

**MEMORANDUM OF UNDERSTANDING**  
**BETWEEN**  
**TRUCKEE DONNER PUBLIC UTILITY DISTRICT**  
**AND**  
**INTERNATIONAL BROTHERHOOD OF ELECTRICAL WORKERS**  
**LOCAL 1245**

This Memorandum of Understanding  
dated January 1, 2016, has been amended  
on the following dates:

May 1, 1967  
May 1, 1968  
May 1, 1969  
May 1, 1970  
May 1, 1971  
May 1, 1972  
May 1, 1973  
May 1, 1974  
June 1, 1975  
June 1, 1976  
December 1, 1978  
December 1, 1979  
December 1, 1980  
December 1, 1981  
January 1, 1983  
January 1, 1984  
January 1, 1985  
January 1, 1988  
January 1, 1991  
January 1, 1995  
January 1, 1996  
January 1, 2000  
January 1, 2003  
January 1, 2006  
January 1, 2007  
January 1, 2010  
January 1, 2012  
January 1, 2016

## TABLE OF CONTENTS

TITLE	PAGE
1 Preamble and Management Right	1
2 Union Security	2
3 Conditions of Employment	4
4 Working Hours	9
5 Standby	10
6 Overtime	12
7 Holidays	14
8 Expenses	15
9 Leave of Absence - Unpaid and Paid	17
10 Vacation	19
11 Safety	21
12 Personal Disability Leave & Industrial Disability Leave	23
13 Right to Representation	25
14 Grievance Procedure	26
15 Layoff and Demotion Procedure	29
16 Employment Standards and Job Vacancies	30
17 Disciplinary Actions	36
18 Inclement Weather Practice	41
19 Employee Benefit Program	42
20 Classifications and Wage Rates	49
21 Terms of Agreement	50
Exhibit A: Wage Schedule	
Exhibit B: Classification Table <b>Deleted 1-1-2016</b>	
Exhibit C: Residency Map Guidelines	

**TITLE 1**  
**PREAMBLE AND MANAGEMENT RIGHTS**

- 1.1 This Memorandum of Understanding (hereinafter referred to as Memorandum) entered into by the Truckee Donner Public Utility District (hereinafter referred to as the District) and Local Union 1245 of the International Brotherhood of Electrical Workers (hereinafter referred to as the Union), has as its purpose the promotion of harmonious relations, cooperation, and understanding between the District and the Union; the establishment of an equitable and peaceful procedure for resolution of differences; and agreement as to rates of pay, hours of work, and other terms and conditions of employment.
- 1.2 The welfare of the public depends upon the loyal and efficient work and service of all employed or associated with the District in any capacity; and, individually and collectively all are expected to use their influence and best efforts to protect the properties of the District and its service to the public and to cooperate in promoting and advancing the welfare of the District and in preserving the continuity of its services to the public at all times.
- 1.3 Except insofar as modified by this agreement, the management and control of the District and of the employees employed therein shall remain the sole right, responsibility and prerogative of the District.
- 1.4 The management of the work of the District, the direction of the work and the right to plan and control District operations and make and enforce reasonable work rules is reserved exclusively in the District, provided that such rights will not be inconsistent with the terms of this agreement.
- 1.5 Management rights and prerogatives are not subject to delegation in whole or in part, except that the same shall not be exercised in a manner inconsistent with, or in violation of, any of the specific terms and provisions of this agreement.
- 1.6 There shall be no strikes, work stoppages, interruption or impeding of work. No officer or representative of the Union shall authorize, encourage, aid or condone any such activities. No employee shall participate in any such activities. The employer will not conduct a lockout against employees.
- 1.7 There shall be no discrimination, restraint or coercion against any employee because of membership in the Union.
- 1.8 The District reserves the right to reassign positions within the same classification.
- 1.9 **Disclaimer:** Headings, Titles and Subsections are descriptive subdivisions utilized to separate the Memorandum of Understanding for identification purposes only and are not to be used for the purpose of interpreting either the intent or the meaning of language of any section.
- 1.10 **Neutral Gender:** Any gender specific changes or eliminations made to the Memorandum of Understanding sections, effective January 1, 1991, are not intended to change the context of the language other than to neutralize the genders.

## TITLE 2 UNION SECURITY

### 2.1

**(a) Membership:** Membership in the Union or tender of Agency fees is a condition of employment. The District will refrain from pressuring any employee to not become a member of the Union. The Union and/or any employee will not pressure any other employee to become a member of the Union.

**(b) Check-off of Dues:** The District will deduct regular membership dues or agency shop service fees (per California Mediation and Conciliation Service election of April 2002), from the wages of non-management and non-confidential employees who individually and voluntarily authorize such deductions in writing in accordance with the provisions of Section 1157.3 of the Government Code of the State of California. Such deductions will be made from the first payroll period of each month and will be submitted forthwith to the Financial Secretary of Local Union 1245, I.B.E.W., P. O. Box 2547 (30 Orange Tree Circle), Vacaville, California 95696. The form of check-off authorization shall be approved by the District and the Union. The Union shall indemnify, hold harmless, and defend the District, with the counsel of the District's choice, against any liability arising from any claims, demands, or other action relating to the District's deduction of agency shop service fees.

**(c) Elections to rescind agency shop requirement:**

Subject to California Government Code 3502.5(d) An agency shop provision in a memorandum of understanding that is in effect may be rescinded by a majority vote of all the employees in the unit covered by the memorandum of understanding, provided that: (1) a request for that type of vote is supported by a petition containing the signatures of at least 30 percent of the employees in the unit, (2) the vote is by secret ballot, and (3) the vote may be taken at any time during the term of the memorandum of understanding, but in no event shall there be more than one vote taken during that term. Notwithstanding the above, the public agency and the recognized employee organization may negotiate, and by mutual agreement provide for, an alternative procedure or procedures regarding a vote on an agency shop agreement.

An employee wishing to execute the procedure mentioned above should contact the State of California Public Employees Relations Board (PERB) at:

Sacramento Regional Office

1031 18th St Suite 102

Sacramento CA. 95811

Should this provision be rescinded the MOU shall revert to the modified agency provision in place immediately prior to the April 2002 election.

**2.2 Non-discrimination:** It is the policy of the District and the Union not to discriminate against any employee because of race, creed, color, age, gender, handicap, national origin, or sexual orientation. In addition, the District will not discriminate against an employee

because of membership in the Union and neither the Union nor the employees they represent will discriminate against any employee because of non-affiliation with the Union.

**2.3 Applicability:** The terms of this Memorandum shall apply to all represented employees.

**TITLE 3  
CONDITIONS OF EMPLOYMENT**

- 3.1 Seniority:** Seniority is defined as a regular employee's continuous length of service with the District since the most recent date of hire. An employee will not attain seniority during a probationary period but will, upon satisfactory completion of the probationary period, be granted seniority from the date of hire as a probationary employee. Seniority will be broken when (a) an employee is discharged with cause; (b) an employee voluntarily terminates employment; (c) an employee has been laid off for more than twelve (12) consecutive months; or (d) an employee does not return from a leave of absence at the required time.
- 3.2 Probationary Period:** New regular employees will be hired on a trial basis and will be assigned to a probationary status for a period of six (6) months. During the probationary period, an employee who is terminated by the District will not have recourse to the grievance procedure except for issues as to discrimination because of Union activities.
- 3.3 Status:** Employees are designated, at the discretion of the District, as to whether their work is expected to be:
- (a) full-time and regular;
  - (b) part-time and regular;
  - (c) full-time and temporary;
  - (d) part-time and temporary, or
  - (e) seasonal employees.
- 3.4 Definitions:**
- (a) A regular position is one which has been established and is expected to last for an indefinite period.
  - (b) A temporary position is one which is utilized for a limited time not to exceed six (6) months.
  - (c) A full-time position is one having a scheduled work week of five (5) eight (8) hour periods.
  - (d) A part-time position is one having a scheduled work week with less than forty (40) hours. This could result from being regularly scheduled to work less than five (5) days in a work week or less than eight (8) hours on work days.
  - (e) A seasonal position is one which has been regularly established and is expected to be filled each year, for a portion of the year, to meet the seasonal fluctuations in the District's work load.

The District will not utilize seasonal, part-time and/or temporary positions to dilute the number of full-time regular positions.

### **3.5 Part-time Regular:**

(a) Employees designated as part-time regular, who are normally scheduled to work twenty (20) hours or more during a work week, shall be entitled to sick leave, holidays, vacation, bereavement leave, jury duty and military training, except that the above enumerated benefits shall be accrued at a rate determined by dividing the hours per week they are normally scheduled by forty (40).

(b) Employees designated as part-time regular as defined above shall be entitled to the benefits described in Title 19.2, the District's rate of contribution to be determined by dividing the hours per week they are normally scheduled by forty (40). However, the employee must satisfy the eligibility requirements of any plan listed in Title 19.2.

(c) Part-time regular employees shall receive the same working conditions offered for full-time regular employees. Part-time regular employees shall be eligible to advance to the next wage step upon being paid for one thousand forty (1,040) hours.

**3.6 Temporary:** Employees designated as temporary shall not be entitled to any sick leave, holidays with pay, vacation, paid leaves of absence, and any employee benefit plan. Although employees assigned to such work will receive no holiday pay, they will be paid the applicable overtime rate for work actually performed. When such employees are reassigned to work involving regular status, their seniority date will be the date on which the regular assignment commences.

**3.7 Seasonal Employee:** Employees designated as seasonal, full-time and regular or part-time and regular, shall be entitled to the same employee benefits as other full-time and regular or part-time and regular employees except that such benefits will only be in force or accrued during the period that the seasonal employee is actually working for the District. Such employee(s) shall also accrue seniority based on actual time worked and shall be entitled to bidding rights.

### **3.8 Establishment of Duties and Qualifications:**

(a) It is recognized that the employer has the exclusive responsibility for creating and/or redesign of job classification, including the establishment of duties and qualifications required therefore.

(b) It is recognized by the parties to this agreement that the District may implement change to improve performance and job duties; implement new technologies to help control costs and maintain excellent customer service; and be sensitive to the needs of the bargaining unit.

In partnership, the District and the IBEW Local 1245 agree to establish a Joint Labor/Management Steering committee which is advisory in nature, for the purpose of openly and fully discussing changes in job duties, streamlining work processes, District organizational structure and new technologies.

(1) A joint benefits committee is hereby established for the purpose of reviewing medical and pension costs, issues and trends and to make non-binding recommendations for improving savings and enhancing medical and pension programs and policies. The committee will meet quarterly unless mutually agreed to meet more often if necessary.

(2) The committee consists of the Union Business Representative and three union members appointed by the Union Business Representative, and the Human Resources Administrator and three members appointed by the General Manager of the District.

(c) All job classifications shall be bound in a document entitled "Truckee Donner Public Utility District Job Classifications" and such document shall be made available to the Union and to each employee of the District.

(d) The District shall not design job qualifications so as to unreasonably limit eligibility. After the District has created a new or redesigned bargaining unit job classification, it will meet and confer with the Union over the wage for that classification.

**3.9 Work Assignments:** While it is management's intent to schedule work and assign personnel in such a manner as to achieve maximum utilization of the respective employee's abilities, and while it is management's intent to encourage an employee's progression upward in the same line of work, it is recognized and agreed that conditions which affect District operations will require flexibility in work assignment to permit cross-training and to stabilize the workload among departments. It is therefore also recognized and agreed that as conditions require, management will assign, and employees will perform, within their ability, duties which may not be within the usual scope of classification responsibilities for a period not to exceed six (6) months.

**3.10 Inherent Responsibilities:** Inherent in each job classification are, but not limited to, the responsibilities to (a) occasionally perform duties within the employee's abilities of the next higher classification in order to become qualified for advancement in the event of a job vacancy; and, (b) accept overtime work in order to maintain, and/or restore, District services.

**3.11 (Deleted 1/1/06)**

**3.12 Employee Competency:** (See Title 16.2)

**3.13 Residency:** Emergency Service Response Employees (Electric and Water Department Field Classifications) may be required to reside within reasonable commute boundaries as solely determined by the District. (A reasonable commute is where you can report for work within 45 minutes of being contacted. This includes the Reno area but does not include any area west of Donner Summit. See Exhibit C for guidelines.)

**3.14 Bargaining Unit Work:** Non-bargaining unit employees may perform work usually assigned to employees in IBEW 1245 bargaining unit classifications only under the following circumstances:

(a) When such assignments are not made for the deliberate purpose of reducing the number of employees performing work within bargaining unit classifications

(b) When historical assignments are recognized by the parties with respect to overlapping duties of non-bargaining unit classifications and bargaining unit classifications.

(c) Such work assignments other than as described in (a) and (b) above shall be limited to work performed in:



- (1) Emergency situations.
- (2) Training of employees and demonstrating work methods.
- (3) Incidental assistance and de minimis assignments.

(d) The parties recognize that there are some duties of bargaining unit classifications which are quasi-supervisory. During the temporary absence of a bargaining unit employee with quasi-supervisory duties, the District may assign the quasi-supervisory duties to another bargaining unit employee without upgrade or to a non-bargaining unit classification if the duties can be performed in less than four hours in a work day.

### **3.15 Temporary Upgrades**

#### **(1) General Rules**

(a) When an employee governed by this agreement is temporarily assigned to a higher classification, the employee shall be paid within the salary range for the higher classification, but not less than 5% over their current rate of pay, for the time spent actually working in the higher classification.

Should the Buyer be absent for four (4) hours or more, the Warehouse/Utility Worker shall be upgraded per section (a) above.

Temporary upgrades will only be authorized by the department head, Superintendent, or Manager, or in the absence of the department head, Superintendent or Manager, by the General Manager, and such authorization shall be made in writing, in advance of the work being performed except that upgrades during an emergency call-out shall be governed by Section 3.15 (1) (b).

(b) The Union and District recognize that a standby employee who is called out to respond to a problem is expected to exercise good judgment and may become accountable for the principal responsibilities of a higher classification without being specifically so assigned. The District shall recognize that as a temporary upgrade.

(c) When an employee is temporarily assigned or reassigned to work in a classification lower than the employee's regular classification, the employee's rate of pay will not be reduced.

(d) Employees on long term upgrade assignment (defined as an upgrade assignment for more than ten (10) consecutive working days), shall have authorized time off (vacation or personal disability leave) paid at upgrade rate. If upgrade assignment is expected to last for twenty work days or less, vacation greater than one day will not be approved at the upgrade rate.

(e) Employees temporarily upgraded under the terms of this Section can be removed for just cause as provided for in the District Code.

(f) For purposes of Section 3.15, seniority shall mean classification seniority at the District.

#### **(2) Temporary Upgrades Relating to Electric and Water Crews**

**(a)** Temporary upgrades will be crew specific and assigned to the most senior journeyman level employee on the crew. In the event the crew normally has a leadman, the leadman will receive the upgrade.

**(b)** A system for determining crew rotations will be established by the District and will provide reasonable notice to affected employees to accommodate scheduling of personal activities.

**(c)** If an electric foreman is responsible for supervising more than four electric line crew not counting the foreman, then a second foreman will be assigned to the crew. If a second foreman is not available, an additional employee shall be upgraded to electric foreman.

## TITLE 4 WORKING HOURS

### 4.1 Definitions:

**(a) Calendar Work Week:** The calendar work week and the payroll period shall be the same. These periods will begin at 00:00 AM on Saturday and end at 24:00 PM Friday.

**(b) Scheduled Work Week:** Five (5) consecutive eight (8) hour scheduled work periods and two (2) designated days off, within a calendar work week, will constitute a normal scheduled work week.

**(c) Work Day:** Twenty-four (24) consecutive hours beginning at midnight and ending at midnight the following day, will constitute the normal work day.

**(d) Work Period:** Eight (8) regularly scheduled hours during a work day will constitute the normal work period.

**(e)** The District and Union by mutual agreement may establish work schedules commonly known as four tens, five and four nines and/or other flexible schedules. The establishment of such alternate work schedules may apply to individuals or groups of employees, and not necessarily to all employees of the District or all employees in a department. Said work schedules may also apply to certain time frames or seasons, and not necessarily to the entire work year. Any agreement to establish such alternate work schedule may be terminated by Union or District, by giving five working days notice to the other party, thereby returning to the normal work schedule as set forth in this MOU.

### 4.2 Scheduling Work Periods: The District will meet and confer with the Union with respect to changes in work period scheduling. The existing work schedules are:

**(a)** 7:30 AM to 4:00 PM – Monday through Friday for Support Services, Electric and Water Field Crews, with a thirty (30) minute lunch period.

**(b)** 8:00 AM to 4:30 PM – Monday through Friday for Buyer and Meter Readers with a thirty (30) minute lunch period.

**(c)** 7:00 AM to 4:00 PM – Monday through Friday for the Accounting Supervisor, with a sixty (60) minute lunch period.

**(d)** 8:00 AM to 5:00 PM – Monday through Friday for Customer Services, Credit and Collections, Billing, Finance and Administration, Power Supply/GIS, and Conservation with a sixty (60) minute lunch period.

**(e)** Exceptions to the above schedule may be accomplished on a temporary basis (not to exceed ten (10) working days) if agreeable to the supervisor and the employees involved.

### 4.3 Enabler: Notwithstanding any provision contained herein, any schedule of days and/or hours of work may be established by written agreement between the Union and the District. Additionally, the District and individual employees may agree upon additional schedules of work hours provided (1) the schedule change is temporary or of a defined duration, and (2) the District promptly notifies the Union of the schedule.

## TITLE 5 STANDBY

**5.1 Scheduled Work Days:** The standby period for a scheduled work day will be fifteen and one-half (15 1/2) hours extending from 4:00 p.m. to 7:30 a.m. the next day. When an employee is assigned to standby on a scheduled work day, such employee will be paid three (3) hours at the straight time rate of pay for each fifteen and one-half (15 1/2) hour period or any portion thereof.

**5.2 Scheduled Days Off:** The standby period for a scheduled day off will be twenty-four (24) hours extending from 7:30 A.M. on the scheduled day off to 7:30 A.M. the next day. When an employee is assigned to standby on a scheduled day off, including recognized holidays, such employee will be paid five (5) hours at the straight time rate of pay for each twenty-four (24) hour period or any portion thereof.

**5.3 Availability:** Although employees are not required to standby at home, they must remain in the District, or within paging/electronic communication distance, and make all necessary arrangements to enable them to report for work within forty five (45) minutes of the first contact by means of telephone and/or pager.

**5.4 Overtime:**

**(a)** When an employee is assigned to standby and is called out to work during the standby period, said employee shall be paid a rate equal to twice the straight time rate of pay in addition to standby pay. When an employee is on standby and is able to respond to a problem simply by conveying information over the telephone, and does not need to respond to the scene of the problem, said employee shall be entitled to receive fifteen minutes of pay at the rate of two times the straight time rate of pay.

**(b)** Notwithstanding any provision contained herein, an employee shall be entitled to fifteen (15) minutes at the appropriate overtime rate when responding to telephone service inquiries from the answering service/customer. This provision applies only to situations in which a problem is resolved by telephone; it does not entitle employees to automatically include an additional 15 minutes in all overtime call-outs. Furthermore, this provision does not entitle employees to receive more than 15 minutes pay for more than one phone call handled in a consecutive 15-minute period.

**(c) Overtime (standby)**

The District may place a standby employee on a rest period when after a discussion with the District, shop steward or if a steward is not available a foreman, and the effected standby employee, it is determined by the District that the standby employee has worked enough hours that a rest is needed. While the standby employee is on a rest period, standby shall be assigned to another employee. Both employees will be paid the standby rate rounded up to a full day at the applicable standby rate.

**(1)** Standby employees may request a determination by the District for assignment to a rest period.

## 5.5 Supplemental Standby

### (a) General

- (1) Employee on normal standby will be the first called. Employees on supplemental standby will be called for OT before other employees.
- (2) Employee normally on standby who chooses to stay in District provided hotel will follow the procedure(s) in (c) below.
- (3) Supplemental standby will be voluntary.
- (4) District will make an effort to call and offer supplemental standby to all qualified employees not currently on duty.
- (5) District will notify employee of expected duration of supplemental standby. This does not prevent District from modifying duration.
- (6) For supplemental standby M-F, for each 24-hour period the District will follow the OT list.

### (b) Employee who lives within the Town of Truckee

- (1) Employee is not required to stay in District provided hotel and will follow the policy in (c) below.

### (c) Employee who chooses to stay in District provided hotel.

- (1) Will receive the applicable standby pay as defined in Title 5, Sections 5.1-5.4 plus three (3) hours for the time on supplemental standby. The employee will be able to engage in personal pursuits and is free to come and go from the hotel.
- (2) Employee will follow the normal meal practices as per Title 8, Section 8.2 of the MOU. In addition, the employee will receive meals or meal allowances per 8.2 (e) while on supplemental standby.
- (3) District may require the employee to report for duty between 7am-5pm, at the applicable OT rate per Title 6 of the MOU.

## TITLE 6 OVERTIME

- 6.1 General:** Except as otherwise provided below, all scheduled hours worked of eight (8) or less in a work day, or forty (40) or less in a work week, will be paid at the straight time rate. There will be no duplication or pyramiding of hours in the computation of pay (i.e., the payment of overtime for any hour excludes that hour from payment on any other basis).
- 6.2 Definition:** Overtime will be computed to the nearest one-half (1/2) hour and is defined as follows:
- (a) Time worked in excess of forty (40) hours in a work week.
  - (b) Time worked in excess of regularly scheduled hours on a work day.
  - (c) Time worked on a non-work day.
  - (d) Time worked on a holiday.
  - (e) Except for part-time employees, time worked outside of regular hours in a work day.
- 6.3 Call-outs:** If an employee is called out outside the employee's regularly scheduled hours and works less than two (2) hours, the employee will receive not less than two (2) hours' pay, to be compensated at the applicable overtime rate, for each such call-out; provided the employee has finished the first call-out and has returned home. If the employee is sent on another job or jobs prior to returning home from the initial call without a break in work time, it will be considered as a single call-out.
- 6.4 Overtime Distribution:** There will be equal opportunity for overtime among qualified and available employees in each department.
- 6.5 Basic Overtime Rates:**
- (a) Except as otherwise provided below, overtime compensation will mean a rate of pay equivalent to one and one-half (1 1/2) times the regular straight-time rate of pay.
  - (b) Employees will be paid overtime compensation at the rate of pay equivalent to two (2) times the regular straight-time rate for all time worked in excess of twelve (12) consecutive hours.
  - (c) Employees will be paid overtime compensation at the rate of pay equivalent to two (2) times the regular straight-time rate for all time worked between 11:00 PM and 6:00 AM. Additionally, employees will be paid overtime compensation at the rate of pay equivalent to two times the regular straight time rate for all call out overtime worked.
  - (d) Employees will be paid overtime compensation at the rate of pay equivalent to two (2) times the regular straight-time rate for all time worked on Sundays and holidays. (Amended 11/30/98)
  - (e) Employees may elect to accrue and use up to sixty-four (64) hours per calendar year of compensatory time off. Such time shall accrue as hour for hour worked and remainder of overtime compensation shall be paid at the appropriate rate. Employees with accrued compensatory time off will be cashed out at the end of each calendar year.

Example: 8 hours worked at the “double time rate” = 8 hours comp time and 8 hours straight time pay. 8 hours worked at the “time and one half rate” = 8 hours comp time and 4 hours straight time pay.

**(f)** All compensatory time taken must have prior approval by management. Compensatory time off will not be approved if overtime must be worked to cover it.

**(g)** Notwithstanding any other provision contained herein, when an employee travels to or from a site for purposes of attending training or a conference, and said travel is occurring outside the employee's normal work hours, said employee shall be compensated at the straight time rate of pay not to exceed four (4) hours on a calendar day.

## **6.6 Rest Periods:**

**(a)** Any employee who has worked sixteen (16) hours in any consecutive 24 hour period will be entitled to a rest period of nine (9) consecutive hours.

1. Any employee that works an unscheduled shift with a minimum of two (2) hours at overtime rates where any portion of that overtime falls between the hours of Midnight and four (4) am, the employee shall be entitled to a rest period of nine (9) consecutive hours.
2. For purposes of this section, an unscheduled shift shall mean work begins with less than 24-hours notice.

**(b)** Should a rest period extend into an employee's regular work hours the employee may be required to report for work at the end of the rest period for the remainder of that regular work period. The employee will, in such event, be paid the straight-time rate of pay for that portion of the nine (9) hour rest period which overlaps the employee's regular work period.

**(c)** If, when an employee is eligible for a rest period, the District requires the employee to continue work into the regular work period, the employee will be paid at two (2) times the regular straight-time rate for all hours worked until the employee is given a rest period of nine (9) consecutive hours.

**(d)** If an employee becomes eligible for a rest period and is called back to work during the nine (9) hour rest period, the employee will be paid at two (2) times the regular straight-time rate for all hours worked until said employee has been relieved from duty for at least nine (9) consecutive hours.

**TITLE 7  
HOLIDAYS**

**7.1 Recognized Holidays:** Following are the recognized paid holidays for all regular employees:

New Years Day	January 1
Presidents Day	Third Monday in February
Memorial Day	Last Monday in May
Independence Day	July 4
Labor Day	First Monday in September
Veterans Day	November 11
Thanksgiving Day	Fourth Thursday in November
Day after Thanksgiving	Fourth Friday in November
Christmas Eve	December 24
Christmas Day	December 25
Employee's Birthday	Employee's birthday

**(a)** The Christmas Eve holiday shall be observed on the work day immediately prior to the date of observing the Christmas Day holiday. **(b)** The Employee's Birthday holiday shall be observed on a date chosen by the employee within a time period of five (5) days prior to or five (5) days subsequent to the employee's birth date.

**7.2 Holidays falling on a Saturday or Sunday:** When any of the allowed holidays fall on a Saturday, the holiday will be observed on the preceding Friday. If a holiday falls on a Sunday, the following Monday will be observed.

**7.3 Eligibility:** If an employee takes off any of the days observed by the District as a holiday and is absent without pay and/or authorization on the work day either immediately preceding or following such day observed by the District as a holiday, such employee will not receive holiday pay.



## **TITLE 8 EXPENSES**

**8.1 Transportation:** At the discretion of the District, transportation will be furnished all employees in the performance of their duties as prescribed. When, however, an employee is asked to use personal means of transportation for District business, employee will be reimbursed at the then current tax exempt mileage rate established by the IRS, but in no event less than \$1.00 per day.

**8.2 Meals:**

**(a)** If the District requires an employee to perform work on a work day and such work begins two hours but not less than forty-five minutes prior to the employee's regular starting time, it will provide the employee with a meal. In the event such work continues into the employee's regular work hours, the District shall also provide the employee's lunch.

**(b)** If the District requires an employee to perform work on a work day for two (2) hours or more beyond regular quitting time, it will provide a meal. Thereafter, meals will be provided at intervals of four (4) hours for the duration of said work (so long as such work continues). It is understood that work efforts sometimes continue past the time a meal is due. Meals and the time to eat them will be provided upon completion of the work effort. Notwithstanding any other provision of this agreement allowing the rounding of time to the nearest one-half hour, for purposes of this subsection, no rounding will result in qualification for a meal.

**(c)** If the District calls out an employee to work on a non-work day or after being released on a work day, it shall provide a meal allowance every four (4) hours while such work continues.

**(d)** If overtime work has been pre-scheduled by the end of the previous work day, meal allowances shall be provided as set forth in Section (a) and (b) above.

**(e)** The meal allowance is twenty (20) dollars for all meals (excluding tax and tip). Employees shall be billed for any cost exceeding the approved amounts. If such billings are not paid by the employee within thirty (30) calendar days after receipt of said billings, the District shall have the right to deduct such amounts from the employee's paycheck.

**(f)** The time necessary to consume any such meal up to one half (1/2) hour will be considered as work time.

**(g)** If an employee who is entitled to meals at the District's expense does not accept any such meal, the District will, nevertheless, allow the employee one half (1/2) hour with pay in addition to the appropriate allowance for such meal.

**(h)** On call employees will be issued a credit card to be used for overtime meals earned. The District will set the card limits and parameters for use of these cards and has the right to revoke any credit card at any time. Employees will report usage as instructed by the District.

**(i) On-Call Meal Interruption Benefit:**

An employee who is called-out shall be eligible for the meal interruption benefit as defined below:

- 1) The benefit applies only to unscheduled call outs.
- 2) The on-call employee will not be paid for ½ hour to eat the meal
- 3) The meal periods and benefit amount for purpose of the meal interruption benefit are defined as:

7:00 to 7:30 AM,	\$20.00
12:00 to 12:30 PM,	\$20.00
6:00 to 6:30 PM,	\$20.00 (See Title 8.2e)

- 4) This benefit applies only to call outs less than four hours in length.
- 5) This provision can be terminated by the District or by Local 1245 upon giving forty-eight hour notice to the other party.

This benefit does not set the meal period for any time period other than the call out period.

**8.3 Telephone Expense:** District shall provide communications line and services as needed/required for on-call employees who are required to use computer systems from their homes. District will reimburse employees for all installation cost of said line up to \$100.00 and monthly service costs up to \$16.00.

District will reimburse on-call employees for actual costs incurred for work related long distance expenses.

**8.4 Moving Expense Reimbursement** - New employees who have been recruited by the District and are required to move their place of residence as a result of accepting employment with the District shall be reimbursed for qualified moving related expenses subject to the following guidelines.

**(a)** The amount of reimbursement shall not exceed eighty (80) hours of straight time wage. Eligible expenses shall be limited to documented costs for relocation of furniture, household and personal items and transportation costs associated with moving the employee and family members at the then current IRS mileage rate. Costs associated with the sale or purchase of a home, lodging, meals, temporary storage of personal items, or costs that are not directly necessitated by the move will not be included in the costs subject to reimbursement. Reimbursement is only available if the employee would have to commute at least 50 extra miles from his or her former residence to get to the new job. The General Manager will make final decisions regarding the appropriateness of expenses for reimbursement.

**(b)** To be eligible for moving expense reimbursement, employees are required to agree to the following pay back agreement in the event that their term of employment is less than two years.

Length of Employment	Amount to be repaid by employee
0– 11 months	100%
12– 24 months	75%

**TITLE 9**  
**LEAVE OF ABSENCE - UNPAID AND PAID**

- 9.1 Personal Leave:** An unpaid leave of absence will be granted to a regular employee for urgent substantial personal reasons provided that adequate arrangements can be made to take care of the employee's duties without undue interference with the normal routine of work. Such leave will not be granted if the purpose for which it is requested may lead to the employee's resignation.
- 9.2 Military Leave:** A regular employee who leaves employment with the District to enter the military service or other service where re-employment rights are protected by law will be granted a "leave of absence" without pay.
- 9.3 Unpaid Medical Leave:** The District General Manager may grant regular employees an unpaid medical leave of absence after the expiration of paid disability leaves as provided in Title 12, and after expiration of all accumulated vacation. The District may, in its discretion, require satisfactory written medical evidence of personal illness prior to granting such leave, and during such leave the District may require satisfactory written medical evidence of continuing disability, at regular intervals. The cost of obtaining the medical evidence shall be borne by the employee. If an employee has accumulated greater than four (4) months of paid personal disability leave and/or vacation leave, then the employee may use all accumulated personal disability leave and vacation leave. Otherwise, in no event shall an employee's use of paid personal disability leave, vacation time, and unpaid medical leave extend more than four (4) months, unless the District General Manager determines to grant additional unpaid medical leave, and the General Manager shall do so only in unusual cases involving exceptionally compelling medical circumstances, when it appears clear that the inconvenience and expense caused by the employee's continued absence will be outweighed by the benefit of the employee's eventual return to work. Any grant of unpaid medical leave shall be in writing and shall specify the ending date of such leave. Failure of the employee to return to work at the end of unpaid medical leave shall be grounds for discipline, including discharge.
- 9.4 Bereavement Leave:** Regular employees will be granted three (3) days bereavement leave with pay in the event of a death in their immediate families or to a member of the employee's immediate household at the time of death. Immediate family consists of an employee's or employee's spouse's or registered domestic partner's mother, father, brother, sister, son, daughter, step-child, half-brother, half-sister, foster parent or grandparent. In addition, such leave may be extended to cover the employee's step-parent, foster child, or grandchild. An additional two (2) days of bereavement leave will be granted if the employee must travel 500 or more miles to attend to matters related to bereavement.
- 9.5 Jury Duty:** A regular employee will be paid straight time salary if a leave of absence is occasioned by a call to jury duty or by a subpoena to appear as a witness in administrative, civil or criminal cases, unless the employee's testimony is against the District's interest; however, any pay in excess of \$50.00 received as a juror, except mileage expense, will be paid directly to the District by the employee.
- 9.6 Military Training:** For a maximum period of two weeks in any one calendar year, the District will make up the difference between normal salary and regular military and longevity pay when a regular employee is on active duty for training with any of the military services, the Coast Guard, or National Guard.

**9.7 General Provisions:**

(a) Except as provided for in (b) below, a regular employee's status, including any seniority accrual, as a regular employee will not be impaired by an authorized leave of absence.

(b) While on an unpaid leave of absence, an employee will not be eligible for personal disability leave pay, holiday pay, vacation pay or items of a similar nature. If an employee is in a non-pay status for the major portion of the work days in a month, such employee shall not accrue paid leave nor be entitled to insurance coverage unless the employee pays the premiums therefore in a timely manner.

(c) Persons on an unpaid leave of absence for greater than one month shall not advance in pay steps until said employee has worked the number of hours equivalent to the time set forth in the pay step intervals.

**TITLE 10  
VACATION**

**10.1 Eligibility:** Full-time regular employees who have satisfactorily completed six (6) months of continuous service will accrue vacation leave from the most recent date of hire.

**10.2 Rates of Accrual:**

**Number of Days Per Year**

(a) For the first five years of continuous service	10
(b) After completing five years of continuous service	15
(c) After completing ten years of continuous service	20
(d) After completing 15 years of continuous service	21
(e) After completing 20 years of continuous service	22
(f) After completing 23 years of continuous service	23
(g) After completing 24 years of continuous service	24
(h) After completing 25 years of continuous service	25
(i) After completing 30 years of continuous service	30

This provision is contingent on District-wide application. Any enhancements or improvements shall apply District wide. This application shall pertain solely to Title 10.2 and shall not be precedent setting.

(1) New employees that are hired as full-time and regular will be given forty (40) hours of vacation leave at the start of employment, in addition to the regular vacation leave accrual per section 10.2.

**10.3 Consecutive Days:** All vacations will be taken on consecutive days, in no less than weekly increments, unless otherwise agreed to by the District and the employee.

**10.4 Termination:** Any employee who leaves District employment before taking the employee's regular scheduled vacation will be entitled to receive full pay for any accrued vacation.

**10.5 Vacation Scheduling:** Vacation leave may be scheduled by mutual agreement between management and employees. A sign-up sheet shall be posted in the District offices from November 15 to December 15 of each year. During this time, employees may designate their choice of vacation periods for the twelve-month period beginning on January 1 of each year. Whenever possible, the conflicting or overlapping employee vacations which are listed on the sign-up sheet from November 15 to December 15 shall be resolved on the basis of seniority. If, during the November 15 to December 15 timeframe, any employees fail to designate their choice of vacation time, then the scheduling of their vacation shall be based, not on seniority, but on a first-come-first-served basis.

**10.6 Carryover:**

a) Employees may accumulate up to 360 hours of vacation leave, at which point the employee will not accrue additional hours.

b) The District, at the employee's option, will compensate employees for accumulated unused vacation leave hours up to the number of vacation hours actually taken during the calendar year. Vacation leave will be paid at the employee's current rate of pay.

c) Effective 1/1/10, employees will have their existing accrued vacation hours placed in a vacation bank. Banked vacation hours, at the employee's option, may be used for vacation, paid out at the employee's current rate of pay (limited up to the equal amount of vacation hours actually used during that calendar year), or left in bank until retirement or termination from employment.

## TITLE 11 SAFETY

- 11.1 Clothing/Safety Equipment/Tools:** The District will furnish all hand tools and any specialized safety devices necessary to perform an employee's assigned duties. Every effort will be made by the employee to maintain them in good condition because an employee's safety is dependent upon the District provided equipment.

This is a prospective benefit. If an employee leaves prior to mid-year (other than medical retirement), a prorated amount shall be returned to the District by the employee.

**a)** In lieu of providing boots and specialized clothing, the District will issue an annual check in the amount of \$525 to each employee currently assigned to positions that have traditionally received such items.

**(1)** In the event the District reassigns any employee to perform duties which require boots and/or specialized clothing and that employee has not received the benefit as described in Section 11.1(a), the District will provide all necessary boots and/or specialized clothing.

**(2)** The clothing allowance for any employee designated by the District, as a backup Meter Reader shall be \$525 for the year said employee was designated as such. For each successive year with this designation the backup Meter Reader shall receive \$262.50. If in any year the backup Meter Reader receives more than 1040 hours of upgrade to Meter Reader the clothing allowance for that year shall be \$525.

**b)** The District shall provide one (1) pair of prescription safety glasses per year to all employees who require prescription glasses. Prescription glasses damaged on the job will be replaced at no cost to the employee. Exams required for prescription safety glasses will be covered under 19.2(i) of the MOU.

- 11.2 Safety Meetings:** Safety meetings will be prepared and conducted during the course of regular working hours by a person designated by management. Approximately two (2) regular working hours each month will be allowed for this purpose.

- 11.3 Safety Responsibilities:** The District will make reasonable provisions for the safety of employees in the performance of their work. Employees will jointly cooperate in promoting the responsibility of the individual employee with regard to the prevention of accidents.

- 11.4 Safety Committee:** The safety rules of the state having jurisdiction shall be observed by the parties hereto. It is recognized that the employer has the exclusive responsibility for providing a safe and healthful work place. To assist the employer in maintaining an effective and continuing safety program, a permanent joint safety committee shall be established, consisting of two (2) members appointed by the Union and two (2) members appointed by the District Manager. The safety committee shall be granted four (4) hours per month to meet during normal business hours to conduct its business. Every six (6) months it will conduct a walk-around safety inspection of District premises and will recommend, in writing to the Manager, any corrective measures it deems necessary. It is understood that such committee shall serve in an advisory capacity only and will in no way assume any responsibility for the safe operation of the District.

**11.5 Safety Rules:** The District reserves the right to draft reasonable safety rules for employees and to insist on the observance of such rules.

**11.6 Rubber Gloving**

Rubber gloving shall be implemented provided the following terms are satisfied:

- 1) Union approved safety manual in place before implementation.
- 2) Rubber glove increase retroactive to 1/1/06: 6.50%
- 3) Crew involved in work agrees unanimously to use rubber gloving procedures.
- 4) Rubber glove effected employees vote on rubber glove clause separately.
- 5) Included classifications:
  - a. Foreman
  - b. Substation lineman
  - c. Leadman
  - d. Lineman
  - e. Apprentice lineman



**TITLE 12**  
**PERSONAL DISABILITY LEAVE & INDUSTRIAL DISABILITY LEAVE**

**12.1 Definition of Personal Disability Leave:** Personal Disability Leave means an authorized paid leave of absence which is granted to an employee who has actually become incapacitated and who is, thereby, unable to perform employee's regular duties and responsibilities. Such inability will have resulted from (1) personal illness or accident; or, (2) pregnancy. Personal Disability Leave is not applicable to industrial disability (otherwise provided for below) except to the extent of supplementing industrial disability leave up to 100% of an employee's regular straight-time earnings. Such application will be at the employee's option. Employees may use their Personal Disability Leave, up to a maximum of six (6) days in a calendar year, for paternity purposes, to tend to an ill spouse or registered domestic partner, child, or parent. Employees can accumulate unused family sick leave not to exceed six (6) days.

**12.2 Eligibility and Accrual:** Full-time regular employees will accrue unlimited personal disability leave from the date of hire at the rate of one (1) day per month for each month the employee remains in a pay status (12 days per year maximum). When an employee no longer is being compensated during the major portion of any month by regular pay, paid vacation, or any other form of paid leave, the employee no longer will accrue leave credit.

**(a) Personal Disability Leave Incentive Plan:** If you have low personal disability leave use, you can exchange personal disability leave for its cash equivalent according to the following schedule. Eligible employees are permanent full-time employees who work a full payroll year. The credit is granted after year end according to the following schedule:

<b>Prior Year's Personal Disability Leave Usage</b>	<b>Personal Disability Leave Credit Conversion</b>
Zero (0) days	Two (2) days
One (1) day	One (1) day, four (4) hours
Two (2) days or less	One (1) day
Three (3) days or less	Four (4) hours

**12.3 Evidence of Disability:** The District may require satisfactory evidence of any disability before leave will be granted. For any disability leave in excess of five (5) working days, the District may require satisfactory written medical evidence of continuing disability, at regular intervals.

**12.4 Abuse of Disability Leave:** If the District believes that an employee may be abusing the disability leave provisions, the District shall counsel said employee regarding its concern. If the employee continues to use disability leave in a manner that concerns the District, the District may place the employee on disability leave probation, as described in Section 12.5. In determining whether an employee has abused the disability leave provisions, the District shall not consider any conduct prior to January 1, 1985; nor shall the District consider any conduct that occurred more than two (2) years prior to the time at which the District is investigating possible abuse by an employee. If a grievance is filed by an employee in response to counseling regarding abuse of disability leave, the District shall not place the employee on Disability Leave Probation until Step 3 of the grievance procedure (Title 14) has been completed.

- 12.5 Disability Leave Probation:** Disability Leave Probation shall extend for whatever period of time determined by the District, up to 180 calendar days. An employee on Disability Leave Probation may be required to provide to the District, at the employee's expense, satisfactory written medical evidence for every day or portion of a day on disability leave. Failure to promptly provide such written evidence shall be grounds for discipline, including discharge.
- 12.6 Holidays:** If a holiday falls on a work day within the disability leave period of an employee who is entitled to paid holidays, it will not be included in the leave. Nothing within this Title will be interpreted to entitle an employee to disability leave while on vacation or layoff.
- 12.7 Industrial Disabilities:**
- (a) When an employee is absent by reason of disability which falls within the application of the Workers Compensation Chapters of the State of California Labor Code, employee will be entitled to Industrial Disability Leave for the duration of such temporary disability. Such benefits will begin with the first day of absence following the day of the disability. The combined amount of industrial disability and Workers Compensation benefits payable for each day of absence will not exceed 85% of each employee's basic daily wage.
- (b) An employee who is absent by reason of industrial disability may be returned to work and given temporary light duties within his/her ability to perform. The duration of any such period of temporary work shall be determined by District. Employee shall be compensated at the rate of their regular classifications while engaged in such temporary duties.
- (c) An employee who is absent by reason of non-industrial disability may be returned to work and given temporary light duties within his/her ability to perform. The duration of any such period of temporary work shall be determined by District. Employees shall be compensated at the rate of pay of the classifications to which he/she is temporarily assigned.
- 12.8 Limitations:** The total benefits to be paid for any combination of Personal Disability Leave and Industrial Disability Leave will not exceed 100% of normal straight-time earnings less any benefits due from Workers Compensation, State Disability Insurance, Social Security Disability provisions, and/or any other benefit program to which the District contributes.
- 12.9 Return to Work:** Prior to return to work, the District, in its discretion, may require a physical release stating the employee is physically able to perform employee's job duties following any absence in excess of five (5) days because of illness or injury.
- 12.10 Use of Personal Disability Leave:** When an employee is on personal disability leave employee does not need to use all vacation leave when sick leave runs out. Employee can leave five (5) days of vacation leave on the books and go on leave without pay, subject to the provisions of Title 9.3.

**TITLE 13**  
**RIGHT TO REPRESENTATION**

- 13.1 Right to Representative:** If District management conducts an investigatory interview with an employee and a significant purpose of the interview is to obtain facts to support discipline that is probable or that is being seriously considered, then if the employee requests, employee shall be entitled to have a Union representative present during such investigatory interview. Upon request by an employee, District management shall either permit a Union representative to be present or discontinue the investigatory interview. This right shall not apply to situations in which the employee is merely given instructions, training, correction of work techniques, a warning, or when discipline is imposed without the employee being questioned by District management in order to obtain facts to support discipline of the employee. This Section 13.1 is intended to be a restatement of current State law, and is not intended to enlarge the rights granted by current State law.

## TITLE 14 GRIEVANCE PROCEDURE

**14.1 Definition:** A grievance is defined as meaning any dispute regarding the application of the following:

(a) The terms of this Memorandum of Understanding.

(b) The discharge, demotion, or discipline of an individual employee.

(c) This procedure does not apply to instances of dissatisfaction by employees over their wage rates once such rates have been established by action of the District's Board of Directors following the meet and confer process. (Subsection reformatted 1991)

**14.2 Representation:** In initiating and prosecuting a grievance, any individual employee shall have the right to present grievances to the District and to have such grievance adjusted without the intervention of Union, provided that the adjustment shall not be inconsistent with the terms of this Memorandum of Understanding, provided that Union's Business Representative shall be given an opportunity to be present at such adjustment, and provided, further, that grievances settled by individual employees without representation by Union Officials shall not bind the Union to an interpretation of this Memorandum of Understanding.

**14.3 Time Limits:** The time limits specified below may be extended for a reasonable period of time to a definite date and time by the mutual consent of the involved parties. The party requesting the time extension shall make such request in writing and submit for consideration. Time extensions will be valid only with signed approval from both parties. The failure by the involved employee to meet any specified applicable time limit will constitute a withdrawal of the grievance. The failure by the involved employer representative to meet any specified applicable time limit will entitle the involved employee to take the next step in the grievance procedure.

**14.4 Grievance Procedure Steps:**

**Step 1:** The employee, and/or an employee organization official if desired by the employee, shall discuss the issue with the immediate supervisor.

**Step 2:** The employee, or an employee organization official if desired by the employee, shall reduce the issue to writing and refer the matter to the General Manager of the District within 20 working days after the facts or circumstances giving rise to the grievance are available to the employee, or in the case of disciplinary action against the employee, within ten (10) working days after (1) the employee is given written notice of the discipline, or (2) a written determination is made after a pre-disciplinary review, whichever date is later in time. The written grievance shall state the facts, identify the provisions of the MOU alleged to have been violated, and state the desired remedy. If necessary to resolve the issue, either party may request that an informal meeting be held in order to gather pertinent information. If the dispute is resolved, it shall be reduced to writing and jointly executed by the parties. If the dispute is not resolved within ten (10) working days after the General Manager's receipt of referral, then the employee shall immediately proceed to the next step.

**Step 3:** The employee, or an employee organization official if desired by the employee, shall, within fifteen (15) days of the General Manager's receipt of the referral in Step 2,

refer the issue, in writing, to the District's Board of Directors. The Board shall respond, in writing, within ten (10) working days after its next regularly scheduled Board meeting.

**Step 4: (a)** The employee, or an employee organization official if desired by the employee, shall refer the issue to Advisory Arbitration within twenty (20) working days after receipt of the District's response in the foregoing step. The parties shall cooperate in the prompt appointment of an Advisory Arbitrator. If the parties fail to agree upon the Advisory Arbitrator, either party, upon written request to the other, may request the Federal Mediation and Conciliation Service to provide the parties a panel of seven (7) Arbitrators. Upon receipt of such panel the parties will proceed promptly to select an Advisory Arbitrator by alternately striking one name from the panel. The last remaining shall serve as the Advisory Arbitrator. The Advisory Arbitrator shall make a written recommendation to the Board of Directors with respect to the issue submitted for arbitration. The Board of Directors shall issue a final written decision within ten (10) days of the receipt of the recommendation. The cost of Arbitration shall be equally borne by the District and the referring party, except each party shall assume the cost of their presentations.

The following rules shall apply at the arbitration: Oral evidence shall be taken only on oath or affirmation. Each party shall have the right to call and examine witnesses, to introduce exhibits and to cross-examine opposing witnesses on any relevant matter even though the matter was not covered in the direct examination. If the employee does not testify in employee's own behalf, employee may be called and cross-examined. The hearing shall not be conducted according to technical evidence rules. Any relevant evidence shall be admitted if it is the sort of evidence on which responsible persons are accustomed to rely in the conduct of serious affairs, regardless of its admissibility in civil actions. Hearsay evidence, otherwise inadmissible in civil actions, may be used for the purpose of supplementing or explaining other evidence, but shall not be sufficient in itself to support a finding.

**(b)** This disciplinary appeal procedure may be utilized by all bargaining unit employees who have been disciplined by the District (excluding written reprimands) and for disputed employee promotions.

If the Union is not satisfied with the General Manager's response in step 3 of the grievance procedure, they may move the matter to arbitration by filing a request for arbitration in writing with the General Manager. To be timely, the request for arbitration must be received within fourteen calendar days of the date of the General Manager's decision.

As soon as reasonably possible after the matter has been referred to arbitration, the parties or their designated representatives shall confer regarding the selection of the arbitrator. If agreement cannot be reached, the parties shall request a panel of seven arbitrators from the California State Mediation and Conciliation Service. The parties or their representatives shall alternately strike from the SMCS list until one name remains and that person shall serve as the Arbitrator.

At the Arbitration hearing, both sides shall be represented by the person of their choice and shall be solely responsible for the costs associated with the presentation of their case including but not necessarily limited to the costs associated with their representative and witnesses. The costs and fees associated with the Arbitrator and court reporter shall be divided evenly between the parties.

The decision of the Arbitrator shall be final and binding, however, the Arbitrator shall have no authority to add to, modify or delete any provisions of the labor agreement between the parties.

**Note:** An employee disputing a penalty of a suspension without pay in excess of five (5) days pay during a twelve (12) month period, or a discharge shall forego Step 1 and 2 of this procedure.

**TITLE 15**  
**LAYOFF AND DEMOTION PROCEDURE**

**15.1 Contract Work:** Nothing contained herein will be construed as limiting the right of the District to determine the methods of its operation, the amount of production, the number of employees in total or in specific classifications of work. However, the District agrees that in no case will it lay off employees as the result of work contracted.

**15.2 Notice:** When it becomes necessary to lay off employees due to lack of work, the District will give employees concerned as much notice as possible except in the case of temporary employees where no notice is required.

**15.3 Layoff and Rehire:**

(a) When it becomes necessary to reduce the work force, senior employees will be retained provided they have the necessary skill and ability to perform the required work as evidenced by passing a job related test and further provided they can perform the work efficiently at the completion of the three (3) month probation/orientation period.

(b) Employees may displace junior employees in another classification, provided the requirements in (a) above are met, prior to being laid off. Any employee displaced out of a classification may, in turn, also exercise the foregoing option. In no event may an employee displace another employee with more seniority.

(c) The District shall make a reasonable effort to notify employees on layoff of all job vacancies which occur within twelve (12) months following layoff. Consideration for rehire shall be in order of District seniority.

(d) Employees rehired in the twelve (12) month period will be reinstated with all benefits for which they previously qualified except in the case of a temporary employee where no rehire status is necessary.

Enabler: Both the District and the Union recognize that there will arise situations with respect to employees displaced by new technologies or revisions of operational procedures; therefore, by written agreement between the District and the Union, special provisions may be substituted for the provisions of this procedure.

**15.4 Journeyman:** Journeymen, linemen and line working foremen who are reassigned to apprentice work will retain journeyman status.

**TITLE 16**  
**EMPLOYMENT STANDARDS AND JOB VACANCIES**

**16.1 Preamble:** The District shall determine the work to be accomplished in providing services to the customers of the District, and may set written standards of reasonable performance. The District retains the right to organize and direct the work and to determine job descriptions.

**16.2 Employee Competency:** The District is the judge as to competency and fitness of prospective employees for promotion or transfer, and of the satisfactory performance of work by any employee.

**16.3 Consideration:**

**(a)(1)** In determining qualifications of an employee or prospective employee for appointment, transfer, promotion, or demotion, the District may employ such oral, written or practical tests provided any test used shall be job performance related. To the extent that the District chooses to use written testing to determine qualifications for employment, and recognizing that job related tests are difficult to prepare with current District staff, the District shall use mutually agreed upon third party testing services to the extent practical. Notwithstanding the foregoing, other tests may be utilized by agreement between the District and the Union.

**(a)(2)** There shall be two (2) types of seniority, Occupational Group Seniority and District Seniority. District Seniority shall be defined as total length of continuous service with the District as determined in accordance with 3.1. District Seniority shall be used as the basis for determining such benefits as sick leave, retirement, vacations and protection against demotion and lay-off. Occupational Group Seniority shall be defined as the total length of service in one of the occupational groups shown in this section below. It is understood that the Occupational Groups have no relationship to "departments" as used in prior contracts nor in any way limit the right of the District to arrange positions within the organization.

**(a)(3)** When there is a tie in seniority between two (2) bidders for the same job, the tie must be broken. A person representing the District and a representative of the Union will meet and have a coin toss. This will determine which of the bidders will be offered the position. The Union representative will decide which side of the coin (heads or tails) will represent which employee. The District representative will then toss the coin and whichever side (heads or tails) comes up that bidder will be offered the position. This procedure will be used each time there is a tie in seniority even if it has been used to break a tie between the same two (2) employees in the past.

**(b)(1)** For the purpose of this section, Occupational Group Seniority shall be defined as the total length of service in one (1) Occupational Group. Occupational Group Seniority shall be used in determining the preferred bidder within that Occupational Group, except in filling vacancies for positions identified in Section 16.3 (b) (3).

**(b)(2)** In filling vacancies, the District shall post the vacancy per Section 16.4. Upon the completion of a written, physical, and/or practical test, the vacancy shall be filled by the candidate meeting the District's minimum qualifications and Occupational Group Seniority. If there are no qualified Occupational Group bidders, then upon completion of a written, physical, and/or practical test, the candidate shall be appointed based upon



seniority with the District. The following positions shall be subject to the requirements specified in Section 16.3 (b) (2).

**Electric Occupational Group**

Journeyman Lineman  
Lead Lineman (Seniority for this position will be based on time spent as a Journeyman Lineman or higher at TDPUD)  
Apprentice Lineman  
Groundman  
Electrician/ Meter Technician

**Water Occupational Group**

Water Service Technician  
Water Leadman (Seniority for this position will be based on time spent as a Water Service Technician or higher at TDPUD)  
Water Quality Technician  
Water Service Technician-in-Training  
Helper I  
Helper II

**Administration Services Occupational Group**

Work Order Specialist  
Accounting Specialist  
Billing Specialist  
Customer Service Lead  
Senior Clerk  
Customer Services Representative  
Meter Reader/Collector/Service Technician  
Meter Reader/Customer Service Representative

**Conservation Occupational Group**

Customer Service Representative

**Support Services Occupational Group**

Mechanic  
Warehouse/Utility Worker  
Facility Maintenance Technician  
Assistant Mechanic-in-Training  
Engineering Intern

**(b)(3)** The following positions are not subject to Section 16.3 (b) (2), but the District will test the employees who bid for the position and meet the minimum qualifications of the job description using any combination of testing methods, including written, oral, physical or practical. The General Manager shall select the successful candidate. This selection shall be based on the employee ranking developed in the previous step of this process, the candidate's leadership ability, and the candidate's communication ability.

**Electric Occupational Group**

Lead Inspector  
Electric Foreman  
Electrician/Meter Technician Foreman

Construction and Maintenance Inspector  
Substation Lineman  
Substation Lineman/Inspector  
Electrical Technician

**Water Occupational Group**

Lead Inspector  
Water Foreman  
Senior Water Quality Technician/Inspector  
Inspector for Pipeline Construction  
Contract Administrator  
Planner Estimator Inspector

**Administration Services Occupational Group**

Accounting Supervisor  
Billing/Customer Service Supervisor  
Customer Service/Collection Supervisor  
Work Order Accounting Supervisor  
Meter Reader Coordinator

**Conservation Occupational Group**

Conservation Programs Specialist

**Support Services Occupational Group**

Vehicle Maintenance Foreman  
Buyer

**16.4 Notice of Vacancy:**

(a) When new positions are created, additional positions are created, temporary positions are reclassified as regular, or any vacancy occurs other than a temporary position as defined in Section 3.4 (b) of the MOU, the District shall post the positions available. Such notice shall set forth the number of vacancies, the classifications, the job descriptions, the qualifications required, tests required, the rate of pay and the closing date for receipt of applications.

Clerical positions shall be posted identifying the Department in which the vacancy occurs. Any employee as defined in Section 3.4 (a) (c) and (d) may apply for consideration in the filling of such vacancies and the District shall accept for consideration any application received prior to 4:30 PM on the closing date. Employees will have at least forty-eight (48) hours excluding Saturdays, Sundays and holidays in which to apply

(b) During the last two weeks of January each year, the District will post notice that the pre-bid lists are open for each bargaining unit position at the District. Employees will have 10 working days to sign the pre-bid lists located in the Human Resources office.

For the purposes of bidding, employees will be considered to have bid a position if they have signed the pre-bid list that year should a position become open. The pre-bid list will be effective until the next pre-bid lists are issued.

(c) Within 30 days of a vacancy of a permanent position, the District will either post the position or notify the Union in writing that the position will not be filled.

**16.5 Employee Appointments:**

(a) Employees appointed to a new classification within the District shall have a period of ten (10) working days to elect to return to their previous classification and wage rate.

(b) Regular employees who are appointed to fill vacancies shall be placed on probation/initial orientation in the new position for a period of three (3) months. At any time during this period either the employee or the District may terminate the appointment. Employees in a probationary/initial orientation status are ineligible to bid other vacancies.

**16.6 Terminated by Employee:** If the appointment is terminated by the employee, the employee may, if qualified, fill the vacancy created by the coincidental promotion of another employee or in the alternative shall be either: (1) returned to employee's previous classification and wage rate provided that a vacancy exists; (2) transferred to some other classification mutually satisfactory to both the employee and the District provided a vacancy exists; or, (3) laid off with rehire rights as provided for in Section 15.3.

**16.7 Terminated for Unsatisfactory Performance:** If the appointment is terminated because of unsatisfactory performance, the same considerations as provided for in Subsection 16.6 will apply. In lieu of layoff, the employee may, if qualified, elect to follow the demotion procedure set forth in Title 15.3(b).

**16.8 Position Eliminated:** If the appointment is terminated because the position is eliminated, the employee's status will be determined by employee's seniority and qualifications as provided for in Title 15, Section 15.3.

**16.9 Notice of Filling:**

**(a)** If the District receives no applicants for a job posting, the District will, within five (5) working days, post a notice to that effect on the District bulletin boards.

**(b)** The District shall appoint the successful applicant to the posted position within twenty (20) working days following the completion of the selection process as provided in Section 16.3(a). Notice of the appointment, including the name of the appointee, shall be posted on the District bulletin boards at that time.

**(c)** The Union Business Representative and Shop Steward(s) shall be promptly notified of any employee who is bypassed and the related reasons.

**16.10 Employee Development Program**

**(a)** There will be established an employee development program, the goal of which is to assist employees to become highly competent in their current positions and to provide guidance to them in choosing training to become qualified to move into new positions and vacant positions which become available at the District.

**(b)** With respect to positions held by current District employees, the District will provide training to the incumbent employee in order to maintain and improve performance and to integrate preferred technologies and work processes into District operations.

**(c)** The District may, at its discretion, provide cross training to employees who are located within lateral or lower positions. The purpose of cross training is to provide back-up support for employees so that District functions are continued during periods of employee absence or during peak periods of need.

**(d)** The District shall prepare for each position a description of the training that would enhance the skills and ability of an employee desiring appointment to that position at a future time. Employees are encouraged to successfully complete training at their own time and expense in order to be better prepared for positions they may be interested in applying for in the future.

**(e)** It is recognized that on-the-job training and temporary upgrades are integral and unavoidable aspects of performing routine District functions and result in an employee having knowledge beyond his or her job classification. This knowledge and experience is valuable to the District and may be considered in Section 16.3(b)2.

**(f)** The guidelines for District reimbursed expenses are as listed in the table below. All expenses are to be pre-approved by the District as to cost, category and schedule.

Guidelines	Books/Material	Registration	Test Fees	Travel	Wages	6.5 (g)
District Required	Yes	Yes	Yes	Yes	Yes	Yes
Job Related / Not Required	Yes	Yes	Yes	No	No	No
Natural Progression	Yes	Yes	Yes	No	No	No
Not Natural Progression	No	No	No	No	No	No
Conferences	Yes	Yes	Yes	Yes	Yes	Yes

**(g)** The District will reimburse employees for books and tuition for Spanish language

classes. To qualify for reimbursement, the class must be a class that grades and the employee must achieve a grade of "B" or better.

## TITLE 17 DISCIPLINARY ACTIONS

**17.1** The principal objectives of this policy are to promote orderly job conduct and the longer range development of a goal-oriented and productive personnel team, help ensure compliance with state and federal laws, and to establish the procedural means of protecting employment rights of employees.

The effect of this policy should be:

- The reduction of involuntary terminations.
- The avoidance or minimizing of misunderstandings between supervisory and non-supervisory personnel.
- Ensuring that personnel are provided with notice of unacceptable conduct in sufficient time to permit self-correction and improvements.
- Ensuring that documentation is maintained and available to support management's position in the event of discriminatory charges.

Definition -The term discipline will be understood as meaning "a state of orderliness" such as in a "disciplined team" or in a "disciplined performance." Therefore, disciplinary action is action taken to maintain an orderly way of imposing sanctions to remedy unacceptable employee performance.

Causes for Disciplinary Action - The following are examples of conduct for which discipline may be imposed. This list is merely a summary. It is not exhaustive and discipline may be imposed for misconduct not set forth below:

1. Improper or unauthorized use or abuse of sick leave;
2. Excessive absenteeism;
3. Being absent without authorization; repeated tardiness or leaving without authorization.
4. Violation of District policies, rules or procedures;
5. Insubordination, disobedience, or failure to carry out any reasonable order;
6. Acceptance of gifts or gratuities in connection with or relating to the employee's duties;
7. Any conduct which is harmful to the orderly conduct of business, the safety of employees or equipment, or which adversely affects the employee's ability to perform his/her job;
8. Falsifying information related to employment application, payroll or any other work related record or report;
9. Discourteous or inappropriate treatment of the public or District employees;
10. Violation or neglect of safety rules or common safety practices;
11. Theft, dishonesty, or fraud;
12. Physical altercations or acts of aggression;
13. Engaging in discriminatory or harassing behavior in violation of state/federal laws and/or District policy;
14. Substandard or inadequate job performance, including failure to perform assigned tasks or training, or failure to discharge duties in a prompt, competent, and reasonable

- manner;
15. Violation of the District's policies regarding drugs, alcohol, and/or tobacco use;
  16. Careless, negligent, or improper use of District property, equipment or funds, including unauthorized removal, or use for private purpose, or use involving damage or unreasonable risk of damage to property.

### Progressive Discipline Procedures

The actions identified below reflect a logical progression from the least serious to the most serious. In general, a supervisor's approach to matters requiring disciplinary action will follow this progressive approach. The first steps of the disciplinary procedure are to be regarded as corrective measures and are to be combined with appropriate instruction which, if followed, would make further steps unnecessary. The seriousness of the offense shall be taken into account by the supervisor, and the supervisor need not necessarily proceed to the next level of disciplinary action upon the repetition of the offense. In order for a supervisor to proceed to the next level of disciplinary action, the offense need not be a repetition of a prior offense.

A Skelly meeting (as defined below) will generally precede disciplinary action involving a loss of pay. However, suspensions of five days or less may be immediately implemented providing that the Skelly procedure (as defined below) is then promptly followed. Under certain conditions more severe disciplinary action may immediately occur.

### Forms of Disciplinary Action:

1. Verbal Reprimand – The verbal reprimand is considered informal discipline and notifies the employee that his/her performance or behavior must be improved. This warning defines the areas in which improvement is required, sets up goals leading to this improvement and informs the employee that failure to improve will result in more serious disciplinary action.

This is the first official step of disciplinary action. It shall be used to deal with minor infractions of rules and practices. It is, in effect, a statement to the employee that he/she has (1) violated a District rule or work practice that he/she should have been aware of, (2) that he/she will be expected to abide by all such rules in the future.

The manager will summarize this action with written documentation concerning the conversation. This document is placed in the employee's personnel file and a copy is given to the employee. The employee shall be permitted to file a written response, the original being directed to the department head and a copy filed in the employee's personnel file.

This document shall be removed from the employee's personnel file after a period of 24-months, provided the employee has received no further related disciplinary action during the 24-month period.

2. Written Reprimand – The written reprimand is a written record of discipline, that is usually, but not always, issued after a previous verbal reprimand. The employee is advised that his/her behavior is below standard and that continuation or repetition of that behavior shall result in more serious disciplinary action. The written reprimand shall specifically cite the substandard conduct and, where appropriate, reference the particular Code or Policy that has been violated.

A copy of the written reprimand shall be provided to the employee and a copy placed in the employee's personnel file. The employee shall be permitted to file a written response, the original being directed to the department head and a copy filed in the employee's personnel file.

This document shall be removed from the employee's personnel file after a period of 24-months, provided the employee has received no further related disciplinary action during the 24-month period.

3. Suspension – The suspension is a District ordered absence from duty without pay for a specified period of time, and generally, but not always, follows a previous verbal and written warning.

4. Reduction in Pay – Reduction in pay is a temporary reduction in salary to a lower salary step for a specified maximum period of time. The employee does not have sudden stoppage of income and may be able to have the reduction lifted by good performance. The department does not lose the services of the employee. An individual should have been warned or reprimanded prior to taking this action to advise him or her that his or her performance is not acceptable.

5. Demotion – A demotion is a permanent change in classification of an employee to a position of lower responsibility and pay for unsatisfactory performance or disciplinary reasons. No employee shall be demoted to a position for which he or she does not possess the minimum qualifications; the employee's new duties must be consistent with those described in the job description.

6. Last Chance Agreement – At the discretion of the General Manager, a last chance agreement may be entered into with the employee, the bargaining unit if appropriate, and the District. This agreement is a possible alternative to termination. The agreement, signed by all parties, will state the steps or conditions that the employee is required to follow or meet to continue his or her employment with the District.

#### 7. Termination/Discharge

Termination is the most severe form of disciplinary action. This course of action may result, for example, from an employee's violation of the District's "Causes for Disciplinary Actions," or due to an accumulation of various violations. This action is normally one of last resort, and shall only be taken when management is thoroughly satisfied that the employee has been given every reasonable opportunity to meet performance or behavior standards and clearly failed to do so.

#### Pre-Disciplinary Proceedings:

A public employee has certain procedural protections called "Skelly" rights before serious discipline (i.e., a reduction in pay or suspension of more than five (5) working days) may be imposed. Before such discipline is imposed, the employee has the option to request an administrative meeting with the District whereby the employee (with or without his/her representative) may respond to the charges with facts and/or other information which he/she wishes the District to consider in deciding whether or not to proceed with the proposed discipline.

The requirements of the Skelly procedure are satisfied as follows:

1. The employee receives advance notice of the proposed disciplinary action.
2. The notice states the reasons for the proposed action.
3. The notice contains the charges upon which the proposed action is based.
4. The employee is allowed access to any materials upon which the proposed action is based.
5. The employee is afforded the right, either orally or in writing, or both, to respond to the proposed charge(s) and the proposed disciplinary decision.



### Skelly Notice

The notice requirements of Skelly are as follows:

1. The Skelly notice shall be in writing.
2. The letter shall set a date, time and place for the employee to respond to the charges if he/she elects to do so. In order to allow the employee time to seek advice and to prepare any oral or written response he/she may wish to make, the date set for his/her response should be at least five working days from the date the letter is sent. The letter shall contain a request that the employee give notice if he/she elects to waive his/her right to respond orally.
3. The letter shall contain the notice of the proposed disciplinary action intended to be taken.
4. The reasons for the proposed action must be set out. The part of the Skelly letter setting out the misconduct with which the employee is charged must be factual so that any person reading the letter will be able to determine the exact misconduct charged.
5. The factual allegations of misconduct must specifically cite the District's particular policy and/or "Causes for Disciplinary Actions" that the employee is charged with violating.
6. The notice must advise the employee of his/her right to respond to the charges, either orally or in writing.
7. The notice must advise the employee of his/her right to representation if he/she elects to respond.
8. The notice will advise the employee that discipline may be imposed whether or not he/she responds to the charges.

### Skelly Meeting

The Skelly meeting, if the employee elects to have a meeting, shall be conducted as follows:

1. The General Manager (hereafter "Skelly Officer") shall chair the meeting.
2. The Skelly Officer shall establish that the employee has received the Skelly notice and understands the charges set forth therein.
3. The Skelly Officer shall make available any documents which were considered in determining the charges and proposed disciplinary action.
4. The employee or his/her representative shall be given the opportunity to respond to the charges and proposed action.
5. The employee or his/her representative shall be given the opportunity to make final comments regarding the proposed action.
6. The Skelly Officer shall close the meeting by indicating that he/she will consider all statements and/or documents, which may have been presented prior to determining the final action.

The General Manager will determine whether the charges have been sufficiently established and the appropriateness of the level of the proposed disciplinary action.

### Action Letter

Following the Skelly meeting, the Skelly Officer will promptly prepare a letter containing all of the following:

1. Factual Findings. Repeat the charges as set out in the Skelly notice letter, provided the

Skelly Officer concludes they have been established. If a charge has not been established or if facts excusing or mitigating of the misconduct have been disclosed, the letter should so state.

2. The specific District policy and/or particular portion of the "Causes for Disciplinary Action" which were violated should be cited.
3. The discipline imposed may not exceed the maximum stated in the Skelly letter.
4. A statement that the employee may appeal the action to arbitration consistent with the provisions of the Union contract or other District procedures, if applicable.

**TITLE 18**  
**INCLEMENT WEATHER PRACTICE**

- 18.1 General:** Employees who are unable to work in the field because of inclement weather or other similar causes will receive pay for the full day provided they have reported for duty. However, they may be held pending emergency calls and may be given first aid, safety, or other instructions. In addition, they may be required to perform miscellaneous work in warehouses or other sheltered locations. Temporary employees under the same conditions will receive pay for the time worked or held on District property or when ordered to standby. They will not be paid in any event for less than four (4) hours.
- 18.2 Determination of Weather Conditions:** Management will determine weather conditions that warrant cessation of outside work. In arriving at a decision, the following will be taken into account:
- (a) Employee safety.
  - (b) Operating requirements.
  - (c) Undue hazards.
  - (d) Service to the public.
  - (e) Job site working conditions.
  - (f) Anticipated duration of time required to leave unfinished job in a safe condition.
  - (g) Anticipated duration of inclement weather.
  - (h) Distance from job site to operating headquarters.
  - (i) Any other pertinent factors which, in management's opinion, should be taken into account in reaching a decision relative to stopping or continuing work.

**TITLE 19**  
**EMPLOYEE BENEFIT PROGRAM**

**19.1 General:** While this Memorandum is in effect, the District will not alter the overall level of service or benefits of any of the programs identified below unless otherwise agreed by the Union. The District maintains the right to make administrative, plan and/or vendor changes that will not materially affect the employees' benefit or overall employee cost of such benefit. Should the Union believe the District has made a change that does not fit within the confines of the paragraph it is hereby granted access to the grievance procedure or as an alternative may demand to open bargaining. A demand to bargain shall be limited to this issue only.

Employees can select a lower-priced High-Deductible Health Plan (HDHP). If selected, the District will contribute a percentage of the cost savings between the PPO and the HDHP to the employee's Health Savings Account. The above referenced percentage is currently 70% of premium. Should the District modify this to a lower percentage, employees who have selected this option shall have the opportunity to change their choice of medical plan options prior to the implementation of the new percentage.

**19.2 Contributions:**

**(a) Group Medical Insurance Plan Including Drug Card Program:** The District will pay 100% of the premiums for employees and dependents. The NRECA Preferred Provider Organization (PPO) plan agreed upon includes a \$2,000/\$4,000 out of pocket annual maximum for Out-of-Network charges, a \$400/\$800/\$1200 in-network deductible and \$800/\$1600/\$2400 out-of-network deductible, utilization review/cost containment SHARE features, medical management provisions, generic drugs at \$10.00, brand name drugs at \$20.00, mail service prescription drug program (co-payments for brand name mail order prescriptions at \$25.00, generic mail order prescriptions at \$10.00).

**(b)** The District will immediately notify the Union of any notice of proposed changes provided from NRECA. District and Union agree to meet and discuss the impacts of said changes to determine appropriate course of action.

**(c)** District will reimburse employee and dependents for the first day medical management deductibles and the District will cover the 1% claims processing fee. The District will continue to fund medical insurance at the same level as their normal employment status up to thirteen (13) weeks of disability.

**(d) Cost Containment/Wellness Committee: Deleted 1/1/16**

**(e) NRECA Group Life Insurance Plan:** The District will furnish "term insurance" equal to three (3) times the annual straight time wage for each employee. Additional life insurance may be purchased in accordance with the provider's requirements at the employee's expense.

**(f) NRECA Long-term Disability Plan:** The District will furnish long-term disability coverage of a monthly benefit equal to 66 2/3% of the employee's monthly straight time salary, up to a maximum monthly benefit of \$10,000 after the thirteen (13) week elimination period. Employee can use sick leave and vacation accruals in any combination to push

pay to 100% of normal wage (less SDI), during the first 13 weeks. After 13 weeks, when LTD begins, employee can use sick leave and vacation accruals in any combination of pay and cash to push pay to 100% and/or continue medical insurance on current plan.

**(g) Retirement Plans:** Effective January 1, 2013, the District was required to implement the CA Public Employees' Pension Reform Act (PEPRA). The District and IBEW 1245 entered into a contract on November 5, 2012 to implement PEPRA and comply with AB340 and to mitigate the effects of AB340 on current and future employees, while not increasing the CalPERS cost to the District ratepayers. Additionally, both parties wish to minimize financial inequality between the new employees on the 2% @ 62 plan with employees on the 2.7% @ 55 plan.

CalPERS will determine if a new employee is considered a "Classic Member" or a "PEPRA Member."

Beginning on 1/1/13, all represented employees shall receive 1.89% of their wages in the form of a District contribution into a Flexible Spending Plan. This amount will not be reportable to CalPERS as wages, and can be used at the employee's discretion.

**Classic Members** (employees hired on, or before December 31, 2012)

- 1) The District will provide and maintain membership in the California Public Retirement System (CalPERS) with all the optional benefits adopted 8-24-04.
  - a) Section 21354.5 2.7% @ 55 full supplemental or modified formula for local miscellaneous members. (Effective 1/01/11)
  - b) Section 20938 Limit prior service to members employed on contract date.
  - c) Section 21024 Military service credit as public service.
  - d) Section 21536 Local system service credit included in basic death benefit.
  - e) Section 21540.5 Special death benefit for local miscellaneous members.
  - f) Section 20965 Credit for unused sick leave.
  - g) Section 21548 Pre-retirement optional settlement 2 Death Benefit
  - h) Section 21022 Public service credit for periods of layoff.
  - i) Section 21023.5 Public service credit for Peace Corps or Americorps
  - j) Section 21027 Military service credit for retired persons.
  - k) Section 21551 Pre Retirement Death Benefits to continue after remarriage of survivor.
  - l) Section 20037 Final Compensation 3 Year.
  - m) Section 21329 2% Annual Cost-of-Living..
  - n) Section 20481 Local System Transfer
  - o) Section 20055 Prior Service.

- 2) The CalPERS retirement plan was amended on 1/1/11 from the 2% @ 60 formula to 2.7% @ 55 formula. Employees agreed to borne all increased costs for the improved formula; the District would incur no additional costs; employees will share in all future increases or decreases to the employer rate by 29.13% until the side-fund liability is paid in full.

Effective 1/1/12 the employee's contribution rate will be 5.992% and will be adjusted on July 1<sup>st</sup> of each year by 29.13% of the change in employer contribution rate. The District will inform IBEW 1245 annually of cost changes.

- 3) On June 30, 2011, the CalPERS unfunded liability of \$7,683,302 was refinanced thru private placement bonds with scheduled pay-off due on 6/30/22. At that time, the portion of the employee's contribution will be reduced accordingly.
- 4) Employees that were enrolled in the prior pension plan (pre 8-24-04 – known as the Richardson Defined Benefit Plan) before membership with CalPERS, have a pre-retirement death benefit. If an employee dies prior to retirement, the District will pay to his or her beneficiaries, the amount of the unfunded liability (as of 8-24-04) from the prior plan plus interest (6% per annum). Each employee's unfunded liability amount has been recorded and maintained in their personnel file.
- 5) Employees shall pay at least 50% of "normal cost" of existing 2.7% @ 55 plan, not to exceed 8% wages, adjusted annually on July 1<sup>st</sup> of each year by the District, based on cost data from CalPERS.
- 6) District shall pay all remaining CalPERS employer and employee costs not covered by the employees.

**PEPRA Members:**

- 1) For employees hired on, or after January 1, 2013 PEPRA requires that:
  - a) New employees (with no prior CalPERS membership within the past six months) shall join in the 2% @ 62 plan and must pay at least 50% of "normal cost" of this plan, up to 8% wages.
  - b) An annual salary cap for wages will be capped at \$110,100 (adjusted annually to social security contribution and benefit base).
- 2) Employees shall pay 50% of "normal costs" as defined by CalPERS, not to exceed 8% of wages. Initial costs shall be based on CalPERS data, and annually adjusted on July 1<sup>st</sup> of each year by the District, based on cost data from CalPERS.
- 3) District shall pay all remaining CalPERS employer and employee costs not covered by the employees.
- 4) Employee shall pay, and the District shall match, a percentage of wages equal to the net employee cost of the 2.7% @ 55 Plan, plus the District contribution toward a Flexible Spending Plan (1.89% as described above) less the 50% of the normal cost of the 2% @ 62 Plan. This amount shall be adjusted annually by the District, based on CalPERS data. The amount will be deposited to the employee's existing ICMA or CalPERS 457(b) or 401(a) plans, as selected by the employee and of which the employee has full control.

**Other:**

- 1) Under no circumstances will an employee hired on, or prior to, December 31, 2012 be allowed to transfer to the 2% @ 62 plan, unless they separate from the District and have a six-month gap in service, and return to work at the District.

- 2) Additional funds in 457(b) or 401(a) accounts as described in Section 4(c) are independent of any other Supplemental Income Plan (SIP) and will not be subject to District matching.

**Employee Separation from Employment at the District:**

At the time of separation from employment at the District, all employee and District contributions to CalPERS will be handled by CalPERS according to its vesting regulations.

At the time of separation from employment at the District, all employee contributions and District matching contributions that were contributed to the employees 457(b) or 401(a) plans, as selected by the employee, and of which the employee will have full control.

**(h) Personal Disability Leave Sell Back:** After an employee has accumulated 600 hours of sick leave, the employee can sell back to the District sick leave over 600 hours at a rate of 50% of base pay.

**(i) Vision Plan:** The District will provide as follows:

The District will provide an annual benefit up to \$400.00 per covered employee, spouse, registered domestic partner or dependent. The benefit will be to cover the expenses of examination, lenses, frames or contact lenses, Lasik or other vision improvement related procedures when recommended by a physician or optometrist.

Any unused portion of the annual benefit or incurred cost (not exceeding \$400) may be carried over to the next subsequent year.

**(j) NRECA Group Dental:** The District will furnish the NRECA Enhanced Dental Plan with the Connection Dental PPO option . This plan will pay 100% of the reasonable and customary charges for preventive and diagnostic services and 80% of the reasonable and customary charges for basic services. There is no deductible. The plan will also pay 50% of the reasonable and customary charges incurred for major services; however, each covered individual must first satisfy a \$50 annual deductible (the first \$50 of reasonable and customary charges incurred for major dental services during a calendar year). This plan will not pay more than \$2,000 per person in a calendar year for all preventive, diagnostic, basic and major services received. (No orthodontic benefits are included in this plan)

**(k) Post Retirement Medical and Dental Benefits:**

**(1)** To be eligible to receive post-retirement health benefits, an employee must have at least ten (10) years of service with the District. Years of service is defined as cumulative years of service with the District, which may or may not be consecutive years. Employees, who retire from the District and meet the service requirement stated above, will receive a District contribution towards their post-retirement health benefits premium with the insurance company that is contracted for retiree benefits with the District at the time of the employee's retirement, as follows:

**Percent of Premium Paid  
by District**

Years of Service	Percent of Premium Paid by District
10	50%
11	55%
12	60%
13	65%
14	70%
15	75%
16	80%
17	85%
18	90%
19	95%
20	100%

The post-retirement plan is the same as the active employees' medical plan except for a \$500 deductible per person compared to a \$400 deductible per person for employees. Retirees may choose the High Deductible Health Plan as a lower cost alternative to the PPO plan.

For example, a person retiring at age 55 with 19 years of service would have 95% of the retiree and dependent caps paid by the District.

(2) The benefit paid by the District is capped as listed below:

	Monthly Caps
Individual only	\$475
Spouse only	\$475
Child(ren) only	\$475
Spouse & child(ren) only	\$725
Medicare Rate	\$375

If the premiums increase above the monthly cap, the retiree will pay the difference between the new premium and their percent of benefit established upon retirement multiplied by the cap. *Example: A person retiring at age 55 with 19 years of service would have 95% of the retiree and dependent caps paid by the District. If initially the premium for individual only was \$340, the retiree would pay  $340 - (95\% \times \$340) = \$17.00$  If the premium increases to \$500 while the cap is \$475, the retiree would pay  $500 - (95\% \times \$475) = \$48.75$ .*

- (3) Retiree cannot leave the plan and then come back. Once time is broken on the plan, the employee or retiree cannot come back on the medical plan.
- (4) If the retiree is paying for part of the medical coverage it will be done through an electronic fund transfer from the retiree's account on a monthly basis.
- (5) When the retiree is eligible for Medicare, it is mandatory that the retiree enroll for Medicare Part B coverage.
- (6) Should the District change the insurance plans or coverage through the collective bargaining process, those will apply to retirees also.
- (7) The vision benefit will remain the same without any monthly caps.



### 19.3 Longevity:

(a) **Schedule:** In recognition of an employee's years of service completed by December 31 of any year, the following annual longevity compensation schedule will be recognized:

UPON COMPLETION OF YEARS OF SERVICE	AMOUNT OF COMPENSATION
5 years	\$250
6 years	\$270
7 years	\$290
8 years	\$310
9 years	\$330
10 years	\$350
11 years	\$370
12 years	\$390
13 years	\$410
14 years	\$430
15 years	\$450
16 years	\$470
17 years	\$490
18 years	\$510
19 years	\$530
20 years	\$550
21 years	\$570
22 years	\$590
23 years	\$610
24 years	\$630
25 years	\$650
etc.	etc.

After completion of five (5) years of service employees will receive \$250. Continuing years of service shall qualify for a \$20 per year addition to this figure for the entire term of employment.

(b) **Payment:** Longevity payments will be made retrospectively as soon as possible after the first pay period, but not later than the last day of January of the calendar year for those employees who are eligible. Employees separating from the District between their anniversary date and the retrospective payment in January will be paid this benefit on their final paycheck.

(c) **Governing Date:** The date from which the employee was employed full time (regular and continuous employment) shall be the governing date.

**19.4 Continuing Negotiations:** During the term of the Memorandum, the District and the Union agree to meet periodically for the purpose of discussing a program of cost containment and maintenance of benefit levels concerning the benefits listed in Sections 19.1 and 19.2

## 19.5 Tools:

**a) Allowance:** Notwithstanding the provisions of Section 11.1 of the agreement, automotive mechanics are required to provide their own set of hand tools and boxes necessary to perform their jobs. The District will provide to the mechanics an allowance up to \$1,000 per annum, payable upon presentation of approved invoices, for lost, misplaced, damaged or worn tools through normal wear or new tools which may be available to enhance the performance of their job. Hand tools acquired by the mechanics using this allowance will remain the property of the mechanic.

This is a prospective benefit. If an employee leaves prior to mid-year (other than medical retirement), the amount shall be returned to the District by the employee. If the employee is on modified work duty at the time the original payment is made, the prospective benefit amount will be pro-rated and paid only when the employee can perform the job without modifications.

**b) Insurance:** No provision in Section 19.5.1 is intended to negate the District's responsibility to furnish: 1) air tools, 2) specialty tools, and 3) shop equipment necessary for the mechanic to perform his duties. In the event the mechanic has any of the above three types of tools or equipment and agrees to use them while employed by the District, the District, in lieu of purchasing said equipment, agrees to insure or self-insure and replace said equipment for wear, misplacement, damage or loss, on an item for item basis.

Notwithstanding the above, the District reserves the right to limit the tools provided by the mechanic on the District premises.

**c) Replacement:** The District will replace all tools and equipment mentioned in Sections 19.5.1 and 19.5.2 if they are lost or destroyed through a catastrophic event.

**d) Inventory:** The mechanic will be required to provide an annual inventory covering all of the tools in 19.5.1 and 19.5.2 within 30 days of the District's request. Any additions to the tool inventory must receive prior approval from the District's general manager. A copy of the invoice will be provided to the general manager once the tool has been purchased.

**TITLE 20  
CLASSIFICATIONS AND WAGE RATES**

The use of masculine or feminine genders or classifications herein will be construed as including both genders and not as limitations.

**20.1 Pay Period:** District employees shall be paid bi-weekly.

**20.2 Wage Range Placement:**

(a) Employees moving into a classification having a higher wage range than their current classification shall be placed in the wage step closest to, but not lower than, their current wage rate.

(b) Employees moving because of lack of work or health reasons into a classification having a lower wage range than their current classification shall be placed in the wage step closest to, but not higher than, their current wage rate. For reasons other than provided for in the foregoing, employees will be placed in the wage step commensurate with applicable skills, knowledge and abilities.

**20.3 Time Intervals:** Step progression, as specified, represents the expected rate of advancement. A step increase may be withheld if an employee is not making satisfactory progress; in such event, the employee will be advised in writing as to the basis for denial.

**20.4 General Wages:** Wage Schedule for 2016 (Exhibit A)

2016 – Effective January 1, 2016 GWI of 5%.

2017 – Effective January 1, 2017 GWI of 3%.

2018 - Effective January 1, 2018 GWI of 3%.

2019 - Effective January 1, 2019 GWI of 3%.

**20.5 Position Reclassification:** If the District reclassifies a position to a lower paying position, the incumbent employee's wage shall be frozen until such time as the lower wage catches up to the frozen wage. From that point on, the incumbent employee shall benefit from any general wage adjustments that are negotiated.

**20.6 Incentive for Water Certification:** Employees within the water department (above the Technician-in-Training level) will receive \$350.00 per year per certification above what is required within their job description, limited to Water Department personnel only, two certificates per employee. This applies only to state treatment, distribution and cross connection specialist certifications. Paid in a lump sum in January each year.

1. Upon written or electronic notification of completion of the requirements for the certification from the State of California or AWWA. Employees will be paid a prorated portion of the \$350 for the current year. This will be based on the date of certification.

**TITLE 21  
TERMS OF AGREEMENT**

**21.1 (a) Entire Agreement:** This Memorandum of Understanding constitutes the sole, entire and existing agreement between the parties. It expresses all obligations and restrictions imposed on each of the respective parties during the term of the agreement and supersedes all prior agreements and understandings, expressed or implied, between the District and the Union or its members. However, the above will not in any manner preclude the meeting and conferring on any issues mutually selected for discussion by the parties.

This Memorandum of Understanding shall not be amended or supplemented except by agreement of the parties hereto, reduced to writing and duly signed by each.

**(b) Successor Clause:** This agreement is binding upon any successor in interest, whether by merger, acquisition, consolidation or reorganization and upon any entity which acquires title to any property or facility covered by this agreement whether by sale, transfer or contribution to partnership or joint venture. Any agreement for a sale, transfer or contribution of any such property or facility or agreement for merger or acquisition of the interest of the District in any such property or facility shall include an express assumption of this agreement. The District shall provide the Union with notice in writing prior to the close of any sale, acquisition, merger, consolidation, reorganization, transfer or contribution covered by this provision, which shall include a copy of the assumption of this agreement to be contained in any such agreement for sale, acquisition, merger, consolidation, reorganization, transfer or contribution of any facility or property covered by this agreement.

**21.2 Term:** Unless otherwise specified, the MOU shall continue in full force and effect until the last day of December, 2019, and thereafter from year to year unless written notice of change or termination shall be given by either party to the other during the period of September 1 to October 31, prior to the expiration date above or the expiration date of any year thereafter, in which event the parties will commence discussion of any proposed amendments as soon as practicable after such notice has been given. During the period of discussion, and until such time as any agreement is reached or impasse is reached, the status quo will be maintained. If, after good faith negotiation, the District and Union reach an impasse then either party may contact the State Mediation and Conciliation Service to assist in reaching final agreement.

**21.3 Conflict of Law:** Any provision of this MOU which may be in conflict with any governing law, governing regulation, or governing executive order, shall be suspended and inoperative to the extent of and for the duration of such conflict. The balance of the MOU, however, shall remain in full force and effect. Whenever any provision of this MOU is effected as set forth above, either party may, by giving thirty (30) days written notice to the other, open negotiations on the subject of the affected provisions.

TRUCKEE DONNER PUBLIC UTILITY  
DISTRICT

LOCAL UNION 1245  
INTERNATIONAL BROTHERHOOD OF  
ELECTRICAL WORKERS AFL-CIO

Dated: 12/29/15

Dated: 12/30/15

Bob Ellis  
President, Board of Directors

Shannon Hoyt  
Negotiating Committee Member

Michael D. Holley  
General Manager

Charles Gazso  
Negotiating Committee Member

Stephen Hollabaugh  
Assistant General Manager

Mark Mehler  
Negotiating Committee Member

Kim Harris  
Human Resources / Risk Manager

Tami McCollum  
Negotiating Committee Member

Randy Osborn  
Business Representative

Tom Dalzell  
IBEW Business Manager

**APPROVED**  
INTERNATIONAL OFFICE - I.B.E.W.  
  
1/22/2016  
  
Lonnie Stephenson, President  
This approval does not make the  
International a party to this agreement.

**Water**

<b>Position</b>		<b>Range</b>	<b>2016 Wage</b>	<b>2017 Wage</b>	<b>2018 Wage</b>	<b>2019 Wage</b>
Planner Estimator Inspector (Water) Lead Inspector	Step 5	33	\$ 50.41	\$ 51.92	\$ 53.48	\$ 55.08
	Step 4					
	Step 3					
	Step 2					
	Step 1					
Senior Water Quality Technician/Inspector Water Distribution Foreman Water Operations Foreman	Step 5	32	\$ 49.18	\$ 50.66	\$ 52.18	\$ 53.74
	Step 4					
	Step 3					
	Step 2					
	Step 1					
Inspector for Pipeline Construction	Step 5	29	\$ 45.72	\$ 47.09	\$ 48.50	\$ 49.96
	Step 4		\$ 43.55	\$ 44.86	\$ 46.20	\$ 47.59
	Step 3		\$ 41.47	\$ 42.71	\$ 44.00	\$ 45.32
	Step 2		\$ 39.50	\$ 40.69	\$ 41.91	\$ 43.16
	Step 1		\$ 37.62	\$ 38.75	\$ 39.91	\$ 41.11
Water Distribution Leadman Water Operations Leadman Water Quality Technician	Step 5	27	\$ 43.55	\$ 44.86	\$ 46.20	\$ 47.59
	Step 4					
	Step 3					
	Step 2					
	Step 1					
Water Service Technician	Step 5	24	\$ 40.46	\$ 41.67	\$ 42.92	\$ 44.21
	Step 4					
	Step 3					
	Step 2					
	Step 1					
Contract Administrator	Step 5	21	\$ 37.62	\$ 38.75	\$ 39.91	\$ 41.11
	Step 4		\$ 35.83	\$ 36.90	\$ 38.01	\$ 39.15
	Step 3		\$ 34.12	\$ 35.14	\$ 36.20	\$ 37.28
	Step 2		\$ 32.50	\$ 33.48	\$ 34.48	\$ 35.51
	Step 1		\$ 30.95	\$ 31.88	\$ 32.83	\$ 33.82
Water Service Technician-In-Training (Wage steps are based on module completion. Module 1 and 2 are at wage step 1)	Step 5	20	\$ 36.70	\$ 37.80	\$ 38.94	\$ 40.10
	Step 4		\$ 34.95	\$ 36.00	\$ 37.08	\$ 38.19
	Step 3		\$ 33.29	\$ 34.29	\$ 35.32	\$ 36.38
	Step 2		\$ 31.70	\$ 32.65	\$ 33.63	\$ 34.64
	Step 1		\$ 30.19	\$ 31.10	\$ 32.03	\$ 32.99
Helper II	Step 5	15	\$ 32.48	\$ 33.45	\$ 34.46	\$ 35.49
	Step 4		\$ 30.93	\$ 31.86	\$ 32.81	\$ 33.80
	Step 3		\$ 29.46	\$ 30.34	\$ 31.25	\$ 32.19
	Step 2		\$ 28.05	\$ 28.89	\$ 29.76	\$ 30.65
	Step 1		\$ 26.72	\$ 27.52	\$ 28.35	\$ 29.20
Helper I	Step 5	13	\$ 30.93	\$ 31.86	\$ 32.81	\$ 33.80
	Step 4		\$ 29.46	\$ 30.34	\$ 31.25	\$ 32.19
	Step 3		\$ 28.05	\$ 28.89	\$ 29.76	\$ 30.65
	Step 2		\$ 26.72	\$ 27.52	\$ 28.35	\$ 29.20
	Step 1		\$ 25.45	\$ 26.21	\$ 27.00	\$ 27.81

**Electric**

Position		Range	2016 Wage	2017 Wage	2018 Wage	2019 Wage
Lead Inspector	Step 5	36	\$ 54.22	\$ 55.85	\$ 57.52	\$ 59.25
Electric Foreman	Step 4					
Substation Lineman/Inspector	Step 3					
Electrician/Meter Technician Foreman	Step 2					
	Step 1					
Lead Lineman	Step 5	34	\$ 51.64	\$ 53.19	\$ 54.78	\$ 56.43
Substation Lineman	Step 4					
	Step 3					
	Step 2					
	Step 1					
Electrician/Meter Technician	Step 5	34	\$ 51.64	\$ 53.19	\$ 54.78	\$ 56.43
Construction and Maintenance Inspector	Step 4		\$ 49.18	\$ 50.66	\$ 52.18	\$ 53.74
(Electric)	Step 3		\$ 46.84	\$ 48.25	\$ 49.69	\$ 51.18
	Step 2		\$ 44.61	\$ 45.95	\$ 47.33	\$ 48.75
	Step 1		\$ 42.48	\$ 43.75	\$ 45.07	\$ 46.42
Journeyman Lineman	Step 5	33	\$ 50.41	\$ 51.92	\$ 53.48	\$ 55.08
	Step 4					
	Step 3					
	Step 2					
	Step 1					
Electrical Technician	Step 5	29	\$ 45.72	\$ 47.09	\$ 48.50	\$ 49.96
	Step 4		\$ 43.55	\$ 44.86	\$ 46.20	\$ 47.59
	Step 3		\$ 41.47	\$ 42.71	\$ 44.00	\$ 45.32
	Step 2		\$ 39.50	\$ 40.69	\$ 41.91	\$ 43.16
	Step 1		\$ 37.62	\$ 38.75	\$ 39.91	\$ 41.11
Apprentice Lineman	Step 5	27	\$ 43.55	\$ 44.86	\$ 46.20	\$ 47.59
(Wage steps are based on completion of apprentice	Step 4		\$ 41.47	\$ 42.71	\$ 44.00	\$ 45.32
program steps. Step 1 and 2 of program are wage step 1)	Step 3		\$ 39.50	\$ 40.69	\$ 41.91	\$ 43.16
	Step 2		\$ 37.62	\$ 38.75	\$ 39.91	\$ 41.11
	Step 1		\$ 35.83	\$ 36.90	\$ 38.01	\$ 39.15
Groundman	Step 5	17	\$ 34.10	\$ 35.12	\$ 36.18	\$ 37.26
	Step 4		\$ 32.48	\$ 33.45	\$ 34.46	\$ 35.49
	Step 3		\$ 30.93	\$ 31.86	\$ 32.81	\$ 33.80
	Step 2		\$ 29.46	\$ 30.34	\$ 31.25	\$ 32.19
	Step 1		\$ 28.05	\$ 28.89	\$ 29.76	\$ 30.65

## Admin Services

Position		Range	2016 Wage	2017 Wage	2018 Wage	2019 Wage
Billing/Customer Service Supervisor	Step 5	25	\$ 41.47	\$ 42.71	\$ 44.00	\$ 45.32
	Step 4		\$ 39.50	\$ 40.69	\$ 41.91	\$ 43.16
	Step 3		\$ 37.62	\$ 38.75	\$ 39.91	\$ 41.11
	Step 2		\$ 35.83	\$ 36.90	\$ 38.01	\$ 39.15
	Step 1		\$ 34.12	\$ 35.14	\$ 36.20	\$ 37.28
Accounting Supervisor	Step 5	21	\$ 37.62	\$ 38.75	\$ 39.91	\$ 41.11
Meter Reader Coordinator	Step 4		\$ 35.83	\$ 36.90	\$ 38.01	\$ 39.15
Work Order Accounting Supervisor	Step 3		\$ 34.12	\$ 35.14	\$ 36.20	\$ 37.28
Customer Service/Collection Supervisor	Step 2		\$ 32.50	\$ 33.48	\$ 34.48	\$ 35.51
	Step 1		\$ 30.95	\$ 31.88	\$ 32.83	\$ 33.82
Customer Service Lead	Step 5	15	\$ 32.48	\$ 33.45	\$ 34.46	\$ 35.49
	Step 4		\$ 30.93	\$ 31.86	\$ 32.81	\$ 33.80
	Step 3		\$ 29.46	\$ 30.34	\$ 31.25	\$ 32.19
	Step 2		\$ 28.05	\$ 28.89	\$ 29.76	\$ 30.65
	Step 1		\$ 26.72	\$ 27.52	\$ 28.35	\$ 29.20
Meter Reader/Collector/Service Technician	Step 5	14	\$ 31.70	\$ 32.65	\$ 33.63	\$ 34.64
	Step 4		\$ 30.19	\$ 31.10	\$ 32.03	\$ 32.99
	Step 3		\$ 28.76	\$ 29.62	\$ 30.51	\$ 31.43
	Step 2		\$ 27.39	\$ 28.21	\$ 29.06	\$ 29.93
	Step 1		\$ 26.08	\$ 26.86	\$ 27.67	\$ 28.50
Senior Clerk	Step 5	13	\$ 30.93	\$ 31.86	\$ 32.81	\$ 33.80
Accounting Specialist	Step 4		\$ 29.46	\$ 30.34	\$ 31.25	\$ 32.19
Billing Specialist	Step 3		\$ 28.05	\$ 28.89	\$ 29.76	\$ 30.65
Work Order Specialist	Step 2		\$ 26.72	\$ 27.52	\$ 28.35	\$ 29.20
Meter Reader/CSR	Step 1		\$ 25.45	\$ 26.21	\$ 27.00	\$ 27.81
Customer Services Representative	Step 5	8	\$ 27.39	\$ 28.21	\$ 29.06	\$ 29.93
	Step 4		\$ 26.08	\$ 26.86	\$ 27.67	\$ 28.50
	Step 3		\$ 24.84	\$ 25.59	\$ 26.35	\$ 27.14
	Step 2		\$ 23.66	\$ 24.37	\$ 25.10	\$ 25.85
	Step 1		\$ 22.53	\$ 23.21	\$ 23.90	\$ 24.62



**Support Services**

<b>Position</b>		<b>Range</b>	<b>2016 Wage</b>	<b>2017 Wage</b>	<b>2018 Wage</b>	<b>2019 Wage</b>
Vehicle Maintenance Foreman	Step 5	29	\$ 45.72	\$ 47.09	\$ 48.50	\$ 49.96
	Step 4		\$ 43.55	\$ 44.86	\$ 46.20	\$ 47.59
	Step 3		\$ 41.47	\$ 42.71	\$ 44.00	\$ 45.32
	Step 2		\$ 39.50	\$ 40.69	\$ 41.91	\$ 43.16
	Step 1		\$ 37.62	\$ 38.75	\$ 39.91	\$ 41.11
Mechanic	Step 5	22	\$ 38.53	\$ 39.69	\$ 40.88	\$ 42.10
	Step 4		\$ 36.70	\$ 37.80	\$ 38.94	\$ 40.10
	Step 3		\$ 34.95	\$ 35.95	\$ 36.95	\$ 37.95
	Step 2		\$ 33.29	\$ 34.29	\$ 35.32	\$ 36.38
	Step 1		\$ 31.70	\$ 32.65	\$ 33.63	\$ 34.64
Buyer	Step 5	21	\$ 37.62	\$ 38.75	\$ 39.91	\$ 41.11
	Step 4		\$ 35.83	\$ 36.90	\$ 38.01	\$ 39.15
	Step 3		\$ 34.12	\$ 35.14	\$ 36.20	\$ 37.28
	Step 2		\$ 32.50	\$ 33.48	\$ 34.48	\$ 35.51
	Step 1		\$ 30.95	\$ 31.88	\$ 32.83	\$ 33.82
Assistant Mechanic-in-training (Wages steps are based on module completion. Module 1 and 2 are at wage step 1)	Step 5	17	\$ 34.10	\$ 35.12	\$ 36.18	\$ 37.26
	Step 4		\$ 32.48	\$ 33.45	\$ 34.46	\$ 35.49
	Step 3		\$ 30.93	\$ 31.86	\$ 32.81	\$ 33.80
	Step 2		\$ 29.46	\$ 30.34	\$ 31.25	\$ 32.19
	Step 1		\$ 28.05	\$ 28.89	\$ 29.76	\$ 30.65
Facility Maintenance Technician	Step 5	16	\$ 33.29	\$ 34.29	\$ 35.32	\$ 36.38
	Step 4		\$ 31.70	\$ 32.65	\$ 33.63	\$ 34.64
	Step 3		\$ 30.19	\$ 31.10	\$ 32.03	\$ 32.99
	Step 2		\$ 28.76	\$ 29.62	\$ 30.51	\$ 31.43
	Step 1		\$ 27.39	\$ 28.21	\$ 29.06	\$ 29.93
Warehouse/Utility Worker	Step 5	14	\$ 31.70	\$ 32.65	\$ 33.63	\$ 34.64
	Step 4		\$ 30.19	\$ 31.10	\$ 32.03	\$ 32.99
	Step 3		\$ 28.76	\$ 29.62	\$ 30.51	\$ 31.43
	Step 2		\$ 27.39	\$ 28.21	\$ 29.06	\$ 29.93
	Step 1		\$ 26.08	\$ 26.86	\$ 27.67	\$ 28.50
Engineer Intern	Step 1	1	\$ 18.99	\$ 19.56	\$ 20.15	\$ 20.75

**Conservation**

<b>Position</b>		<b>Range</b>	<b>2016 Wage</b>	<b>2017 Wage</b>	<b>2018 Wage</b>	<b>2019 Wage</b>
Conservation Programs Specialist	Step 5	15	\$ 32.48	\$ 33.45	\$ 34.46	\$ 35.49
	Step 4		\$ 30.93	\$ 31.86	\$ 32.81	\$ 33.80
	Step 3		\$ 29.46	\$ 30.46	\$ 31.46	\$ 32.46
	Step 2		\$ 28.05	\$ 28.89	\$ 29.76	\$ 30.65
	Step 1		\$ 26.72	\$ 27.52	\$ 28.35	\$ 29.20
Customer Service Representative	Step 5	8	\$ 27.39	\$ 28.21	\$ 29.06	\$ 29.93
	Step 4		\$ 26.08	\$ 26.86	\$ 27.67	\$ 28.50
	Step 3		\$ 24.84	\$ 25.59	\$ 26.35	\$ 27.14
	Step 2		\$ 23.66	\$ 24.37	\$ 25.10	\$ 25.85
	Step 1		\$ 22.53	\$ 23.21	\$ 23.90	\$ 24.62