



## AGENDA REPORT

**Meeting Date:** December 4, 2012

**Item Number:** F-8

**To:** Honorable Mayor & City Council

**From:** Sandra Olivencia, Assistant Director of Administrative Services/Human Resources

**Subject:** MEMORANDUM OF UNDERSTANDING BETWEEN THE PART-TIME MUNICIPAL EMPLOYEES ASSOCIATION OF BEVERLY HILLS MEA AND THE CITY OF BEVERLY HILLS

**Attachments:**

1. Part-Time Memorandum of Understanding
2. Part-Time Memorandum of Understanding with Track Changes

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### **RECOMMENDATION**

Staff recommends that the City Council move to approve the Memorandum of Understanding between the City of Beverly Hills and the Part-time Municipal Employees Association (MEA).

## **INTRODUCTION**

The Beverly Hills Part-Time Municipal Employees Association represents all part-time classifications within the MEA Part-Time Unit. The last Memorandum of Understanding (MOU) expired on December 31, 2010. Representatives of the Association and the City, having conferred in good faith since July 2012 have agreed to the terms found in the attached Memorandum of Understanding. The new agreement has a term of three years from July 1, 2012 to June 30, 2015. The term of this agreement has been set to coincide with the City's payroll cycle.

## **DISCUSSION**

The key elements of the new MOU are listed below:

### 1. Term of Agreement

- July 1, 2012 to June 30, 2015

### 2. Salary

- Effective 1-1-13 1% base salary increase
- Effective 1-1-14 1.25% base salary increase
- Part-time employees who share the same classification as full-time employee shall receive the same hourly rate as the full-time employee and will not be subject to the above salary adjustments.

### 3. Two Tier Retirement

- 2% @ 62 for employees hired on or after January 1, 2013 and employees will continue to pay the CalPERS contribution of 8% for their retirement benefit.

### 4. Two Tier Retirement Calculation

- Three year average final compensation for employees hired on or after January 1, 2013, who are defined as new members.

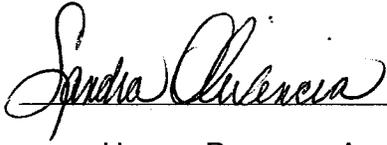
In addition to the listed changes, the MOU was modified to reflect current laws, correct titles, and improve document's clarity.

## **FISCAL IMPACT**

Over the next three years, this Memorandum of Understanding will result in an increase in compensation related costs to the City of approximately \$ 43,944. The potential for future saving exists as a result of the new pension reform legislation effective January 1, 2013.

Sandra Olivencia  
Human Resources

Noel Marquis  
Interim Director of Administrative  
Services/CFO



Human Resource Approval



Finance Approval

# **Attachment 1**

## PART-TIME UNIT

### MEMORANDUM OF UNDERSTANDING

Municipal Employees Association of Beverly Hills, (herein after referred to as "MEA") a formally recognized employee organization, representing all its members within the Part-Time Unit, and duly authorized representatives of the management of the City of Beverly Hills (hereinafter referred to as "the City"), have met and conferred, freely exchanging information, opinions and proposals, and have reached the following agreement on matters within the scope of representation.

#### INTRODUCTION

1. Integration. This document embodies a written memorandum of the entire understanding and mutual agreement of the parties as required by Government Code Section 3505.1 and supersedes all prior Memoranda of Understanding between the parties hereto.

It is recognized that there exist now certain past practices or procedures which are in force and effect which affect wages, hours, and working conditions. To that extent, it is agreed that such practices, policies, and procedures shall remain in force and effect during the term of this agreement, unless they are inconsistent with provisions of this Memorandum of Understanding (hereinafter referred to as "MOU"), or unless subsequently changed by the meet & confer process.

2. Term. Unless otherwise specified herein, this MOU shall be effective July 1, 2012, and shall expire on June 30, 2015.
3. Agreement to Meet re: Administration of MOU: The City and MEA agree that they will meet during the term of this MOU to address any problems or issues that arise related to the administration of this MOU. This includes, but is not limited to, changes in state or federal law which impact this agreement.

#### 1. SALARIES

The City and MEA agree that those part-time employees who share the same classification as a full time employee shall receive the same hourly rate as the full time employee. Thus, any modifications to their compensation will only occur if such modifications are made to the full time employees' (represented by the Technical Services Unit) compensation.

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Effective January 1, 2013, the hourly rate of all employees in the bargaining unit who do not share the same classification as full time employees represented by the Technical Services Unit will increase by one percent (1%).

Effective January 1, 2014, the hourly rate of all employees in the bargaining unit who do not share the same classification as full time employees represented by the Technical Services Unit will increase by one and one quarter percent (1.25%).

If the City requests that the Association meet and confer with the City on the subject of furloughs, the Association agrees it will do so promptly.

**2. DEFINITIONS**

The parties agree that part-time employment includes three different types of employees. These types of employees are defined as follows:

Regular part-time – an employee exempt from the civil service system who has been appointed to work 25 hours or more a week.

Seasonal part-time – an employee exempt from the civil service system who has been appointed to work for 120 days at a rate of 40 hours or less a week.

Hourly – an employee exempt from the civil service system who has been appointed to work less than 1000 hours in a fiscal year.

**3. APPOINTMENT AND ADVANCEMENT**

**A. Movement Through Range**

Part-time appointments to a position in any authorized classification would normally be made at the first step of the appropriate salary schedule. At the discretion of the appointing authority and approval of the Assistant Director of Administrative Services/Human Resources, appointments may be made at a higher step. All appointments require the approval of the respective appointing authority and the Assistant Director of Administrative Services/Human Resources.

Hourly employees, upon the completion of 500 hours, will be eligible to receive a merit increase provided said employee has received a performance evaluation with an overall rating of satisfactory or better. Thereafter, hourly employees will be eligible for salary step increases each year on their respective anniversary dates until they have achieved the top step of the salary range. Such step increases will only be granted upon the employee earning a satisfactory or better performance evaluation. For purposes of this section, if the Recreation Specialist receives a satisfactory or better performance evaluation and

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completes 500 hours of service, merit step increases for Recreation Specialist will be \$0.50 per hour.

Regular part-time employees, upon the employee's anniversary date, will be eligible to receive a merit increase provided said employee has received a performance evaluation with an overall rating of satisfactory or better. Thereafter, regular part-time employees will be eligible for salary step increases each year on their respective anniversary dates until they have achieved the top step of the salary range. Such step increases will only be granted upon the employee earning a satisfactory or better performance evaluation.

B. Effective date of Merit Increase

All advancements shall be effective on the anniversary date and properly noted on the appropriate personnel forms. In the event the employee does not receive a performance evaluation within 60 days, the employee will receive the applicable salary adjustment retroactive to its due date.

C. Change in Classification

If an employee is moved to a new, higher classification, he/she shall be placed at a salary step in the new classification which will be at least 5% higher than the employee's salary in his/her prior classification.

#### 4. HEALTH INSURANCE

- A. Regular part-time employees will receive health insurance benefits after completion of 1,000 hours in a fiscal year. The City shall provide a health insurance plan through the Public Employees' Retirement System (CalPERS).
- B. Throughout the term of this MOU, the City shall contribute an amount equal to the published single party rate of Kaiser HMO as set forth by CalPERS. Since the City is only paying for single party coverage, a regular part-time employee may purchase dependent insurance, either two party or family coverage over the City's contribution at the employee's expense. This includes plans other than Kaiser HMO available through CalPERS.
- C. Regular part-time employees may elect to discontinue in (opt out of) the CalPERS Health Plan. Employees electing to cancel City coverage for themselves and for eligible family members (at the employee's cost) must provide proof of health insurance from another source (e.g. through a spouse's coverage) and must waive liability for their decision to cease coverage under the City's CalPERS Health Plan. Employees electing to "opt out" (i.e., not receive any insurance benefits) will receive \$100 per month added to their paycheck. If, for any reason in the future, CalPERS determines or the law is changed that an employee may not "opt out", this program will become null and void and employees

will not be able to receive the additional \$100 per month. After electing this provision, an employee who later requests to re-enroll shall do so pursuant to CalPERS rules and procedures. In any event, the City will comply with the rules as prescribed by the CalPERS Health Plan.

## 5. DENTAL PLAN

The City shall provide a dental benefit plan for regular part-time employees as administered by Guardian. The City shall contribute the single party rate for this plan. Since the City is only paying for single party coverage, a regular part-time employee may purchase dependent coverage over the City's contribution at the employee's expense. The benefits, terms, conditions and provider for such plan shall be as determined solely by the City, provided that such plan is no less favorable than a plan available to any other group of City employees.

## 6. LEAVE BENEFITS

### A. Eligibility

1. Regular part-time employees will receive leave benefits. Leave accruals are called universal leave and may be used for illness and injury (as traditional sick leave is used) or scheduled in advance for rest and relaxation (the way traditional vacation is used). Service credit will begin to accrue on an employee's date of hire.

Regular part-time employees shall accrue leave as set forth in the following chart. The number identified below for years of service for leave accrual will be multiplied by the number of hours worked in a pay period for eligible employees. Thus, for example, if an employee with 9 years of service works 50 hours in a pay period, his/her leave accrual will be  $50 \times .06 = 3$  leave hours accrued in the pay period.

First 7 years of service as a regular part-time employee	7 - 14 years of service as a regular part-time employee	After 14 years of service as a regular part-time employee
.04	.06	.08

Said leave may be used for any authorized absence.

2. Leave accruals shall be cashed out upon separation from City employment at the employee's final hourly rate of pay.
3. Regular part time employees may accrue up to 240 hours of universal leave as provided herein. Once an employee accrues 240 hours of such leave, he/she will

not accrue additional leave until he/she reduced his/her accruals. Supervisors will not unreasonably deny a request to use universal leave requested in advance so that employees at the 240 hour cap may reduce their accruals.

4. The unused leave balance of regular part-time employees appointed to full-time probationary or exempt positions will be converted to vacation time credit, effective on the date of appointment, since full time employees earn vacation, not universal leave. Such vacation time shall be subject to all of the rules, regulations or procedures that apply to vacation time and its use in the applicable unit, group or department, including, without limitation, rules applying to the use of vacation during probation.

B. Application

An employee using universal leave as traditional vacation shall make written application for such leave. Ordinarily, seven days advanced notice shall be required to use such leave as traditional vacation. However, an employee wishing to use universal leave as traditional vacation with less than seven days notice may so request. Such request will be considered within the discretion of the employee's supervisor. Every department head shall, if necessary, establish a leave schedule for each calendar year. The Department Head will base leave time requests on seniority and will grant leave time if the employee can be spared. Once leave time is requested, the department head shall notify the employee as soon as possible whether his/her application is approved, and if not, when the leave time may be granted.

C. Leave Without Pay

A part-time employee may be granted leave time without pay. The Department Head will base leave time requests on seniority and will grant leave time if the employee can be spared. Once leave time is requested, the department head shall notify the employee as soon as possible whether his/her request is approved, and if not, when leave time may be granted. The City will endeavor to grant requests for leave without pay whenever possible. However, given the operational needs of the City, there is no guarantee that the employee's job will remain open once the leave expires. In addition, even if the employee's job is still available, changes in work schedule or job location may occur if necessary for operational reasons.

D. Jury Leave

A regular part time employee who is required to serve as a juror during the employee's normal work schedule shall be allowed to serve without loss of pay. All fees to which the employee is entitled by law for such service shall be paid by the employee (less transportation allowance and jury fees for jury service falling on non work days, if any) to the City, except to the extent such fees exceed the City payment of jury leave. An eligible employee is required to provide reasonable advance notice of the need for jury leave. If a

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supervisor or manager determines that jury service will interfere with normal operations, an employee may be required to request that jury service be rescheduled, to the extent permitted. Employees on jury leave who are temporarily released or who complete their jury service at a time that will allow for the completion of some or all of their regularly scheduled work are required to report for work, unless otherwise directed by the appropriate supervisor. Hourly and seasonal part-time employees shall be allowed to serve on jury duty without loss of pay for scheduled hours subject to the following terms and conditions: There will be no pay for required jury service on days or at times when the employee is not regularly scheduled to work. Employees do not reimburse the City for jury fees for jury service falling on a non-work day.

E. Leave for School Activities

All requests for leave for the purposes provided by California Labor Code section 230.8 (leave to participate in school related activities of the children of association members) will comply with the law.

F. Family Care Leave

The City shall comply with California Labor Code section 233 and the state and federal Family and Medical Care Leave Acts. The City's policies regarding these laws are available in the Human Resources office.

G. Military Leave

The City shall comply with the federal (Uniformed Services Employment and Reemployment Rights Act) and state (Military and Veterans Code) law when an employee's absence is due to military leave.

## 7. HOLIDAY OVERTIME

The City agrees to pay premium pay to regular part-time employees for work performed on a holiday under certain circumstances as follows:

1. This provision shall not apply to hourly or seasonal part-time employees.
2. Premium pay is defined as 1½ times the employee's regular rate of pay for time worked on a holiday, which is not a part of the employee's regular work schedule.
3. When a holiday is contained in the regular part-time employee's normal work schedule he or she is not eligible for premium pay for working on the holiday.
4. When a holiday is contained in the regular part-time employee's normal work schedule, but the employee is asked to work additional hours on the holiday, which are not a part of

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the employees normal work schedule, he or she shall be paid premium pay for the additional hours he or she was required to work on the holiday.

5. When a regular part-time employee is required to work on a holiday, which is not part of the employee's normal work schedule, he or she will receive premium pay for all work performed on the holiday.
6. In no case, even if the employee works in excess of 40 hours per week, will the employee receive more than 1½ times for any hours worked.
7. The City shall determine the regular part-time employee's holiday work schedule no less than 14 days prior to the actual workday.
8. Normal work schedule is defined as the specific hours to be worked as well as the physical location of that work. The physical location may be any or all locations as determined by the applicable Department Head and/or his or her designee. Generally, an employee's normal work schedule within the workweek shall not be changed to avoid payment of holiday pay.
9. The holidays which are subject to this provision are as follows:
  - New Years Day (January 1<sup>st</sup>)
  - Martin Luther King Jr. Day (3<sup>rd</sup> Monday in January)
  - President's Day (3<sup>rd</sup> Monday in February)
  - Memorial Day (Last Monday in May)
  - Independence Day (4<sup>th</sup> of July)
  - Labor Day (1<sup>st</sup> Monday in September)
  - Veteran's Day (November 11<sup>th</sup>)
  - Thanksgiving Day (4<sup>th</sup> Thursday in November)
  - The day after Thanksgiving Day
  - Christmas Day (December 25<sup>th</sup>)
10. Notwithstanding the above, Regular part-time and hourly employees assigned to work on July 4<sup>th</sup> and Veteran's Day (November 11<sup>th</sup>), Thanksgiving Day (4<sup>th</sup> Thursday in November), Christmas Day (December 25<sup>th</sup>) and New Year's Day (January 1<sup>st</sup>) shall be paid the premium rate.

## 8. UNIFORMS

Uniformed personnel shall receive uniforms at the City's expense. Said uniforms shall be the property of the City. The City shall replace damaged or worn out uniform parts, as necessary. The specific uniform requirements shall be contained in the A.R. 3B.14.

## 9. HOURS

The hours of work for part-time employees, by their nature, vary. Generally, part-time employees will work a regular schedule. Part-time employees shall receive their respective hourly rate for work up to 40 hours a week. Hours worked over 40 hours a week will be compensated at 1½ times the employee's regular rate of pay.

The scheduling of hours for part-time employees shall be based on seniority, herein defined as length of service with the City. The more senior employees possessing the necessary skills to perform the work within the job classification will be assigned the greater number of hours. Scheduling of hours within each job classification shall be made in the following order: Regular Part-time, Hourly Part-time and Seasonal Part-time.

The scheduling of the shift starting times for part time employees shall be based upon seniority, herein defined as length of service. The more senior employees possessing the necessary skills to perform the work within the job classification will be given preference in the selection of shift start times. Shift starting time within each job classification shall be made in the following order: Regular Part time, Hourly Part-time and Seasonal Part-time.

Notwithstanding the above, management has the right to schedule employees based upon the need and the qualifications necessary to perform the specific work needed to be completed. Management retains the right to establish work schedules and hours including making schedule changes where necessary.

When the pre-school is on a break and/or students are not in attendance, the Pre-School teachers will still be assigned to work a minimum of 25 hours per week. However, all such work must be performed at the City (with the exception of purchasing supplies or equipment) and must be accounted for on the teachers' time sheets. The teachers, at their option, may request to use accrued leave time (i.e., universal leave) to cover all or part of the 25 hours. Approval of such leave time will be in accordance with the leave approval practices and provisions of this Agreement.

## 10. REST PERIODS AND MEAL TIMES

At the discretion of the City, rest periods will be provided to employees whenever possible. Such rest periods will be provided at the rate of ten consecutive minutes for each four (or major portion thereof) hours worked, and will occur as near as possible to the middle of the work period. Rest periods are paid as time worked and will be scheduled by the City. The City may require employees to remain on the premises during the ten minute break(s).

Ten minute rest periods will be provided as follows for the hours involved.

<b>Total Hours of Work</b>	<b>Rest Periods Authorized Per Shift</b>
0- 3.5	0

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3.5- 6.0	1
6.0-10.0	2
10.0-14.0	3
14.0-18.0	4

A one-half hour meal period will be provided for every five-hour work period, unless six hours of work will complete the day's work and the employee voluntarily elects to forego the meal period. As the City and the Association agree that customer service is important, those employees whose work stations necessarily come into contact with the public will not be allowed to consume food at their work stations. Such employees will, if eligible for a meal period as outlined above, be required to take their meal periods away from their respective work station. Meal periods will be uncompensated by the City unless agreed to by the City in advance of the individual meal period.

**11. NON-DISCRIMINATION**

The parties mutually reaffirm their respective policies of non discrimination in the treatment of any employee because of race, religious creed, color, sex, age, disability, national origin, sexual orientation, ancestry, gender, marital status or any other protected status defined under anti-discrimination laws.

**12. MANAGEMENT RIGHTS**

Except as limited by the specific and express terms of the MOU, the City hereby retains and reserves unto itself, all rights, powers, authority, duty and responsibilities confirmed on and vested in it by the law and the constitution of the State of California and/or United States of America.

The management and the direction of the work force of the City is vested exclusively in the City and nothing in the MOU is intended to circumscribe or modify the existing rights of the City including but not limited to the direction of the work of its employees; the right to hire, promote, demote, transfer, assign, schedule and retain employees in positions within the City; suspend or discharge employees; to maintain and improve the efficiency of governmental operations; to relieve employees from duties because of lack of work or funds; to take action as may be necessary to carry out the City's mission and services in emergencies; to determine the methods, means, and appropriate job classification organizational structure and personnel by which the operations are carried out; and to establish qualifications and quality standards.

**13. PERSONNEL FILES**

The City shall maintain only one official personnel file for each employee covered herein. The official personnel file shall be housed in the City's Human Resources Department. Employees

herein shall be entitled to review the contents of their official personnel file at reasonable intervals provided that the employee schedules an appointment, at least twenty four (24) hours in advance, during the regular hours of the Human Resources Department. Employees often receive commendations or other positive comments about their work from citizens or other employees. Employees have the right to request that any such positive written comments be placed in their personnel file and said comments will be placed in the personnel file.

#### **14. ASSOCIATION RELATED BUSINESS**

##### **A. Stewards Program**

MEA may select a total of six (6) stewards for this Unit. MEA shall give to the City's representative a written list of employees who have been selected as stewards. This list shall be kept current by MEA and submitted to the Assistant Director of Administrative Services/ Human Resources every six (6) months. The role of the steward is to provide timely MEA representation to employees seeking such assistance in the resolution of employment disputes or potential employment disputes.

Stewards, when leaving their work locations to fulfill their responsibilities as steward, shall first obtain permission from their immediate supervisor and inform them of the general nature of the business. Permission to leave shall be granted promptly unless such absence would cause undue interruption of work. If such permission cannot be granted promptly, the steward shall be, if possible, informed when time may be made available.

MEA stewards shall complete a time use slip to document MEA activity time used as part of the allocation set forth herein. This slip shall be initialed by the steward using the time and by the supervisor authorizing it. The authorization slip shall be submitted to the Human Resources Department. Steward business which is subject to release time according to this Article may be conducted only at City work locations.

Upon entering a work location, the steward shall inform the appropriate supervisor of the nature of the business. Permission to leave the job shall be granted promptly to the employee involved unless such absence would cause an undue interruption of work. If the employee cannot be made available, the steward shall be immediately informed, if possible, when the employee may be made available.

MEA agrees that a steward shall not log compensatory time or overtime pay for the time spent performing any function of a steward. To the extent possible, due to the nature of part-time employment, the City expects some of the stewards to conduct association related business on his/her own time.

B. Agency Shop and Dues Deduction

All employees subject to this agreement must either join the Association, pay a service fee (i.e., an agency shop fee) to the Association or execute a declaration claiming a religious objection to payment of the service fee. Existing employees have been previously required to (and all new employees will be required to) sign an agency shop authorization form in which the employee authorizes a per pay period deduction from their paycheck by the City for one of the following: 1) membership dues; 2) a service fee payable to the MEA; or 3) as a conscientious objector to the fee and authorization that the per pay period fee be paid to the United Way, City of Hope or American Cancer Society. For Association members and conscientious objectors the per pay period fee shall be \$6.50 per pay period. For service fee payers, the per pay period fee shall be \$6.25. If there is an increase in the dues during the term of this MOU, the MEA will inform the City who will then ensure that the appropriate amount is deducted from members, service fee payers and conscientious objectors. The City shall remit the deductions on a bi-weekly basis, when feasible. Deduction authorizations shall remain in full force and effect until, and so long as, MEA remains the formally recognized employee representative for this Unit.

As some part-time employees work a limited number of hours, the MEA does not wish for dues to constitute a financial hardship. If 2% of the employee's (Association members and conscientious objectors) gross pay per pay period is less than \$6.50 then the payroll deduction shall be 2% of the employee's gross pay.

If 2% of the employee's (service fee payers) gross pay per pay period is less than \$6.25 then the payroll deduction shall be 2% of the employee's gross pay.

C. Bulletin Boards

MEA may post no more than two (2) MEA documents at any one time on City bulletin boards, provided that such documents are not of a political or discriminatory nature. This provision will become operative only when the City is notified in writing which MEA representatives will have the responsibility for monitoring these postings.

D. Use of City Facilities

Representatives of MEA may use City facilities for general membership meetings with City approval and prior clearance from the individuals(s) responsible for scheduling rooms in the department. The Union may hold their Board of Stewards meetings during the lunch period or after work in the Library or other facilities, subject to City approval.

E. Association Business and Training

The City will grant up to one hundred (100) hours per contract year to MEA for the purpose of training and the conduct of Union business in this bargaining unit. Said time

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shall be allocated by MEA as it believes appropriate. The Human Resources Department shall be notified of the use of this time and maintain records of its use as necessary. MEA representatives utilizing this time shall notify their supervisors and shall endeavor to provide as much advance notice as possible.

F. Payroll Deduction

If, during the term of this MOU, the Association, on its own, provides its employees with an employee-paid disability insurance program and/or vision plan, the City agrees to make payroll deductions to ensure that the benefit is indeed being paid for by each employee who takes this benefit.

G. Translation Duties

Neither Supervisors nor employees designated as Leads or Lead Workers shall direct employees to perform translation duties as part of their job.

**15. MOU DISPUTES, MEDIATION AND HUMAN RESOURCES REVIEW**

The City and MEA agree that the cause of quality public services for the citizens of Beverly Hills can be materially assisted through the timely resolution of MOU disputes in the least formalistic way possible and through the maintenance of high employee morale. To that end, the City and MEA agree to establish the following procedures for the indicated groups.

Regular Part-Time Employees

- A. MOU disputes may be submitted to an employee's immediate supervisor for review. If within ten (10) days in which the Human Resources Department of the City is open for business, the MOU dispute still exists, the employee may present the dispute to the department head. The MOU dispute, if unresolved within the same ten (10) day period noted, may then be submitted to the Assistant Director of Administrative Services/Human Resources for review.

Notwithstanding the aforementioned, MOU disputes may initially be submitted to the Assistant Director of Administrative Services/Human Resources for review. This review does not extend due process and/or other rights or privileges to regular part-time employees relative to any and all disciplinary matters. MEA and the City agree that all regular part-time employees are at-will and serve at the pleasure of the City. If any discipline is imposed, the employee shall receive notice of discipline with no due process rights or rights of appeal. MOU disputes which can not be resolved under the auspices of the Assistant Director of Administrative Services/ Human Resources may be submitted to the mediation/arbitration process described below.

B. Procedure

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The City and MEA shall jointly select a mediator/arbitrator. Said mediator will first attempt to mediate a settlement of the dispute, but if the mediation fails, he/she will prepare a written report of his/her findings and propose a resolution of the dispute for submission to the City Manager. The City Manager may or may not adopt the report based on his/her review of the report and evidence. The decision of the City Manager in these matters shall be final. Costs associated with the mediation/arbitration shall be shared equally by MEA and the City.

- C. Non-MOU employee concerns may be submitted to the Assistant Director of Administrative Services/Human Resources for review. The review is offered as an opportunity for part-time employees to present concerns related to working conditions, complaints and concerns. The Assistant Director of Administrative Services/Human Resources' decision in these matters shall be final. This review does not extend due process and/or other rights or privileges to regular part-time employees. MEA and the City agree that all part-time employees are at-will and serve at the pleasure of the City.

### Hourly Part-Time Employees

Employee complaints and concerns over working conditions may be submitted to the Assistant Director of Administrative Services/Human Resources for review. This review does not extend due process and/or any other rights or privileges to hourly employees. Rather, the Assistant Director of Administrative Services/Human Resources will evaluate the matter and determine whether the complaint is or is not valid. It is an opportunity to bring forth a complaint, not a right to a hearing or any other process. If the Assistant Director of Administrative Services/Human Resources determines that the complaint is valid, he/she will determine whether action is necessary to address the issues raised in the complaint. MEA and the City agree that all hourly part-time employees are at-will and serve at the pleasure of the City. Hourly employees are not entitled to submit MOU disputes and/or disciplinary cases to the Assistant Director of Administrative Services/Human Resources for review and are not entitled to participate in mediation/arbitration on these or any other matters.

### Seasonal Part-Time Employees

MEA and the City agree that all seasonal part-time employees are at-will and serve at the pleasure of the City. Seasonal part-time employees shall have no right to review of MOU disputes, disciplinary matters and/or complaints of concerns over working conditions by the Assistant Director of Administrative Services/Human Resources. They shall also have no right to participate in mediation/arbitration of these or any other matters.

## **16. JOB DESCRIPTIONS AND RECRUITMENT OPPORTUNITIES**

- A. The City shall provide MEA with a copy of any proposed change to any existing and/or new job description and MEA shall provide comments, if any, to the City within two weeks upon receipt of the job description(s).
- B. The City values the need and desire for all employees to be aware of new job openings and to have the ability to apply for those positions. The City agrees to notify MEA when openings occur and ensure that positions are open for at least two weeks to give existing employees the opportunity to apply for the opening.

## **17. SERVICE CREDIT POINTS**

Service Credit Points – Service credit points shall be applicable to part-time City of Beverly Hills employees who pass the qualifying examination for a full-time position in the City. Those part-time employees who work a continuous 1000 hours per calendar year shall be entitled to service credit points. Service credit points shall be added to the examination score subject to the following conditions:

- a) Part-time employee has worked for the City a continuous 1000 hours per calendar year.
- b) Part-time employee who has worked for the City one to three continuous years shall be entitled two (2) service credit points.
- c) Part-time employee who has worked for the City four to seven continuous years shall be entitled to three (3) service credit points.
- d) Part-time employee who has worked for the City eight to ten continuous years shall be entitled to four (4) service credit points.
- e) Part-time employee who has worked for the City more than ten continuous years shall be entitled to five (5) service credit points.

## **18. RETIREMENT**

- A. Social Security Alternative Retirement Plan

The City has adopted an Alternate Retirement Plan (ARP) through the Public Agency Retirement Services (PARS) for those unit employees who are not members of the California Public Employees' Retirement System (CalPERS) and who are otherwise subject to mandatory Social Security coverage requirements. All eligible unit employees (i.e., all unit employees who are not included in CalPERS) will be covered by the PARS 457 Alternative Plan. Employees will continue to participate in and will make contributions toward Medicare, as required by law. Once a unit employee works 1,000 hours in any fiscal year, he/she will automatically be included in the Public Employees' Retirement System and shall be removed from the ARP provided through PARS.

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The PARS 457 Alternative Plan provides that each pay period, 6.2% will be deducted from all eligible employees' salaries and deposited into their PARS 457 FICA Plan Account. In addition, each pay period, the City will contribute 1.3% of each eligible employee's salary to their PARS 457 FICA Plan Account.

The form of the ARP, including subsequent up-dates, changes or amendment, shall be as determined solely by the City, provided it meets the minimum benefit requirements for an alternate retirement system under the Internal Revenue Code. Any change in the substance of the plan must be made by agreement of the parties.

Employees with 30 or more qualifying quarters in Social Security who wish to remain in Social Security for the purpose of obtaining the 40 qualifying quarters required to vest in Social Security may petition the Assistant Director of Administrative Services/Human Resources.

### B. Employees In CalPERS

For those employees enrolled in CalPERS (i.e., unit members who have completed more than 1,000 hours in a fiscal year), they receive the same retirement formula as other, similarly situated, miscellaneous City employees who are enrolled in CalPERS.

The parties agree that if the provisions of AB 340 (The California Pension Reform Act of 2013) go into effect during the term this MOU and that any provisions of that law which automatically become effective on January 1, 2013, shall do so. In addition, if there is any other clean up or other retirement legislation which goes into effect during this MOU and if there are provisions of that legislation which automatically goes into effect, it shall do so without impairing the parties' MOU. Either party may request to negotiate over the impact of such subsequent legislation.

#### 1. Retirement Formula

For those unit members enrolled in CalPERS who were hired prior to December 31, 2012, they will receive the 2.5% @ 55 retirement formula set forth at California Government Code section 21354.4. Pursuant to the Pension Reform Act, any "new members" as defined by the law hired on or after January 1, 2013 will be hired pursuant to the 2% @ 62 formula.

#### 2. Single Highest Year/ Average of the Last Three Years.

For those unit members enrolled in CalPERS who were hired prior December 31, 2012, they will receive the "Single Highest Year" retirement benefit pursuant to California Government Code section 20042. Such employees' retirement will be calculated based on this formula.

Pursuant to the Pension Reform Act, any "new members" as defined by the law hired on or after January 1, 2013, will receive retirement benefits based on the highest annual average compensation earnable during the three consecutive years of employment immediately preceding

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the effective date of his or her retirement or as designated by the employee. Such employees' retirement will be calculated based on this formula.

3. Employee Contribution To CalPERS

Employees in the bargaining unit shall pay for their CalPERS employee contribution of eight percent (8%) to pay for the 2.5% @ 55 benefit. Employees hired after January 1, 2013 who are defined as "new members" under the Pension Reform Act shall also pay eight percent (8%) as their pension contribution so that all employees pay the same contribution for their retirement benefit.

19. SAVINGS CLAUSE

If any benefit or provision of the MOU is deemed by a court of competent jurisdiction to be illegal or otherwise unenforceable, the remaining benefits or provisions of the MOU shall remain in full force and effect. In the event of such invalidation, the parties shall replace any illegal or unenforceable benefit with another benefit or provision of equal or similar value. The City and Association shall meet and confer in good faith concerning the provision of a replacement benefit or provision of equal or similar value, including whether a replacement benefit or provision is necessary and appropriate. This section shall not require a replacement benefit or provision that will result in financial or administrative burden to the City, including the amount and timing, greater than the benefit or provision it is replacing. If the parties are unable to reach agreement, they agree to submit the matter to the procedure set forth in Article 15, Paragraph B.

This Memorandum is signed on this \_\_\_\_\_ day of \_\_\_\_\_, 2012.

City of Beverly Hills  
Representatives

Municipal Employees  
Association of Beverly  
Hills (MEA)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

# **Attachment 2**

## PART-TIME UNIT

### MEMORANDUM OF UNDERSTANDING

Municipal Employees Association of Beverly Hills, (herein after referred to as "MEA") a formally recognized employee organization, representing all its members within the Part-Time Unit, and duly authorized representatives of the management of the City of Beverly Hills (hereinafter referred to as "the City"), have ~~met and conferred~~~~conducted "meet and confer"~~ ~~conferences~~, freely exchanging information, opinions and proposals, and have reached the following agreement on matters within the scope of representation.

#### INTRODUCTION

1. Integration. This document embodies a written memorandum of the entire understanding and mutual agreement of the parties as required by Government Code Section 3505.1 and supersedes all prior Memoranda of Understanding between the parties hereto.

It is recognized that there exist now certain past practices or procedures which are in force and effect which affect wages, hours, and working conditions. To that extent, it is agreed that such practices, policies, and procedures shall remain in force and effect during the term of this agreement, unless they are inconsistent with provisions of this Memorandum of Understanding (hereinafter referred to as "MOU")-O.U., or unless subsequently changed by the meet & confer process.

2. Term. Unless otherwise specified herein, this ~~MOU emorandum of Understanding~~ shall be effective ~~July 1, 2012~~~~December 20, 2008~~, and shall expire on ~~June 30, 2015~~~~December 31, 2010~~.
3. Agreement to Meet re: Administration of MOU: The City and MEA agree that they will meet during the term of this ~~MOU emorandum of Understanding~~ to address any problems or issues that arise related to the administration of this ~~MOU emorandum of Understanding~~. This includes, but is not limited to, changes in state or federal law which impact this agreement.

#### 1. SALARIES

The City and MEA agree that those part-time employees who share the same classification as a full time employee shall receive the same hourly rate as the full time employee. Thus, any modifications to their compensation will only occur if such modifications are made to the full time employees' (represented by the Technical Services Unit) compensation.

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~~Effective January 1, 2009, the Park Ranger salary will be adjusted to Salary Schedule G30 (equivalent to Library Clerk II)~~

~~Effective January 1, 2010, the Association may request that the City re-open negotiations on salary and any other economic benefit.~~

~~Effective January 1, 2013, the hourly rate of all employees in the bargaining unit who do not share the same classification as full time employees represented by the Technical Services Unit will increase by one percent (1%)~~

~~Effective January 1, 2014, the hourly rate of all employees in the bargaining unit who do not share the same classification as full time employees represented by the Technical Services Unit will increase by one and one quarter percent (1.25%)~~

~~During the term of this MOU, if the City requests that the Association meet and confer with the City on the subject of furloughs, the Association agrees it will do so promptly.~~

## 2. DEFINITIONS

The parties agree that part-time employment includes three different types of employees. These types of employees are defined as follows:

Regular part-time – an employee exempt from the civil service system who has been appointed to work 25 hours or more a week.

Seasonal part-time – an employee exempt from the civil service system who has been appointed to work for 120 days at a rate of 40 hours or less a week.

Hourly – an employee exempt from the civil service system who has been appointed to work less than 1000 hours in a fiscal year.

## 3. APPOINTMENT AND ADVANCEMENT

### A. Movement Through Range

Part-time appointments to a position in any authorized classification would normally be made at the first step of the appropriate salary schedule ~~(see attached)~~. At the discretion of the appointing authority and approval of the Assistant Director of Administrative Services/Human Resources, appointments may be made at a higher step. All appointments require the approval of the respective appointing authority and the Assistant Director of Administrative Services/Human Resources.

Hourly employees, upon the completion of 500 hours, will be eligible to receive a merit increase provided said employee has received a performance evaluation with an overall rating of satisfactory or better. Thereafter, hourly employees will be eligible for salary step increases each year on their respective anniversary dates until they have achieved the top step of the salary range. Such step increases will only be granted upon the employee earning a satisfactory or better performance evaluation. For purposes of this section, if the Recreation Specialist receives a satisfactory or better performance evaluation and completes 500 hours of service, merit step increases for Recreation Specialist will be \$0.50 per hour.

Regular part-time employees, upon the employee's anniversary date, will be eligible to receive a merit increase provided said employee has received a performance evaluation with an overall rating of satisfactory or better. Thereafter, regular part-time employees will be eligible for salary step increases each year on their respective anniversary dates until they have achieved the top step of the salary range. Such step increases will only be granted upon the employee earning a satisfactory or better performance evaluation.

B. Effective date of Merit Increase

All advancements shall be effective on the anniversary date and properly noted on the appropriate personnel forms. In the event the employee does not receive a performance evaluation within -60 days, the employee will receive the applicable salary adjustment retroactive to its due date.

C. Change in Classification

If an employee is moved to a new, higher classification, he/she shall be placed at a salary step in the new classification which will be at least 5% higher than the employee's salary in his/her prior classification.

#### 4. HEALTH INSURANCE

A. Regular part-time employees will ~~receive~~ health insurance benefits after completion of 1,000 hours in a fiscal year. The City shall provide a health insurance plan through the Public Employees' Retirement System (CalPERS).

B. ~~Throughout the term of this MOU Effective January 1, 2009 and 2010~~, the City shall contribute an amount equal to the published single party rate of Kaiser HMO as set forth by CalPERS. Since the City is only paying for single party coverage, a regular part-time employee may purchase dependent insurance, either two party or family coverage over the City's contribution at the employee's expense. This includes plans other than Kaiser HMO available through CalPERS.

- C. Regular part-time employees may elect to discontinue in (opt out of) the CalPERS Health Plan. Employees electing to cancel City coverage for themselves and for eligible family members (at the employee's cost) must provide proof of health insurance from another source (e.g. through a spouse's coverage) and must waive liability for their decision to cease coverage under the City's CalPERS Health Plan. Employees electing to "opt out" (i.e., not receive any insurance benefits) will receive \$100 per month added to their paycheck. If, for any reason in the future, CalPERS determines or the law is changed that an employee may not "opt out", this program will become null and void and employees will not be able to receive the additional \$100 per month. After electing this provision, an employee who later requests to re-enroll shall do so pursuant to CalPERS rules and procedures. In any event, the City will comply with the rules as prescribed by the CalPERS Health Plan.

## 5. DENTAL PLAN

The City shall provide a dental benefit plan for regular part-time employees as administered by Guardian. The City shall contribute the single party rate for this plan. Since the City is only paying for single party coverage, a regular part-time employee may purchase dependent coverage over the City's contribution at the employee's expense. The benefits, terms, conditions and provider for such plan shall be as determined solely by the City, provided that such plan is no less favorable than a plan available to any other group of City employees.

## 6. LEAVE BENEFITS

### A. Eligibility

1. Regular part-time employees will receive leave benefits. Leave accruals are called universal leave and may be used for illness and injury (as traditional sick leave is used) or scheduled in advance for rest and relaxation (the way traditional vacation is used). Service credit will begin to accrue on an employee's date of hire.

Regular part-time employees shall accrue leave as set forth in the following chart. The number identified below for years of service for leave accrual will be multiplied by the number of hours worked in a pay period for eligible employees. Thus, for example, if an employee with 9 years of service works 50 hours in a pay period, his/her leave accrual will be  $50 \times .06 = 3$  leave hours accrued in the pay period.

First 7 years of service as a regular part-time employee	7 - 14 years of service as a regular part-time employee	After 14 years of service as a regular part-time employee
.04	.06	.08

Said leave may be used for any authorized absence.

2. Leave accruals shall be cashed out upon separation from City employment at the employee's final hourly rate of pay.
3. Regular part time employees may accrue up to 240 hours of universal leave as provided herein. Once an employee accrues 240 hours of such leave, he/she will not accrue additional leave until he/she reduced his/her accruals. Supervisors will not unreasonably deny a request to use universal leave requested in advance so that employees at the 240 hour cap may reduce their accruals.
4. The unused leave balance of regular part-time employees appointed to full-time probationary or exempt positions will be converted to vacation time credit, effective on the date of appointment, since full time employees earn vacation, not universal leave. Such vacation time shall be subject to all of the rules, regulations or procedures that apply to vacation time and its use in the applicable unit, group or department, including, without limitation, rules applying to the use of vacation during probation.

B. Application

An employee using universal leave as traditional vacation shall make written application for such leave. Ordinarily, seven days advanced notice shall be required to use such leave as traditional vacation. However, an employee wishing to use universal leave as traditional vacation with less than seven days notice may so request. Such request will be considered within the discretion of the employee's supervisor. Every department head shall, if necessary, establish a leave schedule for each calendar year. The Department Head will base leave time requests on seniority and will grant leave time if the employee can be spared. Once leave time is requested, the department head shall notify the employee as soon as possible whether his/her application is approved, and if not, when the leave time may be granted.

C. Leave Without Pay

A part-time employee may be granted leave time without pay. The Department Head will base leave time requests on seniority and will grant leave time if the employee can be spared. Once leave time is requested, the department head shall notify the employee as soon as possible whether his/her request is approved, and if not, when leave time may be granted. The City will endeavor to grant requests for leave without pay whenever possible. However, given the operational needs of the City, there is no guarantee that the employee's job will remain open once the leave expires. In addition, even if the employee's job is still available, changes in work schedule or job location may occur if necessary for operational reasons.

D. Jury Leave

A regular part time employee who is required to serve as a juror during the employee's normal work schedule shall be allowed to serve without loss of pay. All fees to which the employee is entitled by law for such service shall be paid by the employee (less transportation allowance and jury fees for jury service falling on non work days, if any) to the City, except to the extent such fees exceed the City payment of jury leave. An eligible employee is required to provide reasonable advance notice of the need for jury leave. If a supervisor or manager determines that jury service will interfere with normal operations, an employee may be required to request that jury service be rescheduled, to the extent permitted. Employees on jury leave who are temporarily released or who complete their jury service at a time that will allow for the completion of some or all of their regularly scheduled work are required to report for work, unless otherwise directed by the appropriate supervisor. Hourly and seasonal part-time employees shall be allowed to serve on jury duty without loss of pay for scheduled hours subject to the following terms and conditions: There will be no pay for required jury service on days or at times when the employee is not regularly scheduled to work. Employees do not reimburse the City for jury fees for jury service falling on a non-work day.

E. Leave for School Activities

All requests for leave for the purposes provided by California Labor Code section 230.8 (leave to participate in school related activities of the children of association members) will comply with the law.

F. Family Care Leave

The City shall comply with California Labor Code section 233 and the state and federal Family and Medical Care Leave Acts. The City's policies regarding these laws are available in the Human Resources office.

G. Military Leave

The City shall comply with the federal (Uniformed Services Employment and Reemployment Rights Act) and state (Military and Veterans Code) law when an employee's absence is due to ~~due to~~ military leave.

## 7. HOLIDAY OVERTIME

The City agrees to pay premium pay to regular part-time employees for work performed on a the holidays under certain circumstances as follows:

1. This provision shall not apply to hourly or seasonal part-time employees.

2. Premium pay is defined as 1½ times the employee's regular rate of pay for time worked on a holiday, which is not a part of the employee's regular work schedule.
3. When a holiday is contained in the regular part-time employee's normal work schedule he or she is not eligible for premium pay for working on the holiday.
4. When a holiday is contained in the regular part-time employee's normal work schedule, but the employee is asked to work additional hours on the holiday, which are not a part of the employees normal work schedule, he or she shall be paid premium pay for the additional hours he or she was required to work on the holiday.
5. When a regular part-time employee is required to work on a holiday, which is not part of the employee's normal work schedule, he or she will receive premium pay for all work performed on the holiday.
6. In no case, even if the employee works in excess of 40 hours per week, will the employee receive more than 1½ times for any hours worked.
7. The City shall determine the regular part-time employee's holiday work schedule no less than 14 days prior to the actual workday.
8. Normal work schedule is defined as the specific hours to be worked as well as the physical location of that work. The physical location may be any or all locations as determined by the applicable Department Head and/or his or her designee. Generally, an employee's normal work schedule within the workweek shall not be changed to avoid payment of holiday pay.
9. The holidays which are subject to this provision are as follows:
  - New Years Day (January 1<sup>st</sup>)
  - Martin Luther King Jr. Day (3<sup>rd</sup> Monday in January)
  - President's Day (3<sup>rd</sup> Monday in February)
  - Memorial Day (Last Monday in May)
  - Independence Day (4<sup>th</sup> of July)
  - Labor Day (1<sup>st</sup> Monday in September)
  - Veteran's Day (November 11<sup>th</sup>)
  - Thanksgiving Day (4<sup>th</sup> Thursday in November)
  - The day after Thanksgiving Day (~~4<sup>th</sup> Friday in November~~)
  - Christmas Day (December 25<sup>th</sup>)
10. Notwithstanding the above, Regular part-time and hourly employees assigned to work on July 4<sup>th</sup> and Veteran's Day (November 11<sup>th</sup>), Thanksgiving Day (4<sup>th</sup> Thursday in November), Christmas Day (December 25<sup>th</sup>) and New Year's Day (January 1<sup>st</sup>) shall be paid the premium rate.

## 8. UNIFORMS

Uniformed personnel shall receive uniforms at the City's expense. Said uniforms shall be the property of the City. The City shall replace damaged or worn out uniform parts, as necessary. The specific uniform requirements shall be contained in the A.R. 3B.14.

## 9. HOURS

The hours of work for part-time employees, by their nature, vary. Generally, part-time employees will work a regular schedule. Part-time employees shall receive their respective hourly rate for work up to 40 hours a week. Hours worked over 40 hours a week will be compensated at 1½ times ~~+ 1/2~~ the employee's regular rate of pay.

The scheduling of hours for part-time employees shall be based on seniority, herein defined as length of service with the City. The more senior employees possessing the necessary skills to perform the work within the job classification will be assigned the greater number of hours. Scheduling of hours within each job classification shall be made in the following order: Regular Part-time, Hourly Part-time and Seasonal Part-time.

The scheduling of the shift starting times for part time employees shall be based upon seniority, herein defined as length of service. The more seniored employees possessing the necessary skills to perform the work within the job classification will be given preference in the selection of shift start times. Shift starting time within each job classification shall be made in the following order: Regular Part time, Hourly Part-time and Seasonal Part-time.

Notwithstanding the above, management has the right to schedule employees based upon the need and the qualifications necessary to perform the specific work needed to be completed. Management retains the right to establish work schedules and hours including making schedule changes where necessary.

When the pre-school is on a break and/or students are not in attendance, the Pre-School teachers will still be assigned to work a minimum of 25 hours per week. However, all such work must be performed at the City (with the exception of purchasing supplies or equipment) and must be accounted for on the teachers' time sheets. The teachers, at their option, may request to use accrued leave time (i.e., universal leave) to cover all or part of the 25 hours. Approval of such leave time will be in accordance with the leave approval practices and provisions of this Agreement.

## 10. REST PERIODS AND MEAL TIMES

At the discretion of the City, rest periods will be provided to employees whenever possible. Such rest periods will be provided at the rate of ten consecutive minutes for each four (or major

portion thereof) hours worked, and will occur as near as possible to the middle of the work period. Rest periods are paid as time worked and will be scheduled by the City. The City may require employees to remain on the premises during the ten minute break(s).

Ten minute rest periods will be provided as follows for the hours involved.

Total Hours of Work	Rest Periods <u>Authorized Per Shift</u>
0- 3-.5	0
3.5- 6.0	1
6.0-10.0	2
10.0-14.0	3
14.0-18.0	4

A one-half hour meal period will be provided for every five-hour work period, unless six hours of work will complete the day's work and the employee voluntarily elects to forego the meal period. As the City and the Association agree that customer service is important, those employees whose work stations necessarily come into contact with the public will not be allowed to consume food at their work stations. Such employees will, if eligible for a meal period as outlined above, be required to take their meal periods away from their respective work station. Meal periods will be uncompensated by the City unless agreed to by the City in advance of the individual meal periods.

## 11. NON-DISCRIMINATION

The parties mutually reaffirm their respective policies of non discrimination in the treatment of any employee because of race, religious creed, color, sex, age, disability, national origin, sexual orientation, ancestry, gender, marital status or any other protected status defined under anti-discrimination laws.

## 12. MANAGEMENT RIGHTS

Except as limited by the specific and express terms of the ~~MOU~~Memorandum of Understanding, the City hereby retains and reserves unto itself, all rights, powers, authority, duty and responsibilities confirmed on and vested in it by the law and the constitution of the State of California and/or United States of America.

The management and the direction of the work force of the City is vested exclusively in the City and nothing in the ~~MOU~~Memorandum of Understanding is intended to circumscribe or modify the existing rights of the City including but not limited to the direction of the work of its employees; the right to hire, promote, demote, transfer, assign, schedule and retain employees in positions within the City; suspend or discharge employees; to maintain and improve the efficiency of governmental operations; to relieve employees from duties because of lack of work or funds; to take action as may be necessary to carry out the City's mission and services in emergencies; to

determine the methods, means, and appropriate job classification organizational structure and personnel by which the operations are carried out; and to establish qualifications and quality standards.

### 13. PERSONNEL FILES

The City shall maintain only one official personnel file for each employee covered herein. The official personnel file shall be housed in the City's Human Resources DepartmentOffice. Employees herein shall be entitled to review the contents of their official personnel file at reasonable intervals provided that the employee schedules an appointment, at least twenty four (24) hours in advance, during the regular hours of the Human Resources DepartmentOffice. Employees often receive commendations or other positive comments about their work from citizens or other employees. Employees have the right to request that any such positive written comments be placed in their personnel file and said comments will be placed in the personnel file.

### 14. ASSOCIATION RELATED BUSINESS

#### A. Stewards Program

~~It is agreed by the parties to this Memorandum of Understanding that~~ MEA may select a total of six (6) stewards for this Unit. MEA shall give to the City's representative a written list of employees who have been selected as stewards. This list shall be kept current by MEA and submitted to the Assistant Director of Administrative Services/ Human Resources every six (6) months. The role of the steward is to provide timely MEA representation to employees seeking such assistance in the resolution of employment disputes or potential employment disputes.

Stewards, when leaving their work locations to fulfill their responsibilities as steward, shall first obtain permission from their immediate supervisor and inform them of the general nature of the business. Permission to leave shall be granted promptly unless such absence would cause undue interruption of work. If such permission cannot be granted promptly, the steward shall be, if possible, informed when time may be made available.

MEA stewards shall complete a time use slip to document MEA activity time used as part of the allocation set forth herein. This slip shall be initialed by the steward using the time and by the supervisor authorizing it. The authorization slip shall be submitted to the Human Resources DepartmentOffice. Steward business which is subject to release time according to this Article may be conducted only at City work locations.

Upon entering a work location, the steward shall inform the appropriate supervisor of the nature of the business. Permission to leave the job shall be granted promptly to the employee involved unless such absence would cause an undue interruption of work. If

the employee cannot be made available, the steward shall be immediately informed, if possible, when the employee may be made available.

MEA agrees that a steward shall not log compensatory time or overtime pay for the time spent performing any function of a steward. To the extent possible, due to the nature of part-time employment, the City expects some of the stewards to conduct association related business on his/her own time.

B. Agency Shop and Dues Deduction

All employees subject to this agreement must either join the Association, pay a service fee (i.e., an agency shop fee) to the Association or execute a declaration claiming a religious objection to payment of the service fee. Existing employees have been previously required to (and all new employees will be required to) sign an agency shop authorization form in which the employee authorizes a per pay period deduction from their paycheck by the City for one of the following: 1) membership dues; 2) a service fee payable to the MEA; or 3) as a conscientious objector to the fee and authorization that the per pay period fee be paid to the United Way, City of Hope or American Cancer Society. For Association members and conscientious objectors the per pay period fee shall be \$6.50 per pay period. For service fee payers, the per pay period fee shall be \$6.25. If there is an increase in the dues during the term of this MOU, the MEA will inform the City who will then ensure that the appropriate amount is deducted from members, service fee payers and conscientious objectors. The City shall remit the deductions on a bi-weekly basis, when feasible. Deduction authorizations shall remain in full force and effect until, and so long as, MEA remains the formally recognized employee representative for this Unit.

As some part-time employees work a limited number of hours, the MEA does not wish for dues to constitute a financial hardship. If 2% of the employee's (Association members and conscientious objectors) gross pay per pay period is less than \$6.50 then the payroll deduction shall be 2% of the employee's gross pay.

If 2% of the employere's (service fee payers) gross pay per pay period is less than \$6.25 thae then the payroll deduction shall be 2% of the employee's gross pay.

C. Bulletin Boards

MEA may post no more than two (2) MEA documents at any one time on City bulletin boards, provided that such documents are not of a political or discriminatory nature. This provision will become operative only when the City is notified in writing which MEA representatives will have the responsibility for monitoring these postings.

D. Use of City Facilities

Representatives of MEA may use City facilities for general membership meetings with City approval and prior clearance from the individuals(s) responsible for scheduling rooms in the department. The Union may hold their Board of Stewards meetings during the lunch period or after work in the Library or other facilities, subject to City approval.

E. Association Business and Training

The City will grant up to one hundred (100) hours per contract year to MEA for the purpose of training and the conduct of Union business in this bargaining unit. Said time shall be allocated by MEA as it believes appropriate. The Human Resources ~~DepartmentOffice~~ shall be notified of the use of this time and maintain records of its use as necessary. MEA representatives utilizing this time shall notify their supervisors and shall endeavor to provide as much advance notice as possible.

F. Payroll Deduction

If, during the term of this MOU, the Association, on its own, provides its employees with an employee-paid disability insurance program and/or vision plan, the City agrees to make payroll deductions to ensure that the benefit is indeed being paid for by each employee who takes this benefit.

G. Translation Duties

Neither Supervisors nor employees designated as Leads or Lead Workers shall direct employees to perform translation duties as part of their job.

15. ~~MOUContract~~ DISPUTES, MEDIATION AND HUMAN RESOURCES REVIEW

The City and MEA agree that the cause of quality public services for the citizens of Beverly Hills can be materially assisted through the timely resolution of ~~MOUcontract~~ disputes in the least formalistic way possible and through the maintenance of high employee morale. To that end, the City and MEA agree to establish the following procedures for the indicated groups.

Regular Part-Time Employees

- A. ~~MOUContract~~ disputes may be submitted to an employee's immediate supervisor for review. If within ten (10) days in which the Human Resources ~~DepartmentOffice~~ of the City is open for business, the ~~MOUcontract~~ dispute still exists, the employee may present the dispute to the department head. The ~~MOUcontract~~ dispute, if unresolved within the same ten (10) day period noted, may then be submitted to the Assistant Director of Administrative Services/Human Resources for review.

Notwithstanding the aforementioned, ~~MOUcontract~~ disputes may initially be submitted to the Assistant Director of Administrative Services/Human Resources for review. This

review does not extend due process and/or other rights or privileges to regular part-time employees relative to any and all disciplinary matters. MEA and the City agree that all regular part-time employees are at-will and serve at the pleasure of the City. If any discipline is imposed, the employee shall receive notice of discipline with no due process rights or rights of appeal. ~~MOUContract~~ disputes which can not be resolved under the auspices of the Assistant Director of Administrative Services/ Human Resources may be submitted to the mediation/arbitration process described below.

B. Procedure

The City and MEA shall jointly select a mediator/arbitrator. Said mediator will first attempt to mediate a settlement of the dispute, but if the mediation fails, he/she will prepare a written report of his/her findings and propose a resolution of the dispute for submission to the City Manager. The City Manager may or may not adopt the report based on ~~as~~ his/her review of the report and evidence. The decision of the City Manager in these matters shall be final. Costs associated with the mediation/arbitration shall be shared equally by MEA and the City.

C. Non-~~MOUcontract~~ employee concerns may be submitted to the Assistant Director of Administrative Services/Human Resources for review. The review is offered as an opportunity for part-time employees to present concerns related to working conditions, complaints and concerns. The Assistant Director of ~~Administrative Services/Human Resources~~' decision in these matters shall be final. This review does not extend due process and/or other rights or privileges to regular part-time employees. MEA and the City agree that all part-time employees are at-will and serve at the pleasure of the City.

Hourly Part-Time Employees

•—— Employee complaints and concerns over working conditions may be submitted to the Assistant Director of Administrative Services/Human Resources for review. This review does not extend due process and/or any other rights or privileges to hourly employees. Rather, the Assistant Director of Administrative Services/Human Resources will evaluate the matter and determine whether the complaint is or is not valid. It is an opportunity to bring forth a complaint, not a right to a hearing or any other process. If the Assistant Director of Administrative Services/Human Resources determines that the complaint is valid, he/she will determine whether action is necessary to address the issues raised in the complaint. MEA and the City agree that all hourly part-time employees are at-will and serve at the pleasure of the City. Hourly employees are not entitled to submit ~~MOUcontract~~ disputes and/or disciplinary cases to the Assistant Director of Administrative Services/Human Resources for review and are not entitled to participate in mediation/arbitration on these or any other matters.

Seasonal Part-Time Employees

MEA and the City agree that all seasonal part-time employees are at-will and serve at the pleasure of the City. •—— Seasonal part-time employees shall have no right to review of

~~MOUcontract~~ disputes, disciplinary matters and/or complaints of concerns over working conditions by the Assistant Director of Administrative Services/Human Resources. They shall also have no right to participate in mediation/arbitration of these or any other matters.

## 16. JOB DESCRIPTIONS AND RECRUITMENT OPPORTUNITIES

- A. The City shall provide MEA with a copy of any proposed change to any existing and/or new job description and MEA shall provide comments, if any, to the City within two weeks upon receipt of the job description(s).
- B. The City values the need and desire for all employees to be aware of new job openings and to have the ability to apply for those positions. The City agrees to notify MEA when openings occur and ensure that positions are open for at least two weeks to give existing employees the opportunity to apply for the opening.

## 17. SERVICE CREDIT TESTING POINTS

Service Credit Points – Service credit points shall be applicable to part-time City of Beverly Hills employees who pass the qualifying examination for a full-time position in the City. Those part-time employees who work a continuous 1000 hours per calendar year shall be entitled to service credit points. Service credit points shall be added to the examination score subject to the following conditions:

- a) Part-time employee has worked for the City a continuous 1000 hours per calendar year.
- b) Part-time employees who has worked for the City one to three continuous years shall be entitled two (2) service credit points.
- c) Part-time employee who has worked for the City four to ~~sevensix~~ continuous years shall be entitled to three (3) service credit points.
- d) Part-time employee who has worked for the City eight to ten continuous years shall be entitled to four (4) service credit points.
- e) Part-time employee who has worked for the City more than ten continuous years shall be entitled to five (5) service credit points.

## 18. RETIREMENTSOCIAL SECURITY ALTERNATIVE RETIREMENT PLAN

### A. Social Security Alternative Retirement Plan

The City has adopted an Alternate Retirement Plan (ARP) through the Public Agency Retirement Services (PARS) for those unit employees who are not members of the California Public Employees' Retirement System (CalPERS) and who are otherwise subject to mandatory Social Security coverage requirements. All eligible unit employees (i.e., all unit employees who are not included in CalPERS) will be covered by the PARS 457 Alternative Plan. Employees will continue to participate in and will make contributions toward Medicare, as required by law. Once a unit employee works 1,000 hours in any fiscal year, he/she will automatically be included in the Public Employees' Retirement System and shall be removed from the ARP provided through PARS.

The PARS 457 Alternative Plan provides that each pay period, 6.2% will be deducted from all eligible employees' salaries and deposited into their PARS 457 FICA Plan Account. In addition, each pay period, the City will ~~also~~ contribute 1.3% of each eligible employee's salary to their PARS 457 FICA Plan Account.

The form of the ARP, including subsequent up-dates, changes or amendment, shall be as determined solely by the City, provided it meets the minimum benefit requirements for an alternate retirement system under the Internal Revenue Code. Any change in the substance of the plan must be made by agreement of the parties.

Employees with 30 or more qualifying quarters in Social Security who wish to remain in Social Security for the purpose of obtaining the 40 qualifying quarters required to vest in Social Security may petition the Assistant Director of Administrative Services/Human Resources.

#### B. Employees In CalPERS

For those employees enrolled in CalPERS (i.e., unit members who have completed more than 1,000 hours in a fiscal year), they receive the same retirement formula as other, similarly situated, miscellaneous City employees who are enrolled in CalPERS.

The parties agree that if the provisions of AB 340 (The California Pension Reform Act of 2013) go into effect during the term this MOU and that any provisions of that law which automatically become effective on January 1, 2013, shall do so. In addition, if there is any other clean up or other retirement legislation which goes into effect during this MOU and if there are provisions of that legislation which automatically goes into effect, it shall do so without impairing the parties' MOU. Either party may request to negotiate over the impact of such subsequent legislation.

#### 1. Retirement Formula

For those unit members enrolled in CalPERS who were hired prior to December 31, 2012, they will receive the 2.5% @ 55 retirement formula set forth at California Government Code section 21354.4. Pursuant to the Pension Reform Act, any "new members" as defined by the law hired on or after January 1, 2013 will be hired pursuant to the 2% @ 62 formula.

#### 2. Single Highest Year/ Average of the Last Three Years.

For those unit members enrolled in CalPERS who were hired prior December 31, 2012, they will receive the “Single Highest Year” retirement benefit pursuant to California Government Code section 20042. Such employees’ retirement will be calculated based on this formula.

Pursuant to the Pension Reform Act, any “new members” as defined by the law hired on or after January 1, 2013, will receive retirement benefits based on the highest annual average compensation earnable during the three consecutive years of employment immediately preceding the effective date of his or her retirement or as designated by the employee. Such employees’ retirement will be calculated based on this formula.

### 3. Employee Contribution To CalPERS

Employees in the bargaining unit shall pay for their CalPERS employee contribution of eight percent (8%) to pay for the 2.5% @ 55 benefit. Employees hired after January 1, 2013 who are defined as “new members” under the Pension Reform Act shall also pay eight percent (8%) as their pension contribution so that all employees pay the same contribution for their retirement benefit.

## **19. SAVINGS CLAUSE**

If any benefit or provision of the MOU is deemed by a court of competent jurisdiction to be illegal or otherwise unenforceable, the remaining benefits or provisions of the MOU shall remain in full force and effect. In the event of such invalidation, the parties shall replace any illegal or unenforceable benefit with another benefit or provision of equal or similar value. The City and Association shall meet and confer in good faith concerning the provision of a replacement benefit or provision of equal or similar value, including whether a replacement benefit or provision is necessary and appropriate. This section shall not require a replacement benefit or provision that will result in financial or administrative burdens to the City, including the amount and timing, greater than the benefit or provision it is replacing. If the parties are unable to reach agreement, they agree to submit the matter to the procedure set forth in Article 15, Paragraph B.

This Memorandum is signed on this \_\_\_\_\_ day of \_\_\_\_\_, 200~~12~~9.

City of Beverly Hills  
Representatives

Municipal Employees  
Association of Beverly  
Hills (MEA)

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Part Time Unit - MOU ~~July~~December ~~120~~, 2012~~08~~ - ~~June~~December ~~301~~, 2015~~0~~

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