

RESOLUTION NO. 2014-13

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HUNTINGTON BEACH
APPROVING AND IMPLEMENTING THE MEMORANDUM OF UNDERSTANDING
BETWEEN THE MANAGEMENT EMPLOYEES' ORGANIZATION (MEO) AND THE
CITY FOR DECEMBER 21, 2012 THROUGH DECEMBER 31, 2014**

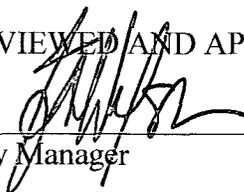
The City Council of the City of Huntington Beach does resolve as follows:

The Memorandum of Understanding between the City of Huntington Beach and the Management Employees' Organization ("MEO"), a copy of which is attached hereto as Exhibit "A" and by reference made a part hereof, is hereby approved and ordered implemented in accordance with the terms and conditions thereof; and the City Manager is authorized to execute this Agreement. Such Memorandum of Understanding shall be effective for the term of December 21, 2012 through December 31, 2014.

PASSED AND ADOPTED by the City Council of the City of Huntington Beach at a regular meeting thereof held on the 17th day of March, 2014.

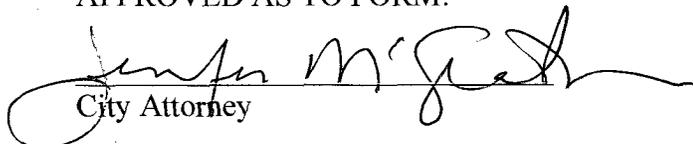

Mayor

REVIEWED AND APPROVED:



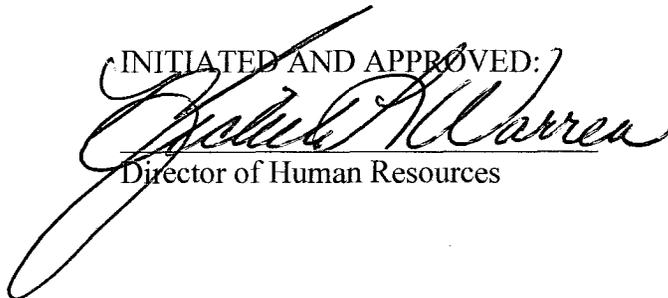
City Manager

APPROVED AS TO FORM:



City Attorney

INITIATED AND APPROVED:



Director of Human Resources

MEMORANDUM OF UNDERSTANDING
BETWEEN
HUNTINGTON BEACH
MANAGEMENT EMPLOYEES' ORGANIZATION
AND
CITY OF HUNTINGTON BEACH



DECEMBER 21, 2012 – DECEMBER 31, 2014

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MEMORANDUM OF UNDERSTANDING
between
THE CITY OF HUNTINGTON BEACH
(Hereinafter called CITY)
and
THE HUNTINGTON BEACH MANAGEMENT EMPLOYEES' ORGANIZATION
(Hereinafter called ASSOCIATION or MEO)

PREAMBLE

This Memorandum of Understanding is entered into by and between the City of Huntington Beach, a Municipal Corporation of the State of California, herein called "City," and the Huntington Beach Management Employees' Organization, a California Organization, herein called "Association."

WHEREAS, pursuant to California law, the City, acting by and through its designated representatives, duly appointed by the governing body of said City, and the representatives of the Association, a duly recognized employee association have met and conferred in good faith and have fully communicated and exchanged information concerning wages, hours, and other terms and conditions of employment for the period December 21, 2012 through December 31, 2014.

WHEREAS, except as otherwise expressly provided herein, all terms and conditions of this Agreement shall apply to all employees represented by the Association, and

WHEREAS, the representatives of the City and Association desire to reduce their agreements to writing,

NOW THEREFORE, this Memorandum of Understanding (MOU) is made to become effective December 21, 2012 and it is agreed as follows:

ARTICLE I - TERM OF MOU

This Agreement shall be in effect for a period of two (2) years commencing December 21, 2012 and ending midnight December 31, 2014.

- a. The parties agree to commence negotiations on a successor MOU by not later than May 1, 2014.

ARTICLE II - REPRESENTATIONAL UNIT/CLASSIFICATIONS

It is recognized that Association is the employee association which has the right to meet and confer in good faith with the City on the behalf of employees whose classifications are listed in Exhibit A, attached hereto and incorporated by reference herein.

MANAGEMENT EMPLOYEES' ORGANIZATION

ARTICLE III – MANAGEMENT'S RIGHTS

The parties agree the City has the right to make unilateral management decisions that are outside the scope of bargaining, as defined by state and federal law and Public Employment Relations Board (PERB) decisions. Except as expressly abridged or modified herein, the City retains all rights, powers and authority with respect to the management and direction of the performance of City services and the work forces performing such services, provided that nothing herein shall change the City's obligation to meet and confer as to the effects of any such management decision upon wages, hours and terms and conditions of employment or be construed as granting the City the right to make unilateral changes in wages, hours and terms and conditions of employment. Such rights include, but are not limited to, consideration of the merits, necessity, level or organization of City services, including establishing of work stations, nature of work to be performed, contracting for any work or operation, reasonable employee performance standards, including reasonable work and safety rules and regulations in order to maintain the efficiency and economy desirable for the performance of City services.

ARTICLE IV - EXISTING CONDITIONS OF EMPLOYMENT

Except as otherwise expressly provided herein, the adoption of this Memorandum of Understanding shall not change existing benefits and terms and conditions of employment which have been established in prior Memoranda of Understanding, and/or provided for in the Personnel and Departmental Rules of the City of Huntington Beach.

ARTICLE V - SEVERABILITY

If any section, subsection, sentence, clause, phrase, or portion of this MOU or any additions or amendments thereof, or the application thereof to any person, is for any reason held to be invalid or unconstitutional by the decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this resolution or its application to other persons. The City Council hereby declares that it would have adopted this MOU and each section, subsection, sentence, clause, phrase, or portion, and any additions or amendments thereof, irrespective of the fact that any one or more sections, subsections, sentences, clauses, phrases, or portions, or the application thereof to any person, be declared invalid or unconstitutional.

ARTICLE VI - SALARY SCHEDULE

A. Salary Schedule

All employees are required to utilize direct deposit of payroll checks. The City shall issue each employee direct deposit advice (payroll receipt) each pay period that details all income, withholdings, and deductions.

1. Wage Increases

- a. Effective the beginning of the pay period following City Council approval of this agreement, all bargaining unit members will receive a 3.75% wage increase. This

MANAGEMENT EMPLOYEES' ORGANIZATION

wage increase will not be retro-active and will be implemented the beginning of the pay period following approval of the agreement by the City Council.

ARTICLE VII - SPECIAL PAY

A. Educational Tuition

1. Upon approval of the Department Head and the Director of Human Resources, permanent employees may be compensated for courses from accredited educational institutions, including vocational schools. Tuition reimbursement shall be limited to job-related courses or job-related educational degree objectives and requires prior approval by the Department Head and the Director of Human Resources.
2. Education costs shall be reimbursed to permanent employees for tuition, books, parking (if a required fee) and any other required fees upon presentation of receipts. However, the maximum reimbursement shall be not more than one thousand five hundred dollars (\$1,500) in any fiscal year period per employee.
 - a. Employees may not carry-over and be reimbursed for prior fiscal year education costs in successive fiscal years.
3. Reimbursements shall be made when the employee presents proof to the Director of Human Resources that he/she has successfully completed the course with a grade of "C" or better; or a "Pass" if taken for credit.

B. Bilingual Pay

Permanent employees who are required by their Department Head to use Spanish, Vietnamese, or Sign Language skills as part of their job assignment, shall be paid an additional five-percent (5%) of their base hourly rate in addition to their regular bi-weekly salary. Permanent employees may accept assignments utilizing bilingual skills in other languages on a short-term assignment with approval by the City Manager. Such employees shall receive the additional five percent (5%) for every bi-weekly pay period that the assignment is in effect. In order to be eligible for said compensation, an employee's language proficiency will be tested and certified by the Director of Human Resources or designee. The special pay shall be effective the first full pay period following certification as verified to the Department Head in writing by the Director of Human Resources or designee.

C. Process Owner Assignment Pay

Those employees performing assignments designated by the City as "process owner" assignments shall receive premium pay equal to ten percent (10%) of base salary (calculated at the employee's base hourly rate).

Process owner assignments are designated by the employee's Department Head and approved by the City Manager or designee. Designated employees are responsible for JD

MANAGEMENT EMPLOYEES' ORGANIZATION

Edwards applications setup, design, troubleshooting, and training. Process owners have system coordination responsibilities as distinguished from users of the system.

Effective May 21, 2007, Process Owner Assignment Pay ended. All employees receiving Process Owner Assignment Pay prior to May 21, 2007 shall continue to receive this pay while they remain assigned to their position.

ARTICLE VIII - UNIFORMS

The City agrees to provide uniforms to employees on active duty who are required to wear uniforms.

A. General Policy

The City shall furnish uniforms to those employees designated by the various Department Heads as required to wear a standard uniform for appearance, uniformity and public recognition purposes, in the procedures and guidelines set forth hereinafter.

B. Affected Personnel

All employees in classifications listed below shall wear a standard City adopted uniform. Each Department Head shall determine which employees must wear a uniform.

Department	Job Type	Classification	Category of Uniform	Notes
Community Svcs	0133	Parking & Camping Fac Supr	4	
Fire	0131	Fire Med Coordinator	2	Not required daily: frequency of use is 1X week
Fire	0130	Fire Protection Analyst	7	
Fire	0032	Marine Safety Division Chief	2	Suit not replaced every year
Police	0089	Senior Admin Analyst	3	Not required daily
Police	0486	Detention Administrator	3	
Police	0022	Police Communications Mgr	3	
Police	0594	Police Admin Srvc Mgr	3	
Police	0094	Police Records Administrator	3	
Planning & Bldg	0072	Principal Electrical Inspector	5	
Planning & Bldg	0073	Inspection Supervisor	5	
Planning & Bldg	0076	Principal Inspector Plum/Mech	5	
Planning & Bldg	0075	Inspection Manager	5	

C. Personal Protective Equipment

All personal protective equipment shall be provided based on employee safety needs for the performance of duties as approved by the Department Head.

D. Employee Responsibilities

1. To wear a clean and complete uniform as required.

MANAGEMENT EMPLOYEES' ORGANIZATION

2. Uniform appearance shall include:
 - a. Patch to be worn above left shirt or jacket pocket.
 - b. Pants to have no cuffs.
 - c. Worn with pride in appearance to public, i.e., shirt buttoned, shirttail tucked in.
3. To wash and provide minimum repair; i.e., buttons, small tears.
4. To provide any alterations necessary including sewing on of City patches.
5. To not wear the uniform for other than City duties or work.
6. To notify supervisor of need to replace due to disrepair or severe staining producing an undesirable appearance.
7. To turn in all uniform components, including patches, upon termination.
8. To turn in all personal protective equipment upon termination.
9. To wear all personal protective equipment prescribed by the City safety officer and/or Supervisor of the division.

E. City Responsibilities

1. To pay for City-required uniforms.
2. To report to the California Public Employees' Retirement System (CalPERS) the cost of uniforms provided as set forth in Section B (above) for each classification as special compensation in accordance with Title 2, California Code of Regulations, Section 571(a)(5). For employees that are not required to wear uniforms on a daily basis or who are not actively employed for an entire payroll calendar year, a prorated cost of uniforms may apply.
3. To provide one or more retail clothing outlets for the various allotments.
City reserves the right to name vendor.
4. To maintain records of purchases.

F. Department Head or Designee Responsibilities

1. To ensure employee compliance with the Uniform Policy.
2. To approve replacement of deteriorated uniform component(s) and personnel protective equipment as required and to maintain a listing for each eligible employee, by name and classification, of all uniform component(s) and personal protective equipment purchased.

MANAGEMENT EMPLOYEES' ORGANIZATION

3. To confirm receipt of uniforms, patches and personal protective equipment from an employee upon termination. A Termination Checklist Form is to be completed, signed by the employee, and submitted to the Human Resources Department.
4. To report to the Director of Human Resources any changes to the Uniform Listing by Category/Classification (Section B above). The City reserves the right to add, delete, change or modify the Uniform Listing as required.

ARTICLE IX - HOURS OF WORK/ADMINISTRATIVE LEAVE

It is the intent of the City to provide an opportunity for MEO employees to select a flex schedule and/or alternative work schedule that is consistent with the City's objective that such schedules shall not reduce service to the public, departmental effectiveness, productivity and/or efficiency as determined by the City Manager or designee.

A. Overtime

Employees represented herein shall not be eligible for paid overtime compensation,

B. Administrative Leave

All unit employees shall be entitled to fifty (50) hours of administrative leave per calendar year. Administrative leave shall not carry over to the next year and holds no cash value.

Old Administrative Leave – Effective with the City Council ratification of this agreement, employees who have accrued a bank of old administrative leave and are eligible to receive the administrative leave hours based on the old administrative leave provision, shall have the right to use the accrued leave time on the same terms and conditions as any other approved leave time. However old administrative leave holds no cash value for current employees or employees separating from City service.

C. Flex Schedule and Hours of Work

With supervisor and Department Head approval, MEO employees may flex regularly scheduled start times between the hours of 7:00 a.m. to 9:00 a.m. Flex schedules shall not reduce service to the public, departmental effectiveness, productivity and/or efficiency as determined by the City Manager or designee.

MEO employees will have the option of working a 5/40 or 9/80 work schedule with supervisor and Department Head approval. MEO employees assigned the 4/10-work schedule shall retain the option of working the 4/10-work schedule with supervisor and Department Head approval. In order to maintain service to the public, departmental effectiveness, productivity and/or efficiency a Department Head may assign an employee a different work schedule that is in compliance with the requirements of the Fair Labor Standards Act (FLSA) with City Manager approval.

MANAGEMENT EMPLOYEES' ORGANIZATION

1. 5/40 Work Schedule

The 5/40 work schedule shall be defined as working five (5) eight (8) hour days Monday through Friday each week plus a one-hour lunch during each work shift, totaling a forty (40) hour work week.

2. 9/80 Work Schedule

The 9/80 work schedule, as outlined in Exhibit H, shall be defined as working nine (9) days for eighty (80) hours in a two-week pay period by working eight (8) days at nine (9) hours per day and working one (1) day for eight (8) hours (Friday), plus a one-hour lunch during each work shift, totaling forty (40) hours in each FLSA work week. The 9/80-work schedule shall not reduce service to the public, departmental effectiveness, productivity and/or efficiency as determined by the City Manager or designee.

3. 4/10 Work Schedule

The 4/10 work schedule, as outlined in Exhibit I, shall be defined as working four (4) ten (10) hour days Monday through Thursday or Tuesday thru Friday each week plus a one-hour lunch during each work shift, totaling a forty (40) hours work week. The assigned 4/10-work schedule must be in compliance with the requirements of FLSA and all other applicable laws. The 4/10-work schedule shall not reduce service to the public, departmental effectiveness, productivity and/or efficiency as determined by the City Manager or designee.

ARTICLE X - HEALTH AND OTHER INSURANCE BENEFITS

A. Health

The City shall make available group medical, dental and vision benefits to all employees. A copy of the medical, dental and vision plan brochures may be obtained from the Human Resources Department.

B. Eligibility, Criteria and Cost

1. City and Employee Paid Medical Insurance – Employees and Dependents

The City and employee shall each pay for health insurance premiums for qualified employees and dependent(s) effective the first of the month following the employee's date of hire. The employee deduction for premium contributions shall be aligned with the effective date of coverage and the ending date of coverage upon the employee's separation. The payroll deduction amount shall begin no later than the first full pay period following the effective date of coverage and prorated for coverage through the end of the month in which employment was separated.

MANAGEMENT EMPLOYEES' ORGANIZATION

2. Health and Other Insurance Premiums

a. 2014 Premiums and Contributions

2014 Health Premiums and Contributions

Effective 1/1/2014

MEO

Plan	Tier	Monthly Premium	ER Monthly Contribution	EE Monthly Contribution	EE Bi-Weekly Contribution
Kaiser	Single	455.36	273.12	182.24	84.11
	Two-Party	997.37	553.53	443.84	204.85
	Family	1,311.39	717.56	593.83	274.08
Blue Shield HMO	Single	587.00	301.43	285.57	131.80
	Two-Party	1,281.00	611.06	669.94	309.20
	Family	1,657.00	792.20	864.80	399.14
Blue Shield PPO	Single	629.00	401.17	227.83	105.15
	Two-Party	1,329.00	757.80	571.20	263.63
	Family	1,647.00	923.36	723.64	333.99
Blue Shield CDHP	Single	462.00	401.17	60.83	28.08
	Two-Party	978.00	757.80	220.20	101.63
	Family	1,211.00	923.36	287.64	132.76
Delta Dental PPO	Single	65.00	42.88	22.12	10.21
	Two-Party	121.40	81.82	39.58	18.27
	Family	160.00	116.36	43.64	20.14
Delta Care HMO	Single	28.88	23.00	5.88	2.71
	Two-Party	49.10	39.11	9.99	4.61
	Family	75.10	59.81	15.29	7.06
VSP	Single	25.94	17.84	8.10	3.74
	Two-Party	25.94	17.84	8.10	3.74
	Family	25.94	17.84	8.10	3.74

Medical Opt-Out: \$273.12 per month

MANAGEMENT EMPLOYEES' ORGANIZATION

3. Future Premiums and City Contributions

Effective with the January 2008 health insurance deduction, the City's contribution shall increase in an amount not to exceed ten percent (10%) for medical insurance, five percent (5%) for dental insurance and five percent (5%) for vision insurance. The increases will be based on potential increases to the City's Blue Shield HMO, Delta Dental PPO, Delta Care HMO and Vision Service plans in 2008. In the event that the premium rates for City's Blue Shield HMO, Delta Dental PPO, Delta Care HMO and Vision Service plans increase by less than ten percent (10%), five percent (5%) and five percent (5%) respectively, the City contribution caps will be adjusted based on the actual percentage increases. In the event that these caps are exceeded, the employee shall pay any increased amount above the City's contribution caps.

As a result of these formulas, it is understood that the employee contribution shall not decrease during the term of this Agreement nor is there any expectation of compensation or benefit in the event the City's contribution cap is not reached.

4. Employee payroll deductions shall be made on a pre-tax basis.

5. Medical Cash-Out

Effective with the first payment following City Council ratification of this agreement, if an employee is covered by a medical program outside of a city-provided program (evidence of which must be supplied to Human Resources Department, they may elect to discontinue City medical coverage and receive the amount equal to the City's contribution to the lowest cost, Employee-only medical premium offered to this unit.

6. Section 125 Plan

This plan allows employees to use pre-tax salary to pay for childcare, adult dependent care and/or medical expenses allowable under the Internal Revenue Service rules for a Section 125 plan.

C. Life and Accidental Death & Dismemberment

Each employee is provided with \$50,000 (fifty thousand) life insurance and \$50,000 (fifty thousand) accidental death & dismemberment insurance paid for by the City. Each employee shall have the option, at his or her own expense, to purchase additional amounts of life insurance and accidental death & dismemberment insurance to the extent provided by the City's current providers. Evidence of insurability is contingent upon total participation in additional amounts.

MANAGEMENT EMPLOYEES' ORGANIZATION

D. Long Term Disability Insurance

This program provides, for each incident of illness or injury, a waiting period of thirty (30) calendar days, during which the employee may use accumulated sick leave, general leave pay, or the employee may elect to be in an unpaid status. Subsequent to the thirty (30) day waiting period, the employee will be covered by an insurance plan paid for by the City, providing 66 2/3 (sixty six and two-third) percent of the first \$12,500 (twelve thousand five hundred) of the employee's basic monthly earnings.

The maximum benefit period for disability due to accident or sickness shall be to age sixty five (65).

Days and months refer to calendar days and months. Benefits under the plan are integrated with sick leave, Worker's Compensation, Social Security and other non-private program benefits to which the employee may be entitled. Disability is defined as: "The inability to perform all of the duties of regular occupation during two years, and thereafter the inability to engage in any employment or occupation for which the employee is fitted by reason of education, training or experience." Rehabilitation benefits are provided in the event the individual, due to disability, must engage in another occupation. Survivor's benefits continue plan payment for three (3) months beyond death. A copy of the plan is on file in the Human Resources Department.

The intent of long term disability is to assist employees who are off work for an extended period of time. While long term disability benefits can be coordinated with accrued leave benefits to achieve one hundred percent (100%) of regular salary, no employee may receive more than their regular salary while receiving disability benefits and paid leave.

E. Miscellaneous

1. City-Paid Premiums While on Medical Disability

When an employee is off work without pay for reason of medical disability, the City shall maintain the City-paid employee's insurance premiums during the period the employee is in an unpaid status for the length of said leave, not to exceed twenty-four (24) months.

2. Insurance and Benefits Advisory Committee

The City and the Association participate in a City-wide joint labor and management insurance and benefits advisory committee to discuss and study issues relating to insurance and benefits available for employees.

F. Retiree Medical Coverage for Retirees Not Eligible for the City Medical Retiree Subsidy Plan

Employees who retire from the City after January 1, 2004 and are granted a retirement allowance by the California Public Employees' Retirement System and are not eligible for the

MANAGEMENT EMPLOYEES' ORGANIZATION

City's Retiree Subsidy Medical Plan may choose to participate in City-sponsored medical insurance plans until the first of the month in which they turn age sixty-five (65).

The retiree shall pay the full premium for City-sponsored medical insurance for themselves and/or qualified dependents without any City subsidy.

Employees who retire from the City and receive a retirement allowance from the California Public Employees' Retirement System and are not eligible for the City's Retiree Subsidy Medical Plan and choose not to participate in City-sponsored medical insurance upon retirement, permanently lose eligibility for this insurance.

However, if a retiree who is not eligible for the City's Retiree Subsidy Medical Plan chooses not to participate in City-sponsored medical insurance plans because the retiree has access to other group medical insurance and subsequently loses eligibility for that group medical insurance, the retiree and their qualified dependents will have access to City-sponsored medical insurance plans reinstated.

Eligibility for Retiree Medical Coverage terminates the first of the month in which the retiree or qualified dependent turns age sixty-five (65).

G. Post-65 Supplemental Medicare Coverage

Retirees who are participating in the Retiree Subsidy Medical Plan as of January 1, 2004 and all future retirees who meet the criteria to participate in City-sponsored medical insurance, with or without the Retiree Medical Subsidy Plan, may participate in City-sponsored medical insurance plans that are supplemental to Medicare.

A retiree or qualified dependent must choose to participate in City-sponsored medical insurance plans that are supplemental to Medicare beginning the first of the month in which the retiree or qualified dependent turns age sixty-five (65).

The retiree shall pay the full premium to participate in City-sponsored medical insurance plans that are supplemental to Medicare for themselves or qualified dependents without any City subsidy.

Retirees or qualified dependents, upon turning age sixty five (65), who choose not to participate in City-sponsored medical insurance plans that are supplemental to Medicare permanently lose their eligibility for this insurance.

H. Marine Safety Division Chief Medical Program

The City will provide the Marine Safety Division Chief an equivalent plan that is designed specifically for Safety employees.

I. Annual Maximum Benefit for Dental PPO Plan

The Dental PPO plan maximum annual benefit is \$2,000.

MANAGEMENT EMPLOYEES' ORGANIZATION

ARTICLE XI - RETIREMENT BENEFITS

A. Benefits

1. Self Funded Supplemental Retirement Benefit

Employees hired prior to August 17, 1998 are eligible for the Self-Funded Supplemental Retirement Benefit, which provides that:

a.

In the event a member elects Option #1, #2, #2W, #3, #3W or #4 of the Public Employees' Retirement Law, the City shall pay the difference between such elected options and the unmodified allowance which the member would have received for his or her life alone as provided in California Government Code sections 21455, 21456, 21457, and 21458 as said referenced Government Code sections exist as of the date of this agreement. This payment shall be made only to the member shall be payable by the City during the life of the member, and upon that member death, the City obligation shall cease. The method of funding this benefit shall be at the sole discretion of the City. This benefit is vested for employees covered by this Agreement.

- b. Employees hired on or after August 17, 1998 shall not be eligible for this benefit referenced in A.1.a. herein above.

2. Medical Insurance for Retirees

a. Medical Insurance Upon Retirement

Upon retirement, whether service or disability, each employee shall have the following options in regards to medical insurance under City-sponsored plans:

- 1) With no change in benefits, retirees can stay in any of the plans offered by the City, at the retiree's own expense, for the maximum time period allowed by Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA) Federal or State Law, or
- 2) Retirees retiring after approval of this MOU may participate in the Retiree Subsidy Medical Plan, attached hereto as Exhibit B, or the Health Maintenance Organization (HMO) Plan currently being offered to retirees at the retiree's own expense if the requirements set forth in Exhibit B are met, or if the retiree meets the eligibility requirements described in Exhibit B, the retiree may receive a subsidy from the City for retiree medical insurance pursuant to the schedule set forth in Exhibit B.

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B. Public Employees' Retirement System Reimbursement and Reporting

1. Miscellaneous Unit Members

- a. The City shall provide all miscellaneous employees described as "classic members by the Public Employees' Pension Reform Act of 2013 – "PEPRA" with that certain retirement program commonly known and described as the "2.5% at age 55 plan" which is based on the retirement formula as set forth in the California Public Employees' Retirement System (PERS), Section 21354 of the California Government Code.
- b. Effective October 1, 2012, each miscellaneous employee, hired prior to December 21, 2012, covered by this Agreement shall pay to PERS as part of the required member contribution six and three quarters percent (6.75%) of pensionable income to the Public Employees' Retirement System (PERS). The remaining portion of the required member retirement contribution (one and one quarter percent (1.25%) of pensionable income) shall be paid by the City.
 - 1) Employees hired on or after December 21, 2012, shall not be reimbursed under this section, but shall pay 100% of the required member retirement contribution (8%)
- c. Effective at the beginning of the pay period of April 26, 2014, following City Council approval of this MOU, all miscellaneous bargaining unit "classic members" shall pay to PERS as part of the required member retirement contribution eight percent (8%) of pensionable income. This provision shall not sunset at the end of this agreement.
- d. The City shall contract with PERS to have retirement benefits calculated based upon the "classic" employee's highest one year's compensation, pursuant to the provisions of Section 20042 (highest single year).
- e. The obligations of the City and the retirement rights of employees as provided in this Article shall survive the term of this MOU
- f. For "New" Members within the meaning of the California Public Employees' Pension Reform Act of 2013.
 - 1) New Members shall be governed by the two percent at age 62 (2% @ 62) retirement formula set forth in Government Code section 7522.20.
 - 2) Final compensation will be based on the highest annual average compensation earnable during the 36 consecutive months immediately preceding the effective date of his or her retirement, or some other 36 consecutive month period designated by the member.

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- 3) Effective January 1, 2013, "new" members as defined by PEPRA and determined by CalPERS, shall contribute one half (50%) of the normal cost as established by CalPERS.

2. Safety Unit Members

- a) The City shall provide all safety employees described as "classic" members by the Public Employees' Pension Reform Act of 2013 – "PEPRA" with that certain retirement program commonly known and described as the "3% at age 50 plan" which is based on the retirement formula as set forth in the California Public Employees' Retirement System (PERS), Section 21362.2 of the California Government Code.
- b) Effective October 1, 2012, all safety employees described as "classic" members, hired prior to December 21, 2012, covered by this Agreement shall pay to PERS as part of the required member contribution six and three quarters percent (6.75%) of pensionable income to the Public Employees' Retirement System (PERS). The remaining portion of the required member retirement contribution (two and one quarter percent (2.25%) of pensionable income) shall be paid by the City.
 - 1) All safety employees' described as "classic" members hired on or after December 21, 2012, shall not be reimbursed under this section, but shall pay 100% of the required member retirement contribution (9%)
- c) Effective at the beginning of the pay period of April 26, 2014, following City Council approval of this MOU, all safety employees described as "classic" members shall pay to PERS as part of the required member retirement contribution nine percent (9%) of pensionable income. This provision shall not sunset at the end of this agreement.
- d) The City shall contract with PERS to have retirement benefits calculated based upon the "classic" employee's highest one year's compensation, pursuant to the provisions of Section 20042 (highest single year).
- e) The obligations of the City and the retirement rights of employees as provided in this Article shall survive the term of this MOU
- f) For "New" Members within the meaning of the California Public Employees' Pension Reform Act of 2013.
 - 1) New Members shall be governed by the two and seven tenths percent at age 57 (2.7% @ 57) retirement formula set forth in Government Code section 7522.25(d)

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- 2) Final compensation will be based on the highest annual average compensation earnable during the 36 consecutive months immediately preceding the effective date of his or her retirement, or some other 36 consecutive month period designated by the member.
 - 3) Effective January 1, 2013, "new" members as defined by PEPRA and determined by CalPERS, shall contribute one half (50%) of the normal cost, as established by CalPERS.
3. Pre-Retirement Optional Settlement 2 Death Benefit
- Employees receive the benefit of the Pre-Retirement Optional Settlement 2 Death Benefit, as identified in Government Code Section 21548 with CalPERS.
4. Fourth Level of 1959 Survivor Benefits
- Employees receive the benefit of the Fourth Level of the 1959 Survivor Benefit, as identified in Government Code Section 21574 with CalPERS.
5. The City has adopted the CalPERS Resolution in accordance with IRS Code section 414(h)(2) and both the employee contribution and the City pickup of the required member contribution are made on a pre-tax basis. However, ultimately, the tax status of any benefit is determined by the law.

ARTICLE XII - LEAVE BENEFITS

A. General Leave

1. Accrual

Employees accrue General leave at the accrual rates outlined below. General leave may be used for any purpose, including vacation, sick leave, and personal leave.

Years of Service	Annual General Leave Allowance	Bi-Weekly General Leave Allowance
First through Fourth Year	176 Hours	6.77
Fifth through Ninth Year	200 Hours	7.69
Tenth through Fourteenth Year	224 Hours	8.62
Fifteenth Year and Thereafter	256 Hours	9.85

2. Eligibility and Approval

General leave must be pre-approved except for illness, injury or family sickness, which may require a physician's statement for approval. General leave accrued time is to be

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computed from the employee's anniversary of their hiring date. Employees are not permitted to take general leave in excess of actual time earned. Employees shall not accrue general leave in excess of six hundred forty (640) hours. An employee who earns general leave hours in excess of six hundred forty (640) hours shall be paid the cash value of those additional hours in their paycheck. Employees may not use their general leave to advance their separation date on retirement or other separation from employment.

3. Leave Benefit Entitlements

The City shall comply with all State and Federal leave benefit entitlement laws. An eligible employee on an approved leave is permitted to use earned Sick Leave, General Leave, and/or Administrative Leave for serious and non-serious family or personal health issues. For more information on employee leave options contact the Human Resources Department.

4. Conversion to Cash

Twice during each fiscal year, each employee has the option to convert into a cash payment or deferred compensation up to a total of one hundred sixty (160) hours of earned general leave benefits at the base hourly rate. The employee shall give two (2) weeks advance notice to Payroll of his/her desire to exercise such option.

Effective with the City Council ratification of this agreement and until the thirty (30) days that follow, employees shall have the one-time option to cash an additional forty (40) hours of general leave.

B. City Paid Holidays

Permanent full-time employees shall receive the following paid holidays per the employee's regularly scheduled work shift:

1. New Year's Day (January 1)
2. Martin Luther King Jr., (third Monday in January)
3. Presidents Day (third Monday in February)
4. Memorial Day (last Monday in May)
5. Independence Day (July 4)
6. Labor Day (first Monday in September)
7. Veteran's Day (November 11)
8. Thanksgiving Day (fourth Thursday in November)
9. The Friday after Thanksgiving
10. Christmas Day (December 25)

Any day declared by the President of the United States to be a national holiday and adopted as an employee holiday by the City Council of Huntington Beach.

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City paid holidays which fall on Saturday shall be observed the preceding Friday, and those falling on Sunday shall be observed the following Monday.

- a. In the event that an employee is required to work on a City paid holiday, the holiday hours shall be credited to the employee's general leave bank. Approval of this transaction shall be handled by the Department Head or designee, in the payroll period that includes the holiday worked.
- b. If a City paid holiday falls on an employee's scheduled day off and with approval from the Department Head or designee, the employee may take another day off during the same payroll period as the holiday or opt to be credited with general leave the number of hours of the employee's regularly scheduled work shift.
- c. A permanent half-time (1/2) or three quarter-time (3/4) employee shall have City paid holidays paid as time off with a pro-rated amount of four (4) or six (6) hours, respectively.

C. Sick Leave

1. Accrual – No employee shall accrue sick leave after December 24, 1999.
2. Credit – Employees shall carry forward their sick leave balance and shall no longer accrue sick leave credit.
3. Usage – Employees may use accrued sick leave for the same purposes for which it was used prior to December 25, 1999.

4. Pay Off At Termination

- a. Employees on the payroll on November 20, 1978 are entitled to the following sick leave payoff plan:

At involuntary termination by reason of disability, or retirement, employees (or in the case of death, their beneficiary) shall be compensated at their then current rate of pay for seventy-five percent (75%) of all unused sick leave accumulated as of July 1, 1972, plus fifty percent (50%) of unused sick leave accumulated subsequent to July 1, 1972, up to a maximum of seven hundred twenty (720) hours of unused, accumulated sick leave, except as provided in paragraph 4 below.

Upon termination for any other reason, employees shall be compensated at their then current rate of pay for fifty percent (50%) of all unused, accumulated sick leave, up to a maximum of seven hundred twenty (720) hours of such accumulated sick leave.

- b. Employees hired after November 20, 1978 shall be entitled to the following sick leave payoff plan:

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Upon termination, all employees shall be paid, at their then current salary rate, for twenty-five percent (25%) of unused, earned sick leave to four hundred eighty (480) hours accrued, and for thirty-five percent (35%) of all unused, earned sick leave in excess of four hundred eighty (480) hours, but not to exceed seven hundred twenty (720) hours, except as provided in paragraph 4 below.

- c. Except as provided in paragraph 4d. below, no employee shall be paid at termination for more than seven hundred twenty (720) hours of unused, accumulated sick leave. However, employees may utilize accumulated sick leave on the basis of "last in, first out" meaning that sick leave accumulated in excess of the maximum for payoff may be utilized first for sick leave, as defined in Personnel Rule 18-8.
- d. Employees who had unused, accumulated sick leave in excess of seven hundred twenty (720) hours as of July 5, 1980, shall be compensated for such excess sick leave remaining on termination under the formulas described in paragraphs 1 and 2 above. In no event shall any employee be compensated upon termination for any accumulated sick leave in excess of the "cap" established by this paragraph (i.e., seven hundred twenty (720) hours plus the amount over seven hundred twenty (720) hours existing on July 5, 1980). Employees may continue to utilize sick leave accrued after that date in excess of such "cap" on a "last in, first out" basis.
- e. To the extent that any "capped" amount of excess sick leave over seven hundred twenty (720) hours is utilized, the maximum compensable amount shall be correspondingly reduced. (Example: Employee had 1,000 hours accumulated. Six months after July 5, 1980, employee has accumulated another 48 hours. Employee is then sick for 120 hours. Employee's maximum sick leave "cap" for compensation at termination is now reduced by seventy two (72) hours to nine hundred twenty eight (928) hours.
- f. Employees electing to participate in the City's group health insurance program after retirement can request the premiums to be paid by the City out of any available funds due and owing them under the terms of this agreement for unused sick leave benefits upon retirement.

D. Voluntary Catastrophic Leave Donation Program

Under certain conditions, an employee may donate leave time to another employee in need. The program is outlined in Exhibit G.

E. Bereavement Leave

Employees shall be entitled to bereavement leave not to exceed twenty-four (24) work hours in each instance of death in the immediate family. Immediate family is defined as father, mother, sister, brother, spouse, registered domestic partner, children, grandfather,

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grandmother, stepfather, stepmother, step grandfather, step grandmother, grandchildren, stepsisters, stepbrothers, mother-in-law, father-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepchildren, or wards of which the employee is the legal guardian.

F. Release Time

Notwithstanding any other provisions of this Agreement, the Association and the City agree to continue discussion during the term of the MOU on Release Time for negotiation, including City's consideration of the number of hours, based on the establishment of a mutually agreed upon written provision for the use of such leave by Association representatives and its members. Such leave shall be limited to use for the purpose of Association business not covered within the scope of legal requirements. It remains the City's intent to enforce reasonable standards for the administration and control of current Release Time use.

ARTICLE XIII - CITY RULES

A. Personnel Rules

All MOU provisions that supersede the City's Personnel Rules shall automatically update the City's Personnel Rules and be incorporated into such rules.

B. Employer-Employee Relations Resolution

During the term of the agreement, the City and the Association agree to update the Employee-Employer Relations Resolution to reflect current State law.

1. Modification of Section 7 – Decertification and Modification

- a. The City and the Association desire to maintain labor stability within the representational unit to the greatest extent possible, consistent with the employee's right to select the representative of his or her own choosing. For these purposes, the parties agree that this Agreement shall act as a bar to appropriateness of this unit and the selection of the representative of this unit, except during the month of August prior to the expiration of this Agreement. Changes in bargaining unit shall not be effective until expiration of the MOU except as may be determined by the Personnel Commission pursuant to the procedures outlined below. This provision shall modify and supersede the time limits, where inconsistent, contained in Section 7 of the current Employer-Employee Relations Resolution of the City of Huntington Beach.
- b. The City and the Association have agreed to a procedure whereby the City, by and through the Director of Human Resources, would be entitled to propose a Unit Modification. The Association and the City agree to jointly recommend a modification of the City of Huntington Beach Employer-Employee Relations

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Resolution (Resolution Number 3335) upon the City having completed its obligation to meet and confer on this issue with all other bargaining units.

The proposed change to the Employer-Employee Relations Resolution is as follows:

7.3 Director of Human Resources Motion of Unit Modification - The Director of Human Resources may propose, during the same period for filing a petition for decertification, that an established unit be modified in accordance with the following procedure:

1. The Director of Human Resources shall give written notice of the proposed modification(s); to any affected employee organization and any affected employees.
2. The Personnel Commission shall hold a meeting concerning the proposed modification(s) at which time all affected employee organizations and employees shall be heard;
3. Thereafter, the Personnel Commission shall determine the composition of the appropriate unit or units and shall give written notice of such determination to the affected employee organizations and any affected employees.

The City Manager, employee organization or employee aggrieved by an appropriate unit determination of the Personnel Commission may, within ten (10) days of notice thereof, request a review of such determination by the City Council. Within thirty (30) days of receipt of a request to review a unit determination of the Personnel Commission the City Council shall review the matter. The City Council's decision shall be final.

4. Except as provided otherwise in this MOU, the salary, benefit, and working conditions specified by this MOU shall be provided to employees in classifications listed in Exhibit A and have completed or are in the process of completing a probationary period in a permanent position in the competitive service in which the employee regularly works twenty (20) hours or more per week.

C. Rules Governing Layoff, Reduction in Lieu of Layoff and Re-Employment

1. Part 1 – Layoff Procedure

a. General Provisions

- 1) Whenever it is necessary, because of lack of work or funds to reduce the staff of a City department, employees may be laid off pursuant to these rules.

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- 2) Whenever an employee is to be separated from the competitive service because the tasks assigned are to be eliminated or substantially changed due to management-initiated changes, including but not limited to automation or other technological changes, it is the policy of the City that steps be taken by the Human Resources Department on an interdepartmental basis to assist such employee in locating, preparing to qualify for, and being placed in other positions in the competitive service. This shall not be construed as a restriction on the City government in effecting economies or in making organizational or other changes to increase efficiency.
- 3) A department shall reduce staff by identifying which positions within the department are to be eliminated.
- 4) The employee who has the least City-wide service credit in the class within the department shall have City-wide transfer rights in the class pursuant to Part 1, Section 3, Transfer or Reduction to Vacancies in Lieu of Layoffs, or within the occupational series pursuant to Part 2, Bumping Rights.
- 5) If a deadline within this procedure falls on a day that City Hall is closed, the deadline shall be the next day City Hall is open.

b. Service Credit

- 1) Service credit means 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.
- 2) Except as required by law, leaves of absence without pay shall not earn service credit.
- 3) As between two or more employees who have the same amount of service credit, the employee who has the least amount of service in class shall be deemed to be the least senior employee.

c. Transfer or Reduction to Vacancies in Lieu of Layoff

- 1) In lieu of layoff, a transfer within class shall be offered to an employee(s) with the least amount of service credit in the class designated for staff reduction within a department subject to the following:
 - a) The employee has the necessary qualifications to perform the duties of the position.
 - b) The employee shall be given the opportunity, in order of service credit, to accept a transfer to a vacant position in the same class within the City, provided the employee has the necessary qualifications to perform the duties of the position.

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- c) If no position in the same class is vacant, the employee shall be given the opportunity, in order of service credit, to transfer to the position in the same class that is held by an incumbent in another department with the least amount of service credit whose position the employee has the necessary qualifications to perform.
- 2) If an employee(s) is not eligible for transfer within the employee's class, the employee shall be offered, in order of service credit, a reduction to a vacant position in the next lower class within the City in the occupational series in lieu of layoff provided the employee has the necessary qualifications to perform the duties of the position.
- 3) If the employee refuses to accept a transfer or reduction pursuant to a. or b., above, the employee shall be laid off.
 - a) If the employee(s) in the class with the least amount of service credit is in the position(s) to be eliminated or displaced by transfer, the employee shall be offered bumping rights, pursuant to Part 2, Bumping Rights.
 - b) Any employee who takes a reduction to a position in a lower class within the occupational series in lieu of layoff shall be placed on the reinstatement/reemployment list(s) pursuant to Part 3. Reemployment.

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2. Order of Layoff

- a. Prior to implementing a layoff, vacant positions that are authorized to be filled shall be identified by City-wide occupational series. If the employee refuses to accept a position pursuant to Section 3. above, the employee shall be laid off.
- b. No promotional probationary employee or permanent employee within a class in the department shall be laid off until all temporary, nonpermanent part-time and non-promotional probationary employees in the class are laid off. Permanent employees whose positions have been eliminated may exercise citywide bumping rights to a lower class in the occupational series pursuant to Part 2.
- c. When a position in a class and/or occupational series is eliminated, any employee in the class who is on authorized leave of absence or is holding a temporary acting position in another class shall be included for determining order of service credit and be subject to these layoff procedures as if the employee was in his or her permanent position.

3. Notification of Employees

- a. The Human Resources Department shall give written notice of layoff to the employee by personal service or by sending it by certified mail to the last known mailing address at least thirty (30) calendar days prior to the effective date of the layoff. Normally notices will be served on employees personally at work.
- b. Layoff notices may be initially issued to all employees who may be subject to layoff as a result of employees exercising voluntary reduction/bumping rights.
- c. The notice of layoff shall include the reason for the layoff, the effective date of the layoff, the employee's hire date, and the employee's service credit ranking. The notice shall also include the employee's right to bump the person in a lower class with the least service credit within the occupational series provided the employee possesses the necessary qualifications to successfully perform the duties in the lower class and the employee has more service credit than the incumbent in the lower class.
- d. The written layoff notice given to an employee shall include notice that he or she has seven (7) calendar days from the date of personal service, or date of delivery of mail if certified, to notify the Director of Human Resources in writing if the employee intends to exercise the employee's bumping rights, if any, pursuant to Part 2, Bumping Rights.
- e. Whenever practicable, any employee with the least amount of service credit in a lower class within an occupational series which is identified for work force reduction shall also be given written notice that such employee may be

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bumped pursuant to Part 2. This notice shall include the items referred to in C., above.

- f. If an employee disagrees with the City's computation of service credit or listed date of hire, the employee shall notify the Director of Human Resources as soon as possible, but in no case later than five (5) calendar days after the personal service or certified mail delivery. Disputes regarding date of hire or service credit shall be jointly reviewed by the Director of Human Resources and the employee and/or the employee's representative as soon as possible, but in no case later than five (5) calendar days from the date the employee notifies the Director of Human Resources of the dispute. Within five (5) calendar days after the dispute is reviewed, the employee shall be notified in writing of the decision.

4. Part 2 – Bumping Rights

a. Voluntary Reduction or Bumping in Lieu of Layoff

- 1) A promotional probationary employee or permanent employee who receives a layoff notice may request a reduction to a position in a lower class within the occupational series provided the employee possesses the necessary qualifications to perform the duties of the position.
- 2) Employees electing reduction under “a” above, shall be reduced to a position authorized to be filled in a lower class within the employee's occupational series. The employee may reduce to a lower class in his/her occupational series by: 1) filling a vacancy in that class, or 2) if no vacancy exists, displacing the employee in the class with the least service credit whose position the employee has the necessary qualifications to perform. A displaced employee shall have bumping rights.
- 4) An employee who receives a layoff notice must exercise bumping rights within seven (7) calendar days of receipt of the notice as specified in Part 1 - Layoff Procedure. Failure to respond within the time limit shall result in a reputable presumption that the employee does not intend to exercise any right of reduction or bumping to a lower class. The employee must carry the burden of proof to show that the employee's failure to respond within the time limits was reasonable. If the employee establishes that failure to respond within the time limit was reasonable, to the Director of Human Resources satisfaction, the employee shall be permitted to exercise bumping rights, but shall not be reinstated to a paid position until the employee to be bumped has vacated the position. If the employee disagrees with the Director of Human Resources decision, the employee may appeal pursuant to the provisions of Sections 3 and 4 below.

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b. Reinstatement/Re-Employment Lists

Any employee who takes a reduction to a position in a lower class within the occupational series in lieu of layoff shall be placed on tile reinstatement/re-employment list pursuant to Part 3, Re-Employment.

c. Qualifications Appeal

Any employee who is denied a reduction to a position in a lower class within the occupational series on the basis that the employee does not possess the necessary qualifications to successfully perform the duties of the lower position may appeal the decision. The appeal shall be filed with the Director of Human Resources within five (5) calendar days of the employee's receipt of written notice of the decision and reason(s) for denial. The employee's appeal shall be in writing and shall include supporting facts or documents supporting the appeal.

d. Qualifications Appeal Hearing

- 1) Upon receipt of an appeal, the Director of Human Resources shall contact a mediator from the California State Mediation and Conciliation Service to schedule a hearing within two (2) weeks after receipt of the appeal. If the California State Mediation and Conciliation Service is not available within that time frame, the parties shall mutually select a person who is available within the time frame. If the California State Mediation and Conciliation Service and the person mutually selected are not available within the time frame, the parties shall select the earliest date either is available to conduct the hearing. The parties shall split the cost, if any, of the hearing officer. In addition, the parties shall meet within three (3) workdays to attempt to resolve the dispute. If the dispute remains unresolved, the parties shall endeavor in good faith to submit to the hearing officer a statement of all agreed upon facts relevant to the hearing.
- 2) Appeal hearings shall be limited to two (2) hours, except as otherwise agreed by the parties or directed by the hearing officer.
- 3) The hearing officer shall attempt to resolve the dispute by mutual agreement if possible. If no agreement is reached, the hearing officer shall render a decision at the conclusion of the hearing, which shall be final and binding

5. Part 3 – Re-Employment

a. Re-Employment

- 1) Employees who are laid off or reduced in class to avoid layoff shall have their names placed upon a re-employment list, for each class in the occupational series, in seniority order at or below the level of the class from which laid off or reduced.

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- 2) Names of persons placed on the re-employment lists shall remain on the list for two (2) years from the date of layoff or reduction.
- 3) Vacancies shall be filled from the re-employment list for a class, starting at the top of the list, providing that the person meets the necessary qualifications for the position.
- 4) Names of persons are to be removed from the reemployment list for a class if on two (2) occasions they decline an offer of employment or on two (2) occasions fail to respond to offers of employment in a particular class within five (5) calendar days of receipt of written notice of an offer. Any employee who is dismissed from the City service for cause shall have his or her name removed from all re-employment lists.
- 5) Re-employment lists shall be available to HBMEO and affected employees upon reasonable request,
- 6) Qualification appeals involving re-employment rights shall be resolved in the same manner as that identified in Part 2. Section 4.

b. Status on Re-Employment

- 1) Persons re-employed from layoff within a two (2) year period from the date of layoff shall receive the following considerations and benefits:
 - a) Service credit held upon layoff shall be restored, but no credit shall be added for the period of layoff.
 - b) Prior service credit shall be counted toward General Leave accruals.
 - c) Employees may cash in sick leave upon layoff or at any time after layoff in the manner and amount set forth in existing Memoranda of Understanding for that employee's unit. General Leave shall be paid to an employee when the re-employment list(s) expire(s), if not previously paid.
 - d) Upon reinstatement the employee may have his or her General Leave re-credited by repayment to the City the cashed amount.
 - e) The employee shall be returned to the salary step of the classification held at the time of the layoff and credited with the time previously served at that step prior to being laid off.
 - f) The probationary status of the employee shall resume if incomplete.

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- 2) Employees who have been reduced in class to avoid layoff and are returned within two (2) years to their former class shall be placed at the salary step of the class they held at the time of reduction and have their merit increase eligibility date recalculated.

ARTICLE XIV - MISCELLANEOUS

A. Physical Examination

Employees shall be provided, once every two (2) years, with a City-paid physical examination. Said exam shall be comprehensive in nature and shall include:

1. A complete medical history, physical exam, laboratory testing and review of results by a physician. (See Exhibit G, Physical Exam Description.)
2. A stress EKG will be provided for employees forty (40) years of age or older.

No more than one-half (1/2) of the eligible employees shall receive examinations in any one fiscal year.

B. Vehicle Policy

1. Approval is required by the City Manager or his/her designee for any City vehicle to be taken home by an employee.
2. The auto allowance for qualifying employees is two hundred seven dollars and sixty-nine cents (\$207.69) bi-weekly.
3. No unit-employee shall have their automobile allowance eliminated until the City's Fleet Management Policy is re-negotiated.
4. Eligibility for automobile allowance shall be determined in accordance with the City's Fleet Management Program dated August 1999.
5. Employees in the following classifications are eligible to receive Auto Allowance:
 - Assistant to the City Manager
 - Assistant Fire Marshal
 - Beach Operations Supervisor
 - Building Manager
 - City Engineer
 - Construction Manager
 - Deputy City Treasurer*
 - Deputy Director of Public Works
 - Detention Administrator
 - Facilities, Development & Concessions Manager
 - Facilities Maintenance Supervisor

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- Fleet Operations Supervisor
- General Services Manager
- Inspection Manager
- Landscape Architect
- Landscape Maintenance Supervisor
- Maintenance Operations Manager
- Marine Safety Division Chief
- Mechanical Maintenance Supervisor
- Parking/Camping Facility Supervisor
- Police Administrative Services Manager
- Police Communications Manager
- Police Records Administrator
- Principal Electrical Inspector
- Principal Plumbing Mechanical Inspector
- Public Safety Systems Manager
- Recreation, Human & Cultural Affairs Superintendent*
- Street Maintenance Supervisor
- Transportation Manager
- Tree Maintenance Supervisor
- Utilities Manager
- Wastewater Supervisor
- Water Distribution Supervisor
- Water Production Supervisor

C. Deferred Compensation

1. Loan Program

In accordance with federal law, employees may borrow from their deferred compensation funds for critical needs such as medical costs, college tuition, or purchase of a home.

2. Deferred Compensation Contribution at Time of Separation

In accordance with Internal Revenue Service rules, the value of any unused earned leave benefits may be transferred to deferred compensation at separation (including retirement), but only during the time that the employee is actively employed with the City. The latest opportunity for such transfer must be the pay period prior to the employee's last day of employment.

D. Collection of Payroll Overpayments

In the event that a payroll overpayment is discovered and verified, and considering all reasonable factors including the length of time that the overpayment was made and if and when the employee could have reasonably known about such overpayment, the City shall take action to collect from the employee the amount of overpayment(s). Such

MANAGEMENT EMPLOYEES' ORGANIZATION

collection shall be processed by payroll deduction over a reasonable period of time considering the total amount of overpayment.

In the event the employee separates from employment during the collection period, the final amount shall be deducted from the last payroll check of the employee. If applicable, the balance due from the employee shall be communicated upon employment separation if the last payroll check does not sufficiently cover the amount due the City.

It shall be the responsibility of the employee and the City to periodically monitor the accuracy of compensation payments or reimbursements due to the possibility of a clerical oversight or error. The City reserves the right to also collect compensation overpayments caused by or the result of misinterpretation of a pay provision by non-authorized personnel. The interpretation of all pay provisions shall be administered by the City Manager or designee and as adopted by the City Council. Unauthorized compensation payments shall not constitute a past practice.

E. Unit Modification

Notwithstanding any other provisions of this agreement, the City and Association agree to meet and confer within forty-five (45) days of the City Council ratification of this agreement regarding the possibility of adding positions to the MEO bargaining unit.

F. Required Fingerprinting of Employees

The City requires all employees who are hired, transferred, or promoted to positions with oversight responsibilities for senior citizens to be fingerprinted for California Department of Justice (DOJ) clearance that require fingerprinting by federal, state or local law(s) be fingerprinted according to said law(s). The City may also require employees be fingerprinted if they are transferred, or promoted to positions with oversight responsibilities for senior citizens or oversight responsibilities for confidential, and or sensitive documents or equipment.

G. Acting Assignment

Acting assignments are not intended to exceed six (6) months unless extraordinary circumstances warrant an extension as recommended and approved by the Director of Human Resources. Under no circumstances shall an acting assignment exceed one (1) year nor shall it be considered a reclassification or a promotion.

Acting pay must be a minimum of 5.5% and the Department Head has the discretion to set compensation at any step on the pay range of the acting class, not to exceed the top step of the range.

H. Return to Work Policy

The City and Association agree to reopen this agreement to establish a Return to Work Policy for employees who experience industrial and non-industrial injury and/or illness.

MANAGEMENT EMPLOYEES' ORGANIZATION

I. Controlled Substance and Alcohol Testing

The City maintains the right to conduct a controlled substance and/or alcohol test during working hours of any employee that it reasonably suspects is under the influence of alcohol or a controlled substance in the workplace.

J. Management and Executive Management Relations Committee

During the term of this agreement, the City and MEO agree to meet quarterly to discuss ways to improve management and executive management relations.

MANAGEMENT EMPLOYEES' ORGANIZATION

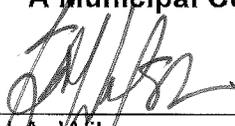
ARTICLE XV - CITY COUNCIL APPROVAL

It is the understanding of the City and the Association that this Memorandum of Understanding is of no force or effect unless and until adopted by resolution of the City Council of the City of Huntington Beach.

IN WITNESS WHEREOF, the parties hereto have executed this Memorandum of Understanding this 20th day of March, 2014.

**CITY OF HUNTINGTON BEACH
A Municipal Corporation**

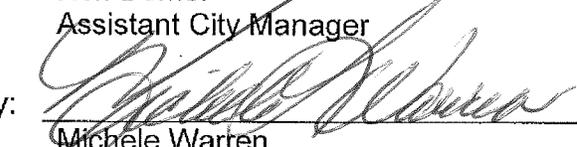
**HUNTINGTON BEACH
MANAGEMENT EMPLOYEES'
ORGANIZATION**

By: 
Fred A. Wilson
City Manager

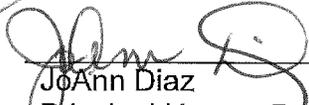
By: 
Tom Graham
MEO President

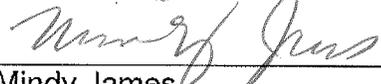
By: 
Ken Domer
Assistant City Manager

By: 
Scott Smith
MEO Vice President

By: 
Michele Warren
Director of Human Resources

By: 
Scott Field
Negotiations Team

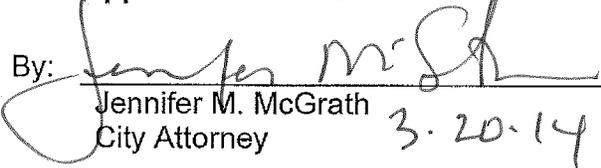
By: 
JoAnn Diaz
Principal Human Resources Analyst

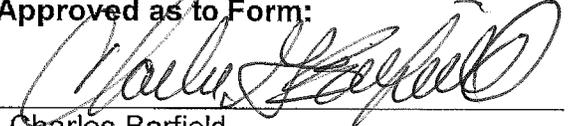
By: 
Mindy James
Negotiations Team

By: 
Michele Diaz
Negotiations Team

Approved as to Form:

Approved as to Form:

By: 
Jennifer M. McGrath
City Attorney
3.20.14

By: 
Charles Barfield
OCEA Representative

By: 
Aaron Peardon
OCEA Representative

**MANAGEMENT EMPLOYEES' ORGANIZATION
EXHIBIT A – SALARY SCHEDULE**

**MEO SALARY SCHEDULE
3.75% EFFECTIVE MARCH 29, 2014**

Job No	Job Description	Pay Grade	A	B	C	D	E
0516	Accounting Manager	P0516	45.34	47.83	50.46	53.23	56.16
0025	Admin Analyst	P0025	34.97	36.89	38.93	41.06	43.33
0084	Admin Analyst Principal	P0084	43.55	45.95	48.48	51.15	53.96
0089	Admin Analyst Sr	P0089	40.23	42.44	44.78	47.24	49.83
0078	Assistant City Attorney	P0078	61.78	65.18	68.76	72.53	76.52
0132	Assistant City Clerk	P0132	37.51	39.57	41.75	44.04	46.46
0595	Assistant Fire Marshal	P0595	44.88	47.35	49.96	52.71	55.60
0057	Assistant to the City Manager	P0057	46.94	49.52	52.25	55.12	58.15
0071	Associate Planner	P0071	38.07	40.16	42.37	44.71	47.16
0569	Beach Maint Operations Mgr	P0569	48.86	51.54	54.38	57.36	60.52
0044	Beach Operations Supervisor	P0044	40.03	42.23	44.55	47.00	49.59
0064	Budget Analyst Senior	P0064	38.65	40.77	43.01	45.38	47.88
0585	Budget Manager	P0585	45.34	47.83	50.46	53.23	56.16
0598	Building Manager	P0598	56.17	59.26	62.52	65.95	69.59
0501	Business Applicatio Supervisor	P0501	50.08	52.84	55.74	58.81	62.04
0500	Business Systems Manager	P0500	55.34	58.38	61.60	64.99	68.56
0070	Chief Criminalist	P0070	51.35	54.17	57.15	60.29	63.61
0024	City Engineer	P0024	63.96	67.48	71.19	75.10	79.23
0092	Claims Supervisor	P0092	41.65	43.94	46.36	48.91	51.59
0471	Community Relations Officer	P0471	43.55	45.95	48.48	51.15	53.96
0353	Community Services Manager	P0353	48.86	51.54	54.38	57.36	60.52
0097	Construction Manager	P0097	48.86	51.54	54.38	57.36	60.52
0085	Contract Administrator	P0085	41.65	43.94	46.36	48.91	51.59
0045	Criminalist Supervisor	P0045	44.65	47.11	49.71	52.44	55.32
0253	Cultural Affairs Supervisor	P0253	31.65	33.40	35.23	37.17	39.22
0081	Deputy City Attorney I	P0081	40.63	42.86	45.21	47.70	50.33
0080	Deputy City Attorney II	P0080	48.86	51.54	54.38	57.36	60.52
0079	Deputy City Attorney III	P0079	56.17	59.26	62.52	65.95	69.59
0068	Deputy City Engineer	P0068	54.51	57.51	60.67	64.01	67.53
0090	Deputy City Treasurer MEO	P0090	50.33	53.10	56.03	59.11	62.35
0571	Deputy Dir of Econ Development	P0571	55.34	58.38	61.60	64.99	68.56
0027	Deputy Dir of Recr/Bch Devlpmt	P0027	57.03	60.16	63.47	66.96	70.64
0035	Deputy Director of Public Wrks	P0035	64.27	67.81	71.55	75.48	79.63
0486	Detention Administrator	P0486	40.23	42.44	44.78	47.24	49.83
0039	Econ Development Proj Mgr	P0039	44.43	46.87	49.45	52.17	55.04
0580	Energy Project Manager	P0580	44.43	46.87	49.45	52.17	55.04

**MANAGEMENT EMPLOYEES' ORGANIZATION
EXHIBIT A – SALARY SCHEDULE**

Job No	Job Description	Pay Grade	A	B	C	D	E
0474	Facilities, Devel & Conc Mgr	P0474	46.48	49.03	51.73	54.57	57.57
0050	Facilities Maint Supervisor	P0050	40.03	42.23	44.55	47.00	49.59
0131	Fire Medical Coordinator	P0131	39.61	41.79	44.09	46.52	49.08
0130	Fire Protection Analyst	P0130	39.61	41.79	44.09	46.52	49.08
0590	Fleet Operations Supervisor	P0590	40.03	42.23	44.55	47.00	49.59
0581	General Services Manager	P0581	53.98	56.95	60.08	63.38	66.87
0498	GIS Manager	P0498	51.61	54.45	57.44	60.60	63.93
0043	Housing Manager	P0043	51.09	53.90	56.87	59.99	63.29
0006	Human Resources Manager	P0006	53.17	56.10	59.18	62.44	65.87
0489	Info Syst Communications Mgr	P0489	51.61	54.45	57.44	60.60	63.93
0200	Info Syst Computer Ops Manager	P0200	51.61	54.45	57.44	60.60	63.93
0038	Info Systems Manager	P0038	55.62	58.68	61.91	65.31	68.90
0075	Inspection Manager	P0075	49.57	52.30	55.17	58.21	61.42
0073	Inspection Supervisor	P0073	42.29	44.61	47.06	49.64	52.37
0251	Investigator	P0251	34.45	36.34	38.35	40.45	42.67
0158	Landscape Architect	P0158	39.61	41.79	44.09	46.52	49.08
0049	Landscape Maint Supervisor	P0049	40.03	42.23	44.55	47.00	49.59
0095	Law Office Manager	P0095	34.97	36.89	38.93	41.06	43.33
0572	Liability Claims Coordinator	P0572	36.21	38.20	40.31	42.53	44.86
0030	Maintenance Operations Mgr	P0030	53.98	56.95	60.08	63.38	66.87
0032	Marine Safety Division Chief	P0032	51.35	54.17	57.15	60.29	63.61
0048	Mechanical Maint Supervisor	P0048	40.03	42.23	44.55	47.00	49.59
0441	Neighbrhd Presrvtion Prog Mgr	P0441	49.08	51.78	54.63	57.64	60.82
0490	Network Systems Administrator	P0490	46.23	48.77	51.46	54.29	57.28
0443	Payroll Systems Analyst	P0443	42.29	44.61	47.06	49.64	52.37
0098	Permit & Plan Check Manager	P0098	56.17	59.26	62.52	65.95	69.59
0209	Permit & Plan Check Supervisor	P0209	39.82	42.01	44.32	46.76	49.33
0453	Personnel Analyst	P0453	34.80	36.71	38.73	40.86	43.11
0060	Personnel Analyst Principal	P0060	43.55	45.95	48.48	51.15	53.96
0464	Personnel Analyst Senior	P0464	39.61	41.79	44.09	46.52	49.08
0099	Plan Check Engineer	P0099	47.41	50.02	52.77	55.67	58.73
0444	Planning Manager	P0444	51.61	54.45	57.44	60.60	63.93
0594	Police Admin Services Manager	P0594	44.88	47.35	49.96	52.71	55.60
0022	Police Communications Manager	P0022	40.23	42.44	44.78	47.24	49.83
0094	Police Records Administrator	P0094	40.23	42.44	44.78	47.24	49.83
0028	Principal Accountant	P0028	41.03	43.29	45.67	48.18	50.83
0096	Principal Civil Engineer	P0096	53.71	56.67	59.78	63.07	66.53
0072	Principal Electrical Inspector	P0072	38.46	40.58	42.81	45.16	47.65
0076	Principal Inspector Plb/Mech	P0076	38.46	40.58	42.81	45.16	47.65
0482	Principal Librarian	P0482	38.26	40.37	42.59	44.93	47.40

**MANAGEMENT EMPLOYEES' ORGANIZATION
EXHIBIT A – SALARY SCHEDULE**

Job No	Job Description	Pay Grade	A	B	C	D	E
0074	Principal Planner	P0074	49.08	51.78	54.63	57.64	60.82
0579	Project Manager	P0579	44.43	46.87	49.45	52.17	55.04
0037	Project Manager Assistant	P0037	38.07	40.16	42.37	44.71	47.16
0496	Public Safety Systems Manager	P0496	52.38	55.27	58.31	61.51	64.90
0497	Public Safety Systems Supv	P0497	50.59	53.37	56.31	59.40	62.67
0083	Purchasing & Central Svcs Mgr	P0083	43.78	46.19	48.73	51.41	54.23
0093	Real Property Agent	P0093	44.43	46.87	49.45	52.17	55.04
0054	Risk Manager	P0054	51.09	53.90	56.87	59.99	63.29
0519	Safety/Loss Prevention Analyst	P0519	39.61	41.79	44.09	46.52	49.08
0069	Senior Civil Engineer	P0069	45.34	47.83	50.46	53.23	56.16
0484	Senior Deputy City Attorney	P0484	59.05	62.30	65.73	69.34	73.15
0499	Senior Info Systems Analyst	P0499	46.01	48.54	51.21	54.03	57.00
0077	Senior Librarian	P0077	32.94	34.76	36.67	38.68	40.80
0036	Senior Planner	P0036	44.43	46.87	49.45	52.17	55.04
0046	Senior Recreation Supervisor	P0046	37.51	39.57	41.75	44.04	46.46
0575	Senior Sprvsr Cultural Affairs	P0575	37.51	39.57	41.75	44.04	46.46
0578	Senior Sprvsr Human Services	P0578	37.51	39.57	41.75	44.04	46.46
0034	Senior Traffic Engineer	P0034	45.34	47.83	50.46	53.23	56.16
0457	Special Events Coordinator	P0457	31.65	33.40	35.23	37.17	39.22
0488	Street Maint Supervisor	P0488	40.03	42.23	44.55	47.00	49.59
0473	Supervisor, Dev & Petro-Chem	P0473	40.42	42.64	44.99	47.47	50.08
0133	Supervisor, Prkng & Cmping Fac	P0133	37.51	39.57	41.75	44.04	46.46
0033	Transportation Manager	P0033	55.89	58.96	62.21	65.63	69.24
0051	Tree Maintenance Supervisor	P0051	40.03	42.23	44.55	47.00	49.59
0483	Utilities Manager	P0483	55.06	58.09	61.29	64.66	68.22
0487	Wastewater Supervisor	P0487	40.03	42.23	44.55	47.00	49.59
0052	Water Distribution Supervisor	P0052	40.03	42.23	44.55	47.00	49.59
0053	Water Production Supervisor	P0053	40.03	42.23	44.55	47.00	49.59

**MANAGEMENT EMPLOYEES' ORGANIZATION
EXHIBIT B – RETIREE SUBSIDY MEDICAL PLAN**

RETIREE SUBSIDY MEDICAL PLAN

An employee who has retired from the City shall be entitled to participate in the City-sponsored medical insurance plans and the City shall contribute toward monthly premiums for coverage in an amount as specified in accordance with this Plan, provided:

- A. At the time of retirement the employee has a minimum of ten (10) years of continuous full-time City service or is granted an industrial disability retirement; and
- B. At the time of retirement, the employee is employed by the City; and
- C. Following official separation from the City, the employee is granted a retirement allowance by the California Public Employees' Retirement System.

The City's obligation to pay the monthly premium as indicated shall be modified downward or cease during the lifetime of the retiree upon the occurrence of any one of the following:

- 1. On the first of the month in which a retiree or dependent reaches age 65 or on the date the retiree or dependent can first apply and become eligible, automatically or voluntarily, for medical coverage under Medicare (whether or not such application is made) the City's obligation to pay monthly premiums may be adjusted downward or eliminated. Benefit coverage at age 65 under the City's medical plans shall be governed by applicable plan document.
- 2. In the event of the death of any employee, whether retired or not, the amount of the retiree medical insurance subsidy benefit which the deceased employee was receiving at the time of his/her death would be eligible to receive if he/she were retired at the time of death, shall be paid on behalf of the spouse or family for a period not to exceed twelve (12) months.

SCHEDULE OF BENEFITS

- A. Minimum Eligibility for Benefits - With the exception of an industrial disability retirement, eligibility for benefits begin after an employee has completed ten (10) years of continuous full time service with the City of Huntington Beach. Said service must be continuous unless prior service is reinstated at the time of his/her rehire in accordance with the City's Personnel Rules.
- B. Disability Retirees - Industrial disability retirees with less than ten (10) years of service shall receive a maximum monthly payment toward the premium for health insurance of \$121 (one hundred twenty-one dollars). Payments shall be in accordance with the stipulations and conditions, which exist for all retirees. Payment shall not exceed dollar amount, which is equal to the full cost of premium for employee only.

**MANAGEMENT EMPLOYEES' ORGANIZATION
EXHIBIT B – RETIREE SUBSIDY MEDICAL PLAN**

- C. Maximum Monthly Subsidy Payments - Payment amounts may be reduced each month as dependent eligibility ceases due to death, divorce or loss of dependent child status. However, the amount shall not be reduced if such reduction would cause insufficient funds needed to pay the full premium for the employee and the remaining dependents. In the event no reduction occurs and the remaining benefit premium is not sufficient to pay the premium amount for the employee and the eligible dependents, said needed excess premium amount shall be paid by the employee.

All retirees, including those retired as a result of disability whose number of continuous, full time years of City service prior to retirement City exceeds ten (10), shall be entitled to maximum monthly payment of premiums by the for each year of completed City service as follows:

Maximum Monthly Payment
for Retirements After:

Years of Service	Subsidy
10	\$ 121
11	136
12	151
13	166
14	181
15	196
16	211
17	226
18	241
19	256
20	271
21	286
22	300
23	315
24	330
25	344

**MANAGEMENT EMPLOYEES' ORGANIZATION
EXHIBIT B – RETIREE SUBSIDY MEDICAL PLAN**

RETIREE SUBSIDY MEDICAL PLAN / MISCELLANEOUS PROVISIONS

A. Eligibility:

1. The effective start-up date of the Retiree Subsidy Medical Plan for the various employee groups shall be the first of the month following retirement date.
2. A retiree may change plans, add dependents, etc., during annual open enrollment. The Human Resources Department shall notify covered retirees of this opportunity each year.
3. Years of service computed for the Retiree Subsidy Medical Plan are actual years of completed service with the City of Huntington Beach.

B. Benefits:

1. Retiree Subsidy Medical Plan includes Managed Health Network (MHN), Prescription Card System (PCS), Orange County Foundation for Medical Care (OCFMC) and Medical Stop Loss insurance.
2. City Plans are the primary payer for active employees age 65 and over, with Medicare the secondary payer. Retirees age 65 and over have no City Plan options and are eligible only for Medicare.
3. Premium payments are to be received at least one month in advance of the coverage period.

C. Subsidies:

1. The subsidy payments will pay for:
 - a. Retiree Subsidy Medical Plan.
 - b. HMO.
 - c. Part A of Medicare for those retirees not eligible for paid Part A.
2. Subsidy payments will not pay for:
 - a. Part B Medicare.
 - b. Regular City Employee Indemnity Plan.
 - c. Any other employee benefit plan.

**MANAGEMENT EMPLOYEES' ORGANIZATION
EXHIBIT B – RETIREE SUBSIDY MEDICAL PLAN**

- d. Any other commercially available benefit plan.
- e. Medicare supplements

D. Medicare:

1. All persons are eligible for Medicare coverage at age sixty five (65). Those with sufficient credit quarters of Social Security will receive Part A of Medicare at no cost. Those without sufficient credited quarters are still eligible for Medicare at age sixty five (65, but will have to pay for Part A of Medicare if the individual elects to take Medicare. In all cases, Part B of Medicare is paid for by the participant.
2. When a retiree and his/her spouse are both sixty five (65 or over, and neither is eligible for paid Part A of Medicare, the subsidy shall pay for Part A for each of them or the maximum subsidy, whichever is less.
3. When a retiree at age sixty five (65 is eligible for paid Part A of Medicare and his/her spouse is not eligible for paid Part A, the spouse shall not receive subsidy. When a retiree at age sixty five (65 is not eligible for paid Part A of Medicare and his/her spouse who is also age sixty five (65 is eligible for paid Part A of Medicare, the subsidy shall be for the retiree's Part A only.

E. Cancellation:

1. For retirees/dependents eligible for paid Part A of Medicare, the following cancellation provisions apply:
 - a. Coverage for a retiree under the Retiree Subsidy Medical Plan will be eliminated on the first day of the month in which the retiree reaches age sixty five (65. If such retiree was covering dependents under the Plan, dependents will be eligible for state and or federal COBRA continuation benefits effective as of the retiree's sixty-fifth (65th) birthday.
 - b. Dependent coverage will be eliminated upon whichever of the following occasions comes first:
 - 1) After thirty six (36) months of COBRA continuation coverage, or
 - 2) When the covered dependent reaches age sixty five (65) in the event such dependent reaches age sixty five (65) prior to the retiree reaching age sixty five (65).

**MANAGEMENT EMPLOYEES' ORGANIZATION
EXHIBIT B – RETIREE SUBSIDY MEDICAL PLAN**

- c. At age sixty five (65) retirees are eligible to make application for Medicare. Upon being considered “eligible to make application,” whether or not application has been made for Medicare, the Retiree Subsidy Medical Plan will be eliminated.
2. See provisions under “Benefits,” “Subsidies,” and “Medicare” for those retirees/dependents not eligible for paid Part A of Medicare.
3. Retiree Subsidy Medical Plan and COBRA participants shall be notified of non-payment of premium by means of a certified letter from Employee Benefits in accordance with provisions of the Memorandums of Understanding.
4. A retiree who fails to pay premiums due for coverage and is in arrears for sixty (60) days shall be terminated from the Plan and shall not have reinstatement rights.

MANAGEMENT EMPLOYEES' ORGANIZATION
EXHIBIT C – VEHICLE USE ASSIGNMENT ADMINISTRATIVE REGULATION

VEHICLE USE ASSIGNMENT ADMINISTRATIVE REGULATION

See Administrative Regulations

**MANAGEMENT EMPLOYEES' ORGANIZATION
EXHIBIT D – PHYSICAL EXAMINATION DESCRIPTION**

PHYSICAL EXAMINATION DESCRIPTION

- I. Complete Health History
- II. Complete Physical Examination by Physician
- III. Computer Printout:
 - A. Physiological Tests:
 - 1. Temperature
 - 2. Height
 - 3. Weight
 - 4. Vision
 - 5. Audiometry (Hearing Screening)
 - 6. Blood Pressure
 - 7. Pulse
 - 8. Chest X-Ray
 - 9. EKG
 - 10. History
 - 11. Tonometry (Glaucoma) for patients 35 and over.
 - 12. Spirometry (Breathing)
 - B. Laboratory Tests:
 - 1. Blood Chemistry Screening Tests:

SGPT	Triglycerides
SGOT	Glucose Fasting
LDH	BUN
Alk. Phosphatase	Creatinine
Total Bilirubin	Uric Acid
Total Protein	Calcium
Albumin-Serum	Inorganic Phosphate
Globulin	Sodium
Cholesterol	Postassium
 - 2. Complete Blood Count
 - 3. Urinalysis
 - 4. Stool Test for Blood
 - 5. RPR
 - 6. Pap Smear on Females
 - 7. HDL
- IV. Examination Findings:
 - A. Consultation with Physician
 - B. Written Report of Findings

**MANAGEMENT EMPLOYEES' ORGANIZATION
EXHIBIT E – 9/80 WORK SCHEDULE**

9/80 WORK SCHEDULE

This work schedule is known as the “9/80.” In the event that there is a conflict with the current rules, practices and/or procedures regarding work schedules and leave plans, then the rules listed below shall govern.

9/80 WORK SCHEDULE DEFINED

The 9/80 work schedule shall be defined as working nine (9) days for eighty (80) hours in a two-week pay period by working eight (8) days at nine (9) hours per day and working one (1) day for eight (8) hours (Friday), with a one-hour lunch during each work shift, totaling forty (40) hours in each work week. The 9/80 work schedule shall not reduce service to the public, departmental effectiveness, productivity and/or efficiency as determined by the City Manager or designee.

A. Forty (40) Hour Work Week

The actual work week is from Friday at mid-shift (p.m.) to Friday at mid-shift (a.m.). No employee working the 9/80 work schedule will be able to flex their Friday start time nor the time they take their lunch break, which will be from 12:00 p.m. to 1:00 p.m. on Fridays. All employee work shifts will start at 8:00 a.m. on their Friday worked. The start of the work week is 12:00 noon Friday.

B. Two-Week Pay Period

The pay period for employees starts Friday mid-shift (p.m.) and continues for fourteen (14) days until Friday mid-shift (a.m.). During this period, each week is made up of four (4) nine (9) hour work days (thirty-six (36) hours) and one (1) four (4) hour Friday and those hours equal forty (40) work hours in each work week (e.g. the Friday is split into four (4) hours for the a.m. shift, which is charged to work week one and four (4) hours for the p.m. shift, which is charged to work week two).

C. A/B Schedules

To continue to provide service to the public every Friday, employees are to be divided between two schedules, known as the “A” schedule and the “B” schedule, based upon the departmental needs. For identification purposes, the “A” schedule shall be known as the schedule with a day off on the Friday in the middle of the pay period, or, “off on payday”, the “B” schedule shall have the first Friday (p.m.) and the last Friday (a.m.) off, or “working on payday”. An example is listed below:

	AM	PM							AM	PM							AM	PM
	F	F	S	S	M	T	W	Th	F	F	S	S	M	T	W	Th	F	F
A Schedule	4	4	-	-	9	9	9	9	-	-	-	-	9	9	9	9	4	4
B Schedule	-	-	-	-	9	9	9	9	4	4	-	-	9	9	9	9	-	-

MANAGEMENT EMPLOYEES' ORGANIZATION
EXHIBIT E – 9/80 WORK SCHEDULE

A/B Schedule Changes

Employees cannot change schedules without prior approval of their supervisor, Department Head, and the Director of Human Resources or designee.

D. Emergencies

All employees on the 9/80 work schedule are subject to be called to work any time to meet any and all emergencies or unusual conditions which, in the opinion of the City Manager, Department Head or designee may require such service from any of said employees.

LEAVE BENEFITS

When an employee is off on a scheduled workday under the 9/80 work schedule, then nine (9) hours of eligible leave per workday shall be charged against the employee's leave balance or eight (8) hours shall be charged if the day off is a Friday. All leaves shall continue under the current accrual, eligibility, request and approval requirements.

1. General Leave – As stated in Memorandum of Understanding
2. Sick Leave – As stated in Memorandum of Understanding
3. Administrative Leave – As stated in Memorandum of Understanding
4. Bereavement Leave – As stated in Memorandum of Understanding
5. Holidays - As stated in Memorandum of Understanding
6. Jury Duty – The provisions of the Personnel Rules shall continue to apply; however, if an employee is called to serve on jury duty during a normal Friday off, Saturday, or Sunday, or on a City holiday, then the jury duty shall be considered the same as having occurred during the employees day off work; therefore, the employee will receive no added compensation.

MANAGEMENT EMPLOYEES' ORGANIZATION
EXHIBIT F – 4/10 WORK SCHEDULE

4/10 WORK SCHEDULE

In the event that there is a conflict with the current rules, practices and/or procedures regarding work schedules and leave plans, then the rules listed below shall govern.

4/10 WORK SCHEDULE DEFINED

The 4/10 work schedule shall be defined as working eight (8) days for eighty (80) hours in a two week pay period by working eight (8) days (Monday through Thursday, Fridays off) at ten (10) hours per day, plus a one-hour lunch during each work shift, totaling forty (40) hours in each work week. The 4/10 work schedule shall not reduce service to the public, departmental effectiveness, productivity and/or efficiency as determined by the City Manager or designee.

All employees on the 4/10 work schedule are subject to be called to work any time to meet any and all emergencies or unusual conditions which, in the opinion of the City Manager, Department Head or designee may require such service from any of said employees.

LEAVE BENEFITS

When an employee is off on a scheduled workday under the 4/10 work schedule, then ten (10) hours of eligible leave per workday shall be charged against the employee's leave balance. All leaves shall continue under the current accrual, eligibility, request, and approval requirements.

1. General Leave – As stated in Memorandum of Understanding
2. Sick Leave – As stated in Memorandum of Understanding
3. Administrative Leave – As stated in Memorandum of Understanding
4. Bereavement Leave – As stated in Memorandum of Understanding
5. Holidays - As stated in Memorandum of Understanding
6. Jury Duty – The provisions of the Personnel Rules shall continue to apply; however, if an employee is called to serve on jury duty during a normal Friday off, Saturday, or Sunday, or on a City holiday, then the jury duty shall be considered the same as having occurred during the employees day off work; therefore, the employee will receive no added compensation.

**MANAGEMENT EMPLOYEES' ORGANIZATION
EXHIBIT G – VOLUNTARY CATASTROPHIC LEAVE DONATION PROGRAM**

**Voluntary Catastrophic Leave Donation Program
Leave Request Form**

Requestor, Please Complete

According to the provisions of the Voluntary Catastrophic Leave Donation Program, I hereby request donated Vacation, General Leave or Exempt Compensatory Time.

MY SIGNATURE CERTIFIES THAT:

- A Leave of absence in relation to a catastrophic illness or injury has been approved by my Department; and
- I am not receiving disability benefits or Workers' Compensation payments.

Name: <i>(Please Print or Type: Last, First, MI)</i>		
Work Phone:	Department:	
Job Title:	Employee ID#:	
Requester	Signature:	Date:
Department Director Signature of Support:		Date:
Human Resources Department-Use Only		
End donation date will bridge to: <input type="checkbox"/> Long Term Disability <input type="checkbox"/> Medical Retirement beginning <input type="checkbox"/> Length of FMLA leave ending <input type="checkbox"/> Return to work		End donation date:
Human Resources Director Signature:		Date signed:

**MANAGEMENT EMPLOYEES' ORGANIZATION
EXHIBIT G – VOLUNTARY CATASTROPHIC LEAVE DONATION PROGRAM**

**Voluntary Catastrophic Leave Donation Program
Leave Donation Form**

Donor, please complete

Donor Name: <i>(Please Print or Type: Last, First, MI)</i>	
Work Phone:	
Donor Job Title:	
Type of Accrued Leave: <input type="checkbox"/> Vacation <input type="checkbox"/> Compensatory Time <input type="checkbox"/> General Leave	Number of Hours I wish to Donate: <input type="text"/> Hours of Vacation <input type="text"/> Hours of Exempt Compensatory Time <input type="text"/> Hours of General Leave

I understand that this voluntary donation of leave credits, once processed, is irrevocable; but if not needed, the donation will be returned to me. I also understand that this donation will remain confidential.

I wish to donate my accrued Vacation, Exempt Compensatory Time or General Leave hours to the Leave Donation Program for:

Eligible recipient employee's name (Last, First, MI):		
Donor	Signature:	Date:

Please submit to Payroll in the Finance Department.

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 **March 17, 2014** by the following vote:

AYES: Katapodis, Hardy, Shaw, Boardman, Sullivan, Carchio
NOES: Harper
ABSENT: None
ABSTAIN: None



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