job shall be placed on the step of the lower range that is closest to the current pay range step.

Transfer to Vacant Position

An employee may request a lateral transfer to a vacant position in another department within the City that is in the same job class and authorized to be filled. If a lateral transfer is not available, the employee may request a transfer to a lower-graded vacant position in the same job group. Transfers to higher-graded positions are not allowed even if the employee previously held the higher position. While

**CITY OF HUNTINGTON BEACH
SIDE LETTER AGREEMENT**

positions may be identified as belonging to the same job group, all transfers are contingent upon the employee possessing the necessary qualifications to perform the duties of the position.

If an employee with greater seniority refuses to exercise a bump or accept a transfer, the employee shall be laid off.

IV - NOTIFICATION OF EMPLOYEE INTENT

The employee to be laid off shall notify the Department Head and the Human Resources Director within five (5) working days after receiving the notice of layoff of the intent to:

- 1) Exercise the right to bump into a position
- 2) Transfer into a vacant position
- 3) Accept such layoff prior to or as of the effective date thereof

Timelines will be strictly adhered to. If the employee fails to provide notification of intent within the prescribed time frame, the employee will be laid off. If a deadline falls on a day that the Human Resources Department is closed, the deadline will be extended to the next day the HR Department is open.

V - PLACING NAMES OF EMPLOYEES TO BE LAID OFF OR DEMOTED ON REEMPLOYMENT LISTS

The names of employees to be laid off or demoted shall be placed upon an appropriate reemployment list for the class from which the employees were laid off or demoted. Such names may also be placed upon the general reemployment list for such other appropriate classes as the Director of Human Resources determines.

VI - REEMPLOYMENT/REINSTATEMENT

A general reemployment list will be maintained for each class consisting of the names of all persons who have occupied positions with probationary or permanent status in the class and who have been laid off or demoted in lieu of layoff. Names will be listed in the order of length of service from highest to lowest and remain on the list for two (2) years unless such persons are reemployed by the City sooner.

VII - SALARY OF EMPLOYEE REINSTATED TO POSITION AFTER LAYOFF OR DEMOTION

An employee on the general reemployment list who is reinstated to a former position in the same job class held before the layoff or prior to accepting a demotion in lieu of layoff, shall receive not less than the same step in the salary range as received in the position in that class prior to such layoff or demotion.

CITY OF HUNTINGTON BEACH
SIDE LETTER AGREEMENT

DEFINITIONS

BUMPING RIGHT. The right of an employee with greater seniority whose job is being abolished to displace (bump) into a position held by an employee with less seniority, provided the following qualifications are met:

1. The employee held the position before and the job has not substantially changed since the employee last held the position; OR
2. The employee's current position is in the same job group. Displacement can only be exercised into lower or equally graded jobs, even if the employee previously held a higher level position within the same job group. AND
3. The employee possesses the minimum qualifications and all special licenses or certificates minimally required to perform the duties of the position.

CLASS. A group of positions sufficiently similar in duties, responsibilities, authority and minimum qualifications to permit combining them under a single title, and to permit application of common standards of selection and compensation.

COMPETITIVE SERVICE. A listing of the titles and salary ranges for the classifications of an association.

CONTINUOUS SERVICE. Employment without interruption except for approved leaves of absence.

JOB GROUP. A grouping of jobs that handle similar types of work and require similar types of training, skills, knowledge and expertise. Jobs in a group may not be unique to just one department or division; i.e. jobs in the same job group may reside in the same department or in different departments across the City.

LAYOFF. Termination of an employee because of lack of funds or lack of work.

POSITION. Any office or employment (whether part-time or full time, temporary or permanent, occupied or vacant) involving the performance of certain duties by an employee.

POSITION ASSIGNMENT. The assignment of a single position to its proper class in accordance with duties performed and the authority and responsibility exercised.

SENIORITY. The ranking of employees in order of:

1. Continuous city-wide service based upon hire date
2. Length of time in current job classification

SERVICE CREDIT. Total time of full-time continuous service within the City at the time the layoff is initiated, including probation, paid leave or military leave. Permanent part-time employees earn service credit on a pro-rata basis. For purposes of this procedure, service credit shall be calculated based upon a full calendar month of service in the classification. In the case of equivalent months of service for employees in the same class (a tie), the number of days within a partial month of service in the class shall be used based upon date of appointment to the class as determined by the Personnel Transaction on file in the Human Resources Department.

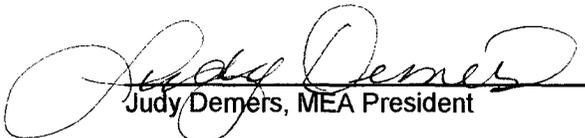
CITY OF HUNTINGTON BEACH
SIDE LETTER AGREEMENT

IN WITNESS WHEREOF, the parties have caused this SIDE LETTER AGREEMENT to be executed by and through their authorized officers on FEBRUARY 22, 2011.

For MEA:



Gregorio Daniel, Teamsters 911



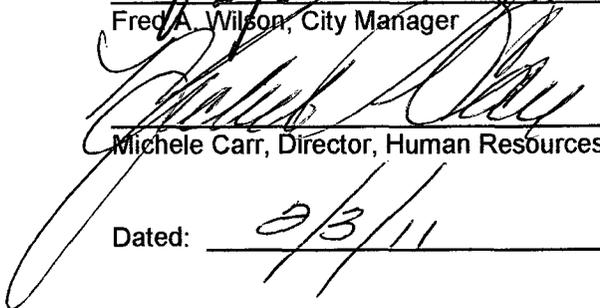
Judy Demers, MEA President

Dated: 2/3/11

For the City of Huntington Beach:



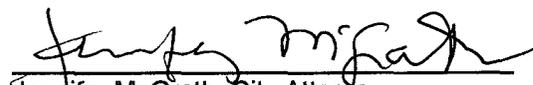
Fred A. Wilson, City Manager



Michele Carr, Director, Human Resources

Dated: 2/3/11

APPROVED AS TO FORM:



Jennifer McGrath, City Attorney

Dated: 2/8/11

MEA JOB GROUPS

Job Group	Title	Job Code	Pay Grade
Administrative Support			
	Senior Deputy City Clerk	0135	525
	Executive Assistant	0061	518
	Administrative Aide	0428	515
	Paralegal	0485	515
	Accounting Technician Supv	0294	494
	Administrative Assistant	0278	490
	Senior Payroll Technician	0446	487
	Senior Accounting Technician	0288	484
	Legal Assistant	0300	481
	Deputy City Clerk	0134	476
	Police Records Supervisor	0283	471
	Civilian Check Investigator	0162	470
	Payroll Technician	0447	468
	Accounting Technician II	0287	465
	Personnel Assistant	0279	462
	Police Services Specialist	0308	460
	Administrative Secretary	0289	458
	Court Liaison Specialist	0312	458
	Accounting Technician I	0286	446
	Office Specialist	0290	440
	Police Records Specialist	0307	440
	Office Assistant II	0304	429
	Library Processing Clerk	0310	425
	Library Services Clerk	0451	425
	Police Records Technician	0282	420
	Library Clerk	0311	405
	Library Clerk Specialist (T)	0305	405
	Mail Services Clerk	0303	400
	Office Assistant I	0306	392
Arts			
	Cultural Services Aide	0299	492
	Art Programs Curator	0297	492
	Arts Education Coordinator	0296	465
Beach Maintenance			
	Beach Maintenance Crewleader	0149	529
	Sr Facilities Maintenance Technician	0343	500
	Beach Equipment Operator	0358	477
	Beach Maintenance Service Worker	0452	460
Building Inspection			
	Building Inspector III	0208	548
	Building Inspector II	0211	528
	Building Inspector I	0210	508

MEA JOB GROUPS

Building Permits & Plan Check

Building Plan Checker II	0520	575
Building Plan Checker I	0176	545
Senior Permit Technician	0437	500
Permit Technician	0295	451

Code Enforcement

Senior Code Enforcement Officer	0434	533
Code Enforcement Officer II	0182	513
Parking/Traffic Control Supervisor	0577	494
Parking/Traffic Control Coordinator	0455	481
Field Services Representative	0398	474
Code Enforcement Officer I	0186	471
Parking/Traffic Control Officer	0262	434
Code Enforcement Technician	0511	434

Communications

Video Engineer Supervisor	0137	542
Television Producer/Director	0203	515
Public Information Specialist	0205	515
Media Production Coordinator	0206	487
Video Engineer	0480	481

Construction

Senior Construction Inspector	0171	548
Senior Inspector Water Construction	0188	539
Construction Inspector II	0463	528
Water Construction Inspector	0189	514
Construction Inspector I	0172	508

Electrical

Facilities Maintenance Crewleader	0143	534
Traffic Signal/Light Crewleader	0140	534
Electrical Leadworker	0375	526
Traffic Signal/Light Leadworker	0374	518
Traffic Signals Electrician	0336	513
Electrician	0339	510

Engineering

Construction Project Coordinator	0587	562
Survey Party Chief	0183	553
Senior Engineering Technician	0586	552
Civil Engineering Assistant	0106	550
Public Works Plan Checker	0207	545
Traffic Engineering Technician	0181	534
Computer Drafting Technician	0179	534
Engineering Technician	0180	522
Survey Technician II	0185	497
Survey Technician I	0174	481
Engineering Aide	0175	481

MEA JOB GROUPS

Environmental

Admin Environmental Specialist	0445	550
Rideshare Coordinator	0583	523
Park Naturalist	0264	520

Equipment Maintenance

Sr Helicopter Maintenance Technician	0334	564
Sr Marine Equipment Mechanic	0363	535
Equipment Services Crewleader	0382	535
Equip/Auto Maintenance Crewleader	0142	535
Equip/Auto Maintenance Leadworker	0472	516
Vehicle Body Repair Crewleader	0372	516
Marine Equipment Mechanic	0448	514
Mechanic III	0347	500
Helicopter Maintenance Technician	0337	499
Mechanic II	0348	488
Parking Meter Repair Technician	0177	488
Senior Vehicle Body Technician	0350	488
Water Meter Repair Technician	0356	476
Parking Meter Repair Worker	0395	472
Mechanic I	0384	467
Tire Service Worker (T)	0388	461
Vehicle Body Technician	0351	435

Equipment Operators

Grader Equipment Operator	0352	493
Water Equipment Operator	0364	493
Beach Equipment Operator	0358	477
Landscape Equipment Operator	0359	477
Signs/Marking Equipment Operator	0354	477
Street Equipment Operator	0361	477
Tree Equipment Operator	0365	477
Wastewater Equipment Operator	0362	477

Facilities Maintenance

Facilities Maintenance Crewleader	0143	534
Painter Leadworker	0378	511
Plumber	0342	505
Sr Facilities Maintenance Technician	0343	500
Carpenter	0340	495
Masonry Worker	0344	495
Painter	0341	495
Concrete Finisher	0345	487
Facilities Maintenance Leadworker	0407	484
Facilities Maintenance Technician	0391	468
Maintenance Worker	0394	434

MEA JOB GROUPS

Finance

Senior Accountant	0110	547
Accountant	0111	519
Accounting Technician Supv	0294	494
Senior Accounting Technician	0288	484
Accounting Technician II	0287	465
Accounting Technician I	0286	446

Fire

Emergency Medical Svcs Coordinator	0232	595
Emergency Services Coordinator	0198	565
Fire Prevention Inspector	0588	553
Haz Mat Program Specialist	0190	541
Fire Safety Program Specialist	0260	519
Fire Training Maintenance Technician	0173	502
Fire Training Media Specialist	0204	499

General

Parking/Traffic Control Supervisor	0577	494
Parking/Traffic Control Coordinator	0455	481
Crossing Guard Coordinator	0462	481
Beach Maintenance Service Worker	0452	460
Maintenance Service Worker	0392	460
Water Meter Reader	0397	454
Custodian	0400	439
Parking/Traffic Control Officer	0262	434
Maintenance Worker	0394	434
Groundsworker	0390	434

Human Services

Human Services Program Supervisor	0113	525
Program Coordinator-Human Services	0584	502
Social Worker	0266	492
Community Relations Specialist	0263	481
Senior Svcs Trans Coordinator	0481	473
Volunteer Services Coordinator	0268	473
Assistant Social Worker	0267	451
Senior Services Assistant	0265	379

MEA JOB GROUPS

Information Services

Information Systems Analyst IV	0118	591
Information Systems Analyst III	0117	572
Information Systems Analyst II	0505	559
GIS Analyst II	0178	559
Telecommunications Specialist	0195	554
GIS Analyst I	0576	543
Information Systems Analyst I	0115	543
Sr Information Systems Technician	0491	529
Information Systems Specialist III	0313	520
Information Systems Technician IV	0492	515
Communications Technician	0335	503
Information Systems Technician III	0493	495
Information Systems Specialist II	0213	491
Information Systems Technician II	0494	472
Information Systems Specialist I	0212	472
Information Systems Technician I	0495	448
Computer Operator	0193	443

Landscape/Parks

Park Maintenance Crewleader	0153	534
Pest Control Advisor Crewleader	0154	529
Trees Maintenance Crewleader	0144	529
Landscape Maint Crewleader	0145	529
Irrigation Crewleader	0155	529
Trees Maintenance Leadworker	0460	493
Landscape Maintenance Leadworker	0402	493
Tree Equipment Operator	0365	477
Landscape Equipment Operator	0359	477
Pest Control Specialist	0367	471
Irrigation Specialist	0357	471
Maintenance Service Worker	0392	460
Groundswoker	0390	434

Library Services

Librarian	0114	497
Literacy Program Specialist	0302	497
Senior Library Specialist	0450	478
Library Facilities Coordinator	0432	476
Library Specialist	0257	460
Media Services Specialist	0380	460
Theater Media Technician	0433	460
Senior Library Services Clerk	0309	444

Parking & Camping

Parking & Camping Crewleader	0459	529
Parking & Camping Leadworker	0401	493
Parking & Camping Assistant	0570	434

MEA JOB GROUPS

Planning

Development Specialist	0138	525
Housing Development Specialist	0139	524
Assistant Planner	0108	524
Planning Aide	0136	481

Police

Senior Criminalist	0120	562
Crime Analyst Senior	0165	546
Forensic Systems Specialist	0470	539
Criminalist	0119	525
Latent Fingerprint Examiner	0163	517
Crime Analyst	0166	515
Crime Scene Investigator	0255	503
Police Photo/Imaging Specialist	0197	502
Police Systems Coordinator	0215	491
Latent Fingerprint Examiner Trainee	0164	479
Graphics Administrative Specialist	0187	471

Procurement

Buyer	0112	516
Warehousekeeper	0385	481
Property Officer	0259	479
Equipment Support Assistant	0383	466
Distribution Services Clerk	0456	435
Stock Clerk	0386	434

Recreation

Community Services Recreation Supv	0258	525
Community Services Rec Coordinator	0252	502

Reprographics

Senior Printing Services Technician	0168	482
Printing Services Technician	0399	445

Risk Management

Senior Wrkr's Comp Claims Examiner	0436	522
Wrkr's Comp Claims Examiner	0202	440
Medical Claims Examiner	0285	440

SCADA

SCADA Coordinator	0515	529
SCADA Technician	0346	505

Signs & Markings Maintenance

Signs & Markings Crewleader	0148	534
Signs Leadworker	0338	497
Traffic Markings Leadworker	0410	493
Signs Marking Equipment Operator	0354	477
Traffic Maintenance Service Worker	0389	460

MEA JOB GROUPS

Street Maintenance

Street Maintenance Crewleader	0150	529
Street Maintenance Leadworker	0406	503
Street Services Leadworker	0478	503
Street Equipment Operator	0361	477
Maintenance Service Worker	0392	460

Wastewater

Wastewater Operations Crewleader	0146	529
Wastewater Operations Leadworker	0404	493
Wastewater Equipment Operator	0362	477
Senior Wastewater Pump Mechanic	0349	477
Wastewater Pump Mechanic	0387	472
Wastewater Maintenance Service Worker	0454	460

Water Distribution

Water Distribution Maint Crewleader	0151	529
Water Distribution Meters Crewleader	0147	529
Water Distribution Maint Leadworker	0379	509
Water Utility Locator	0449	503
Water Systems Technician III	0370	499
Water Distribution Meters Leadworker	0377	493
Water Equipment Operator	0364	493
Water Systems Technician II	0369	479
Water Meter Repair Technician	0356	476
Water Service Worker	0461	466
Water Systems Technician I	0368	466

Water Meter Readers

Senior Water Meter Reader	0396	470
Water Meter Reader	0397	454

Water Production

Water Operations Crewleader	0152	529
Water Conservation Coordinator	0582	523
Water Operations Leadworker	0371	515
Water Systems Technician III	0370	499
Water Systems Technician II	0369	479
Water Systems Technician I	0368	466

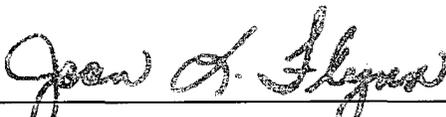
Water Quality

Water Quality Coordinator	0156	529
Cross-Connection Control Specialist	0192	513
Water Quality Technician	0191	503

STATE OF CALIFORNIA
COUNTY OF ORANGE) ss:
CITY OF HUNTINGTON BEACH)

I, JOAN L. FLYNN the duly elected, qualified City Clerk of the City of Huntington Beach, and ex-officio Clerk of the City Council of said City, do hereby certify that the whole number of members of the City Council of the City of Huntington Beach is seven; that the foregoing resolution was passed and adopted by the affirmative vote of at least a majority of all the members of said City Council at a **regular** meeting thereof held on **February 22, 2011** by the following vote:

AYES: Shaw, Harper, Hansen, Carchio, Bohr, Boardman
NOES: None
ABSENT: Dwyer
ABSTAIN: None



City Clerk and ex-officio Clerk of the
City Council of the City of
Huntington Beach, California