

**MEMORANDUM OF UNDERSTANDING
BETWEEN THE CITY OF BRENTWOOD
AND
THE BRENTWOOD EMPLOYEES' ASSOCIATION/
MISCELLANEOUS OFFICE DIVISION**

July 1, 2012 - June 30, 2017

**Approved: 5/22/2012
Resolution No. 2012-69**

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**2012 - 2017 MEMORANDUM OF UNDERSTANDING
BETWEEN THE CITY OF BRENTWOOD AND
BRENTWOOD EMPLOYEES' ASSOCIATION/MISCELLANEOUS OFFICE DIVISION**

The Brentwood Employees' Association and representatives of the Brentwood City Council have met and conferred in good faith regarding wages, hours and other terms and conditions of employment for the employees in the Association. Throughout the Meet and Confer process, both parties have freely exchanged information, opinions and proposals and have endeavored to reach agreement on all matters relating to the employment conditions and employer-employee relations of such employees.

This Memorandum of Understanding ("MOU") is entered into pursuant to the Meyers-Milias-Brown Act (Government Codes Sections 3500-3510) and has been jointly prepared by both parties.

This MOU shall be presented to the Brentwood City Council as the joint recommendation of the undersigned parties for salary and employee benefit adjustments for the period commencing July 1, 2012 and ending June 30, 2017.

SECTION 1 Recognition and Representation

1.1 Association Recognition

The Brentwood Employees' Association/Miscellaneous Office Division, hereinafter referred to as the "Association" is the recognized employee organization for employees occupying regular positions as detailed in Attachment "A".

1.2 City Recognition

The City Manager, or any person or organization duly authorized by the City Council, is the representative of the City of Brentwood, hereinafter referred to as the "City" in employer-employee relations as provided in Council/Administrative Policy No. 20-17, Employer-Employee Relations Resolution adopted by the City Council on April 12, 2005, revised February 28, 2012.

SECTION 2 Association Rights

- 2.1 The Association shall be allowed, by the City, use of space on available bulletin boards for communications having to do with official Association business, such as times and places of meetings, provided such use does not interfere with the needs of the City. Additionally, the Association shall be allowed reasonable use of the City's e-mail system for communications related to the completion of the negotiations process. Such use will be as provided in Council/Administrative Policy No. 10-10, Policy and Procedures for City Information Systems and Communications.
- 2.2 Any representative of the Association shall give notice to and request permission from their Department Director, or designated representative, when desiring to contact Association members on City facilities during the duty period of the employees, providing that solicitation for membership or other internal Association business shall be conducted during the non-duty hours of all employees. Pre-arrangement for routine contact must be made with their individual Department Director.
- 2.3 City buildings and other facilities may be made available for use by employees, the Association, or their representatives in accordance with such administrative procedures as may be established by the City Manager or Department Directors concerned.

SECTION 3 Attendance at Meetings by Employees

City employees who are official representatives of the Association shall be given reasonable time off with pay to attend meetings with management representatives, or to be present at hearings where matters within the scope of representation or grievance are being considered. The use of official time for this purpose shall be reasonable and shall not interfere with the performance of City services as determined by the City. Such employee representatives shall request time off from their respective supervisor and coordinate work schedules. Except by mutual agreement, the number of employees excused for such purposes shall not exceed two (2) at any given time.

SECTION 4 Employer's Rights and Responsibilities

The City, through its City Manager, Department Directors and Council/Administrative Policy No. 20-17, Employer-Employee Relations Resolution, retains solely and exclusively, all the rights, powers and authority to operate and manage its operations. The rights received to the sole discretion of the City shall include, but not be limited to the following:

To manage and direct its business and personnel; to manage, control and determine the mission of its departments, building facilities and operations; to create, change, combine or abolish jobs, departments and facilities in whole or in part; to subcontract or discontinue work for economic or operational reasons; to direct the workforce; to increase or decrease the workforce and determine the number of employees needed; to hire, transfer, promote and maintain work standards, schedules of operation and reasonable workload; to specify or assign work requirements and require overtime; to schedule working hours and shifts; to adopt rules of conduct and penalties for violation thereof; to determine the type and scope of work to be performed and the services to be provided; to establish salaries of new classifications; to determine the methods, processes, means and places of providing services and to take whatever action necessary to prepare for and operate in an emergency.

Nothing in this section shall be construed to limit, amend, decrease, revoke or otherwise modify the rights vested in the City by any law regulating, authorizing or empowering the City to act or refrain from acting.

Those managerial functions, prerogatives and policymaking rights, whether listed above or not, which the City has not expressly modified or restricted by a specific provision of this MOU are not in any way, directly or indirectly, subject to a grievance procedure. Refer to the Personnel Rules/Regulations, Rule 12 Grievance Procedure for more information on matters subject to grievance.

SECTION 5 No Discrimination

The City and the Association agree that there shall be no discrimination of any kind because of race, creed, color, religion, national origin, medical condition, pregnancy, marital status, disability, sex, sexual preference, political affiliation or legitimate Association activity against any employee or applicant for employment; and to the extent prohibited by applicable state and federal laws there shall be no discrimination because of age.

“Employees” means all workers covered by the MOU whether male or female, and the use of masculine pronouns or other masculine terms shall include the feminine.

SECTION 6 Salaries

Effective July 1, 2012 through June 30, 2017, salary ranges for all employees in the Association will be set forth in Attachment “A” which is attached hereto and made a part hereof. Salary increases will be granted as follows:

- Effective July 1, 2012 all ranges shall be increased by 2.5%.
- Effective July 1, 2013 all ranges shall be increased by 2.5%.
- Effective July 1, 2014 all ranges shall be increased by 2.5%.
- Effective July 1, 2015 all ranges shall be increased by 2%.
- Effective July 1, 2016 all ranges shall be increased by 2%.

6.1 Re-openers

The parties agree to re-open the contract to discuss pay items if any of the following conditions are met:

1. If as of July 1, 2015, the City’s employer rate for CalPERS exceeds a 6% increase above the July 1, 2013 rate, or
2. If the City’s assessed valuation falls below or exceeds the ranges below for any given year of the contract:

Year	Measurement Date	Fiscal Model Projections	Lower end of range	Upper end of range
13/14	July 1, 2013	5,486,000,000	5,267,000,000	5,870,000,000
14/15	July 1, 2014	5,541,000,000	5,264,000,000	5,984,000,000
15/16	July 1, 2015	5,694,000,000	5,352,000,000	6,206,000,000
16/17	July 1, 2016	5,880,000,000	5,468,000,000	6,468,000,000

The Fiscal Model Projections are from the 2011/12 - 20/21 Fiscal Model as received by the City Council on March 27, 2012. These projections were a key factor in determining funding availability for the five year salary package listed in Attachment “A”. As such, the

City wishes to retain the ability to re-open the contract should the actual assessed valuation, as of the "Measurement Date", fall below "the Lower end of range" shown above. The "Lower end of range" has been calculated as 4% below the Fiscal Model assessed valuation projection for FY 13/14; 5% below the projection for FY 14/15; 6% below for 15/16 and 7% below for 16/17.

Conversely, the City also wishes to allow the bargaining groups to re-open if assessed valuation figures exceed the projections to the point that they exceed the "Upper end of range" in the above chart. The "Upper end of range" has been calculated as 7% above the Fiscal Model assessed valuation projection for FY 13/14; 8% above the projection for FY 14/15; 9% above for 15/16 and 10% above for 16/17.

The percentage of variance needed to trigger a re-open under the "Upper end of range" is greater than under the "Lower end of range" in recognition of the fact that the City's Fiscal Model, even after incorporating the financial impacts from labor negotiations, is still projecting annual operating deficits.

6.2 Retroactivity

In the event this MOU was not approved by City Council prior to July 1, 2012, the July 1, 2012, salary increase described above will be provided to employees retroactively to July 1, 2012.

SECTION 7 Hours of Work and Flexibility of Schedule

7.1 Standard Workday

While the standard workday for most non-sworn employees will be eight (8) hours per day, the eight (8) hour schedule is intended to be flexible in nature with pre-approval of the Department Director and consistent with wage and hour legal requirements, with the employees having the option of starting before 8:00 a.m., working after 5:00 p.m., taking a half-hour non-paid duty-free lunch break, any combination of the above or other option.

7.2 Non-sworn employees at Brentwood Police Department

Non-sworn employees of the Brentwood Police Department are subject to shift work, including nights and weekends, as assigned by the Chief of Police. Shift plans, as determined by the Chief of Police, may include, but are not limited to, five/eights, four/tens, nine/eighty, or a three/twelve combination plan. Hours worked in excess of assigned workday hours shall be considered overtime and shall be compensated at time and one-half. When practical, a one (1) month notice will be given prior to changing shifts.

Shift assignments and shift hours, as well as any rotations or changes, will be at the discretion of the Chief of Police. A shift differential of three percent (3%) of base salary will be paid to non-sworn employees of the Brentwood Police Department for the regularly assigned hours worked, other than overtime, between 2100 and 0700 hours the following day for swing shift and graveyard shift.

Employees of the Brentwood Police Department classified as Police Records Clerk I or II shall:

- Select shifts on the basis of seniority (date of hire) as follows:
 - The person with the greatest seniority will choose the available shift he/she desires. The person who is second in seniority will then choose from the remaining available shifts. This method of available shift selection continues in the same consecutive seniority manner.

Each shift selection consists of an approximate four (4) month period.

- Nothing herein shall be construed to prevent the temporary reassignment or restructuring of shifts due to circumstances that include, but are not limited to, illness, vacation, training, staff shortage or other special condition, provided that such change(s) shall only be for the duration reasonably necessary to address the circumstances giving rise to the modification(s).

SECTION 8 Compensatory Time

Overtime will be accumulated for any time worked in excess of an assigned work shift or forty (40) hours per regularly scheduled work week. Overtime is earned in fifteen (15) minute increments. All overtime shall be accumulated on a time and one-half (1 ½) basis and paid in wages or in the form of compensatory time off as requested by the employee and approved by the Department Director or designee. In the event of a dispute, the Department Director's decision shall be final. There will be no minimum requirements for compensatory time held "on the books", but the maximum any employee may accumulate is sixty (60) hours.

8.1 Exception

Employees occupying the classifications of Community Service Officer as of July 1, 2012, may accrue a maximum amount of eighty (80) hours compensatory time.

SECTION 9 Call Out Pay

In the event an employee is called back to work after leaving the workplace at quitting time, the employee shall be compensated at time and one-half, starting from the time he/she reports to the workplace, for a minimum of two (2) hours, or the amount of time worked, whichever is greater. If an employee is called to report to work before his/her regular work time, any time worked up to that regular work time, starting from the time he/she reports to the workplace, shall be compensated at time and one-half.

The City shall pay a minimum three (3) hour call out (at time and one-half) between the hours of 12:00 a.m. and 5:00 a.m.

SECTION 10 Spanish Bilingual Pay

The City shall pay \$600 per year, payable monthly, to individuals that are fluent in the Spanish language. The determination of the employee's fluency shall be by a mutually agreed upon procedure.

SECTION 11 Uniform Allowance - Police Department Employees

The City shall pay \$500 annual Uniform Allowance for each of its uniformed members working in the Police Department. Uniform Allowance will be paid through payroll as follows: The first payroll each October and April will include half of the annual uniform allowance (less applicable taxes).

11.1 Exception

Employees occupying the classifications of Community Service Officer shall receive \$1,000 annual Uniform Allowance. The form of payment shall be as described above.

SECTION 12 Holidays

As provided in the Personnel Rules and Regulations, Rule 10, full-time and part-time regular and probationary employees receive holiday pay. In order for an employee to receive compensation for a holiday, the employee must be in a pay status (working, vacation, sick leave, worker's compensation, scheduled day off) the day prior to and the day following the holiday.

Holidays will be observed by the City as follows:

- | | |
|---|--|
| 1) January 1 (New Year's Day) | 7) Veteran's Day (Observed) |
| 2) Martin Luther King Jr.'s Birthday (Observed) | 8) Thanksgiving Day |
| 3) Presidents' Day (Observed) | 9) The Friday following Thanksgiving Day |
| 4) Memorial Day | 10) December 24 |
| 5) July 4, Independence Day | 11) December 25 |
| 6) Labor Day | 12) December 31 |
| | 13) Two Floating Holidays (Personal Days) based upon Employment on January 1st |

Generally, as determined by the City, when a holiday falls on a Saturday, it shall be observed on the preceding Friday. When a holiday falls on a Sunday, it shall generally be observed on the following Monday. If the preceding Friday or succeeding Monday is also a holiday, then the holiday is observed on the next preceding or succeeding work day as determined by the City.

SECTION 13 Vacation

13.1 Vacation Accrual for New Employees

No employee who has served less than six (6) months shall be eligible to use their vacation credits regardless of their accrual during the initial six (6) months of employment. However, upon completion of six (6) months of service, the employee will then be eligible to use accrued vacation hours.

13.2 Vacation Accrual

Employees are subject to the following vacation accrual schedule:

<u>Years Employed</u>	<u>Monthly Accrual</u>
0 - 3 years	7.33 hours (11 days annual)
3 - 7 years	10.67 hours (16 days annual)
7 - 12 years	14.00 hours (21 days annual)
12 years+	17.33 hours (26 days annual)

13.2.1 Exception

Employees occupying the classifications of Community Service Officer as of July 1, 2012 are subject to the following vacation accrual schedule:

<u>Years Employed</u>	<u>Monthly Accrual</u>
0 - 5 years	10.67 hours (16 days annual)
5 - 10 years	14.00 hours (21 days annual)
10 years +	17.33 hours (26 days annual)

Vacation accrual shall begin with the first hour of work. Vacation shall accrue on the basis of regular hours on payroll status and shall not accrue to overtime worked. Vacation accrual is capped at no more than eighteen (18) months of vacation accrual at any time. Upon reaching the vacation accrual cap the employee will cease to accrue vacation until the balance is below the accrual cap.

Regular employees who work fifty percent (50%) of full-time or more shall accrue vacation credits in proportion to their time worked.

Council/Administrative Policy No. 20-9 Vacation Buy-Back, establishes eligibility requirements for employees to receive cash in-lieu of time off for accrued vacation.

SECTION 14 Longevity Incentive Plan

14.1 Longevity Earned

The City recognizes employees that make a commitment to continue their employment long-term. After each five (5) year period of continuous, full-time employment, a regular employee shall receive forty (40) hours of bonus vacation time posted to their vacation accrual balance, up to the vacation accrual cap.

14.2 Non-Recurring Leave

The bonus week of vacation shall not increase the employee's vacation accrual rate. The forty (40) hours of vacation is a one (1) time bonus for the year in which it is earned through the employee's length of service.

SECTION 15 Sick Leave

Regular and probationary employees earn sick leave at the rate of eight (8) hours per month. Sick leave is accrued on the basis of hours worked, therefore regular and probationary employees who work fifty percent (50%) of full-time or more shall accrue sick leave credits in proportion to their time worked. Unused sick leave shall accumulate from year to year. Sick leave usage shall be used only in the case of necessity of actual sickness

or disability. Sick leave may not be used before it is earned. Sick leave may be used for medical and dental appointments. See Personnel Rules/Regulations, Rule 10, Section 10.3 for more details that apply to the accrual and use of sick leave.

SECTION 16 Health Insurance

16.1 City Contribution

The City shall provide medical coverage for employees. Employees of this Association will receive a City contribution each month towards their medical insurance premium as follows:

For employees hired prior to July 1, 2012

The maximum medical premium amount paid by the City shall be \$1,226.63 until such time that the Kaiser employee only rate exceeds this amount. At that time, the maximum medical premium amount paid by the City shall equal the Kaiser employee only rate. At no time shall the maximum medical premium amount paid by the City be less than the Kaiser employee only rate.

For employees hired on or after July 1, 2012

The maximum medical premium amount paid by the City shall be equal to the Kaiser employee only rate, which has been established as \$610.44 per month as of July 1, 2012. The City shall increase the maximum medical premium amount to fully cover all increases in the Kaiser employee only rate so that at no time shall the maximum medical premium amount paid by the City be less than the Kaiser employee only rate.

16.2 Employee Contribution

The employees shall agree to pay any excess premium costs through a pre-tax payroll deduction for the employee chosen plan, unless the IRS tax code changes. The parties agree that if in any year of the contract, the City is notified that the Kaiser Full Family medical insurance premium is due to increase more than 7.5% above the prior year's premium, the parties will meet to discuss possible cost neutral options to the City to mitigate the impact to the employees. Any such discussion does not impose an obligation upon the City to "meet and confer in good faith" as those terms are defined in the Meyers-Milias-Brown Act and/or City Employer-Employee Relations Resolution.

16.3 Retiree Medical Coverage

Retiree medical is available through the CalPERS Health Benefits Plan. Employees must be vested with CalPERS and retire from the City of Brentwood within the timeline set by CalPERS to be eligible to receive the retiree medical benefit.

For existing retirees and employees retired prior to July 1, 2012:

The maximum premium amount paid by the City shall be \$1,226.63. All increases in full family Kaiser will be split 70% (city) - 30% (retiree) with the retiree until the Kaiser employee plus one dependent premium level is reached. From that time forward, the City's contribution rate shall equal the Kaiser employee plus one dependent rate.

For current employees hired prior to July 1, 2012:

The previously enacted second tier for those employees hired after August 1, 2004 (CalPERS Vesting Plan) shall be eliminated and no distinction of hire date shall be made for retiree medical purposes for any employee hired before July 1, 2012. The maximum premium amount paid by the City for an employee retiring on or after July 1, 2012 shall be equal to the maximum medical premium amount established in "Health Insurance" section above. This maximum amount includes the PEMCHA minimum (currently \$112/month). Retirees shall be responsible for payment of any excess premium costs due CalPERS. The payment method of the excess premium will be prescribed by CalPERS. Annual adjustments to this rate shall also be consistent with the adjustments outlined in the "Health Insurance" section above.

For employees hired on or after July 1, 2012:

The maximum premium amount paid by the City for an employee retiring on or after July 1, 2012 shall be equal to the PEMCHA minimum amount, currently \$112 per month. Retirees shall be responsible for payment of any excess premium costs due CalPERS. The payment method of excess premium will be prescribed by CalPERS. The City shall increase the maximum medical premium amount to match the PEMCHA minimum amount in compliance with the required PEMCHA minimum amount.

16.4 Cash In-Lieu of Medical Coverage

Employees that have medical coverage by some other means, for example through a spouse, may elect to receive cash equivalent to the Kaiser Employee Only premium, after they provide proof of such medical coverage to the Human Resources Division. Upon the loss of such coverage, employees shall notify the Human Resources Division and shall enroll in one of the medical benefit plans offered by the City.

SECTION 17 Dental Insurance

The City shall pay the premium for dental coverage for all full-time personnel and their family. In the event that during the period of the MOU, the premiums required to maintain the current level of dental benefits are increased, the City shall pay such increased premium amounts.

SECTION 18 Vision Insurance

The City shall pay the premium for vision coverage through Vision Services Plan (VSP) that provides vision care services through participating providers. This applies to all full-time personnel and their family. In the event that during the period of the MOU, the premiums required to maintain the current level of vision benefits are increased, the City shall pay such increased premium amounts.

SECTION 19 Flexible Benefit Plan

Employees in this Association may voluntarily participate in the Flexible Benefit Plan. The plan allows employees to receive nontaxable benefits in exchange for a reduction in taxable compensation.

SECTION 20 Life Insurance

The City shall pay the premium for \$20,000 of term life insurance with \$40,000 accidental death & dismemberment coverage for all members of this Association.

20.1 Exception

Employees occupying the classifications of Community Service Officer have \$100,000 accidental death & dismemberment coverage.

SECTION 21 Disability Insurance

The City shall contribute one hundred percent (100%) of premiums for Disability Insurance with a twenty-nine (29) day waiting period. Employees may use accrued vacation, sick leave or compensatory time off pay during the twenty-nine (29) day waiting period until the Disability benefit begins. Once the employee becomes eligible for the Disability benefit, other time off benefits may be utilized as allowed by the insurance plan.

SECTION 22 Retirement Plan

22.1 Tier 1 - All members of this Association as of September 30, 2010, shall be members of the California Public Employees' Retirement System (CalPERS) Miscellaneous Employees' Retirement Plan 2.7% at age 55 and receive the following Optional Benefits:

- Section 20042 One-Year Final Compensation. The twelve (12) highest paid consecutive months.
- Section 20965 Credit for Unused Sick Leave. Unused accrued sick leave remaining at time of retirement may be converted to additional service credit.
- Section 21024 Military Service Credit as Public Service, Statutes of 1976. Employees electing this option are fully responsible for any costs associated with the election of this benefit.
- Section 21335 5% Cost-of-Living Allowance, base year 2001, for miscellaneous members and local police members only.
- Section 21573 Third Level of 1959 Survivor Benefits. Applies to eligible survivors of a member that dies during employment.

All benefits included in the City retirement plan under CalPERS effective September 30, 2010, shall be maintained during the life of the contract.

22.1.1 Effective July 1, 2012, Association members hired before the effective date of Tier 2 Retirement Plan 2% at age 60 described in section 22.2 below, will contribute four percent (4%) of the eight percent (8%) pre-tax, per pay period, Employee Contribution amount. Effective July 1, 2013 the contribution paid by employees will increase by two additional percent (2%) for a total of six percent (6%) of the Employee Contribution. Effective July 1, 2014, employees will contribute the entire eight percent (8%) of the Employee Contribution.

22.1.1.2 Exception

Community Service Officers hired before October 1, 2010 shall contribute two percent (2%) of the employee contribution amount effective July 1, 2012. Effective July 1, 2013, Community Service Officers hired before October 1, 2010 shall contribute four percent (4%) of the employee contribution. Effective July 1, 2014, Community Service Officers hired before October 1, 2010 shall contribute six percent (6%) of the employee contribution and effective July 1, 2015, Community Service Officers hired before October 1, 2010 shall contribute the full eight percent (8%) employee contribution.

22.2 Tier 2 - Members of this Association hired after the effective date of Tier 2 (October 1, 2010), shall be members of the California Public Employees' Retirement System (CalPERS) Miscellaneous Employees' Retirement Plan 2% at age 60 and receive the following Optional Benefits:

- Section 20965 Credit for Unused Sick Leave. Unused accrued sick leave remaining at time of retirement may be converted to additional service credit.

Section 21024 Military Service Credit as Public Service, Statutes of 1976. Employees electing this option are fully responsible for any costs associated with the election of this benefit.

Section 21573 Third Level of 1959 Survivor Benefits. Applies to eligible survivors of a member that dies during employment.

The retirement benefit will be calculated on a consecutive thirty-six (36) month period and the Cost of Living Allowance will be the base amount provided by CalPERS.

22.2.1 Association members hired after September 30, 2010 will pay the entire seven percent (7%) Employee Contribution, pre-tax each pay period for all wages that are CalPERS reportable.

For additional benefit information, please refer to the Council/Administrative Policies, Section 20.

For a complete list of employee benefits for members of this Association, please refer to the City's Intranet under Employee Information, Employee Benefits.

SECTION 23 Severability of Provisions

If any provision of this MOU should be found to be invalid, unlawful or unenforceable by reason of any existing or subsequently enacted legislation or voter initiative or by judicial authority, all other provisions of this MOU shall remain in full force and effect for the duration of this MOU. In the event of invalidation of any provision, the City and this Association agree to meet within thirty (30) days for the purpose of meeting and conferring with respect to such invalidation.

SECTION 24 Scope of Agreement

Except as otherwise specifically provided herein, the parties agree that this MOU fully and completely incorporates the understanding of the parties hereto and constitutes the sole and entire agreement between the parties on any and all matters subject to meeting and conferring. Neither party shall, during the term of this MOU, demand any change therein, nor shall either party be required to negotiate with respect to any matter; provided that nothing herein shall prohibit the parties from changing the terms of this MOU by mutual agreement. Such agreement shall be in writing and is subject to approval by the City Council.

SECTION 25 Duration

This MOU shall be effective July 1, 2012 except for those provisions of the MOU which have been assigned other effective dates as hereinabove set forth and shall remain in full force and effect to and including June 30, 2017 and shall continue thereafter from year to year unless at least sixty (60) days prior to July 1, 2017 or to July 1st of any subsequent year, either party shall file written notice with the other of its desire to amend, modify or terminate this MOU.

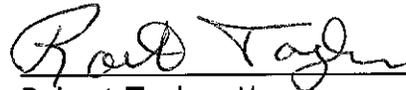
IN WITNESS WHEREOF the parties have executed this MOU this.

MISCELLANEOUS OFFICE
EMPLOYEE ASSOCIATION

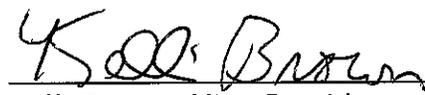
CITY OF BRENTWOOD



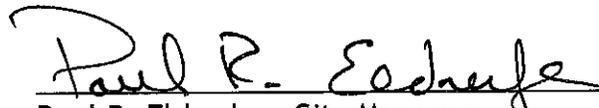
Lori Sanders, President



Robert Taylor, Mayor



Kelli Brown, Vice-President



Paul R. Eldredge, City Manager

"Attachment A"

	7/1/11 Hourly Rates 2011/2012 Salary Plan (with 2.5% salary inc.)					7/1/12 Hourly Rates 2012/2013 Salary Plan (with 2.5% salary inc.)					7/1/13 Hourly Rates 2013/2014 Salary Plan (with 2.5% salary inc.)					7/1/14 Hourly Rates 2014/2015 Salary Plan (with 2.5% salary inc.)					7/1/15 Hourly Rates 2015/2016 Salary Plan (with 2% salary inc.)					7/1/16 Hourly Rates 2016/2017 Salary Plan (with 2% salary inc.)																																																															
Miscellaneous Office Employees																																																																																									
Accounting Assistant I																																																																																									
A	20.64	3,577.74	A	21.16	3,667.18	A	21.69	3,758.86	A	22.23	3,852.83	A	22.67	3,929.89	A	23.13	4,008.49	B	21.67	3,756.28	B	22.21	3,850.54	B	22.77	3,946.80	B	23.34	4,045.47	B	23.81	4,126.38	B	24.28	4,208.91	C	22.75	3,943.49	C	23.33	4,043.07	C	23.91	4,144.14	C	24.51	4,247.75	C	25.00	4,332.70	C	25.50	4,419.36	D	23.89	4,141.09	D	24.49	4,245.22	D	25.10	4,351.35	D	25.73	4,460.13	D	26.25	4,549.34	D	26.77	4,640.32	E	25.08	4,347.37	E	25.72	4,457.48	E	26.36	4,568.92	E	27.02	4,683.14	E	27.56	4,776.80	E	28.11	4,872.34
Accounting Assistant II																																																																																									
A	22.75	3,943.49	A	23.33	4,043.07	A	23.91	4,144.14	A	24.51	4,247.75	A	25.00	4,332.70	A	25.50	4,419.36	B	23.89	4,141.09	B	24.49	4,245.22	B	25.10	4,351.35	B	25.73	4,460.13	B	26.25	4,549.34	B	26.77	4,640.32	C	25.08	4,347.37	C	25.72	4,457.48	C	26.36	4,568.92	C	27.02	4,683.14	C	27.56	4,776.80	C	28.11	4,872.34	D	26.33	4,564.04	D	27.00	4,680.36	D	27.68	4,797.36	D	28.37	4,917.30	D	28.94	5,015.64	D	29.52	5,115.96	E	27.65	4,792.85	E	28.35	4,914.37	E	29.06	5,037.23	E	29.79	5,163.16	E	30.38	5,266.43	E	30.99	5,371.76
Accounting Specialist																																																																																									
A	30.08	5,214.07	A	30.83	5,343.90	A	31.60	5,477.50	A	32.39	5,614.44	A	33.04	5,726.73	A	33.70	5,841.26	B	31.58	5,474.08	B	32.37	5,611.10	B	33.18	5,751.38	B	34.01	5,895.16	B	34.69	6,013.06	B	35.38	6,133.32	C	33.16	5,747.95	C	33.99	5,891.65	C	34.84	6,038.94	C	35.71	6,189.92	C	36.43	6,313.72	C	37.15	6,439.99	D	34.82	6,035.70	D	35.69	6,186.24	D	36.58	6,340.89	D	37.50	6,499.41	D	38.25	6,629.40	D	39.01	6,761.99	E	36.56	6,337.31	E	37.47	6,495.55	E	38.41	6,657.94	E	39.37	6,824.38	E	40.16	6,960.87	E	40.96	7,100.09
Accounting Technician																																																																																									
A	26.18	4,538.04	A	26.83	4,650.94	A	27.50	4,767.21	A	28.19	4,886.39	A	28.75	4,984.12	A	29.33	5,083.80	B	27.49	4,765.12	B	28.17	4,883.48	B	28.88	5,005.57	B	29.60	5,130.71	B	30.19	5,233.32	B	30.80	5,337.99	C	28.86	5,002.59	C	29.58	5,127.66	C	30.32	5,255.85	C	31.08	5,387.24	C	31.70	5,494.99	C	32.34	5,604.89	D	30.30	5,252.20	D	31.06	5,384.04	D	31.84	5,518.64	D	32.63	5,656.61	D	33.29	5,769.74	D	33.95	5,895.13	E	31.82	5,515.68	E	32.61	5,653.24	E	33.43	5,794.57	E	34.27	5,939.44	E	34.95	6,056.23	E	35.65	6,179.39
Administrative Assistant I																																																																																									
A	19.54	3,387.06	A	20.03	3,471.74	A	20.53	3,558.53	A	21.04	3,647.50	A	21.46	3,720.45	A	21.89	3,794.86	B	20.52	3,556.94	B	21.03	3,645.33	B	21.56	3,736.46	B	22.10	3,829.87	B	22.54	3,906.47	B	22.99	3,984.60	C	21.55	3,735.48	C	22.08	3,827.59	C	22.63	3,923.28	C	23.20	4,021.37	C	23.66	4,101.79	C	24.14	4,183.83	D	22.63	3,922.68	D	23.19	4,018.97	D	23.77	4,119.45	D	24.36	4,222.43	D	24.85	4,308.88	D	25.34	4,393.02	E	23.76	4,118.56	E	24.35	4,219.92	E	24.95	4,325.42	E	25.58	4,433.56	E	26.09	4,522.23	E	26.61	4,612.67
Administrative Assistant II																																																																																									
A	21.55	3,735.48	A	22.08	3,827.59	A	22.63	3,923.28	A	23.20	4,021.37	A	23.66	4,101.79	A	24.14	4,183.83	B	22.63	3,922.68	B	23.19	4,018.97	B	23.77	4,119.45	B	24.36	4,222.43	B	24.85	4,306.88	B	25.34	4,393.02	C	23.76	4,118.56	C	24.35	4,219.92	C	24.95	4,325.42	C	25.58	4,433.56	C	26.09	4,522.23	C	26.61	4,612.67	D	24.95	4,324.83	D	25.56	4,430.92	D	26.20	4,541.69	D	26.86	4,655.23	D	27.39	4,748.34	D	27.94	4,843.30	E	26.20	4,541.51	E	26.84	4,652.46	E	27.51	4,768.78	E	28.20	4,887.99	E	28.76	4,985.75	E	29.34	5,085.47
Administrative Secretary																																																																																									
A	24.95	4,324.83	A	25.56	4,430.92	A	26.20	4,541.69	A	26.86	4,655.23	A	27.39	4,748.34	A	27.94	4,843.30	B	26.20	4,541.51	B	26.84	4,652.46	B	27.51	4,768.78	B	28.20	4,887.99	B	28.76	4,985.75	B	29.34	5,085.47	C	27.51	4,768.58	C	28.18	4,885.09	C	28.89	5,007.21	C	29.61	5,132.39	C	30.20	5,235.04	C	30.81	5,339.74	D	28.89	5,007.79	D	29.59	5,129.34	D	30.33	5,257.57	D	31.09	5,389.01	D	31.71	5,496.79	D	32.35	5,606.73	E	30.33	5,257.40	E	31.07	5,385.81	E	31.85	5,520.45	E	32.64	5,658.47	E	33.30	5,771.63	E	33.96	5,887.07

"Attachment A"

	7/1/11 Hourly Rates 2011/2012 Salary Plan (with 2.5% salary inc.)	7/1/12 Hourly Rates 2012/2013 Salary Plan (with 2.5% salary inc.)	7/1/13 Hourly Rates 2013/2014 Salary Plan (with 2.5% salary inc.)	7/1/14 Hourly Rates 2014/2015 Salary Plan (with 2.5% salary inc.)	7/1/15 Hourly Rates 2015/2016 Salary Plan (with 2% salary inc.)	7/1/16 Hourly Rates 2016/2017 Salary Plan (with 2% salary inc.)							
Administrative Supervisor	A	27.44	4,756.45	28.12	4,874.94	28.83	4,996.82	29.55	5,121.74	30.14	5,224.17	30.74	5,328.65
	B	28.81	4,993.93	29.53	5,118.69	30.27	5,246.66	31.03	5,377.82	31.65	5,485.38	32.28	5,595.09
	C	30.25	5,243.54	31.01	5,374.62	31.78	5,508.99	32.58	5,646.71	33.23	5,759.65	33.89	5,874.84
	D	31.76	5,505.28	32.56	5,643.35	33.37	5,784.44	34.21	5,929.05	34.89	6,047.63	35.59	6,168.58
	E	33.35	5,780.89	34.19	5,925.52	35.04	6,073.66	35.92	6,225.50	36.63	6,350.01	37.37	6,477.01
Building Inspector I	A	31.80	5,512.21	32.60	5,660.02	33.41	5,791.27	34.25	5,936.05	34.93	6,054.77	35.63	6,175.87
	B	33.39	5,787.82	34.23	5,932.52	35.08	6,080.83	35.96	6,232.85	36.68	6,357.51	37.41	6,484.66
	C	35.06	6,077.30	35.94	6,229.14	36.84	6,384.87	37.76	6,544.49	38.51	6,675.38	39.28	6,808.89
	D	36.81	6,380.65	37.73	6,540.60	38.68	6,704.12	39.64	6,871.72	40.44	7,009.15	41.25	7,149.34
	E	38.65	6,699.59	39.62	6,867.63	40.61	7,039.32	41.63	7,215.31	42.46	7,359.61	43.31	7,506.80
Building Inspector II	A	35.06	6,077.30	35.94	6,229.14	36.84	6,384.87	37.76	6,544.49	38.51	6,675.38	39.28	6,808.89
	B	36.81	6,380.65	37.73	6,540.60	38.68	6,704.12	39.64	6,871.72	40.44	7,009.15	41.25	7,149.34
	C	38.65	6,699.59	39.62	6,867.63	40.61	7,039.32	41.63	7,215.31	42.46	7,359.61	43.31	7,506.80
	D	40.58	7,034.14	41.60	7,211.01	42.64	7,391.29	43.71	7,576.07	44.58	7,727.59	45.47	7,882.14
	E	42.61	7,386.02	43.68	7,571.56	44.77	7,760.85	45.89	7,954.87	46.81	8,113.97	47.75	8,276.25
Code Enforcement Officer I	A	29.81	5,167.27	30.56	5,296.45	31.32	5,428.86	32.10	5,564.58	32.75	5,675.87	33.40	5,789.39
	B	31.30	5,425.54	32.08	5,561.27	32.89	5,700.30	33.71	5,842.81	34.38	5,959.66	35.07	6,078.86
	C	32.86	5,695.95	33.69	5,839.33	34.53	5,985.32	35.39	6,134.95	36.10	6,257.65	36.82	6,382.80
	D	34.50	5,980.23	35.37	6,131.30	36.26	6,284.58	37.16	6,441.70	37.91	6,570.53	38.67	6,701.94
	E	36.23	6,280.11	37.14	6,437.86	38.07	6,598.81	39.02	6,763.78	39.80	6,899.06	40.60	7,037.04
Code Enforcement Officer II	A	32.86	5,695.95	33.69	5,839.33	34.53	5,985.32	35.39	6,134.95	36.10	6,257.65	36.82	6,382.80
	B	34.50	5,980.23	35.37	6,131.30	36.26	6,284.58	37.16	6,441.70	37.91	6,570.53	38.67	6,701.94
	C	36.23	6,280.11	37.14	6,437.86	38.07	6,598.81	39.02	6,763.78	39.80	6,899.06	40.60	7,037.04
	D	38.04	6,593.85	39.00	6,759.76	39.97	6,928.75	40.97	7,101.97	41.79	7,244.01	42.63	7,388.89
	E	39.94	6,923.20	40.95	7,097.75	41.97	7,275.19	43.02	7,457.07	43.88	7,606.21	44.76	7,758.33
Community Development Specialist	A	34.71	6,016.63	35.58	6,167.41	36.47	6,321.59	37.38	6,479.63	38.13	6,609.22	38.89	6,741.41
	B	36.45	6,318.24	37.36	6,475.78	38.29	6,637.67	39.25	6,803.61	40.04	6,939.68	40.84	7,078.48
	C	38.27	6,633.72	39.23	6,799.56	40.21	6,969.55	41.21	7,143.79	42.04	7,286.67	42.88	7,432.40
	D	40.18	6,984.80	41.19	7,139.54	42.22	7,318.03	43.27	7,500.98	44.14	7,651.00	45.02	7,804.02
	E	42.19	7,313.21	43.25	7,496.52	44.33	7,683.93	45.44	7,876.03	46.35	8,033.55	47.27	8,194.22
Community Development Technician	A	28.69	4,973.12	29.41	5,097.34	30.14	5,224.77	30.90	5,355.39	31.51	5,462.50	32.14	5,571.75
	B	30.12	5,221.00	30.88	5,352.20	31.65	5,486.01	32.44	5,623.16	33.09	5,735.62	33.75	5,850.33
	C	31.63	5,482.74	32.42	5,619.81	33.23	5,760.31	34.06	5,904.32	34.74	6,022.40	35.44	6,142.85
	D	33.21	5,756.62	34.04	5,900.80	34.89	6,048.32	35.77	6,199.53	36.48	6,323.52	37.21	6,449.99
	E	34.87	6,044.37	35.75	6,195.84	36.64	6,350.74	37.55	6,509.51	38.31	6,639.70	39.07	6,772.49

"Attachment A"

	7/1/11 Hourly Rates 2011/2012 Salary Plan (with 2.5% salary inc.)					7/1/12 Hourly Rates 2012/2013 Salary Plan (with 2.5% salary inc.)					7/1/13 Hourly Rates 2013/2014 Salary Plan (with 2.5% salary inc.)					7/1/14 Hourly Rates 2014/2015 Salary Plan (with 2.5% salary inc.)					7/1/15 Hourly Rates 2015/2016 Salary Plan (with 2% salary inc.)					7/1/16 Hourly Rates 2016/2017 Salary Plan (with 2% salary inc.)																																																																
Community Service Officer I	A	22.61	3,919.22	A	23.18	4,017.20	A	23.76	4,117.63	A	24.35	4,220.57	A	24.84	4,304.98	A	25.33	4,391.08	B	23.74	4,115.09	B	24.33	4,218.06	B	24.94	4,323.51	B	25.57	4,431.60	B	26.08	4,520.23	B	26.60	4,610.63	C	24.93	4,321.37	C	25.55	4,428.96	C	26.19	4,539.68	C	26.85	4,653.18	C	27.38	4,746.24	C	27.93	4,841.17	D	26.18	4,538.04	D	26.83	4,650.41	D	27.50	4,766.67	D	28.19	4,885.84	D	28.75	4,983.55	D	29.33	5,083.22	E	27.49	4,765.12	E	28.17	4,882.93	E	28.88	5,005.00	E	29.60	5,130.13	E	30.19	5,232.73	E	30.79	5,337.38
Community Service Officer II	A	24.93	4,321.37	A	25.55	4,428.96	A	26.19	4,539.68	A	26.85	4,653.18	A	27.38	4,746.24	A	27.93	4,841.17	B	26.18	4,538.04	B	26.83	4,650.41	B	27.50	4,766.67	B	28.19	4,885.84	B	28.75	4,983.55	B	29.33	5,083.22	C	27.49	4,765.12	C	28.17	4,882.93	C	28.88	5,005.00	C	29.60	5,130.13	C	30.19	5,232.73	C	30.79	5,337.38	D	28.86	5,002.59	D	29.58	5,127.08	D	30.32	5,255.25	D	31.08	5,386.63	D	31.70	5,494.37	D	32.33	5,604.25	E	30.30	5,252.20	E	31.06	5,383.43	E	31.83	5,518.02	E	32.63	5,655.97	E	33.28	5,769.08	E	33.95	5,884.47
Construction Inspector I	A	31.80	5,512.21	A	32.60	5,650.02	A	33.41	5,791.27	A	34.25	5,936.05	A	34.93	6,054.77	A	35.63	6,175.87	B	33.39	5,787.82	B	34.23	5,932.52	B	35.06	6,080.83	B	35.96	6,232.85	B	36.68	6,357.51	B	37.41	6,484.66	C	35.06	6,077.30	C	35.94	6,229.14	C	36.84	6,384.87	C	37.76	6,544.49	C	38.51	6,675.38	C	39.28	6,808.89	D	36.81	6,380.65	D	37.73	6,540.60	D	38.68	6,704.12	D	39.64	6,871.72	D	40.44	7,009.15	D	41.25	7,149.34	E	38.65	6,699.59	E	39.62	6,867.63	E	40.61	7,039.32	E	41.63	7,215.31	E	42.46	7,359.61	E	43.31	7,506.80
Construction Inspector II	A	35.06	6,077.30	A	35.94	6,229.14	A	36.84	6,384.87	A	37.76	6,544.49	A	38.51	6,675.38	A	39.28	6,808.89	B	36.81	6,380.65	B	37.73	6,540.60	B	38.68	6,704.12	B	39.64	6,871.72	B	40.44	7,009.15	B	41.25	7,149.34	C	38.65	6,699.59	C	39.62	6,867.63	C	40.61	7,039.32	C	41.63	7,215.31	C	42.46	7,359.61	C	43.31	7,506.80	D	40.58	7,034.14	D	41.60	7,211.01	D	42.64	7,391.29	D	43.71	7,576.07	D	44.58	7,727.59	D	45.47	7,882.14	E	42.61	7,386.02	E	43.68	7,571.56	E	44.77	7,760.85	E	45.89	7,954.87	E	46.81	8,113.97	E	47.75	8,276.25
Engineering Services Specialist	A	36.84	6,385.85	A	37.76	6,544.51	A	38.70	6,708.12	A	39.67	6,875.82	A	40.46	7,013.34	A	41.27	7,153.61	B	38.68	6,704.79	B	39.64	6,871.73	B	40.64	7,043.53	B	41.65	7,219.62	B	42.48	7,364.01	B	43.33	7,511.29	C	40.61	7,039.34	C	41.63	7,215.32	C	42.67	7,395.70	C	43.73	7,580.60	C	44.61	7,732.21	C	45.50	7,886.85	D	42.64	7,391.22	D	43.71	7,576.09	D	44.80	7,765.49	D	45.92	7,959.63	D	46.84	8,118.82	D	47.78	8,281.20	E	44.77	7,760.43	E	45.89	7,954.89	E	47.04	8,153.76	E	48.22	8,357.61	E	49.18	8,524.76	E	50.16	8,695.25
Engineering Technician	A	32.03	5,552.08	A	32.83	5,690.39	A	33.65	5,832.65	A	34.49	5,978.46	A	35.18	6,098.03	A	35.88	6,219.99	B	33.63	5,829.42	B	34.47	5,974.91	B	35.33	6,124.28	B	36.22	6,277.39	B	36.94	6,402.93	B	37.68	6,530.99	C	35.31	6,120.64	C	36.19	6,273.65	C	37.10	6,430.49	C	38.03	6,591.25	C	38.79	6,723.08	C	39.56	6,857.54	D	37.08	6,427.45	D	38.00	6,587.33	D	38.95	6,752.02	D	39.93	6,920.82	D	40.73	7,059.23	D	41.54	7,200.42	E	38.93	6,748.13	E	39.90	6,916.70	E	40.90	7,089.62	E	41.92	7,266.86	E	42.76	7,412.20	E	43.62	7,560.44
Executive Assistant	A	30.17	5,229.67	A	30.92	5,360.02	A	31.70	5,494.02	A	32.49	5,631.37	A	33.14	5,744.00	A	33.80	5,858.88	B	31.68	5,491.41	B	32.47	5,628.02	B	33.28	5,768.72	B	34.11	5,912.94	B	34.80	6,031.20	B	35.49	6,151.82	C	33.26	5,755.29	C	34.09	5,909.42	C	34.95	6,057.16	C	35.82	6,208.59	C	36.54	6,332.76	C	37.27	6,459.41	D	34.92	6,053.03	D	35.80	6,204.89	D	36.69	6,360.01	D	37.61	6,519.01	D	38.36	6,649.39	D	39.13	6,782.38	E	36.67	6,356.38	E	37.59	6,515.14	E	38.53	6,678.01	E	39.49	6,844.96	E	40.28	6,981.86	E	41.09	7,121.50

"Attachment A"

	7/1/11 Hourly Rates 2011/2012 Salary Plan (with 2.5% salary inc.)	7/1/12 Hourly Rates 2012/2013 Salary Plan (with 2.5% salary inc.)	7/1/13 Hourly Rates 2013/2014 Salary Plan (with 2.5% salary inc.)	7/1/14 Hourly Rates 2014/2015 Salary Plan (with 2.5% salary inc.)	7/1/15 Hourly Rates 2015/2016 Salary Plan (with 2% salary inc.)	7/1/16 Hourly Rates 2016/2017 Salary Plan (with 2% salary inc.)
Finance/Special Projects Coordinator	A 31.99 B 33.59 C 35.27 D 37.03 E 38.88	A 32.79 B 34.43 C 36.15 D 37.96 E 39.86	A 33.61 B 35.29 C 37.06 D 38.91 E 40.86	A 34.45 B 36.17 C 37.98 D 39.88 E 41.88	A 35.14 B 36.90 C 38.74 D 40.68 E 42.71	A 35.84 B 37.64 C 39.52 D 41.49 E 43.57
Human Resources Assistant I	A 22.49 B 23.61 C 24.79 D 26.03 E 27.33	A 23.05 B 24.21 C 25.42 D 26.69 E 28.02	A 23.63 B 24.81 C 26.05 D 27.35 E 28.72	A 24.22 B 25.43 C 26.70 D 28.04 E 29.44	A 24.70 B 25.94 C 27.24 D 28.60 E 30.03	A 25.20 B 26.46 C 27.78 D 29.17 E 30.63
Human Resources Assistant II	A 24.79 B 26.03 C 27.33 D 28.70 E 30.14	A 25.42 B 26.69 C 28.02 D 29.42 E 30.89	A 26.05 B 27.35 C 28.72 D 30.16 E 31.67	A 26.70 B 28.04 C 29.44 D 30.91 E 32.46	A 27.24 B 28.60 C 30.03 D 31.53 E 33.11	A 27.78 B 29.17 C 30.63 D 32.16 E 33.77
Human Resources Specialist	A 31.99 B 33.59 C 35.27 D 37.03 E 38.88	A 32.79 B 34.43 C 36.15 D 37.96 E 39.86	A 33.61 B 35.29 C 37.06 D 38.91 E 40.86	A 34.45 B 36.17 C 37.98 D 39.88 E 41.88	A 35.14 B 36.90 C 38.74 D 40.68 E 42.71	A 35.84 B 37.64 C 39.52 D 41.49 E 43.57
Information Systems Technician	A 31.35 B 32.92 C 34.57 D 36.30 E 38.12	A 32.14 B 33.75 C 35.44 D 37.21 E 39.07	A 32.94 B 34.59 C 36.32 D 38.14 E 40.04	A 33.77 B 35.46 C 37.23 D 39.09 E 41.05	A 34.44 B 36.17 C 37.97 D 39.87 E 41.87	A 35.13 B 36.89 C 38.73 D 40.67 E 42.70
Parks Planning Technician Not Budgeted	A 28.69 B 30.12 C 31.63 D 33.21 E 34.87	A 29.41 B 30.88 C 32.42 D 34.04 E 35.75	A 30.14 B 31.65 C 33.23 D 34.89 E 36.64	A 30.90 B 32.44 C 34.06 D 35.77 E 37.55	A 31.51 B 33.09 C 34.74 D 36.48 E 38.31	A 32.14 B 33.75 C 35.44 D 37.21 E 39.07
Permit Services Specialist Not Budgeted	A 35.06 B 36.81 C 38.65 D 40.58 E 42.61	A 35.93 B 37.73 C 39.62 D 41.60 E 43.68	A 36.83 B 38.67 C 40.61 D 42.64 E 44.77	A 37.75 B 39.64 C 41.62 D 43.70 E 45.89	A 38.51 B 40.43 C 42.46 D 44.58 E 46.81	A 39.28 B 41.24 C 43.31 D 45.47 E 47.74

"Attachment A"

	7/1/11 Hourly Rates 2011/2012 Salary Plan (with 2.5% salary inc.)	7/1/12 Hourly Rates 2012/2013 Salary Plan (with 2.5% salary inc.)	7/1/13 Hourly Rates 2013/2014 Salary Plan (with 2.5% salary inc.)	7/1/14 Hourly Rates 2014/2015 Salary Plan (with 2.5% salary inc.)	7/1/15 Hourly Rates 2015/2016 Salary Plan (with 2% salary inc.)	7/1/16 Hourly Rates 2016/2017 Salary Plan (with 2% salary inc.)
Plan Check Engineer Not Budgeted	A 38.56 B 40.49 C 42.51 D 44.64 E 46.87	A 39.52 B 41.50 C 43.57 D 45.75 E 48.04	A 40.51 B 42.54 C 44.66 D 46.90 E 49.24	A 41.52 B 43.60 C 45.78 D 48.07 E 50.47	A 42.35 B 44.47 C 46.70 D 49.03 E 51.48	A 43.20 B 45.36 C 47.63 D 50.01 E 52.51
Police Records Clerk I	A 21.53 B 22.61 C 23.74 D 24.93 E 26.18	A 22.07 B 23.17 C 24.33 D 25.55 E 26.83	A 22.62 B 23.75 C 24.94 D 26.19 E 27.50	A 23.19 B 24.35 C 25.56 D 26.84 E 28.18	A 23.65 B 24.83 C 26.07 D 27.38 E 28.75	A 24.12 B 25.33 C 26.60 D 27.93 E 29.32
Police Records Clerk II	A 23.74 B 24.93 C 26.18 D 27.49 E 28.86	A 24.33 B 25.55 C 26.83 D 28.17 E 29.57	A 24.94 B 26.19 C 27.50 D 28.87 E 30.31	A 25.56 B 26.84 C 28.18 D 29.59 E 31.07	A 26.07 B 27.38 C 28.75 D 30.18 E 31.69	A 26.60 B 27.93 C 29.32 D 30.79 E 32.33
Project Services Specialist	A 33.48 B 35.15 C 36.91 D 38.76 E 40.70	A 34.32 B 36.03 C 37.83 D 39.73 E 41.71	A 35.17 B 36.93 C 38.78 D 40.72 E 42.76	A 36.05 B 37.86 C 39.75 D 41.74 E 43.82	A 36.78 B 38.61 C 40.54 D 42.57 E 44.70	A 37.51 B 39.39 C 41.36 D 43.42 E 45.59
Records Supervisor	A 30.02 B 31.52 C 33.10 D 34.76 E 36.50	A 30.77 B 32.31 C 33.93 D 35.63 E 37.41	A 31.54 B 33.12 C 34.78 D 36.52 E 38.34	A 32.33 B 33.95 C 35.65 D 37.43 E 39.30	A 32.98 B 34.63 C 36.36 D 38.18 E 40.09	A 33.64 B 35.32 C 37.09 D 38.94 E 40.89
Recreation Coordinator	A 28.50 B 29.93 C 31.43 D 33.00 E 34.65	A 29.22 B 30.68 C 32.22 D 33.83 E 35.52	A 29.95 B 31.45 C 33.02 D 34.67 E 36.41	A 30.70 B 32.24 C 33.85 D 35.54 E 37.32	A 31.32 B 32.88 C 34.52 D 36.25 E 38.06	A 31.94 B 33.54 C 35.22 D 36.98 E 38.83
Right-of-Way Specialist Not Budgeted	A 34.71 B 36.45 C 38.27 D 40.18 E 42.19	A 35.58 B 37.36 C 39.23 D 41.19 E 43.25	A 36.47 B 38.29 C 40.21 D 42.22 E 44.33	A 37.38 B 39.25 C 41.21 D 43.27 E 45.44	A 38.13 B 40.04 C 42.04 D 44.14 E 46.35	A 38.89 B 40.84 C 42.88 D 45.02 E 47.27

"Attachment A"

	7/1/11 Hourly Rates 2011/2012 Salary Plan (with 2.5% salary inc.)					7/1/12 Hourly Rates 2012/2013 Salary Plan (with 2.5% salary inc.)					7/1/13 Hourly Rates 2013/2014 Salary Plan (with 2.5% salary inc.)					7/1/14 Hourly Rates 2014/2015 Salary Plan (with 2.5% salary inc.)					7/1/15 Hourly Rates 2015/2016 Salary Plan (with 2% salary inc.)					7/1/16 Hourly Rates 2016/2017 Salary Plan (with 2% salary inc.)																																																																			
Safety/Special Projects Coordinator	A	31.99	5,545.15	A	32.79	5,683.94	A	33.61	5,826.04	A	34.45	5,971.69	A	35.14	6,091.12	A	35.84	6,212.95	B	33.59	5,822.49	B	34.43	5,968.14	B	35.29	6,117.34	B	36.17	6,270.27	B	36.90	6,395.68	B	37.64	6,523.59	C	35.27	6,113.70	C	36.15	6,266.54	C	37.06	6,423.21	C	37.98	6,583.79	C	38.74	6,715.46	C	39.52	6,849.77	D	37.03	6,418.78	D	37.96	6,579.87	D	38.91	6,744.37	D	39.88	6,912.98	D	40.68	7,051.24	D	41.49	7,192.26	E	38.88	6,739.46	E	39.86	6,908.87	E	40.86	7,081.59	E	41.88	7,258.63	E	42.71	7,403.80	E	43.57	7,551.87			
	Senior Building Inspector	A	38.56	6,683.99	A	39.52	6,850.70	A	40.51	7,021.97	A	41.52	7,197.52	A	42.35	7,341.47	A	43.20	7,488.30	B	40.49	7,018.54	B	41.50	7,193.24	B	42.54	7,373.07	B	43.60	7,557.40	B	44.47	7,708.54	B	45.36	7,862.72	C	42.51	7,368.68	C	43.57	7,552.90	C	44.66	7,741.72	C	45.78	7,935.27	C	46.70	8,093.97	C	47.63	8,255.85	D	44.64	7,737.90	D	45.75	7,930.55	D	46.90	8,128.81	D	48.07	8,332.03	D	49.03	8,498.67	D	50.01	8,668.64	E	46.87	8,124.45	E	48.04	8,327.07	E	49.24	8,535.25	E	50.47	8,748.63	E	51.48	8,923.60	E	52.51	9,102.08		
		Senior Code Enforcement Officer	A	36.13	6,262.77	A	37.04	6,420.42	A	37.97	6,580.93	A	38.92	6,745.45	A	39.69	6,880.36	A	40.49	7,017.97	B	37.94	6,576.52	B	38.89	6,741.44	B	39.87	6,909.98	B	40.86	7,082.73	B	41.68	7,224.38	B	42.51	7,368.87	C	39.84	6,905.87	C	40.84	7,078.51	C	41.86	7,255.48	C	42.90	7,436.86	C	43.76	7,585.60	C	44.64	7,737.31	D	41.83	7,250.81	D	42.88	7,432.44	D	43.95	7,618.25	D	45.05	7,808.71	D	45.95	7,964.88	D	46.87	8,124.18	E	43.92	7,613.09	E	45.02	7,804.06	E	46.15	7,999.16	E	47.30	8,199.14	E	48.25	8,363.12	E	49.21	8,530.39	
			Senior Community Development Technician	A	31.54	5,467.14	A	32.34	5,604.97	A	33.14	5,745.10	A	33.97	5,888.73	A	34.65	6,006.50	A	35.35	6,126.63	B	33.12	5,741.02	B	33.95	5,885.22	B	34.80	6,032.35	B	35.67	6,183.16	B	36.39	6,306.83	B	37.11	6,432.96	C	34.78	6,028.77	C	35.65	6,179.48	C	36.54	6,333.97	C	37.46	6,492.32	C	38.20	6,622.17	C	38.97	6,754.61	D	36.52	6,330.38	D	37.43	6,488.46	D	38.37	6,650.67	D	39.33	6,816.94	D	40.12	6,953.28	D	40.92	7,092.34	E	38.35	6,647.59	E	39.31	6,812.88	E	40.29	6,983.20	E	41.29	7,157.78	E	42.12	7,300.94	E	42.96	7,446.96
				Senior Community Service Officer	A	28.66	4,967.92	A	29.37	5,090.89	A	30.10	5,218.16	A	30.86	5,348.62	A	31.47	5,455.59	A	32.10	5,564.70	B	30.09	5,215.80	B	30.84	5,345.43	B	31.61	5,479.07	B	32.40	5,616.05	B	33.05	5,728.37	B	33.71	5,842.94	C	31.59	5,475.81	C	32.38	5,612.71	C	33.19	5,753.02	C	34.02	5,896.85	C	34.70	6,014.79	C	35.39	6,135.08	D	33.17	5,749.69	D	34.00	5,893.34	D	34.85	6,040.67	D	35.72	6,191.69	D	36.44	6,315.53	D	37.16	6,441.84	E	34.83	6,037.43	E	35.70	6,188.01	E	36.59	6,342.71	E	37.51	6,501.28	E	38.26	6,631.30	E	39.02
Senior Construction Inspector	A	38.56	6,683.99		A	39.52	6,850.70	A	40.51	7,021.97	A	41.52	7,197.52	A	42.35	7,341.47	A	43.20	7,488.30	B	40.49	7,018.54	B	41.50	7,193.24	B	42.54	7,373.07	B	43.60	7,557.40	B	44.47	7,708.54	B	45.36	7,862.72	C	42.51	7,368.68	C	43.57	7,552.90	C	44.66	7,741.72	C	45.78	7,935.27	C	46.70	8,093.97	C	47.63	8,255.85	D	44.64	7,737.90	D	45.75	7,930.55	D	46.90	8,128.81	D	48.07	8,332.03	D	49.03	8,498.67	D	50.01	8,668.64	E	46.87	8,124.45	E	48.04	8,327.07	E	49.24	8,535.25	E	50.47	8,748.63	E	51.48	8,923.60	E	52.51	9,102.08		
	Senior Police Records Clerk	A	27.49		4,765.12	A	28.17	4,882.17	A	28.87	5,004.23	A	29.59	5,129.33	A	30.18	5,231.92	A	30.79	5,336.56	B	28.86	5,002.59	B	29.57	5,126.28	B	30.31	5,254.44	B	31.07	5,385.80	B	31.69	5,493.52	B	32.33	5,603.39	C	30.30	5,252.20	C	31.06	5,383.51	C	31.84	5,518.09	C	32.63	5,656.05	C	33.28	5,769.17	C	33.95	5,884.55	D	31.82	5,515.68	D	32.61	5,652.68	D	33.43	5,794.00	D	34.26	5,938.85	D	34.95	6,057.63	D	35.65	6,178.78	E	33.41	5,791.29	E	34.24	5,935.32	E	35.10	6,083.70	E	35.98	6,235.79	E	36.70	6,360.51	E	37.43	6,487.72	

"Attachment A"

	7/1/11 Hourly Rates 2011/2012 Salary Plan (with 2.5% salary inc.)		7/1/12 Hourly Rates 2012/2013 Salary Plan (with 2.5% salary inc.)		7/1/13 Hourly Rates 2013/2014 Salary Plan (with 2.5% salary inc.)		7/1/14 Hourly Rates 2014/2015 Salary Plan (with 2.5% salary inc.)		7/1/15 Hourly Rates 2015/2016 Salary Plan (with 2% salary inc.)		7/1/16 Hourly Rates 2016/2017 Salary Plan (with 2% salary inc.)						
Technical Assistant I	A	23.61	4,092.56	24.20	4,194.87	A	24.81	4,299.74	A	25.43	4,407.24	A	25.93	4,495.38	A	26.45	4,585.29
	B	24.79	4,297.10	25.41	4,404.61	B	26.05	4,514.73	B	26.70	4,627.60	B	27.23	4,720.15	B	27.78	4,814.55
	C	26.03	4,512.04	26.68	4,624.85	C	27.35	4,740.47	C	28.03	4,858.98	C	28.59	4,956.16	C	29.17	5,055.28
	D	27.33	4,737.38	28.02	4,856.09	D	28.72	4,977.49	D	29.43	5,101.93	D	30.02	5,203.97	D	30.62	5,308.05
	E	28.70	4,974.86	29.42	5,098.89	E	30.15	5,226.36	E	30.91	5,357.02	E	31.52	5,464.16	E	32.15	5,573.45
Technical Assistant II	A	26.03	4,512.04	26.68	4,624.85	A	27.35	4,740.47	A	28.03	4,858.98	A	28.59	4,956.16	A	29.17	5,055.28
	B	27.33	4,737.38	28.02	4,856.09	B	28.72	4,977.49	B	29.43	5,101.93	B	30.02	5,203.97	B	30.62	5,308.05
	C	28.70	4,974.86	29.42	5,098.89	C	30.15	5,226.36	C	30.91	5,357.02	C	31.52	5,464.16	C	32.15	5,573.45
	D	30.14	5,224.47	30.89	5,353.84	D	31.66	5,487.68	D	32.45	5,624.87	D	33.10	5,737.37	D	33.76	5,852.12
	E	31.65	5,486.21	32.43	5,621.53	E	33.24	5,762.07	E	34.07	5,906.12	E	34.76	6,024.24	E	35.45	6,144.73

Side Letter to the 2012-17 Memorandum of Understanding ("MOU") between the City of Brentwood ("City") and the Brentwood Employees' Association/Miscellaneous Office Division ("Misc Office Division") to prospectively address Court Time Pay for Community Service Officers

The City and Misc Office Division have mutually agreed to the following prospective modification to the 2012-2017 MOU affecting the Community Service Officer's ability to earn Court Time pay.

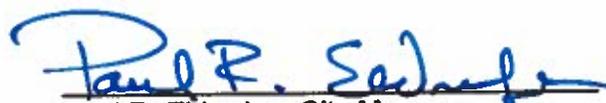
1. **Section 9 – Call Out Pay**
Insert sub-section 9.1 Court Time
Community Service Officers required to attend court on off-duty time will receive a minimum of four (4) hours at time and one-half, or the actual time spent traveling to court, testifying and returning from court, computed at time and one half, whichever is more. Personnel attending court just prior to or at the end of a regularly scheduled shift will be paid for the actual amount of time just prior to or just after their regularly assigned shift that is utilized for court appearance purposes. Such overtime before or after shift will be compensated at time and one-half for the actual time spent directly before or after shift. Employees must be notified of a court cancellation no later than 5:00 p.m. on the prior business day of the scheduled court appearance. If not, the employee will be entitled to receive two (2) hours of pay at time and one-half.

The undersigned representatives of the Misc Office Division and the City Negotiator, as authorized by the City Council, have reached agreement on the above adjustment this 20th day of September, 2012. The above item will be presented to the City Council for approval at the City Council meeting of September 25, 2012 or as soon thereafter as possible. The effective date of the modification will be the pay period following approval by the City Council and will apply prospectively to Court time thereafter.

BRENTWOOD MISC OFFICE DIVISION


Lori Sanders, President

CITY OF BRENTWOOD


Paul R. Eldredge, City Manager

Side Letter to the 2012-17 Memorandum of Understanding (“MOU”) between the City of Brentwood (“City”) and the Brentwood Employees’ Association/Miscellaneous Office Division (“Misc Office Division”) confirming the City’s intent to apply the requirements of the Public Employees’ Pension Reform Act of 2013 (“PEPRA”)

The City and Misc Office Division recognize that the PEPRA establishes certain non-negotiable mandates affecting employees hired on or after January 1, 2013, who are “new members” under the PEPRA and as determined by CalPERS. These mandates include, but are not limited to, the benefit formula, the final compensation period and the employee contribution rate applicable to new members.

1. Section 22 – Retirement Plan

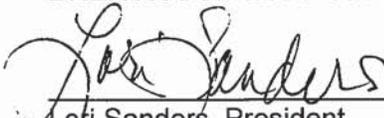
Insert sub-section 22.3 Public Employees’ Pension Reform Act (PEPRA) Requirements

Qualifying employees hired on or after January 1, 2013, who are “new members” as determined by CalPERS will receive the 2% at 62 retirement formula based on a 36-month final compensation period, and will contribute at least 50 percent of the total normal cost rate for their retirement plan, or the current contribution rate of similarly situated employees (employees with the same benefit formula, i.e., 2% @ 60), whichever is greater.

Optional benefits that are already in place under the City’s CalPERS contract and contract amendments will apply to new members unless those optional benefits are inconsistent with the PEPRA, such as the 12-month final compensation period.

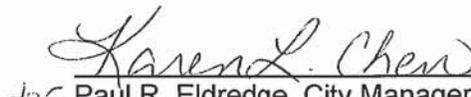
The undersigned representative of the Misc Office Division and the City Negotiator, as authorized by the City Council, have reached agreement on the above adjustment this 25th day of January 2013. The above item will be presented to the City Council for approval at the City Council meeting of February 12, 2013, or as soon thereafter as possible. The effective date of the modification will be January 1, 2013 following approval by the City Council.

BRENTWOOD MISC OFFICE DIVISION



Lori Sanders, President

CITY OF BRENTWOOD



for Paul R. Eldredge, City Manager

**Side Letter of Agreement Between
City of Brentwood and the Brentwood Employees' Association/
Miscellaneous Office Division**

March 24, 2014

This side letter of agreement is executed by and between the City of Brentwood ("City") and the Brentwood Employees' Association/Miscellaneous Office Division.

The parties agree that they have met and conferred over the terms described herein. The following agreement reflects the understanding of the parties. The City and the Brentwood Employees' Association/Miscellaneous Office Division have mutually agreed to the following modifications to the 2012-2017 Memorandum of Understanding ("MOU") between the City and the Brentwood Employee's Association/Miscellaneous Office Division.

1. Modification to MOU Section 16.1: : The maximum medical premium paid by the City shall be increased by \$100 per month, to a total of \$1,326.63 per month until such time that the Kaiser employee only rate exceeds this amount. At that time, the maximum medical premium amount paid by the City shall equal the Kaiser employee only rate. At no time shall the maximum medical premium amount paid by the City be less than the Kaiser employee only rate.
2. Modification to MOU Section 16.1: Employees hired on or after July 1, 2012 shall receive the same medical premium paid by the City as those hired before July 1, 2012. Accordingly, the second tier of medical benefits – for employees hired on or after July 1, 2012 – shall be eliminated.
3. Modification to MOU Section 16.4: Employees that have medical coverage by some other means, for example through a spouse, may elect to receive "cash in-lieu" of medical coverage after they provide proof of such medical coverage to the Human Resources Division. Upon the loss of such coverage, employees shall notify the Human Resources Division and shall enroll in one of the medical plans offered by the City. For those existing employees who receive the "cash in-lieu" benefit on the effective date of this Side Letter, the benefit amount will be reduced to the 2013 amount of \$668.63 per month and shall be capped at that amount. The "cash in-lieu" benefit amount shall be \$300 per month for: a) employees hired following the effective date of this Side Letter; or,

b) existing employees who discontinue the City's medical coverage and opt for "cash in lieu" of medical coverage at a later date as long as they meet the requirements as described above.

All other terms and conditions of the MOU between the City and the Brentwood Employees' Association/Miscellaneous Office Division shall remain in full force and effect. This side letter of agreement shall remain in effect until June 30, 2017 unless the terms and conditions herein are superseded by further agreement of the parties or resolution of the City Council.

The undersigned representatives of the Brentwood Employees' Association/Miscellaneous Office Division and the City Negotiator, as authorized by the City Council, have reached agreement on the above adjustment this 20th day of March, 2014, to be effective May 1, 2014. The above item will be presented to the City Council for approval at the City Council meeting of April 8, 2014, or as soon thereafter as possible.

**Brentwood Employees' Association
Miscellaneous Office Division**

CITY OF BRENTWOOD



Representative



Paul R. Eldredge, City Manager



Representative



Representative

**Side Letter of Agreement Between
City of Brentwood and the Brentwood Employees' Association/
Miscellaneous Office Division**

September , 2014

This side letter of agreement is executed by and between the City of Brentwood ("City") and the Brentwood Employees' Association/Miscellaneous Office Division (the "Association") (each a "Party" and collectively, the "Parties").

The Parties agree that they have met and conferred over the terms described herein. The following agreement reflects the understanding of the Parties. The Parties have mutually agreed to the following modifications to the 2012-2017 Memorandum of Understanding ("MOU") between the Parties.

1) A new Section 2.4 is hereby added to the MOU to read as follows:

"Upon receipt of a signed authorization form from an individual member of the Association, the City shall deduct Association dues from the member's second payroll check of each month. A check for the deduction will be issued monthly payable to the Miscellaneous Office Division Association and will be delivered via inter-office mail to the Association Treasurer (or other member designated, in writing, by the Association President).

Authorization of dues deduction by an Association member may be revoked by providing 30 days' notice, in writing, to the Association President and the City Manager.

The Association shall indemnify and hold harmless the City, its officers and employees from and against all loss, damages, costs, expenses, claims, attorney's fees, demands, actions, suits and judgments and any other proceedings arising out of any collection of the dues described above. "

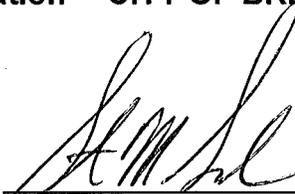
All other terms and conditions of the MOU between the Parties shall remain in full force and effect. This side letter of agreement shall remain in effect until June 30, 2017 unless the terms and conditions herein are superseded by further agreement of the Parties or by resolution of the City Council.

The undersigned representatives of the Association and the City Negotiator, as authorized by the City Council, have reached agreement on the above adjustment this 14th day of October, 2014, to be effective November 30, 2014. The above item will be presented to the City Council for approval at the City Council meeting of October 14, 2014, or as soon thereafter as possible.

Brentwood Employees' Association CITY OF BRENTWOOD
Miscellaneous Office Division



Association President



Steven M. Salomon, Interim City Manager

**Side Letter of Agreement Between
City of Brentwood and the Brentwood Employees' Association/
Miscellaneous Office Division**

This Side Letter of Agreement is executed by and between the City of Brentwood ("City") and the Brentwood Employees' Association/Miscellaneous Office Division.

The parties agree that they have met and conferred over the terms described herein. The following agreement reflects the understanding of the parties. The City and the Brentwood Employees' Association/Miscellaneous Office Division have mutually agreed to the following modifications to the 2012-2017 Memorandum of Understanding ("MOU") between the City and the Brentwood Employees' Association/Miscellaneous Office Division.

1. Modification to MOU Section 6:

- Retroactive to July 1, 2014, all salary ranges shall be increased 1% (in addition to the 2.5% increase which went into effect on July 1, 2014 pursuant to Section 6 of the MOU).
- Effective July 1, 2015, all salary ranges shall be increased by 1% (in addition to the 2% increase to go into effect on July 1, 2015 pursuant to Section 6 of the MOU).
- Effective July 1, 2016, all salary ranges shall be increased 1% (in addition to the 2% increase to go into effect on July 1, 2016 pursuant to Section 6 of the MOU).

2. Elimination of MOU Section 6.1: Section 6.1 of the MOU shall be null and void and no further reopener negotiations described in Section 6.1 will occur before the expiration of the current MOU on June 30, 2017, unless mutually agreed to by the City and the Brentwood Employees' Association/Miscellaneous Office Division.

Except for the terms and conditions referred to above, all other terms and conditions of the MOU between the City and the Brentwood Employees' Association/Miscellaneous Office Division shall remain unchanged and in full force and effect. Unless otherwise amended by the parties, this Side Letter of Agreement shall remain in effect until June 30, 2017.

**Side Letter of Agreement Between
City of Brentwood and the Brentwood Employees' Association/
Miscellaneous Office Division – Agency Shop**

This Side Letter of Agreement (“Agreement”) is executed by and between the City of Brentwood (“City”) and the Brentwood Employees’ Association/Miscellaneous Office Division (“Association”) (collectively, the “Parties”).

The following language reflects the agreement of the Parties related to the vote of members of the Association to adopt “agency shop” and hereby added to the provisions in the 2012-2017 Memorandum of Understanding (“MOU”) between the Association:

1. Agency Shop

On March 27, 2015, it was determined that the Association voted to adopt an agency shop pursuant to Government Code Section 3502.5(b). The City neither encouraged nor discouraged this action by Association members. Any language in this Agreement relating to an agency shop is included solely in response to the vote by a majority of Association.

Except as provided otherwise in this Agreement, City employees represented by the Association shall, as a condition of continued employment, either:

- A. Become and remain a member of the Association; OR,
- B. Pay to the Association a service fee in an amount not to exceed the standard initiation fee, periodic dues, and general assessments of the Association. It shall be the sole responsibility of the Association to determine a service fee which meets the above criteria and which may be lawfully collected under applicable constitutional, statutory and case law. The Association shall communicate the amount and any changes to the monthly service fee to the City and service fee payers as changes occur and in keeping with regulations promulgated by the California Public Employment Relations Board. Such communication shall be made to the City no less than 10 business days prior to the effective date of the updated monthly service fee.

2. Implementation

Any current or new employee assigned by the City into a regular position represented by the Association shall be provided with a notice advising that the City has entered into an Agency Shop agreement with the Association and that

all employees subject to the Association Memorandum of Understanding must either join the Association, pay a service fee to the Association, or execute a written declaration claiming a religious exemption from this requirement. Such notice shall include a form for the employee's signature authorizing a payroll deduction of the Association dues, or a service fee. Dues shall be collected on a monthly basis.

Said employee shall have five (5) working days following the initial date of employment to fully execute the authorization form of his/her choice and return the form to the City's Human Resources Division. If the form is not completed properly and returned within five (5) working days, the City shall commence and continue a monthly payroll deduction of service fees from the employee's regular pay warrants.

The effective date of Association dues, service fee deductions or charitable contributions for such employee shall be the first pay period of employment which coincides with the collection of the monthly dues amount from the Association members. Initiation fees shall be deducted in two installments in successive months, beginning with the first pay period which coincides with the collection of monthly dues from the Association members.

The employee's earnings must be sufficient, after other legal and required deductions are made, to cover the amount of the authorized Association dues, service fees or charitable contributions. When an employee is in a non-pay status for an entire pay period, no withholding will be made to cover the pay period from future earnings. In the case of an 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 connection, all other legal and required deductions (including health care deductions) have priority over Association dues, service fees and charitable contributions.

3. Religious Exemption

Any employee of the City represented by the Association who is a member of a bona fide religion, body or sect which has historically held conscientious objections to joining or financially supporting public employee organization shall do both of the following:

- A. Present to the Association a written declaration that the employee meets the religious objection requirement per Government Code Section 3502.5 (c); and
- B. Pay a sum equal to the service fee described above to one of the following three non-religious, non-labor, charitable funds that are exempt from taxation under Section 501 (c) (3) of the Internal Revenue Code:

- i. Brentwood Police Activities League
- ii. Village Community Resource Center
- iii. Brentwood Community Chest

Charitable contributions shall be collected in the same manner as Association dues and service fees, described above. The Association is responsible for distributing funds to the appropriate charity.

4. Financial Reports

Pursuant to California Government Code Section 3502.5 (f) the Association, at its own expense, shall keep an adequate itemized record of its financial transactions and shall make available annually to the City and to member employees, within 60 days after the end of the Association's fiscal year, a detailed written financial report thereof in the form of a balance sheet and an operating statement, certified as to accuracy by the Association President and Treasurer (or corresponding principal officers), or by a certified public accountant. If the Association is required to file financial reports under the federal Labor-Management Act of 1959, or required to file financial reports under California Government Code Section 3546.5, the Association may satisfy the financial reporting requirement of this section by providing the City with a copy of the financial reports.

5. Hold Harmless

The Association shall indemnify and hold harmless the City, its officers, agents, and employees from any and all claims, demands, suits, or any other action arising from the Agency Shop provisions herein. In no event shall the City be required to pay from its own funds the Association dues, service fees or charitable contributions which any employee was obligated to pay, but failed to pay, regardless of the reasons.

6. Supersedes Voluntary Dues Deduction

This Agreement supersedes the "Voluntary Dues Deduction" Side Letter agreed to by the Parties on October 14, 2014, and effective November 1, 2014.

Except for the terms and conditions referred to above, all other terms and conditions of the MOU between the City and the Brentwood Employees' Association/Miscellaneous Office Division shall remain unchanged and in full force and effect. Unless otherwise amended by the Parties, this Side Letter of Agreement shall remain in effect until June 30, 2017.

**Side Letter of Agreement Between
City of Brentwood and the Brentwood Employees' Association/
Miscellaneous Office Division
(Police Dispatch Supervisors, Police Dispatchers,
and Information Services Technicians)**

This Side Letter of Agreement is executed by and between the City of Brentwood ("City") and the Brentwood Employees' Association/Miscellaneous Office Division concerning Police Dispatch Supervisors, Police Dispatchers and Information Systems Technicians.

The parties agree that they have met and conferred over the terms described herein and have mutually agreed to the modifications to, and addition of, the following sections in the 2012-2017 Memorandum of Understanding ("MOU") between the City and the Brentwood Employees' Association/Miscellaneous Office Division, reflected in **bold print** below.

7.1 Standard Workday

While the standard workday for most non-sworn employees will be eight (8) hours per day, the eight (8) hour schedule is intended to be flexible in nature with pre-approval of the Department Director and consistent with wage and hour legal requirements, with the employees having the option of starting before 8:00 a.m., working after 5:00 p.m., taking a half-hour non-paid duty-free lunch break, any combination of the above or other option.

Police Dispatchers and Police Dispatch Supervisors shall receive one thirty (30) minute paid meal period. Paid meal periods shall be considered hours worked and employees shall be subject to immediate return to duty.

7.2 Non-sworn employees at Brentwood Police Department

Non-sworn employees of the Brentwood Police Department are subject to shift work, including nights and weekends, as assigned by the Chief of Police. Shift plans, as determined by the Chief of Police, may include, but are not limited to, five/eights, four/tens, nine/eighty, or a three/twelve combination plan. Hours worked in excess of assigned workday hours shall be considered overtime and shall be compensated at time and one-half. When practical, a one (1) month notice will be given prior to changing shifts.

Shift assignments and shift hours, as well as any rotations or changes, will be at the discretion of the Chief of Police. A shift differential of three percent (3%) of base salary will be paid to non-sworn employees of the Brentwood Police Department for the regularly assigned hours worked, other than overtime,

between 2100 and 0700 hours the following day for swing shift and graveyard shift.

Employees of the Brentwood Police Department classified as **Police Dispatcher, Police Dispatch Supervisor, or Police Records Clerk I or II** shall:

- Select shifts on the basis of seniority (date of hire) as follows:
 - The person with the greatest seniority will choose the available shift he/she desires. The person who is second in seniority will then choose from the remaining available shifts. This method of available shift selection continues in the same consecutive seniority manner.

Each shift selection consists of an approximate four (4) month period.

- Nothing herein shall be construed to prevent the temporary reassignment or restructuring of shifts due to circumstances that include, but are not limited to, illness, vacation, training, staff shortage or other special condition, provided that such change(s) shall only be for the duration reasonably necessary to address the circumstances giving rise to the modification(s).

7.3 Standby Pay

Information Services Technicians assigned to standby shall be compensated for each full week (seven [7] calendar days) the employee is on standby. The base rate for a full week of standby pay shall be equal to the standby rate paid to employees in the Public Works Division of the Brentwood Employees Association.

7.3.1 As determined by the Chief Information Systems Officer, standby pay applicable to the Dispatch Center shall be paid based on a pre-assigned work schedule with the weekly standby base rate pro-rated based on the number of days assigned.

7.3.2 In recognition of the significant public safety need for prompt response to Dispatch Center Information Systems issues, Dispatch Center standby assignments will be limited to Information Services Technicians who agree to be present within the cities of Antioch, Brentwood, Byron, Discovery Bay, Oakley, or Pittsburg, or within a 15-mile radius of the Dispatch Center, while assigned to Dispatch Center standby. In the case of extraordinary scheduling difficulties,

the Director of Administrative Services may authorize an exception to these geographic boundaries on a case-by-case basis.

9 Call Out Pay

In the event an employee is called back to perform work after leaving the workplace at quitting time, the employee shall be compensated at time and one-half, starting from the time 1) he/she reports to the workplace, or 2) if able to complete the requested work remotely, begins performing the requested work, for a minimum of two (2) hours, or the amount of time worked, whichever is greater. If an employee is called to report to work before his/her regular work time, any time worked up to that regular work time, starting from the time he/she reports to the workplace shall be compensated at time and one-half.

The City shall pay a minimum three (3) hour call out (at time and one-half) between the hours of 12:00 a.m. and 5:00 a.m.

9.1 Court Time

Community Service Officers, Police Dispatchers and Police Dispatch Supervisors required to attend court while off-duty will receive a minimum of four (4) hours at time and one-half, or the actual time spent travelling to court, testifying and returning from court, computed at time and one half, whichever is more. Personnel attending court just prior to or at the end of a regularly scheduled shift will be paid for the actual amount of time just prior to or just after their regularly assigned shift that is utilized for court appearance purposes. Such overtime before or after shift will be compensated at time and one-half for the actual time spent directly before or after shift. Employees must be notified of a court cancellation no later than 5:00 p.m. on the prior business day of the scheduled court appearance. If not, the employee will be entitled to receive two (2) hours of pay at time and one-half.

11.1 Exception

Employees occupying the classifications of Community Service Officer, shall receive \$1,000 annual Uniform Allowance. Police Dispatchers and Police Dispatch Supervisors shall receive \$750 annual Uniform Allowance. Police Dispatch Supervisors shall receive this amount retroactive to January 1, 2016. The form of payment shall be as described above [in Section 11].
