

**MEMORANDUM OF UNDERSTANDING  
BETWEEN  
THE CITY OF SUSANVILLE  
  
AND  
  
THE ADMINISTRATIVE  
EMPLOYEES**

July 1, 2015 and including June 30, 2016

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1. **INTRODUCTION**

The CITY of Susanville, hereinafter called the CITY, and the Administrative Employees, 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 the employees pursuant to the purpose and intent of California Government Code Section §3500.

2. **EMPLOYEE RIGHTS**

Employees of the CITY 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 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.
- f. To direct personnel based upon CITY Personnel Policies and Procedures adopted by the City Council where deemed applicable by the City Council.
- g. In addition, the CITY specifically retains all the rights, subject to the provisions of this MOU, to take whatever actions and set whatever policies it deems necessary, with appropriate notification to UNIT employees.
- h. 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 the Administrative Employees agree not to discriminate against any employee 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 Administrative employees and shall consist of all full-time, regular or probationary employees of the CITY listed in Exhibit "A" of this MOU.

6. **SALARY SCALE, MERIT STEP, CAREER DEVELOPMENT**

- a. Pay periods will conform to 26 pay periods within a full year with pay day occurring every other Friday.
- b. The Employees shall receive such merit steps as may be granted pursuant to the Employee Manual. When an employee has been at Step E for two year, he/she may, according to merit, be moved to Step F is five percent 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. Longevity ends at Step G.
- c. The compensation listed in Exhibit "B" of the City of Susanville Global Range and Step Matrix shall constitute entire compensation, except as provided within this Agreement.
- d. Administrative Employees 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 Administrator.
- e. Where there is a continuing education program approved by the City Administrator the CITY shall pay the cost of books, tuition, fees, mileage and per diem expenses to complete the program as allowed by budget.
- f. S.D.I.: The City will pay the State Disability Insurance for the employees of this Unit.

7. **RETIREMENT**

- a. For Legacy Employees as defined by the California Public Employee's Pension Reform Act (PEPRA) of 2013, beginning December 2, 2015, the CITY shall pay the employer's share and the employee shall pay the employee's 8% share of the existing retirement program of 3% at 60, 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.

8. **WORK SCHEDULE**

- a. The Exempt Administrative Employees 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 associated with required meetings, emergencies, and other requirements of the position.
- b. The Nonexempt employees covered by the MOU shall have a workweek that begins at midnight Saturday and ends at midnight the following Friday. Nonexempt Administrative Unit Employees 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 associated with required meetings, emergencies, and other requirements of the position. Nonexempt Employees shall be normally scheduled for two consecutive days off. A 40-hour work week shall constitute a regular work schedule for this UNIT unless the needs of the CITY require an alteration of the schedule because of emergencies, program or staffing needs, budgetary reasons or in order to accommodate temporary schedule adjustments. Normally the work week for Nonexempt Administrative Employees shall be Monday through Friday, with a 60-minute lunch break. The needs of the CITY will be paramount when making assignments under the 40-hour work week.

9. **HOLIDAYS, VACATION AND SICK LEAVE**

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

- a. 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.
- b. 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 cancelled 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 of employee's base salary during December.

10. **ADMINISTRATIVE LEAVE**

Exempt Members of the UNIT shall receive 60 hours Administrative Leave per fiscal year in addition to vacation leave. Such leave shall be credited July 1 of each year.

Administrative Leave will be made available from the time of hire, at 15 hours credited for each three-month period remaining in the fiscal year that the employee is hired and prorated for the first three-month period

Administrative Leave is made available in recognition of employee's responsibility to perform functions after normal business hours.

Administrative Leave may not accrue, and any unused leave will extinguish as of June 30 of each year. UNIT members may sell up to 30 hours of unused Administrative Leave back to the CITY during December, and up to thirty hours of unused Administrative Leave back to the City in June. This benefit is not available to an employee who has not successfully completed their introductory period.

Nonexempt Members shall not receive Administrative Leave.

11. **OVERTIME**

- a. The CITY agrees that all hours worked by Nonexempt employees in excess of forty (40) hours per week shall be compensated for at a rate of 1.5 times the regular rate of pay
- b. The assignment of overtime will be at the CITY'S sole discretion and scheduled by supervisory personnel. However, the CITY shall endeavor to select among those employees who are qualified, those individuals who wish to work overtime, and when reasonably possible, to schedule such overtime work in advance. When an employee cannot work unscheduled overtime, for whatever reason, such action will not be considered insubordination and no other sanctions will be imposed on the employee.
- c. The CITY shall have the right to require employees to work whenever necessary.
- d. The CITY shall grant either pay for overtime, pursuant to Section 11.A of this MOU, or compensatory time off at the rate of 1.5 times the number of overtime hours worked. It shall be the employee's option to select cash or compensating time off.
- e. No employee subject to the terms of this MOU shall accrue more than 240 hours of compensatory time off. Employees may elect to receive lump sum cash out for

compensatory time off in June and December. Lump sum cash out may not exceed 40 hours in June and 40 hours in December

- f. An employee who is called in to work (non-scheduled overtime) and at least one (1) hour after clocking out shall receive a minimum of two hours at 1.5 times the regular rate of pay.
- g. An employee who works more than ten consecutive hours shall receive a meal allowance of \$13.50.
- h. This section shall not apply to Exempt Members.

12. **MILITARY LEAVE**

Military leave shall be granted in accordance with the provisions of state and federal 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.

13. **JURY DUTY**

While serving on jury duty, employees will still be paid by the CITY on the basis of a forty-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.

14. **FAMILY ILLNESS OR INJURY LEAVE**

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

15. **BEREAVEMENT LEAVE**

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

16. **LAY-OFF POLICY**

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 three-month notice and severance pay including all previous benefits for said three-month period. This benefit is not available to an employee who has not successfully completed his/her introductory period

- a. The CITY shall have the sole right to determine which class or classes shall be subject to layoff.
- b. 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 year from the date of demotion or separation from service.

17. **HEALTH, DENTAL AND 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 \$1018 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.
- b. Retirees will be eligible to purchase health insurance under the above plan with no vesting requirement if allowed by the plan. A credit of 50% of accumulated sick leave at time of retirement, will be paid out per month towards 50% of premium, subject to CalPERS regulations. The amount of sick leave credit that could be credited toward retiree health insurance benefits will be capped at \$15,000.00.

18. **LIFE INSURANCE**

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

19. **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
- c. The City shall match up to two percent of the employee's gross salary in a deferred compensation plan with a maximum contribution of \$25 per pay period.

20. **FLEXIBLE BENEFIT/UNIFORM ALLOWANCE**

- a. Each Exempt Member of the UNIT shall receive a \$200 per year flexible benefit in December of each year.
- b. Uniform Allowance: Administrative Employees who are attached to Police shall receive a uniform allowance equal to that allowed to officers in the Police unit, not to exceed \$800 annually.

21. **PAST PRACTICES**

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

The CITY and the 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.

22. **GRIEVANCE/DISCIPLINE PROCEDURES**

The CITY and UNIT will follow the approved procedures as outlined in the City of Susanville Employee Manual.

23. **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.

24. **SAVINGS CLAUSE**

In the event that any of the policies contained in this MOU should be declared by a court of competent jurisdiction to be unenforceable or illegal, that policy, or set of policies, shall be declared void.

However, this action shall in no way invalidate the remaining policies contained in this MOU.

Should a policy within the MOU become void as outlined above, either the CITY or the UNIT may institute the meet and confer process in regard to instituting a substitute item.

25. **TERM OF THE MEMORANDUM OF UNDERSTANDING**

This MOU shall remain in effect for the period of July 1, 2015 through and including June 30, 2016, 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 and UNIT.

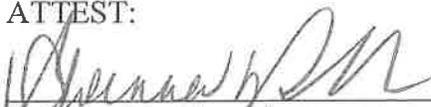
29 AUTHORIZED SIGNATURES

CITY OF SUSANVILLE

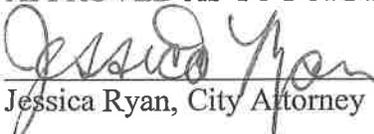
  
\_\_\_\_\_  
Brian Wilson, Mayor

  
\_\_\_\_\_  
Jared G. Hancock, City Administrator

ATTEST:

  
\_\_\_\_\_  
Gwenna MacDonald, City Clerk

APPROVED AS TO FORM:

  
\_\_\_\_\_  
Jessica Ryan, City Attorney

ADMINISTRATIVE UNIT

  
\_\_\_\_\_  
Denise Bera, Unit Representative

EXHIBIT "A"

Administrative Confidential Employees  
Position Classification Schedule  
July 1, 2015 through June 30, 2016

<u>Exempt Positions</u>	<u>Range</u>
Assistant to the City Administrator	148
Administrative Assistant: Police Department	138

<u>Nonexempt Positions</u>	
Assistant Civil/Air Quality Engineer	140/144/150
Assistant Engineer	140

CITY OF SUSANVILLE GLOBAL RANGE AND STEP MATRIX  
2015-2016 ADMINISTRATIVE MOU

RANGE	STEP A	STEP B	STEP C	STEP D	STEP E	STEP F	STEP G
101	699.25	734.21	770.92	809.47	849.94	892.44	937.06
102	716.73	752.57	790.20	829.71	871.20	914.76	960.50
103	734.21	770.92	809.47	849.94	892.44	937.06	983.91
104	752.57	790.20	829.71	871.20	914.76	960.50	1,008.53
105	770.92	809.47	849.94	892.44	937.06	983.91	1,033.11
106	790.20	829.71	871.20	914.76	960.50	1,008.53	1,058.96
107	809.47	849.94	892.44	937.06	983.91	1,033.11	1,084.76
108	829.71	871.20	914.76	960.50	1,008.53	1,058.96	1,111.90
109	849.94	892.44	937.06	983.91	1,033.11	1,084.76	1,139.00
110	871.20	914.76	960.50	1,008.53	1,058.96	1,111.90	1,167.50
111	892.44	937.06	983.91	1,033.11	1,084.76	1,139.00	1,195.95
112	914.76	960.50	1,008.53	1,058.96	1,111.90	1,167.50	1,225.88
113	937.06	983.91	1,033.11	1,084.76	1,139.00	1,195.95	1,255.75
114	960.50	1,008.53	1,058.96	1,111.90	1,167.50	1,225.88	1,287.17
115	983.91	1,033.11	1,084.76	1,139.00	1,195.95	1,255.75	1,318.54
116	1,008.53	1,058.96	1,111.90	1,167.50	1,225.88	1,287.17	1,351.53
117	1,033.11	1,084.76	1,139.00	1,195.95	1,255.75	1,318.54	1,384.46
118	1,058.96	1,111.90	1,167.50	1,225.88	1,287.17	1,351.53	1,419.11
119	1,084.76	1,139.00	1,195.95	1,255.75	1,318.54	1,384.46	1,453.68
120	1,111.90	1,167.50	1,225.88	1,287.17	1,351.53	1,419.11	1,490.07
121	1,139.00	1,195.95	1,255.75	1,318.54	1,384.46	1,453.68	1,526.36
122	1,167.50	1,225.88	1,287.17	1,351.53	1,419.11	1,490.07	1,564.56
123	1,195.95	1,255.75	1,318.54	1,384.46	1,453.68	1,526.36	1,602.67
124	1,225.88	1,287.17	1,351.53	1,419.11	1,490.07	1,564.56	1,642.76
125	1,255.75	1,318.54	1,384.46	1,453.68	1,526.36	1,602.67	1,682.81
126	1,287.17	1,351.53	1,419.11	1,490.07	1,564.56	1,642.76	1,724.90
127	1,318.54	1,384.46	1,453.68	1,526.36	1,602.67	1,682.81	1,766.95
128	1,351.53	1,419.11	1,490.07	1,564.56	1,642.76	1,724.90	1,811.14
129	1,394.46	1,453.68	1,526.36	1,602.67	1,682.81	1,766.95	1,855.30
130	1,419.11	1,490.07	1,564.56	1,642.76	1,724.90	1,811.14	1,901.71
131	1,453.68	1,526.36	1,602.67	1,682.81	1,766.95	1,855.30	1,948.06
132	1,490.07	1,564.56	1,642.76	1,724.90	1,811.14	1,901.71	1,996.80
133	1,526.36	1,602.67	1,682.81	1,766.95	1,855.30	1,948.06	2,045.46
134	1,564.56	1,642.76	1,724.90	1,811.14	1,901.71	1,996.80	2,096.63
135	1,602.67	1,682.81	1,766.95	1,855.30	1,948.06	2,045.46	2,147.74
136	1,642.76	1,724.90	1,811.14	1,901.71	1,996.80	2,096.63	2,201.46
137	1,682.81	1,766.95	1,855.30	1,948.06	2,045.46	2,147.74	2,255.13
138	1,724.90	1,811.14	1,901.71	1,996.80	2,096.63	2,201.46	2,311.54
139	1,766.95	1,855.30	1,948.06	2,045.46	2,147.74	2,255.13	2,367.89
140	1,811.14	1,901.71	1,996.80	2,096.63	2,201.46	2,311.54	2,427.11
141	1,855.30	1,948.06	2,045.46	2,147.74	2,255.13	2,367.89	2,486.28
142	1,901.71	1,996.80	2,096.63	2,201.46	2,311.54	2,427.11	2,548.46
143	1,948.06	2,045.46	2,147.74	2,255.13	2,367.89	2,486.28	2,610.59
144	1,996.80	2,096.63	2,201.46	2,311.54	2,427.11	2,548.46	2,675.89
145	2,045.46	2,147.74	2,255.13	2,367.89	2,486.28	2,610.59	2,741.12
146	2,096.63	2,201.46	2,311.54	2,427.11	2,548.46	2,675.89	2,809.69
147	2,147.74	2,255.13	2,367.89	2,486.28	2,610.59	2,741.12	2,878.17
148	2,201.46	2,311.54	2,427.11	2,548.46	2,675.89	2,809.69	2,950.17
149	2,255.13	2,367.89	2,486.28	2,610.59	2,741.12	2,878.17	3,022.07
150	2,311.54	2,427.11	2,548.46	2,675.89	2,809.69	2,950.17	3,097.68
151	2,367.89	2,486.28	2,610.59	2,741.12	2,878.17	3,022.07	3,173.17
152	2,427.11	2,548.46	2,675.89	2,809.69	2,950.17	3,097.68	3,252.56
153	2,486.28	2,610.59	2,741.12	2,878.17	3,022.07	3,173.17	3,331.83
154	2,548.46	2,675.89	2,809.69	2,950.17	3,097.68	3,252.56	3,415.20
155	2,610.59	2,741.12	2,878.17	3,022.07	3,173.17	3,331.83	3,494.10
156	2,675.89	2,809.69	2,950.17	3,097.68	3,252.56	3,415.20	3,575.25
157	2,741.12	2,878.17	3,022.07	3,173.17	3,331.83	3,494.10	3,658.51
158	2,809.69	2,950.17	3,097.68	3,252.56	3,415.20	3,575.25	3,763.34
159	2,878.17	3,022.07	3,173.17	3,331.83	3,494.10	3,658.51	3,857.01
160	2,950.17	3,097.68	3,252.56	3,415.20	3,575.25	3,763.34	3,953.51
161	3,022.07	3,173.17	3,331.83	3,494.10	3,658.51	3,857.01	4,049.86
162	3,097.68	3,252.56	3,415.20	3,575.25	3,763.34	3,953.51	4,151.19
163	3,173.17	3,331.83	3,494.10	3,658.51	3,857.01	4,049.86	4,252.35
164	3,252.56	3,415.20	3,575.25	3,763.34	3,953.51	4,151.19	4,358.74
165	3,331.83	3,494.10	3,658.51	3,857.01	4,049.86	4,252.35	4,464.96
166	3,415.20	3,575.25	3,763.34	3,953.51	4,151.19	4,358.74	4,576.69
167	3,494.10	3,658.51	3,857.01	4,049.86	4,252.35	4,464.96	4,688.21
168	3,575.25	3,763.34	3,953.51	4,151.19	4,358.74	4,576.69	4,805.51
169	3,658.51	3,857.01	4,049.86	4,252.35	4,464.96	4,688.21	4,922.62
170	3,763.34	3,953.51	4,151.19	4,358.74	4,576.69	4,805.51	5,045.78
171	3,857.01	4,049.86	4,252.35	4,464.96	4,688.21	4,922.62	5,168.75
172	3,953.51	4,151.19	4,358.74	4,576.69	4,805.51	5,045.78	5,298.07
173	4,049.86	4,252.35	4,464.96	4,688.21	4,922.62	5,168.75	5,427.19
174	4,151.19	4,358.74	4,576.69	4,805.51	5,045.78	5,298.07	5,562.98
175	4,252.35	4,464.96	4,688.21	4,922.62	5,168.75	5,427.19	5,698.55
176	4,358.74	4,576.69	4,805.51	5,045.78	5,298.07	5,562.98	5,841.13
177	4,464.96	4,688.21	4,922.62	5,168.75	5,427.19	5,698.55	5,983.48
178	4,576.69	4,805.51	5,045.78	5,298.07	5,562.98	5,841.13	6,133.18
179	4,688.21	4,922.62	5,168.75	5,427.19	5,698.55	5,983.48	6,282.65
180	4,805.51	5,045.78	5,298.07	5,562.98	5,841.13	6,133.18	6,439.84
181	4,922.62	5,168.75	5,427.19	5,698.55	5,983.48	6,282.65	6,596.79
182	5,045.78	5,298.07	5,562.98	5,841.13	6,133.18	6,439.84	6,761.83
183	5,168.75	5,427.19	5,698.55	5,983.48	6,282.65	6,596.79	6,926.65
184	5,298.07	5,562.98	5,841.13	6,133.18	6,439.84	6,761.83	7,099.93
185	5,427.19	5,698.55	5,983.48	6,282.65	6,596.79	6,926.65	7,272.96
186	5,562.98	5,841.13	6,133.18	6,439.84	6,761.83	7,099.93	7,454.92
187	5,698.55	5,983.48	6,282.65	6,596.79	6,926.65	7,272.96	7,636.61
188	5,841.13	6,133.18	6,439.84	6,761.83	7,099.93	7,454.92	7,827.66
189	5,983.48	6,282.65	6,596.79	6,926.65	7,272.96	7,636.61	8,018.44
190	6,133.18	6,439.84	6,761.83	7,099.93	7,454.92	7,827.66	8,219.04
191	6,282.65	6,596.79	6,926.65	7,272.96	7,636.61	8,018.44	8,419.36
192	6,439.84	6,761.83	7,099.93	7,454.92	7,827.66	8,219.04	8,630.00
193	6,596.79	6,926.65	7,272.96	7,636.61	8,018.44	8,419.36	8,840.33
194	6,761.83	7,099.93	7,454.92	7,827.66	8,219.04	8,630.00	9,061.50
195	6,926.65	7,272.96	7,636.61	8,018.44	8,419.36	8,840.33	9,282.35
196	7,099.93	7,454.92	7,827.66	8,219.04	8,630.00	9,061.50	9,514.57
197	7,272.96	7,636.61	8,018.44	8,419.36	8,840.33	9,282.35	9,746.46
198	7,454.92	7,827.66	8,219.04	8,630.00	9,061.50	9,514.57	9,990.30
199	7,636.61	8,018.44	8,419.36	8,840.33	9,282.35	9,746.46	10,233.79
200	7,827.66	8,219.04	8,630.00	9,061.50	9,514.57	9,990.30	10,489.61

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**RESOLUTION NO. 15-5236**  
**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUSANVILLE**  
**APPROVING AND AUTHORIZING MAYOR TO EXECUTE MEMORANDUM OF**  
**UNDERSTANDING WITH THE ADMINISTRATIVE BARGAINING UNIT FOR THE**  
**PERIOD OF DECEMBER 2, 2015 THROUGH JUNE 30, 2016**

**WHEREAS,** the City of Susanville and representatives from the Administrative bargaining unit have negotiated a labor agreement according to the requirements of the Meyers-Miliias-Brown Act; and

**WHEREAS,** the Bargaining Unit has ratified the respective agreement; and

**WHEREAS,** the agreement has been negotiated within the parameters established by City Council.

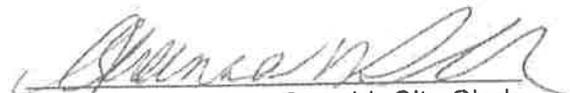
**NOW, THEREFORE, BE IT RESOLVED,** by the City Council of the City of Susanville that the Memorandum of Understanding with the Administrative bargaining unit for the period of December 2, 2015 through June 30, 2016 is hereby approved.

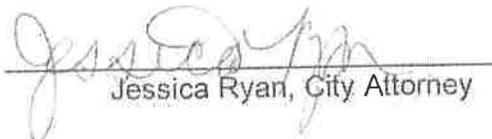
APPROVED:   
Brian R. Wilson, Mayor

ATTEST:   
Gwenna MacDonald, City Clerk

The foregoing Resolution No. 15-5236 was adopted at a regular meeting of the City Council of the City of Susanville, held on the 2nd day of December, 2015 by the following vote:

AYES: Callegari, McBride, Garnier, De Boer and Wilson  
NOES: None  
ABSENT: None  
ABSTAINING: None

  
Gwenna MacDonald, City Clerk

APPROVED AS TO FORM:   
Jessica Ryan, City Attorney