

Memorandum of Understanding

BETWEEN THE

City of Redlands

AND THE

Redlands Association of
Mid-Management
Employees

July 1, 2009 - June 30, 2012

TABLE OF CONTENTS

ARTICLE 1. TERM OF MEMORANDUM OF UNDERSTANDING.....3

ARTICLE 2. PREAMBLE3

ARTICLE 3. RECOGNITION.....3

Article 4. MANAGEMENT RIGHTS3

Article 5. SALARIES.....4

ARTICLE 6. RETIREMENT4

ARTICLE 7. DEFERRED COMPENSATION.....5

ARTICLE 8. LONGEVITY PAY5

ARTICLE 9. INSURANCE ADJUSTMENT.....5

ARTICLE 10. WORKING OUT OF CLASSIFICATION PAY5

Article 11. SPECIAL ASSIGNMENT PAY.....5

ARTICLE 12. HEALTH INSURANCE6

ARTICLE 13. DENTAL INSURANCE7

ARTICLE 14. VISION CARE7

ARTICLE 15. LIFE INSURANCE7

ARTICLE 16. VACATION7

ARTICLE 17. SICK LEAVE7

ARTICLE 18. BEREAVEMENT LEAVE.....9

ARTICLE 19. EXECUTIVE LEAVE9

ARTICLE 20. LEAVE OF ABSENCE WITHOUT PAY.....9

ARTICLE 21. MILITARY LEAVE9

ARTICLE 22. HOLIDAYS.....9

ARTICLE 23. TUITION REIMBURSEMENT.....10

ARTICLE 24. STATE DISABILITY INSURANCE (S.D.I.)11

ARTICLE 25. PERSONNEL FILE.....11

ARTICLE 26. DUES DEDUCTION11

ARTICLE 27. DIRECT DEPOSIT.....11

ARTICLE 28. FAIR LABOR STANDARDS ACT11

ARTICLE 29. PREVAILING BENEFITS.....11

ARTICLE 30. SAVINGS CLAUSE.....12

ARTICLE 31. BILINGUAL PAY12

ARTICLE 32. EXTENSION OF MOU12

Article 33. DISCIPLINARY PROCEDURE.....12

ARTICLE 34. GRIEVANCE PROCEDURE.....17

ARTICLE 35. LAYOFF PROCEDURE.....21

MEMORANDUM OF UNDERSTANDING
BETWEEN
THE CITY OF REDLANDS
AND
THE REDLANDS ASSOCIATION OF MID-MANAGEMENT EMPLOYEES
July 1, 2009 – June 30, 2012

Article 1. TERM OF MEMORANDUM OF UNDERSTANDING

The City of Redlands (City) and the Redlands Association of Mid-Management Employees (RAMME) agree that the provisions of this Memorandum of Understanding (MOU) shall become effective on July 1, 2009 and shall expire on June 30, 2012.

Article 2. PREAMBLE

It is the intent and purpose of this MOU to set forth the understanding of the parties reached as a result of meeting and conferring in good faith regarding, but not limited to, matters relating to the wages, hours, and terms and conditions of employment between employees represented by The Redlands Association of Mid-Management Employees (RAMME) and the City of Redlands.

Article 3. RECOGNITION

A unit employee shall be defined as an employee of the City and assigned to the RAMME unit by the City Manager in accordance with City policies and procedures.

Article 4. MANAGEMENT RIGHTS

The authority of the City includes the exclusive right to:

- A. determine the mission of its constituent departments, commissions and boards, with the exception of boards or commissions granted authority under State Law, per City of Redlands Resolution 6757;
- B. set standards of service;
- C. determine the procedures and standards of selection for employment and promotion;
- D. direct its employees;
- E. take disciplinary action;
- F. relieve its employees from duty because of lack of work or for other legitimate reasons;
- G. maintain the efficiency of work;
- H. maintain the efficiency of governmental operations;
- I. determine the methods, means and personnel by which government operations are to be conducted;
- J. determine the content of job classifications; and
- K. take all necessary actions to carry out its mission in emergencies; exercise complete control and discretion over its organization and the technology of performing its work, provided, however, that the exercise and retention of such rights does not preclude employees or their

representatives from meeting and conferring over the practical consequences that decisions on these matters may have on wages, hours and other terms and conditions of employment.

Article 5. SALARIES

During the term of this MOU there shall be no across-the-board salary increases.

During fiscal year 2010/2011 all employees shall provide the equivalent of eighty (80) hours of furlough time. During the period of March 1, 2010 to April 30, 2010 the parties shall meet and confer on the “value” of the eighty (80) hours and the manner in which the eighty (80) hours will be provided (for instance the Association may agree, at its option, to forfeit all, or a portion of, the floating holiday time set forth in Article 20). Absent mutual agreement by the parties on the manner in which the equivalent of eighty (80) hours by each employee will be provided, the parties will “default” to eighty (80) hours of furlough time.

During fiscal year 2011/2012 all employees shall provide the equivalent of eighty (80) hours of furlough time. During the period of March 1, 2011 to April 30, 2011 the parties shall meet and confer on the “value” of the eighty (80) hours and the manner in which the eighty (80) hours will be provided (for instance the Association may agree, at its option to forfeit all or a portion of the floating holiday time set forth in Article 20). Absent mutual agreement by the parties on the manner in which the equivalent of eighty (80) hours by each employee will be provided, the parties will “default” to eighty (80) hours of furlough time.

Article 6. RETIREMENT

- A. The City shall continue to pay to the California Public Employees’ Retirement System (CalPERS) on behalf of each Unit employee hired prior to March 11, 2010 an amount equal to the required Unit employee contribution to that system provided the contribution will not exceed a total of seven percent (7%) of regular compensation. These contributions shall, at the time of termination, belong to the Unit employee.
- B. Employees hired on or after March 11, 2010 shall pay five-sevenths (5/7) [i.e. five percent (5%)] of the required seven percent (7%) contribution on behalf of the employee to CalPERS. These contributions shall, at the time of termination, belong to the employee.
- C. The City shall continue to include in this contract with CalPERS, the following provisions:

HIGHEST SINGLE YEAR
SURVIVOR CONTINUANCE
2% @ 55 RETIREMENT FORMULA

Article 7. DEFERRED COMPENSATION

The City agrees to make a contribution in April of each year, on behalf of each Unit employee in the amount of eight hundred and sixty dollars (\$860) per year to the City deferred compensation plan.

Article 8. LONGEVITY PAY

Unit employees hired prior to March 11, 2010 with twenty (20) years continuous service with the City shall advance to Step “F” on the salary resolution effective at the beginning of the pay period beginning closest to the first day of their 21st year of service. In the event that a Unit employee is not at the E step when he/she is eligible for the F step, at the completion of twenty (20) years of service, the Unit employee will advance to the next step in their salary range, and continue to advance within the range based on merit until the Unit employee reaches the F step.

Employees hired on or after March 11, 2010 shall not be eligible for “F” step longevity pay.

Article 9. INSURANCE ADJUSTMENT

The City agrees to pay each Unit employee a cash payment in the amount of one hundred fifty dollars (\$150) to offset the co-payments and deductibles payable under their medical insurance plan. This insurance adjustment shall be pro-rated at twelve dollars and fifty cents (\$12.50) per month.

Article 10. WORKING OUT OF CLASSIFICATION PAY

Whenever the needs of the City require an employee to temporarily perform the duties of a higher classification than that in which the employee is currently employed, said employee shall be entitled to receive out of classification pay for the period of time that the employee works out of classification. Out of classification pay shall be at a flat rate of five-percent (5%) of base salary.

In order to receive out of classification pay the following provisions must occur:

- A. The name of the employee who is absent must be noted on the employee’s timesheet prior to out of classification pay being authorized.
- B. A vacancy or absence must exist for out of classification pay to be paid.
- C. The employee receiving out of classification pay must perform essentially all of the functions of the higher classification in order to receive compensation.
- D. The employee shall meet the minimum qualifications for the higher classification in order to be eligible for out of classification pay.

Article 11. SPECIAL ASSIGNMENT PAY

Working out of classification pay for special assignments will only be authorized upon recommendation to the City Manager by the Department Head and will require a Payroll Transaction Form with supporting documentation justifying the special assignment. Employees performing in a capacity beyond the normal scope of their duties, and with increased and direct responsibility and personal

liability for City operations shall be eligible for Special Assignment Pay. Special Assignment Pay shall be at a flat rate not to exceed ten percent (10%) of base salary. Special Assignment Pay will only be authorized upon Department Head recommendation, Human Resources Director concurrence and City Manager approval.

Article 12. HEALTH INSURANCE

A. During the term of this MOU, the City shall provide a fully paid medical insurance plan for Unit employees hired prior to March 11, 2010, and their eligible dependents under the CalPERS medical plans as follows:

Effective January 1, 2010:

Employee Only:	\$452.41
Employee Plus One Dependent:	\$904.82
Employee plus Two or more Dependents:	\$1,176.27

Effective January 1, 2011, the above rates shall be adjusted to be equal the “PERS Choice” insurance rates offered by CalPERS.

Effective January 1, 2012, the above rates shall be adjusted to be equal to the “PERS Choice” insurance rates offered by CalPERS.

The health insurance rates in effect after the January 1, 2012 adjustment shall become the “flat dollar” rates in effect for the future. Such “flat dollar” rates are subject to change through future meet and confer by the parties.

1. For employees hired on or after March 11, 2010 the City will contribute a maximum monthly health insurance contribution of three hundred and ninety seven dollars (\$397.00) per month pursuant to Resolution No. 4572, adopted by the City Council on September 5, 1989. Additionally, the City will contribute on a monthly basis two hundred and three dollars (\$203.00) as a Flexible Spending Account (“FSA”) to be utilized by the employee to purchase/contribute toward health insurance premiums. Any amount of the FSA not utilized by the employee to purchase health insurance will be placed in an individual Health Retirement Account (“HRA”).
2. During the term of the MOU the parties agree to “reopen” the MOU to discuss alternatives to the current CalPERS health insurance plans.
3. After completion of twenty (20) years of continuous service with the City, and upon service retirement under the CalPERS retirement plan, a Unit employee hired prior to March 11, 2010 may elect fully paid medical insurance under the City’s medical insurance program for the Unit employee and their eligible dependents.

Employees hired on or after March 11, 2010 are not eligible for this benefit.

B. The City agrees to provide a stipend of \$350.00 on a monthly basis for those employees with alternative medical coverage who opt for the stipend in lieu of the medical insurance benefit.

Article 13. DENTAL INSURANCE

The City agrees to pay the full monthly premium for dental insurance under the Principal Financial dental plan or its equivalent for each employee in the unit and all eligible dependents.

Article 14. VISION CARE

The City shall reimburse Unit employees an amount up to two hundred twenty five dollars (\$225) per year for the purchase of frames and lenses or contact lenses for the Unit employee or their eligible dependents.

Article 15. LIFE INSURANCE

The City shall contribute the monthly premium for a life insurance policy in the amount of twenty five thousand dollars (\$25,000) for all Unit employees.

Article 16. VACATION

A. The vacation accrual for employees in the unit shall be as follows:

YEARS OF SERVICE	ACCRUAL RATE – HOURS
0 – 5	80
6 – 7	120
8 – 9	128
10 – 11	136
12 – 13	144
14 – 15	152
16 – 20	160
21	168
22	176
23	184
24	192
25+	200

Article 17. SICK LEAVE

A. ACCRUAL

Sick leave shall accrue on an hourly basis at the rate of eight (8) hours per calendar month of service.

B. BUY BACK

In November of each calendar year, each affected Unit employee may elect to be paid cash at his/her current hourly rate for each sick leave day accumulated during the preceding calendar year in excess of six (6) sick leave days. A total of one (1) year's accumulation of ninety-six (96) hours must be on the books prior to any compensation being paid. In lieu of this buy back, Unit employees may choose to accumulate all sick leave days, from calendar year to calendar year, to an unlimited amount.

C. SICK LEAVE USE UPON RETIREMENT

Unit employees taking service retirement under the PERS retirement plan may elect to have all sick leave accrued at the time of retirement converted to cash value at their final rate of pay and applied to applicable medical insurance premiums for the Unit employee and their eligible dependents until said cash value is exhausted. In the event that the employee dies prior to the exhaustion of the cash value of said benefits, the remaining cash value may be applied toward the premiums of covered dependents until exhausted, subject to the conditions and limitations of the applicable insurance policy.

After completion of twenty (20) years of continuous service with the City, and upon service retirement under the PERS retirement plan, a Unit employee hired prior to March 11, 2010 may elect fully paid medical insurance under the City's medical insurance program for the Unit employee and their eligible dependents. Employees hired after March 11, 2010 shall not be eligible for this benefit

D. SICK LEAVE CASH OUT

Upon separation of service with the City, Unit employees with ten (10) or more years of continuous service will be eligible to cash in unused sick leave at the following formula:

Years of Service	Percent
10 –15	25%
16-20	35%
21+	50%

Unit employees electing this option shall be responsible for any and all future health premiums, i.e. Unit employees shall exercise this option in lieu of the Sick Leave Use Upon Retirement option as described in Article 17.C..

E. SICK LEAVE CONVERSION

Upon execution of this MOU the City shall process a PERS contract amendment providing Unit employees with the option of converting one hundred percent (100%) of individual sick leave

accruals to service credit. The amendment shall be effective on or before July 1, 2005. This option shall be exercised in lieu of conversion to cash value.

Article 18. BEREAVEMENT LEAVE

In the event of a death in the immediate family, a Unit employee shall be compensated with four (4) days paid leave. In addition, Unit employees may be allowed to use accrued sick leave with full pay not to exceed three (3) days. Immediate family shall be defined as the following relatives to either the Unit employee or spouse: spouse, registered domestic partner, significant other of the employee (provided the employee shows proof of cohabitation), child (including foster child or ward of the court), parent, grandparent, brother, sister, niece, nephew, step-parent, step-children, and grandchildren. The definition of immediate family shall also include the aunt and uncle of the Unit employee only.

Article 19. EXECUTIVE LEAVE

Unit employees shall receive Executive Leave in the amount of one hundred ten hours (110) per year. On January 1 of each calendar year, each full-time Unit employee shall be credited with one hundred ten (110) hours of executive leave. Unit employees hired between July 1 and October 31 of any calendar year shall be credited with fifty-five (55) hours of executive leave for that year, and Unit employees hired between November 1 and December 31 will not be credited with executive leave for that year. All accumulated executive leave hours not taken by December 31st of each calendar year will be forfeited.

Article 20. LEAVE OF ABSENCE WITHOUT PAY

If a Unit employee takes more than five (5) accumulated days of leave without pay in a calendar year, commencing at the beginning of the sixth day of leave without pay and any day of leave without pay thereafter during the calendar year; sick leave and vacation accruals shall be adjusted proportionately to eliminate benefit accruals for any day a Unit employee is on leave without pay status.

Article 21. MILITARY LEAVE

Military leave shall be granted in accordance with applicable State and Federal law. All Unit employees entitled to military leave shall give their department head an opportunity, within the limits of military regulations, to determine when such leave shall be taken. Copies of the Unit employee's official military orders may be requested.

Article 22. HOLIDAYS

Those holidays which shall be honored for Unit employees include:

New Year's Day	January 1
Martin Luther King Day	Third Monday in January

President's Day	Third Monday in February
Memorial Day	Last Monday in May
Independence Day	July 4
Labor Day	First Monday in September
Columbus Day	Second Monday in October
Veteran's Day	November 11
Thanksgiving Day	Typically the third Thursday in November each year
Friday after Thanksgiving Day	November each year
Christmas Day	December 25
Two (2) Floating Holidays*	

*Employees hired on or after March 11, 2010 shall not receive any floating holidays.

When a holiday falls on a Saturday, Friday shall be designated as the holiday. When the holiday falls on a Sunday, Monday shall be designated as the holiday. Christmas Eve Day shall be observed as a holiday when Christmas Day falls on Tuesday, Wednesday, Thursday or Friday.

Unit employees shall not be allowed to carry holidays over from one calendar year to the next. Floating holidays accrued but not taken by December 31 of each calendar year shall be paid off in January of the year following the year in which the holidays were accrued. If a holiday falls on a Unit employee's regular day off, they will receive holiday compensation at the rate of their standard work schedule or will be entitled to take another day off during the pay period with mutual consent of the Unit employee and department head.

Article 23. TUITION REIMBURSEMENT

Each Unit employee shall be entitled to tuition reimbursement for courses, books and other learning aids while attending an accredited school of higher learning. The course must be career related, pre-approved by the Unit employee's department head and the Unit employee must earn a passing grade to receive reimbursement.

Employees shall be reimbursed up to the dollar amount charged for the same number of units per term by the University of California, Riverside. An employee shall not receive reimbursement in excess of Two Thousand dollars (\$2,000) in any one fiscal year. The difference between the City's maximum obligation during any fiscal year and the amount of any actual reimbursement received by the employee during that fiscal year shall not be carried over or be available to use by the employee in any subsequent fiscal year.

Upon the approval of the department head, a Unit employee may use up to two hundred-fifty dollars (\$250) per year of their Tuition Reimbursement for attendance at a seminar or conference for the purpose of professional development.

Article 24. STATE DISABILITY INSURANCE (S.D.I.)

The City agrees to allow members of Unit to participate in State Disability Insurance (SDI) if they choose to do so at the Unit employee's expense.

Article 25. PERSONNEL FILE

No material, which can reasonably be construed, interpreted, or acknowledged to be derogatory, shall be placed in a Unit employee's personnel file unless the Unit employee has been allowed to read such material and respond to it, in writing. The written response will also be placed in the personnel file.

Upon request, any Unit employee shall have access to their personnel file, and shall have the right of reproduction, at cost, of their personnel file, in full or in part. No portion of a Unit employee's personnel file shall be transmitted to anyone other than the City Manager, the Human Resources Director, or Department Head.

Article 26. DUES DEDUCTION

The City shall deduct one (1) month's current and periodic RAMME dues from the wages of each Unit employee who voluntarily executes and delivers to the City the payroll deduction authorization form.

The Unit employee's earnings must be regularly sufficient after other legal and required deductions are made to cover the amount of the dues check off authorized. When a Unit employee is in a non-pay status for an entire pay period, no withholding will be made to cover that pay period from future earnings.

In the case of a Unit employee who is in a non-pay status during only part of the pay period, and the salary is not sufficient to cover the full withholding, no deduction shall be made. In this regard, all other legal and required deductions have priority over dues.

Article 27. DIRECT DEPOSIT

Direct deposit of employee paychecks shall be available to Unit employees.

Article 28. FAIR LABOR STANDARDS ACT

Unit employees shall be classified as "exempt" from the overtime provisions of the Fair Labor Standards Act (FLSA).

Article 29. PREVAILING BENEFITS

All benefits, privileges and working conditions enjoyed by Unit employees at the present time shall remain in full force, unchanged and unaffected in any manner, during the term of this MOU unless changed by mutual consent.

Article 30. SAVINGS CLAUSE

If any provision of this MOU, or the application of such provision, should be rendered or declared invalid by any court action or by reason of any existing or subsequently enacted legislation, the remaining parts or portions of this MOU shall remain in full force and effect.

Article 31. BILINGUAL PAY

Unit members shall be eligible for bilingual pay in accordance with the City's Bilingual Pay Program and upon approval by the Department Head and City Manager.

Article 32. EXTENSION OF MOU

If a successor MOU is not negotiated by June 30, 2012, this MOU shall remain in force until a successor MOU is negotiated or the impasse process for a successor MOU has been concluded.

Article 33. DISCIPLINARY PROCEDURE

A. The Investigatory Interview Process

Prior to any investigatory interview or consultation between an employee and the Department Head or City Manager, that could reasonably be construed to result in disciplinary action against the employee, the employee shall be given notice of the interview or consultation as soon as reasonably practical, and shall be advised of his or her right to representation under this section; and upon request shall be afforded an opportunity to contact and consult privately with a representative of the Association. If requested, the employee may have an Association representative present during any such investigatory interview or consultation, and, to the extent practicable, such interviews or consultations shall be conducted during an employee's working hours. Only those persons reasonably necessary to the conduct of the interview shall be present.

The employee or the City may elect to record any such investigatory interview or consultation, unless the parties mutually agree not to record such interview or consultation; however, in the event the City elects to record such an interview or consultation, it shall upon request provide the employee with a copy of said recording. The cost of providing a copy of the recording to the employee shall be borne by the employee.

B. Disciplinary Procedures

No employee shall be disciplined without cause. Disciplinary action shall be defined to include: oral warnings, written reprimands, suspensions, demotions (non-probationary), reduction in pay and

discharge. Oral and written reprimands may be initiated at the supervisor/Division Manager level. Disciplinary action more serious than a written reprimand must be initiated at the Department Head level.

1. Notice of Proposed Action

Whenever an employee is to be discharged, suspended (for more than five (5) working days) demoted (non-probationary), or reduced in step, for disciplinary purposes, written notice of at least five(5)¹ days of the proposed disciplinary action shall be given before such action is to be taken and must include:

- a. Notice of proposed action;
- b. Reasons for proposed action;
- c. A copy of charges stating specific incidents or specific courses of conduct, e.g. as evidenced by work performance evaluations, and a copy of the written materials upon which the decision to take proposed disciplinary action is based; and
- d. A notice to the employee of the right to respond in writing or orally within the five (5) day period.

In the case of a suspension of five (5) working days or less, the foregoing procedures shall be afforded the employee either before or during the suspension, or within a reasonable time thereafter.

2. Limitations and Exceptions

- a. Oral notice is insufficient as full notice to an employee and may be given only as the initial notice in extraordinary circumstances which call for immediate action.
- b. Prior written notice is required in each case, unless provided otherwise herein, regardless of seriousness unless extraordinary circumstances are involved.
- c. Employees may be suspended without prior written notice in extraordinary circumstances when it is essential to avert harm to the public, other employees, or to avert serious disruption of governmental business. The appointing authority may schedule an employee for vacation or holiday leave as the circumstances may warrant. Extraordinary circumstances include but are not limited to situations involving misappropriation of public funds or property; working while under the influence of alcohol or intoxicating drugs; open insubordination; commission of a crime involving moral turpitude punishable by imprisonment for six (6) months or more; and disruption of City business through willful misconduct (altercations, etc.)
- d. Oral notice is insufficient as full notice for proposed disciplinary action. In extraordinary circumstances when immediate suspension, demotion, removal, or reduction in step is warranted, initial notice may be given orally. The employee should be told when the initial action is taken what the reasons for the actions are and, in addition, the employee will have an opportunity to respond in writing and/or orally to those charges. The written charges in

¹ Unless specifically noted to be "working days," any reference to days is calendar days.

the case of an immediate disciplinary action must be prepared as soon as possible and normally within a day or two (2) of the initial oral notice.

3. Employee's Response to Proposed Discipline

- a. An employee receiving a Notice of Proposed action shall have the right to respond to the Department Head. An employee's opportunity to respond to the Department Head is not intended to be an adversary hearing. An employee has the right to have a representative of his/her own choosing at the meeting. The employee shall not be accorded the opportunity to cross-examine a department's witnesses, nor to present a formal case in opposition to the proposed discipline. However, the limited nature of this response does not obviate the Department Head's responsibility to initiate further investigation if the employee's version of the facts raises doubts as to the accuracy of the Department Head's information leading to the discipline proposal. An employee may elect not to respond, thereby waiving any further pre-disciplinary response.
- b. The Department Head will evaluate the proposed discipline in light of the employee's response, if any. Within ten (10) days of the employee's response, or deadline for response, a decision will be transmitted in writing to the employee. Service of the decision will be in person or by mail.

4. City Manager Level Appeal

- a. Any permanent employee shall have the right to appeal any termination, suspension, reduction in salary, or non-probationary demotion. The appeal process shall not be applicable to those positions which may be deemed exempt or to probationary employees. The appeal process shall not be applicable to verbal and written reprimands, probationary demotions, performance evaluations and denial of performance increases. An employee desiring to appeal the Department Head's decision shall have ten (10) days after receipt of the response to file an appeal. The employee's request for appeal must be addressed to the City Manager and received in the City Manager's office so that same is date stamped by the City Manager's office within the ten (10) day period.
- b. If, within the 10-day appeal period, the employee involved does not file said appeal, unless good cause for the failure is shown, the action of the Department Head shall be considered conclusive and shall take effect as prescribed. If within the ten (10) day appeal period, the employee involved files such notice of appeal by giving written notice of appeal to the City Manager, an appeal meeting shall be scheduled.
- c. The meeting with the City Manager shall be conducted in the same manner as the Response to Proposed Discipline set forth in paragraph 2(C) above.
- d. The City Manager will evaluate the discipline in light of the employee's response, if any. Within ten (10) days of the employee's response a decision will be transmitted in writing to the employee. Service of the decision will be in person or by mail.

5. Advisory Arbitration

- a. An employee desiring to appeal the City Manager's decision shall have ten (10) days after receipt of the response to file an appeal. The employee's request for appeal must be addressed to the City Manager and received in the City Manager's office so that same is date stamped by the City Manager's office within the ten (10) day period.
- b. If, within the 10-day appeal period, the employee involved does not file said appeal, unless good cause for the failure is shown, the action of the City Manager shall be considered conclusive and shall take effect as prescribed. If within the ten (10) day appeal period, the employee involved files such notice of appeal by giving written notice of appeal to the City Manager, an appeal hearing shall be established as follows:
 - i. The California State Mediation and Conciliation Service shall be requested to submit a list of seven (7) persons qualified to act as hearing officers to the City and the employee. Within ten (10) days following receipt of the list of hearing officers, the parties shall confer to select the hearing officer. The parties shall alternately strike one (1) name from the list of hearing officers (the right to strike the first name to be determined by lot) until one (1) name remains, and that person shall be the hearing officer.
 - ii. Where practicable, the date for a hearing shall not be less than twenty (20) days, nor more than sixty (60) days, from the date of the filing of the appeal with the City Manager. The parties may stipulate to a longer or shorter period of time in which to hear the appeal. All interested parties shall be notified in writing of the date, time, and place of hearing.
 - iii. All hearings shall be private provided, however, that the hearing officer shall, at the request of the employee, open the hearing to the public.
 - iv. Subpoenas and subpoenas duces tecum pertaining to a hearing shall be issued at the request of either party, not less than seven (7) days, prior to the commencement of such hearing. After the commencement of such hearing, subpoenas shall be issued only at the discretion of the hearing officer.
 - v. The hearing need not be conducted in accordance with technical rules relating to evidence and witnesses. Any relevant evidence shall be admitted if it is the sort of evidence on which reasonable persons are accustomed to rely in the conduct of serious affairs, regardless of the existence of any common law or statutory rules which might make improper admission of such evidence over objection in civil actions. Hearsay evidence may be used for the purpose of supplementing or explaining any direct evidence but shall not be sufficient in itself to support a finding unless it would be admissible over objection in civil actions. The rules of privilege shall be effective to the same extent that they are now or hereafter may be recognized in civil actions, and irrelevant and unduly repetitious evidence shall be excluded. The hearing officer shall not be bound by technical rules of evidence. The hearing officer shall rule on the admission or exclusion of evidence.
 - vi. Each party shall have these rights: To be represented by legal counsel or other person of his/her choice; to call and examine witnesses; to introduce evidence; to cross-examine opposing witnesses on any matter relevant to the issues even though that matter was not covered in the direct examination; to impeach any witness regardless of which party first called him/her to testify; and to rebut the evidence against him/her. If the employee does not testify in his/her own behalf, he/she may be called and examined as

- if under cross-examination. Oral evidence shall be taken only on oath or affirmation. A court reporter will be engaged to record the hearing, unless the parties (City, hearing officer, employee/employee representative) mutually agree that same is not necessary.
- vii. The hearing shall proceed in the following order, unless the hearing officer, for special reason, otherwise directs:
1. The party imposing discipline shall be permitted to make an opening statement;
 2. The appealing party shall then be permitted to make an opening statement;
 3. The party imposing disciplinary action shall produce the evidence on his/her part; the City bears the burden of proof and burden of producing evidence;
 4. The party appealing from such disciplinary action may then open his/her defense and offer his/her evidence in support thereof; the employee bears the burden of proof and the burden of producing evidence for any affirmative defenses asserted;
 5. The parties may then, in order, respectively offer rebutting evidence only, unless the hearing officer for good reason, permits them to offer evidence upon their original case;
 6. Closing arguments shall be permitted and written briefs may be permitted at the discretion of the hearing officer.
- c. The hearing officer shall determine relevancy, weight, and credibility of testimony and evidence. He/she shall base his/her findings on the preponderance of evidence. During the examination of a witness, all other witnesses, except the parties, shall be excluded from the hearing unless the hearing officer, in his/her discretion, for good cause, otherwise directs. No still photographs, moving pictures, or television pictures shall be taken in the hearing chamber during a hearing. The hearing officer, prior to or during a hearing, may grant a continuance for any reason he/she believes to be important to reaching a fair and proper decision. The hearing officer shall render his/her judgment as soon after the conclusion of the hearing as possible and in no event later than thirty (30) days after conducting the hearing. His/her decision shall set forth which charges, if any, are sustained and the reasons therefore. The opinion shall set forth findings of fact and conclusions.
- d. The hearing officer may recommend sustaining or rejecting any or all of the charges filed against the employee. He/she may recommend sustaining, rejecting, or modifying the disciplinary action invoked against the employee. He/she may not recommend discipline more stringent than that issued by the City Manager.
- e. The hearing officer's opinion and recommendation shall be filed with the City Council, with a copy sent to the charged employee, and shall set forth his/her findings and recommendations. If it is a dismissal hearing and a dismissal is not the hearing officer's recommendation, the opinion shall set forth the date the employee is recommended to be reinstated and/or other recommended action. The reinstatement date, if appropriate, may be any time on or after the date of disciplinary action.
- f. Within sixty (60) days of the receipt of the hearing officer's findings, recommendation, and transcript, the City Council shall adopt, amend, modify or reject the recommended findings, conclusions, and/or opinions of the hearing officer. Prior to making a decision which modifies or rejects the recommendation of the hearing officer, the City Council shall order

and read the transcript of the hearing. Prior to making a decision which supports the hearing officer, the City Council may order and read the transcript, at its option. The City Council shall not conduct a de novo hearing. The City Council may, at its option, allow limited oral arguments and/or may request and review written statements from either side. The decision of the City Council shall be final and conclusive. Copies of the City Council's decision, including the hearing officer's recommendation(s), shall be filed where appropriate, including the employee's personnel file, unless no discipline is upheld by the City Council.

- g. Each party shall equally bear the cost and fees of the hearing officer, the cost of facilities, the court reporter and transcripts. Each party shall bear its own witness and attorney fees. If either party unilaterally cancels or postpones a scheduled hearing, thereby resulting in a fee charged by the hearing officer or court reporter, then the party responsible for the cancellation or postponement shall be solely responsible for payment of that fee. This process shall not apply to mutual settlements by the parties which result in a hearing officer fee.
- h. In the case of suspension, demotion, reduction in salary, or dismissal prescribed by the City Council, the time of such suspension, demotion or dismissal shall be effective from the first day after such delivery of said decision or shall relate back to and be effective as of the date the employee was disciplined pending hearing before and decision by the City Council, whichever is applicable. If discipline imposed resulted in loss of pay, and the decision results in reduction or elimination of loss of pay, the pay loss shall be restored to the employee based on the number of standard work hours lost computed at his/her then base hourly rate.
- i. The provisions of Section 1094.6 of the Code of Civil Procedure shall be applicable to proceedings under this Section.

Article 34. GRIEVANCE PROCEDURE

A. Definition

A "grievance" is a formal, written allegation by a grievant that he/she has been adversely affected by an existing violation, misinterpretation or misapplication of the specific provisions of the Memorandum of Understanding, provisions of the Personnel Rules and Regulations, and/or written City Policy. Other matters for which a special method of review is provided by law, ordinance, resolution, or by administrative regulations and procedures of the City, are not within the scope of this procedure. This procedure is not to be used in lieu of the Disciplinary Appeal Procedure set forth in Appendix C.

B. Procedure

1. Every effort shall be made to resolve a grievance through discussion between the employee and his/her immediate supervisor. It is the spirit and intent of this procedure that all grievances are settled quickly and fairly without subsequent discrimination against employees who may seek to adjust a grievance. Every effort should be made to find an acceptable solution at the lowest

level of supervision. Within fifteen (15) days² after a grievant knew, or by reasonable diligence should have known, of the condition upon which a grievance may be based, the grievant shall attempt to resolve it by an informal conference with the grievant's immediate supervisor. A supervisor shall render a verbal decision within seven (7) days of the conclusion of the informal conference.

2. If the problem cannot be resolved between the employee and the supervisor, the employee may, within seven (7) days from the date of receiving the answer from his/her supervisor, file a written grievance and request a meeting with the Division Manager, if one exists, in order to discuss the grievance. The written grievance shall contain the following information:
 - a. Name of grievant and job title;
 - b. Department/Section;
 - c. Clear and concise statement of the nature of the grievance including the circumstances and dates involved;
 - d. The specific provision(s) of the MOU, City Policy or Personnel rules alleged to have been violated;
 - e. Requested remedy;
 - f. Name of the grievant's Labor Representative, if any; and
 - g. Date and signature of the grievant or Labor Representative.
3. The Division Manager shall render a decision and comments in writing and return them to the grievant within ten (10) days after receiving the written grievance.
4. If the Division Manager and employee cannot reach a solution to the grievance (or if a Division Manager does not exist), the employee may, within seven (7) days from the date of receiving the answer from the Division Manager, request, in writing, a meeting with the Department Head.
5. The Department Head shall render his/her decision in writing within fifteen (15) days of receiving the appeal. If the Department Head and employee are unable to arrive at a satisfactory solution, the employee may, within ten (10) days from the date of the decision by the Department Head, submit a written appeal to the Human Resources Director.
6. The City Manager shall review the grievance and respond to the employee within twenty (20) days of receiving the appeal. The response shall be in writing.
7. An employee desiring to appeal the City Manager's decision shall have ten (10) days after receipt of the response to file an appeal. The employee's request for appeal must be addressed to the Human Resources Director and received in the Human Resources office so that same is date stamped by the Human Resources office within the ten (10) day period.
8. If, within the 10-day appeal period, the employee involved does not file said appeal, unless good cause for the failure is shown, the grievance shall be considered conclusive as set forth in the

² Days refer to calendar days.

City Manager's decision and shall take effect as prescribed. If within the ten (10) day appeal period, the employee involved files such notice of appeal by giving written notice of appeal to the Human Resources Director, an appeal hearing shall be established as follows:

- a. The California State Mediation and Conciliation Service shall be requested to submit a list of seven (7) persons qualified to act as hearing officers to the City and the employee. Within ten (10) days following receipt of the list of hearing officers, the parties shall confer to select the hearing officer. The parties shall alternately strike one (1) name from the list of hearing officers (the right to strike the first name to be determined by lot) until one (1) name remains, and that person shall be the hearing officer.
- b. Where practicable, the date for a hearing shall not be less than twenty (20) days, nor more than sixty (60) days, from the date of the filing of the appeal with the Human Resources Director. The parties may stipulate to a longer or shorter period of time in which to hear the appeal. All interested parties shall be notified in writing of the date, time, and place of hearing.
- c. All hearings shall be private provided, however, that the hearing officer shall, at the request of the grievant, open the hearing to the public.
- d. Subpoenas and subpoenas duces tecum pertaining to a hearing shall be issued at the request of either party, not less than seven (7) days, prior to the commencement of such hearing. After the commencement of such hearing, subpoenas shall be issued only at the discretion of the hearing officer.
- e. The hearing need not be conducted in accordance with technical rules relating to evidence and witnesses. Any relevant evidence shall be admitted if it is the sort of evidence on which reasonable persons are accustomed to rely in the conduct of serious affairs, regardless of the existence of any common law or statutory rules which might make improper admission of such evidence over objection in civil actions. Hearsay evidence may be used for the purpose of supplementing or explaining any direct evidence but shall not be sufficient in itself to support a finding unless it would be admissible over objection in civil actions. The rules of privilege shall be effective to the same extent that they are now or hereafter may be recognized in civil actions, and irrelevant and unduly repetitious evidence shall be excluded. The hearing officer shall not be bound by technical rules of evidence. The hearing officer shall rule on the admission or exclusion of evidence.
- f. Each party shall have these rights: To be represented by legal counsel or other person of his/her choice; to call and examine witnesses; to introduce evidence; to cross-examine opposing witnesses on any matter relevant to the issues even though that matter was not covered in the direct examination; to impeach any witness regardless of which party first called him/her to testify; and to rebut the evidence against him/her. If the grievant does not testify in his/her own behalf, he/she may be called and examined as if under cross-examination. Oral evidence shall be taken only on oath or affirmation. A court reporter will be engaged to record the hearing, unless the parties (City, hearing officer, employee/employee representative) mutually agree that same is not necessary.
- g. The hearing shall proceed in the following order, unless the hearing officer, for special reason, otherwise directs:
 - i. The grievant shall be permitted to make an opening statement;
 - ii. The City shall then be permitted to make an opening statement;

- iii. The grievant shall produce the evidence on his/her part; the grievant bears the burden of proof and burden of producing evidence;
 - iv. The City may then open its defense and offer its evidence in support thereof; the City bears the burden of proof and the burden of producing evidence for any affirmative defenses asserted;
 - v. The parties may then, in order, respectively offer rebutting evidence only, unless the hearing officer for good reason, permits them to offer evidence upon their original case;
 - vi. Closing arguments shall be permitted and written briefs may be permitted at the discretion of the hearing officer.
-
- h. The hearing officer shall determine relevancy, weight, and credibility of testimony and evidence. He/she shall base his/her findings on the preponderance of evidence. During the examination of a witness, all other witnesses, except the parties, shall be excluded from the hearing unless the hearing officer, in his/her discretion, for good cause, otherwise directs. No still photographs, moving pictures, or television pictures shall be taken in the hearing chamber during a hearing. The hearing officer, prior to or during a hearing, may grant a continuance for any reason he/she believes to be important to reaching a fair and proper decision. The hearing officer shall render his/her judgment as soon after the conclusion of the hearing as possible and in no event later than thirty (30) days after conducting the hearing. The opinion shall set forth findings of fact and conclusions.
 - i. The hearing officer may recommend sustaining or rejecting any or all of the grievance.
 - j. The hearing officer's opinion and recommendation shall be filed with the Human Resources Director, with a copy sent to the grievant, and shall set forth his/her findings and recommendations.
 - k. Within sixty (60) days of the receipt of the hearing officer's findings recommendation, and transcript, the City Council shall adopt, amend, modify or reject the recommended findings, conclusions, and/or opinions of the hearing officer. Prior to making a decision which modifies or rejects the recommendation of the hearing officer, the City Council shall order and read the transcript of the hearing. Prior to making a decision which supports the hearing officer, the City Council may order and read the transcript, at its option. The City Council shall not conduct a de novo hearing. The City Council may, at its option, allow limited oral arguments and/or may request and review written statements from either side. The decision of the City Council shall be final and conclusive. Copies of the City Council's decision, including the hearing officer's recommendation(s) shall be filed where appropriate, including the grievant's personnel file.
 - l. Each party shall bear equally the cost of facilities, fees and expenses of the hearing officer, including the court reporter and transcripts. Each party shall bear its own witness and attorney fees. If either party unilaterally cancels or postpones a scheduled hearing, thereby resulting in a fee charged by the hearing officer or court reporter, then the party responsible for the cancellation or postponement shall be solely responsible for payment of that fee. This process shall not apply to mutual settlements by the parties which result in an arbitration fee.
 - m. The provisions of Section 1094.6 of the Code of Civil Procedure shall be applicable to proceedings under this Section.

9. If the time limits for employees' appeals at any step should elapse, the grievance shall be considered withdrawn. Time limits may be extended by mutual consent. If the City fails to respond within the prescribed time limits, the grievance will be deemed to have been denied and the employee may go to the next step. If the City Manager fails to respond within the prescribed time limit, the grievance will be deemed to have been denied and the employee will be deemed to have exhausted his/her administrative remedy.
10. The employee may request the assistance of another person of his/her own choosing in preparing and presenting his/her grievance at any level of review. In the event the employee desires the presence of a representative who is an employee of the City, he/she shall make such request through the supervisor and the supervisor shall make the necessary arrangements for the employee representative to be present.
11. The employee and/or his/her representative may use a reasonable amount of work time as determined by the appropriate supervisor or Department Head in presenting the grievance. However, no employee shall absent himself/herself without first being excused by his/her supervisor.
12. No employee shall be required to be represented by an employee organization in processing a grievance.
13. Employees shall be assured freedom from reprisal for using the grievance procedures by both the City and the employee organization.
14. The settlement terms of a grievance which is processed by an employee individually or by a recognized employee organization shall not conflict with the express provisions of a Memorandum of Understanding between the City and the formally recognized employee organization for such unit.
15. A group grievance may be filed when one (1) set of circumstances or occurrences affects more than one (1) employee in the same manner or to the same extent. The group may file one (1) document which all members of the group have read and signed. Members of the group shall be limited to those who have signed the grievance. The resolution of a group grievance may not be consistent among all employees in the group grievance due to differences in the circumstances or occurrences that brought about the grievance.
16. A group grievance affecting all members of an employee organization may be brought by the employee organization itself. In such case the procedure shall be commenced directly at the City Manager level within fifteen (15) days after authorized representatives of the employee organization knew, or by reasonable diligence should have known, of the condition giving rise to the grievance and shall be subject to all applicable time limitations and the provisions set forth above.

Article 35. LAYOFF PROCEDURE

- A. Should the City Manager determine reductions in force to be necessary due to lack of work or for financial reasons, he/she may initiate Layoffs. Classifications to be affected and the number of employees included will be determined by the City.
- B. In determining the order of Layoffs, a combination of factors shall be considered, including but not limited to: qualifications, productivity, general performance, seniority with the City of Redlands, seniority in job classification, and needs of the City. Variations from the order of Layoffs and recall from Layoff may occur when the City deems such variations appropriate under the circumstances.
- C. The factors the City, in its discretion, may use to determine include but are not limited to the following:
 - 1. An employee's last four performance evaluations, if any;
 - 2. Any history of employee commendations, awards, etc.;
 - 3. Any history of employee disciplinary action;
 - 4. Attendance record, including tardiness and unexcused absences;
 - 5. Safety record, including personal injury and damage to city property;
 - 6. Probationary and temporary employees shall be laid off before a regular employee in the same classification;
 - 7. Between two regular appointees in the same classification with the same skills, abilities, qualifications, merit and/or record, the employee with lesser seniority in the classification may be laid off first;
 - 8. Between two regular appointees in the same classification the employee with lesser skills, abilities, qualifications, merit and/or record than may be laid off first, without regard to seniority;
 - 9. Memoranda of Understanding ("MOU") between the City and effected bargaining units.

D. BUMPING

- 1. "Bumping" means the displacement of an employee from his/her position by an employee in a higher classification who formerly held the same position, or a position in the same job family, within that employee's department.
- 2. Where two or more employees are laid off from the same position, the employee with the greatest seniority in that classification shall have the first opportunity to bump as set forth below.
- 3. A laid-off employee shall be entitled to bump an employee in the same position previously held by the laid off employee, or a position in the same job family (set forth in the applicable MOU), in accordance with the criteria specified in paragraph C of this Rule, in that employee's department. Alternatively, an employee may "bump" into a position in a different department which he/she held within the prior five (5) years. The laid off employee must be able to perform the essential job functions of the former position and possess the minimum qualifications of the position as specified by the job classification specification. A laid-off employee shall not bump an employee with greater skills, abilities, qualifications, merit and/or record. Employees must utilize the option that places them in the highest available position.

4. The City will notify laid-off employees of any positions available for bumping. Bumping shall only be available in the laid-off employee's Department. Following such notification, the employee must notify the Human Resources Director in writing of his/her intent to exercise the bumping rights within seven (7) calendar days, and the position and classification in to which he/she intends to bump. Failure to provide such notification will be deemed a waiver of bumping rights by the employee.
5. Where there is more than one employee in a position available for bumping, the factors in paragraph C of this Rule, or the conditions set forth in an approved Memorandum of Understanding, will be used to determine which employee, if any, will be bumped.
6. The process will be repeated at the next classification level where an employee bumps in and creates an overage in that classification.
7. Any displaced employee shall be considered as laid-off for the same reason as the person who displaced them and shall in the same manner be eligible to displace another employee based on the criteria specified in paragraph C of this Rule.

E. REINSTATEMENT FROM LAYOFF

1. The names of probationary and regular employees who have been laid off shall be placed on appropriate reemployment lists. Such names shall remain thereon for a period of one year unless such persons are sooner reemployed.
2. When a reemployment list is to be used to fill vacancies, the Human Resources Director shall certify from such lists the number of names equal to the number of vacancies. An employee who is reemployed shall receive credit for former service for purposes of seniority, benefit compensation, and salary advancement.
3. Employees who, following layoff from a position or layoff from City employment may be reinstated upon the recommendation of the Department Head and with the approval of the Human Resources Director, to the position from which they were laid off based on their qualifications, availability, and the needs of the organization pursuant to this paragraph.

CITY OF REDLANDS		REDLANDS ASSOCIATION OF MID-MANAGEMENT EMPLOYEES - RAMME	
PAT GILBREATH, MAYOR <i>Pat Gilbreath</i>		NATHAN D. GONZALES, PHD, PRESIDENT <i>Nathan D. Gonzales</i>	DATE <i>7/20/10</i>
ADOPTED, SIGNED AND APPROVED THIS <u>20th</u> DAY OF <u>July</u> , 2010		<i>Philip Mielke</i>	<i>7-20-10</i>
		PHILIP MIELKE, VICE PRESIDENT	DATE

ATTEST:



SAM IRWIN, CITY CLERK