

MEMORANDUM OF UNDERSTANDING
BETWEEN AND FOR THE
CITY OF SUSANVILLE
AND THE
PROFESSIONAL/TECHNICAL UNIT

July 1, 2018 through and including June 30, 2021

TABLE OF CONTENTS

<u>SECTION</u>	<u>TITLE</u>	<u>PAGE(S)</u>
1.	Introduction	3
2.	Employee Rights	3
3.	City Rights	3
4.	Nondiscrimination	4
5.	Unit Recognition	4
6.	Unit Description	4
7.	Salary, Merit, Career Development, and Pay Period	4
8.	Retirement	6
9.	Work Schedule	6
10.	Holidays	7
11.	Vacation	7
12.	Health, Dental and Vision Insurance	7
13.	IRS Section Plan, Deferred Compensation	8
14.	Flexible Benefit	8
15.	Professional/Technical/Technical Leave	8
16.	Life Insurance	9
17.	Hearing Test	9
18.	Employee Sick Leave	9
19.	Military Leave	9
20.	Jury Duty	9
21.	Family Illness or Injury Leave	9
22.	Bereavement Leave	9
23.	Layoff Policy	10
24.	Past Practice	10
25.	Residency Policy	10
26.	Sole Agreement	10
27.	Terms of the Memorandum of Understanding	11
28.	Authorized Signatures	11
29.	Group Positions (Exhibit A)	10
30.	Salary Schedules (Exhibit B-C)	11-12
31.	Residency Policy (Exhibit D)	13

1. **INTRODUCTION**

The City of Susanville, hereinafter called the CITY, and Professional/Technical Unit, hereinafter called the UNIT, having met and conferred in good faith, have entered into this Memorandum of Understanding (MOU) establishing wages, hours, and other terms and conditions of employment.

The purpose of the Memorandum of Understanding is to promote harmonious relations between the CITY and the employees covered herein so as to promote employer-employee relations by providing a written document enumerating the entire agreement between the employer and employees pursuant to the purpose and intent of California Government Code Section 3500.

2. **EMPLOYEE RIGHTS**

Employees of the City of Susanville have the right to form, join and participate in the activities of employee organizations of their own choosing for the purpose of representation on all matters of employer-employee relations within the scope of representation.

Employees of the City of Susanville shall also have the right to refuse to join or participate in the activities of employee organizations and shall have the right to represent themselves individually in their employment relations with the CITY.

3. **CITY RIGHTS**

The CITY retains the right, subject to and in accordance with applicable laws and the provisions of the MOU:

- A. To direct employees in the performance of their duties.
- B. To hire, promote, transfer, assign, and discipline employees.
- C. To dismiss employees because of lack of work, or in accordance with applicable provisions of the CITY's personnel ordinance and Personnel Policies and Procedures adopted by the City Council.
- D. To determine the mission of its divisions and departments, and its budget, organization, number of employees, and the numbers, types, classifications, descriptions, and grades of positions or employees assigned to an organizational unit, work project shift, or tour of duty, and the methods and technology of performing its work.
- E. To take whatever action may be appropriate to carry out its mission in situations of emergency with appropriate notification to Unit employees.

- F. To direct personnel based upon City Personnel Policies and Procedures adopted by the City Council where deemed applicable by the City Council.
- G. This section will not operate to deny any employee rights guaranteed by applicable law, including the Meyers-Milias-Brown Act.

4. **NONDISCRIMINATION**

The CITY and UNIT agree not to discriminate against any employees in accordance with applicable law. Also, it is recognized that whenever the masculine gender is referred to in this MOU, it shall include the female gender and vice versa.

5. **UNIT RECOGNITION**

The CITY agrees to acknowledge the UNIT as the only recognized employee organization representing the Professional/Technical employees listed in Exhibit A beginning July 1, 2009.

6. **UNIT DESCRIPTION**

This UNIT shall only consist of all regular and/or probationary Professional/Technical employees of the CITY listed in Exhibit A of this MOU.

7. **SALARY SCALE, MERIT STEP, CAREER DEVELOPMENT AND PAY PERIOD**

- A. For the period of July 1, 2018 through June 30, 2021, salaries shall remain as shown in Exhibit B (Non-Safety) and C (Safety) of the City of Susanville Global Range and Step Matrix.

For the period of July 1, 2018 through June 30, 2021, a one-time amount equal to 1% of each individual member's salary will be paid annually to the individual, during the December special payroll, as an Employee Recognition incentive.

- B. The compensation listed at the positions range and step shall constitute entire compensation, except as provided within this Agreement.
- C. Members of the UNIT whose positions are exempt from the requirements of the Fair Labor Standards Act are not eligible for standby pay, call back pay, overtime pay, or any other form of overtime compensation unless expressly authorized by the City Council under Section 24 (B) of this agreement.
- D. **LONGEVITY**: When an employee has been at Step E for two years, he/she may according to merit, be moved to Step F where step F is 5% higher than the current Range and Step. If the employee remains in Step F for two additional years he/she may, according to merit, go to Step G. Merit increases will not be automatic and will be based upon merit as evidenced by a performance evaluation. Merit increases will

be limited to one per fiscal year. Longevity begins after an employee has been at Step E for two years and goes to Step F for two years, then is eligible to move to Step G. Longevity ends at Step G.

- E. CONTINUING EDUCATION: The City will reimburse employees for the cost of books and tuition for job related training (that has received approval of the City Administrator prior to enrollment) upon successful completion of each course. In addition employee will be compensated for mileage and travel expenses for any courses taken out of the area prior to the time of travel.

Program Incentive - Completion of the Associate or Bachelor Degree and/or completion of the appropriate POST certificate, an officer can receive a permanent pay increase of 2.5% or 5%, respectively, over and above the base pay for the classification shown in the current pay plan. The following criteria outlines the requirement at each level. Upon receiving a degree or appropriate certificates issued by POST, a permanent increase will be added to the base pay:

<u>Base + 2.5%, range regular full time</u> AA or AS Degree or Advanced Post Certificate	<u>Base + 5% regular full time</u> BS or BA Degree or Management Post Certificate
Police Lieutenant	Salary Range 152
Police Lieutenant II	2.5% incentive, Range 153
Police Lieutenant III	5% incentive, Range 154

Program Incentive - Building Official Certification as recognized by the International Code Council shall result in 2.5% incentive pay increase once certification is secured.

Program Incentive - Assistant Fire Chief - Completion of the Associate or Bachelor Degree and/or completion of California Chief Officer Certification Courses (10), a Assistant Fire Chief may receive a permanent pay increase of 2.5% or 5% respectively, over and above the base pay for the classification shown in the current pay plan. The following criteria outlines the requirements at each level:

<u>Base + 2.5%, regular full time</u> AA or AS Degree or CA Certified Fire Officer	<u>Base + 5% regular full time</u> BS or BA Degree, or CA Chief Officer Certification
Assistant Fire Chief	Base Range, 154
Assistant Fire Chief	2.5% incentive, Salary Range, 155
Assistant Fire Chief	5% incentive, Salary Range, 156

- F. CERTIFICATIONS AND LICENSING: The City will reimburse employees for the cost of study materials for any examination preparation and fees necessary to obtain and maintain any certificates and or licenses required in their respective fields.

- G. CONTINUING CERTIFICATION INCENTIVE: A \$250 incentive shall be paid each June to members of the unit who maintain or increase certification/education requirements.
- H. SDI: The City will pay the employee's share of State Disability.
- I. MUTUAL AID PAY FOR ASSISTANT FIRE CHIEF: The City will pay Mutual Aid Assignment Pay for the Assistant Fire Chief as follows:
 - 1. When Assistant Fire Chief is assigned to serve with CalFire, the United States Forest Service or California Office of Emergency Services on Mutual Aid assignments, the Assistant Fire Chief shall be compensated at a rate of one and one half (1.5) times his/her salary, excluding benefits, portal to portal.
 - 2. Such payment shall be made only after receipt by the City of the reimbursement for such services.
 - 3. Susanville City Fire Chief has sole discretion as to is and when Assistant Fire Chief will be assigned to out of area fires.
 - 4. Assistant Fire Chief limited to one deployment per fiscal year with a maximum of 14 days of deployment.

8. RETIREMENT

- A. For Legacy Employees as defined by the California Public Employee's Pension Reform Act (PEPRA) of 2013, the CITY shall pay the employer's share and the employee shall pay the employees share (currently 8% for non-safety and 9% for safety personnel) of the existing retirement program of 3% at 60 (non-safety) or 3% at 50 (safety), single highest year, with California Public employees Retirement System for Legacy employees.
- B. New Employees as defined by the CalPERS hired after January 1, 2013 will be subject to the mandatory provisions of AB340/PEPRA.
 - Non-safety employees 2% at 62
 - Safety employees 2.7% at 57

9. WORK SCHEDULE

Professional/Technical personnel covered by this MOU generally work from 8:00 a.m. to 5:00 p.m. or the hours worked by employees within the respective departments, plus any additional hours needed to cover other requirements of the job.

10. HOLIDAYS

Employees within the UNIT shall be entitled to holiday pay for those holidays specified in the Employee Manual dated June 1, 2001.

Those employees required to work on a holiday may take an alternate day off with approval of their supervisor or receive pay for the day. Employee may not defer alternate day off for more than 90 days.

11. VACATION

A. Employees in this UNIT shall earn annual vacation credit accrued per pay period as specified below:

0-1 year	3.69
1-5 years	4.62
5-10 years	5.23
10-15 years	6.15
15-20 years	7.69
20 + years	9.23

B. Vacation credit will vest and become available for use upon the successful completion of the probationary period for any new employees within the UNIT. Accrued vacation time may be used during the probationary period, subject to the approval of the City Administrator on a case-by-case basis.

C. Maximum vacation accrual shall be 240 hours. The City Administrator may authorize increasing the maximum accrual for a defined period of time if the excess accrual was created because the City Administrator canceled an employee's scheduled vacation due to a CITY emergency. Any vacation hours accrued over 240 hours shall be bought back by the City at fifty percent (50%) of employee's base salary during December.

12. HEALTH, DENTAL, & VISION INSURANCE

A. Effective July 1, 2013 the City shall pay the cost of health, dental and vision insurance premium for each unit member covered under this MOU. Each unit member shall contribute \$46 per month towards the current plan premium. City will continue to research options for the best cost-effective coverage, at its discretion. The City reserves the right to select, change, administer and shall have the right to select any carrier or other method providing coverage to fund the benefits and may adjust the amount the City shall pay for such benefits. If the insurance provider is changed and the cost is less than \$936 per month per employee, the City shall cap the amount of its contribution to an amount not less than 100 percent of the cost of the new plan.

- A. During the term of this Memorandum of Understanding, should the monthly cost of health insurance premiums under the current plan increase by more than \$25.00, the Unit and the City shall meet and confer.
- C. Health Insurance will be made available to retirees with no minimum vesting, if allowed under the current plan. Retirees will be eligible to purchase health insurance under the above-mentioned plan with no vesting requirement if allowed by the plan. A credit of 50% of accumulated sick leave at time of retirement, capped at \$15,000.00 will be paid out per month toward 50% of the premium. This amount is subject to CalPERS regulations.

13. IRS SECTION 125 PLAN, DEFERRED COMPENSATION

- A. The City has established an IRS Section 125 Plan for use by employees.
- B. The City will contribute \$25 per pay period as a contribution to an employee's Section 125 plan; or
- B. The City will match up to 2% of the employee's gross salary in a deferred compensation plan with a maximum contribution of \$25 per pay period.

14. FLEXIBLE BENEFIT

- A. Each member of the UNIT shall receive a \$200.00 per year flexible benefit in December.
- B. Uniform Allowance: Safety members of the Professional-Technical Unit shall receive a uniform allowance equal to that allowed to officers in the Police or Fire Units. The Building Official, Code Enforcement Officer and Permit Technician may receive a uniform allowance if they so desire. \$800.00 in year one.

15. PROFESSIONAL TECHNICAL LEAVE

Members of the UNIT shall receive 60 hours Professional/Technical leave per fiscal year in addition to vacation leave. Such leave will be credited July 1 of each year.

Professional/Technical leave will be made available from the time of hire, at 15 hours credited for each 3 month period remaining in the fiscal year during which the employee is hired, prorated for the first three month period.

Professional/Technical leave is made available in recognition of Professional/Technical responsibility to perform functions after normal business hours.

Professional/Technical leave may not accrue, and any unused leave will extinguish as of June 30 each year. UNIT members may sell up to (30 hours) of unused Professional/Technical leave

back to the CITY during December, and up to (30 hours) in June. This benefit is not available to an employee who has not successfully completed their introductory period.

16. LIFE INSURANCE

Each member of the UNIT will receive a \$25,000 term life insurance policy to be paid for by the CITY.

17. HEARING TEST

The CITY shall provide, at no expense to the employee, an annual hearing test to non-office workers. Where necessary, protective hearing devices and equipment modifications will be required at CITY cost to prevent hearing loss.

18. EMPLOYEE'S SICK LEAVE

Employees within the Unit shall accrue sick leave and shall be able to use sick leave in accordance to the provisions of the Employee Manual dated June 1, 2001.

Under the Public Employees' Retirement System, credit for unused sick leave (Section 20862.8) of the Government Code shall be a benefit provided to each employee of this UNIT upon retirement and in accordance with the rules and regulations of PERS.

19. MILITARY LEAVE

Military leave shall be granted in accordance with the provisions of State law. All employees entitled to military leave shall give the City Administrator and/or the City Administrator's authorized representative an opportunity, within the limits of military regulations, to determine when such leave shall be taken.

20. JURY DUTY

While serving on Jury Duty, employees will still be paid by the CITY on the basis of a forty (40) hour week, at their normal rate of pay, on condition that any compensation (in excess of mileage expenses) received from the court be turned over to the CITY.

21. FAMILY ILLNESS OR INJURY LEAVE

Family leave provisions are outlined in the Employee Manual dated June 1, 2001.

22. BEREAVEMENT LEAVE

Bereavement Leave shall be granted according to the provisions of the Employee Manual dated June 1, 2001.

23. LAYOFF POLICY

PURPOSE: It is recognized by the UNIT that when, due to fiscal, operational or organizational reasons, it is necessary to reduce CITY employment, such action and its implementation, except as qualified herein, shall be at the sole discretion of the CITY. When it is deemed necessary to reduce CITY employment by layoff of employees or elimination of job positions/titles, the CITY shall give the employee a minimum of 3 month notice and severance pay including all previous benefits for said 3 month period. This benefit is not available to an employee who has not successfully completed their introductory period.

- A. The CITY shall have the sole right to determine which class or classes shall be subject to layoff.
- B. **RE-EMPLOYMENT:** Employees laid off, or demoted in lieu of layoff, shall have a priority right of return to their prior class. This right shall remain effective for one (1) year from the date of demotion or separation from the service.

24. PAST PRACTICES

Nothing contained in this MOU shall be interpreted as to imply or permit the invocation of past practice, or tradition, or accumulation, or vesting of any employee rights or privileges other than those expressly stated herein.

The CITY and UNIT agree that only those past practices, standards, obligations and/or other commitments of the CITY to its employees which are expressly stated herein shall be in full force and effect during the term of this MOU.

All other past practices, standards, obligations or commitments, whether written or unwritten, are within the scope of Section 3 of this MOU.

25. RESIDENCY POLICY

The CITY and Unit agree on the approved Residency Policy, attached as Exhibit "D", for the following positions: Police Lieutenant, Assistant Fire Chief and City Engineer.

26. SOLE AGREEMENT

- A. The policies which are collected in this MOU constitute the entirety of the policies which are subject to the meet and confer obligation as agreed to by the parties. To the extent that any other agreement should be in conflict with these policies, these policies shall prevail.
- B. If, during its term, the parties hereto should mutually agree to modify, amend, or alter the provisions of the MOU in any respect, any such change shall be effective only if, and when, reduced to writing and executed by the authorized representative of the

CITY and the UNIT. Any such changes validly made shall become a part of this MOU and subject to its terms.

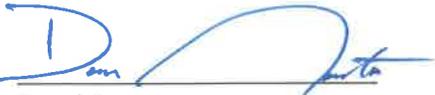
15. TERMS OF THE MEMORANDUM OF UNDERSTANDING

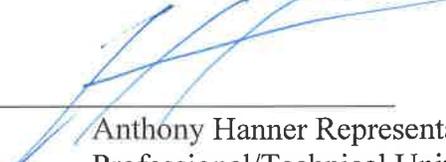
This MOU shall remain in effect for the period of July 1, 2018, through and including July 30, 2021, or until a successor MOU is reached, unless a specific provision provides for a different commencement and/or termination date. This MOU has been ratified by both the City Council of the City of Susanville and the general membership of the Bargaining Unit.

Dated this 5TH Day of September, ²⁰¹⁸ ~~2021~~.


Kevin Stafford, Mayor


Dan Weaver, Representative
Professional/Technical Unit


Dan Newton
Interim City Administrator


Anthony Hanner Representative
Professional/Technical Unit

APPROVED AS TO FORM:


Jessica Ryan, City Attorney

ATTEST:


Gwenna MacDonald, City Clerk

EXHIBIT A

Professional-Technical
Position Classification Schedule
July 1, 2018 through June 30, 2021

<u>Position</u>	<u>Range</u>
Police Lieutenant	152-154
City Clerk	152
City Planner	152
Assistant Fire Chief	154-156
Building Official	157
Engineer	160
Finance Manager	164

CITY OF SUSANVILLE GLOBAL RANGE AND STEP MATRIX
2018-2021 PROFESSIONAL TECHNICAL NON-SAFETY MOU

RANGE	STEP A	STEP B	STEP C	STEP D	STEP E	STEP F	STEP G
101	689.13	723.59	759.77	797.76	837.05	879.53	923.50
102	706.36	741.68	778.76	817.70	858.59	901.52	946.59
103	723.59	759.77	797.76	837.05	879.53	923.50	969.68
104	741.68	778.76	817.70	858.59	901.52	946.59	993.92
105	759.77	797.76	837.05	879.53	923.50	969.68	1,018.16
106	778.76	817.70	858.59	901.52	946.59	993.92	1,043.62
107	797.76	837.05	879.53	923.50	969.68	1,018.16	1,059.07
108	817.70	858.59	901.52	946.59	993.92	1,043.62	1,095.80
109	837.05	879.53	923.50	969.68	1,018.16	1,069.07	1,122.52
110	858.59	901.52	946.59	993.92	1,043.62	1,095.80	1,150.59
111	879.53	923.50	969.68	1,018.16	1,069.07	1,122.52	1,178.65
112	901.52	946.59	993.92	1,043.62	1,095.80	1,150.59	1,208.12
113	923.50	969.68	1,018.16	1,069.07	1,122.52	1,178.65	1,237.58
114	946.59	993.92	1,043.62	1,095.80	1,150.59	1,208.12	1,268.52
115	969.68	1,018.16	1,069.07	1,122.52	1,178.65	1,237.58	1,299.46
116	993.92	1,043.62	1,095.80	1,150.59	1,208.12	1,268.52	1,331.95
117	1,018.16	1,069.07	1,122.52	1,178.65	1,237.58	1,299.46	1,364.43
118	1,043.62	1,095.80	1,150.59	1,208.12	1,268.52	1,331.95	1,398.55
119	1,069.07	1,122.52	1,178.65	1,237.58	1,299.46	1,364.43	1,432.66
120	1,095.80	1,150.59	1,208.12	1,268.52	1,331.95	1,398.55	1,468.47
121	1,122.52	1,178.65	1,237.58	1,299.46	1,364.43	1,432.66	1,504.29
122	1,150.59	1,208.12	1,268.52	1,331.95	1,398.55	1,468.47	1,541.90
123	1,178.65	1,237.58	1,299.46	1,364.43	1,432.66	1,504.29	1,579.50
124	1,208.12	1,268.52	1,331.95	1,398.55	1,468.47	1,541.90	1,618.99
125	1,237.58	1,299.46	1,364.43	1,432.66	1,504.29	1,579.50	1,658.48
126	1,268.52	1,331.95	1,398.55	1,468.47	1,541.90	1,618.99	1,699.94
127	1,299.46	1,364.43	1,432.66	1,504.29	1,579.50	1,658.48	1,741.40
128	1,331.95	1,398.55	1,468.47	1,541.90	1,618.99	1,699.94	1,784.94
129	1,364.43	1,432.66	1,504.29	1,579.50	1,658.48	1,741.40	1,828.47
130	1,398.55	1,468.47	1,541.90	1,618.99	1,699.94	1,784.94	1,874.19
131	1,432.66	1,504.29	1,579.50	1,658.48	1,741.40	1,828.47	1,919.90
132	1,468.47	1,541.90	1,618.99	1,699.94	1,784.94	1,874.19	1,967.90
133	1,504.29	1,579.50	1,658.48	1,741.40	1,828.47	1,919.90	2,015.89
134	1,541.90	1,618.99	1,699.94	1,784.94	1,874.19	1,967.90	2,066.29
135	1,579.50	1,658.48	1,741.40	1,828.47	1,919.90	2,015.89	2,116.69
136	1,618.99	1,699.94	1,784.94	1,874.19	1,967.90	2,066.29	2,169.61
137	1,658.48	1,741.40	1,828.47	1,919.90	2,015.89	2,116.69	2,222.52
138	1,699.94	1,784.94	1,874.19	1,967.90	2,066.29	2,169.61	2,278.09
139	1,741.40	1,828.47	1,919.90	2,015.89	2,116.69	2,222.52	2,333.65
140	1,784.94	1,874.19	1,967.90	2,066.29	2,169.61	2,278.09	2,391.99
141	1,828.47	1,919.90	2,015.89	2,116.69	2,222.52	2,333.65	2,450.33
142	1,874.19	1,967.90	2,066.29	2,169.61	2,278.09	2,391.99	2,511.59
143	1,919.90	2,015.89	2,116.69	2,222.52	2,333.65	2,450.33	2,572.85
144	1,967.90	2,066.29	2,169.61	2,278.09	2,391.99	2,511.59	2,637.17
145	2,015.89	2,116.69	2,222.52	2,333.65	2,450.33	2,572.85	2,701.49
146	2,066.29	2,169.61	2,278.09	2,391.99	2,511.59	2,637.17	2,769.03
147	2,116.69	2,222.52	2,333.65	2,450.33	2,572.85	2,701.49	2,836.56
148	2,169.61	2,278.09	2,391.99	2,511.59	2,637.17	2,769.03	2,907.48
149	2,222.52	2,333.65	2,450.33	2,572.85	2,701.49	2,836.56	2,978.39
150	2,278.09	2,391.99	2,511.59	2,637.17	2,769.03	2,907.48	3,052.85
151	2,333.65	2,450.33	2,572.85	2,701.49	2,836.56	2,978.39	3,127.31
152	2,391.99	2,511.59	2,637.17	2,769.03	2,907.48	3,052.85	3,205.50
153	2,450.33	2,572.85	2,701.49	2,836.56	2,978.39	3,127.31	3,283.67
154	2,511.59	2,637.17	2,769.03	2,907.48	3,052.85	3,205.50	3,365.77
155	2,572.85	2,701.49	2,836.56	2,978.39	3,127.31	3,283.67	3,447.86
156	2,637.17	2,769.03	2,907.48	3,052.85	3,205.50	3,365.77	3,534.08
157	2,701.49	2,836.56	2,978.39	3,127.31	3,283.67	3,447.86	3,620.25
158	2,769.03	2,907.48	3,052.85	3,205.50	3,365.77	3,534.08	3,710.76
159	2,836.56	2,978.39	3,127.31	3,283.67	3,447.86	3,620.25	3,801.26
160	2,907.48	3,052.85	3,205.50	3,365.77	3,534.08	3,710.76	3,896.30
161	2,978.39	3,127.31	3,283.67	3,447.86	3,620.25	3,801.26	3,991.33
162	3,052.85	3,205.50	3,365.77	3,534.08	3,710.76	3,896.30	4,091.11
163	3,127.31	3,283.67	3,447.86	3,620.25	3,801.26	3,991.33	4,190.89
164	3,205.50	3,365.77	3,534.08	3,710.76	3,896.30	4,091.11	4,295.67
165	3,283.67	3,447.86	3,620.25	3,801.26	3,991.33	4,190.89	4,400.44
166	3,365.77	3,534.08	3,710.76	3,896.30	4,091.11	4,295.67	4,510.45
167	3,447.86	3,620.25	3,801.26	3,991.33	4,190.89	4,400.44	4,620.46
168	3,534.08	3,710.76	3,896.30	4,091.11	4,295.67	4,510.45	4,735.98
169	3,620.25	3,801.26	3,991.33	4,190.89	4,400.44	4,620.46	4,851.48
170	3,710.76	3,896.30	4,091.11	4,295.67	4,510.45	4,735.98	4,972.77
171	3,801.26	3,991.33	4,190.89	4,400.44	4,620.46	4,851.48	5,094.06
172	3,896.30	4,091.11	4,295.67	4,510.45	4,735.98	4,972.77	5,221.41
173	3,991.33	4,190.89	4,400.44	4,620.46	4,851.48	5,094.06	5,348.76
174	4,091.11	4,295.67	4,510.45	4,735.98	4,972.77	5,221.41	5,482.48
175	4,190.89	4,400.44	4,620.46	4,851.48	5,094.06	5,348.76	5,616.20
176	4,295.67	4,510.45	4,735.98	4,972.77	5,221.41	5,482.48	5,756.63
177	4,400.44	4,620.46	4,851.48	5,094.06	5,348.76	5,616.20	5,896.92
178	4,510.48	4,736.00	4,972.80	5,221.44	5,482.51	5,756.84	6,044.47
179	4,620.39	4,851.41	5,093.98	5,348.68	5,616.12	5,896.92	6,191.77
180	4,735.99	4,972.79	5,221.43	5,482.50	5,756.62	6,044.46	6,346.68
181	4,851.41	5,093.98	5,348.68	5,616.11	5,896.92	6,191.76	6,501.35
182	4,972.79	5,221.43	5,482.50	5,756.62	6,044.46	6,346.68	6,664.01
183	5,093.98	5,348.68	5,616.11	5,896.92	6,191.76	6,501.35	6,826.42
184	5,221.43	5,482.50	5,756.62	6,044.46	6,346.68	6,664.01	6,997.21
185	5,348.68	5,616.11	5,896.92	6,191.76	6,501.35	6,826.42	7,167.74
186	5,482.50	5,756.63	6,044.46	6,346.68	6,664.02	6,997.22	7,347.08
187	5,616.11	5,896.92	6,191.76	6,501.35	6,826.42	7,167.74	7,528.13
188	5,756.63	6,044.46	6,346.68	6,664.01	6,997.21	7,347.08	7,714.43
189	5,896.92	6,191.76	6,501.35	6,826.42	7,167.74	7,528.13	7,902.43
190	6,044.45	6,346.68	6,664.01	6,997.21	7,347.08	7,714.42	8,100.14
191	6,191.76	6,501.35	6,826.42	7,167.74	7,528.12	7,902.43	8,297.55
192	6,346.68	6,664.02	6,997.22	7,347.08	7,714.43	8,100.15	8,505.16
193	6,501.35	6,826.42	7,167.74	7,528.13	7,902.44	8,297.56	8,712.44
194	6,664.01	6,997.21	7,347.08	7,714.43	8,100.15	8,505.16	8,930.42
195	6,826.42	7,167.75	7,528.13	7,902.44	8,297.56	8,712.44	9,148.06
196	6,997.22	7,347.08	7,714.43	8,100.15	8,505.16	8,930.42	9,376.94
197	7,167.75	7,528.14	7,902.44	8,297.56	8,712.44	9,148.06	9,605.47
198	7,347.07	7,714.42	8,100.15	8,505.15	8,930.41	9,376.93	9,845.78
199	7,526.14	7,902.44	8,297.56	8,712.44	9,148.06	9,605.47	10,085.74
200	7,714.42	8,100.14	8,505.15	8,930.41	9,376.93	9,845.77	10,338.06

CITY OF SUSANVILLE GLOBAL RANGE AND STEP MATRIX
2018-2021 PROFESSIONAL TECHNICAL SAFETY MOU

RANGE	STEP A	STEP B	STEP C	STEP D	STEP E	STEP F	STEP G
101	695.51	730.29	766.80	805.14	845.40	887.67	932.05
102	712.90	748.55	785.97	825.27	866.54	909.86	955.36
103	730.29	766.80	805.14	845.40	887.67	932.05	978.66
104	748.55	785.97	825.27	866.54	909.86	955.36	1,003.12
105	766.80	805.14	845.40	887.67	932.05	978.66	1,027.59
106	785.97	825.27	866.54	909.86	955.36	1,003.12	1,053.28
107	805.14	845.40	887.67	932.05	978.66	1,027.59	1,078.97
108	825.27	866.54	909.86	955.36	1,003.12	1,053.28	1,105.94
109	845.40	887.67	932.05	978.66	1,027.59	1,078.97	1,132.92
110	866.54	909.86	955.36	1,003.12	1,053.28	1,105.94	1,161.24
111	887.67	932.05	978.66	1,027.59	1,078.97	1,132.92	1,189.56
112	909.86	955.36	1,003.12	1,053.28	1,105.94	1,161.24	1,219.30
113	932.05	978.66	1,027.59	1,078.97	1,132.92	1,189.56	1,249.04
114	955.36	1,003.12	1,053.28	1,105.94	1,161.24	1,219.30	1,280.27
115	978.66	1,027.59	1,078.97	1,132.92	1,189.56	1,249.04	1,311.49
116	1,003.12	1,053.28	1,105.94	1,161.24	1,219.30	1,280.27	1,344.28
117	1,027.59	1,078.97	1,132.92	1,189.56	1,249.04	1,311.49	1,377.07
118	1,053.28	1,105.94	1,161.24	1,219.30	1,280.27	1,344.28	1,411.50
119	1,078.97	1,132.92	1,189.56	1,249.04	1,311.49	1,377.07	1,445.92
120	1,105.94	1,161.24	1,219.30	1,280.27	1,344.28	1,411.50	1,482.07
121	1,132.92	1,189.56	1,249.04	1,311.49	1,377.07	1,445.92	1,518.22
122	1,161.24	1,219.30	1,280.27	1,344.28	1,411.50	1,482.07	1,556.17
123	1,189.56	1,249.04	1,311.49	1,377.07	1,445.92	1,518.22	1,633.98
124	1,219.30	1,280.27	1,344.28	1,411.50	1,482.07	1,556.17	1,633.98
125	1,249.04	1,311.49	1,377.07	1,445.92	1,518.22	1,594.13	1,673.84
126	1,280.27	1,344.28	1,411.50	1,482.07	1,556.17	1,633.98	1,715.68
127	1,311.49	1,377.07	1,445.92	1,518.22	1,594.13	1,673.84	1,757.53
128	1,344.28	1,411.50	1,482.07	1,556.17	1,633.98	1,715.68	1,801.47
129	1,377.07	1,445.92	1,518.22	1,594.13	1,673.84	1,757.53	1,845.40
130	1,411.50	1,482.07	1,556.17	1,633.98	1,715.68	1,801.47	1,891.54
131	1,445.92	1,518.22	1,594.13	1,673.84	1,757.53	1,845.40	1,937.67
132	1,482.07	1,556.17	1,633.98	1,715.68	1,801.47	1,891.54	1,986.12
133	1,518.22	1,594.13	1,673.84	1,757.53	1,845.40	1,937.67	2,034.56
134	1,556.17	1,633.98	1,715.68	1,801.47	1,891.54	1,986.12	2,085.42
135	1,594.13	1,673.84	1,757.53	1,845.40	1,937.67	2,034.56	2,136.29
136	1,633.98	1,715.68	1,801.47	1,891.54	1,986.12	2,085.42	2,189.56
137	1,673.84	1,757.53	1,845.40	1,937.67	2,034.56	2,136.29	2,243.10
138	1,715.68	1,801.47	1,891.54	1,986.12	2,085.42	2,189.56	2,299.18
139	1,757.53	1,845.40	1,937.67	2,034.56	2,136.29	2,243.10	2,355.25
140	1,801.47	1,891.54	1,986.12	2,085.42	2,189.56	2,299.18	2,414.14
141	1,845.40	1,937.67	2,034.56	2,136.29	2,243.10	2,355.25	2,473.02
142	1,891.54	1,986.12	2,085.42	2,189.56	2,299.18	2,414.14	2,534.84
143	1,937.67	2,034.56	2,136.29	2,243.10	2,355.25	2,473.02	2,596.67
144	1,986.12	2,085.42	2,189.56	2,299.18	2,414.14	2,534.84	2,661.59
145	2,034.56	2,136.29	2,243.10	2,355.25	2,473.02	2,596.67	2,726.50
146	2,085.42	2,189.56	2,299.18	2,414.14	2,534.84	2,661.59	2,794.67
147	2,136.29	2,243.10	2,355.25	2,473.02	2,596.67	2,726.50	2,862.83
148	2,189.56	2,299.18	2,414.14	2,534.84	2,661.59	2,794.67	2,934.40
149	2,243.10	2,355.25	2,473.02	2,596.67	2,726.50	2,862.83	3,005.97
150	2,299.18	2,414.14	2,534.84	2,661.59	2,794.67	2,934.40	3,081.12
151	2,355.25	2,473.02	2,596.67	2,726.50	2,862.83	3,005.97	3,156.27
152	2,414.14	2,534.84	2,661.59	2,794.67	2,934.40	3,081.12	3,235.18
153	2,473.02	2,596.67	2,726.50	2,862.83	3,005.97	3,156.27	3,314.08
154	2,534.84	2,661.59	2,794.67	2,934.40	3,081.12	3,235.18	3,396.93
155	2,596.67	2,726.50	2,862.83	3,005.97	3,156.27	3,314.08	3,479.78
156	2,661.59	2,794.67	2,934.40	3,081.12	3,235.18	3,396.93	3,566.78
157	2,726.50	2,862.83	3,005.97	3,156.27	3,314.08	3,479.78	3,653.77
158	2,794.67	2,934.40	3,081.12	3,235.18	3,396.93	3,566.78	3,745.12
159	2,862.83	3,005.97	3,156.27	3,314.08	3,479.78	3,653.77	3,836.46
160	2,934.40	3,081.12	3,235.18	3,396.93	3,566.78	3,745.12	3,932.38
161	3,005.97	3,156.27	3,314.08	3,479.78	3,653.77	3,836.46	4,028.28
162	3,081.12	3,235.18	3,396.93	3,566.78	3,745.12	3,932.38	4,129.00
163	3,156.27	3,314.08	3,479.78	3,653.77	3,836.46	4,028.28	4,229.70
164	3,235.18	3,396.93	3,566.78	3,745.12	3,932.38	4,129.00	4,335.44
165	3,314.08	3,479.78	3,653.77	3,836.46	4,028.28	4,229.70	4,441.18
166	3,396.93	3,566.78	3,745.12	3,932.38	4,129.00	4,335.44	4,552.22
167	3,479.78	3,653.77	3,836.46	4,028.28	4,229.70	4,441.18	4,663.24
168	3,566.78	3,745.12	3,932.38	4,129.00	4,335.44	4,552.22	4,779.83
169	3,653.77	3,836.46	4,028.28	4,229.70	4,441.18	4,663.24	4,896.40
170	3,745.12	3,932.38	4,129.00	4,335.44	4,552.22	4,779.83	5,018.82
171	3,836.46	4,028.28	4,229.70	4,441.18	4,663.24	4,896.40	5,141.22
172	3,932.38	4,129.00	4,335.44	4,441.18	4,663.24	4,896.40	5,269.76
173	4,028.28	4,229.70	4,441.18	4,663.24	4,896.40	5,141.22	5,398.29
174	4,129.00	4,335.44	4,552.22	4,779.83	5,018.82	5,269.76	5,533.25
175	4,229.70	4,441.18	4,663.24	4,896.40	5,141.22	5,398.29	5,668.20
176	4,335.44	4,552.22	4,779.83	5,018.82	5,269.76	5,533.25	5,809.93
177	4,441.18	4,663.24	4,896.40	5,141.15	5,398.20	5,668.11	5,951.52
178	4,552.22	4,779.83	5,018.85	5,269.79	5,533.28	5,809.94	6,100.44
179	4,663.17	4,896.33	5,141.15	5,398.21	5,668.12	5,951.52	6,249.10
180	4,779.84	5,018.84	5,269.78	5,533.27	5,809.93	6,100.43	6,405.45
181	4,896.33	5,141.15	5,398.20	5,668.11	5,951.52	6,249.10	6,561.55
182	5,018.83	5,269.77	5,533.28	5,809.93	6,100.42	6,405.44	6,725.72
183	5,141.15	5,398.20	5,668.11	5,951.52	6,249.10	6,561.55	6,889.63
184	5,269.77	5,533.28	5,809.93	6,100.42	6,405.44	6,725.71	7,062.00
185	5,398.20	5,668.11	5,951.52	6,249.10	6,561.55	6,889.63	7,234.11
186	5,533.27	5,809.93	6,100.43	6,405.45	6,725.72	7,062.00	7,415.11
187	5,668.11	5,951.52	6,249.10	6,561.55	6,889.63	7,234.11	7,595.81
188	5,809.93	6,100.42	6,405.45	6,725.72	7,062.00	7,415.10	7,785.86
189	5,951.52	6,249.09	6,561.55	6,889.62	7,234.11	7,595.81	7,975.60
190	6,100.42	6,405.44	6,725.71	7,062.00	7,415.10	7,855.85	8,175.15
191	6,249.09	6,561.55	6,889.62	7,234.10	7,595.81	7,975.60	8,374.38
192	6,405.45	6,725.72	7,062.01	7,415.11	7,855.86	8,175.16	8,583.91
193	6,561.55	6,889.63	7,234.11	7,595.82	7,975.61	8,374.39	8,793.11
194	6,725.72	7,062.00	7,415.10	7,855.86	8,175.15	8,583.91	9,013.11
195	6,889.63	7,234.11	7,595.82	7,975.61	8,374.39	8,793.11	9,232.77
196	7,062.01	7,415.11	7,855.86	8,175.15	8,583.91	9,013.11	9,463.76
197	7,234.12	7,595.82	7,975.61	8,374.39	8,793.11	9,232.77	9,694.41
198	7,415.10	7,855.85	8,175.15	8,583.90	9,013.10	9,463.76	9,936.94
199	7,595.82	7,975.61	8,374.39	8,793.11	9,232.77	9,694.41	10,179.13
200	7,785.85	8,175.14	8,583.90	9,013.10	9,463.75	9,936.94	10,433.79



CITY OF SUSANVILLE

Residency Policy for Employees with Emergency/Urgent Response Duties

Adopted _____, Last Updated _____

1. Introduction

This policy establishes a requirement for all employees in the below-mentioned job categories to reside within a reasonable proximity to their place of employment to allow them to respond within the timeframes set forth below. This policy applies to employees in the below-mentioned job categories hired by the City of Susanville after this policy takes effect and to current employees of the City of Susanville in the below-mentioned job categories if the current employee changes his or her residence after this policy takes effect.

The job categories for which this policy applies are:

- A. All sworn officers working for the City of Susanville Police Department. This includes but is not limited to: full-time sworn officers (including supervisors), part-time sworn officers and reserve officers.
- B. All City of Susanville Fire Department personnel (including supervisors).
- C. All City of Susanville Public Works personnel (including supervisors).

2. Requirements

The following requirements apply to each employee hired after January 1, 2018 by the City of Susanville in the above-mentioned job categories.

- A. For purposes of this policy, RESIDENCE means the house or other fixed abode where the employee lives full time, the address of which the employee must have on file with the City.
- B. The RESIDENCE of the employee must be within a 35-minute drive of the department office applicable to the employee's employment with the City. For example, public works employees' department office will be the public works department office.
- C. The drive time of the employee will be determined by entering the address of the employee residence and the location of his or her respective department office in the City of Susanville into an internet based mapping system selected at the sole discretion of the City, such as Google Maps assuming fair-whether driving conditions. A copy of the printout of the mapping system showing drive time from the department office to the residence will be kept by the City.
- D. When instructed by his or her employer or supervisor, each employee must respond to an emergency or urgent situation connected to his or her employment with the City of

Susanville. An exception to this requirement is when the employee is on a previously authorized vacation or other approved leave, or has traveled outside of a 100-mile radius of the department office applicable to that City employee.

- E. Employees will be compensated as currently outlined in their respective Memorandum of Understanding and Employee Handbook and will not be eligible for any additional compensation as a result of these requirements.

3. Purpose

The above-mentioned job categories include critical job functions that require the employees who perform the jobs to respond to emergency or urgent situations connected to their employment with the City of Susanville. From time to time, emergency or urgent situations arise and additional employees must be called to assist with the urgent or emergency situation. The City of Susanville is located in the high desert and weather conditions such as rain, snow, ice and wind cause road closures, making it difficult for employees to report to their place of employment at various times throughout the year if the location of the employee's RESIDENCE requires too much time to arrive at the worksite. Varied road types including but not limited to mountain passes, unmaintained dirt roads and steep windy roads surrounding the City of Susanville make it necessary for the proximity of the employee to his or her place of employment or the city limits to be measured in drive time and not miles. To protect the health, safety and welfare of the people and property within the City of Susanville during emergencies or urgent situations, employees with the above-mentioned job descriptions must be able to respond to an emergency or urgent situation within a reasonable time. Requiring future employees or current employees who change their residence after this policy takes effect to live within a 35-minute drive of his or her place of employment best serves the legitimate interests of the City.

4. Violation of Policy

Violation of this policy will result in a notice to cure the violation within 30 days. Failure to cure the violation within 30 days will result in termination of employment within 14 days of the deadline to cure the violation.

5. Administrative Exception/Override

In the event an employee can prove a hardship due to this requirement, the City Administrator shall have the authority to waive this residency requirement. The employee shall provide, in writing, a statement regarding the hardship, including evidence supporting said hardship, for the Administrator's review and consideration. The Administrator will have 15 days to determine whether or not a hardship exists and will notify the employee, in writing, of his/her response.

