

**MEMORANDUM OF UNDERSTANDING
BETWEEN
THE CITY OF NEWPORT BEACH
AND
THE NEWPORT BEACH
CITY EMPLOYEES ASSOCIATION**



January 1, 2019 through December 31, 2021

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MEMORANDUM OF UNDERSTANDING
BETWEEN
THE CITY OF NEWPORT BEACH AND
NEWPORT BEACH CITY EMPLOYEES ASSOCIATION

This MEMORANDUM OF UNDERSTANDING (hereinafter referred to as "MOU") is entered into with reference to the following:

PREAMBLE

1. The Newport Beach City Employees Association ("NBCEA" or "Association"), a recognized employee organization, affiliated with the Laborers' International Union of North America, Local 777 (LIUNA), and the City of Newport Beach ("City"), a municipal corporation and charter city, have been meeting and conferring, in good faith, with respect to wages, hours, fringe benefits and other terms and conditions of employment.
2. NBCEA representatives and City representatives have reached an agreement as to wages, hours and other terms and conditions of employment for *the term of January 1, 2019 through December 31, 2021* and this agreement has been embodied in this MOU.
3. This MOU, upon approval by NBCEA and the Newport Beach City Council, represents the total and complete understanding and agreement between the parties regarding all matters within the scope of representation.

SECTION 1. – General Provisions

A. **Recognition**

In accordance with the provisions of the Charter of the City of Newport Beach, the Meyers Milias Brown Act of the State of California and the provisions of the Employer's/Employee Labor Relations Resolution No. 2001-50, the City acknowledges that NBCEA is the majority representative for the purpose of meeting and conferring regarding wages, hours and other terms and conditions of employment for all employees in those classifications specified in Exhibit "A" or as appropriately modified in accordance with the Employer/Employee Resolution. All other classifications and positions not specifically included within Exhibit "A" are excluded from representation by NBCEA.

B. ***Term***

1. Except as specifically provided otherwise, any ordinance, resolution or action of the City Council necessary to implement this MOU shall

be considered effective as of *January 1, 2019*. This MOU shall remain in full force and effect until December 31, 2021, and the provisions of this MOU shall continue after the date of expiration of this MOU in the event the parties are meeting and conferring on a successor MOU.

2. The *provisions* of this MOU shall prevail over conflicting provisions of the Newport Beach City Charter, the ordinances, resolutions and policies of the City of Newport Beach, and federal and state statutes, rules and regulations which either specifically provide that agreements such as this prevail, confer rights which may be waived by any collective bargaining agreement, or are, pursuant to decisional or statutory law, superseded by the provisions of an agreement similar to this MOU.

C. Release Time

1. Three NBCEA officers designated by the NBCEA shall collectively be granted an annual maximum of 150 hours paid release time for the conduct of NBCEA business. Such time shall be exclusive of actual time spent in collective bargaining and shall be scheduled at the discretion of the NBCEA officer. Every effort will be made to schedule this time to avoid interference with City operations.
2. Release time designees shall be identified annually and notice shall be provided to the City. Release time incurred shall be reported regularly in the form and manner prescribed by the City.
3. Activities performed on release time shall include representation of members in rights disputes, preparation for collective bargaining activities, and distribution of NBCEA written communication in the work place.
4. *Each* January, the City will examine the number of Release Time hours the Association used the preceding year. If the Association used in excess of 75% of the hours normally granted (150), the Association will be granted an additional 30 hours for that year.

D. Scope

1. All present written rules and current established practices and employees' rights, privileges and benefits that are within the scope of representation shall remain in full force and effect during the term of this MOU unless specifically amended by the provisions of this MOU.
2. The practical consequences of a Management Rights decision on wages, hours, and other terms and conditions of employment shall be subject to the grievance procedures.

3. Pursuant to this MOU, the City reserves and retains all of its inherent exclusive and non-exclusive managerial rights, powers, functions and authorities ("Management Rights") as set forth in Resolution No. 2001-50. Management Rights include, but are not limited to, the following:
- (a) the determination of the purposes and functions of City Departments;
 - (b) the establishment of standards of service;
 - (c) to assign work to employees as deemed appropriate;
 - (d) the direction and supervision of its employees;
 - (e) the discipline of employees;
 - (f) the power to relieve employees from duty for lack of work or other legitimate reasons;
 - (g) to maintain the efficiency of operations;
 - (h) to determine the methods, means and personnel by which operations are to be conducted;
 - (i) the right to take all necessary actions to fulfill the Department's responsibilities in the event of an emergency; and
 - (j) the exercise of complete control and discretion over the manner of organization, and the appropriate technology, best suited to the performance of departmental functions.

The practical consequences of a Management Rights decision on wages, hours, and other terms and conditions of employment shall be subject to the grievance procedures.

E. Employee Data and Access

In January and July of each year, the City shall provide NBCEA a list of all unit members including name, department, and job title. NBCEA designated officers shall be entitled to solicit membership from new employees at their work site. This solicitation shall be made from the total release time for NBCEA Officers, and shall be scheduled in a manner that is not disruptive to departmental operations. Department heads may determine appropriate times for new employee contact, but they cannot reasonably deny such contact.

F. Conclusiveness

With the exception of a separate MOU covering retirement issues, this MOU contains all of the covenants, stipulations, and provisions agreed upon by the parties. Therefore, for the *term* of this MOU, neither party shall be compelled, and each party expressly waives its rights to request the other to meet and confer concerning any issue within the scope of representation except as expressly provided herein or by mutual agreement of the parties. No representative of either party has the authority to make, and none of the parties shall be bound by, any statement, representation or agreement reached prior to the execution of this MOU and not set forth herein.

As provided in the Employer-Employee Relations Resolution No. 2001-50, the City shall determine the manner in which City services are to be provided, including whether the City should provide services directly or contract out work, including work that is currently being performed by Association members. In the event the City introduces a plan to outsource services currently being performed by Association members to achieve greater efficiency and/or cost savings, and upon request by the Association, the City shall meet and confer with Association representatives to discuss the impacts of the City's decision to contract out work. The City shall retain sole authority to decide whether or not to contract out work, including work that is currently being performed by Association members. This provision shall not limit the City's authority to enter into such an agreement for any City services.

G. Modifications

Any agreement, understanding, or waiver or modification of any of the terms or provisions of this MOU shall not be binding upon the parties unless contained in a written document executed by authorized representatives of the parties.

H. Association Dues

1. The collection of Association dues shall be handled through the payroll deduction process.
2. The Association and LIUNA agree to defend, indemnify and hold harmless the City for its *collection of Association dues*.

SECTION 2. – Compensation

A. Salary

Base salary increases for all NBCEA represented classifications shall be as follows and as specified in Exhibit A:

Effective the pay period following City Council approval of this MOU, there shall be a base salary increase of two percent (2.0%) for all represented classifications.

Effective the pay period that includes January 1, 2020, base salaries will be increased by two percent (2.0%) for all represented classifications.

Effective the pay period that includes January 1, 2021, base salaries will be increased by two percent (2.0%) for all represented classifications.

B. Overtime

1. Advanced Approval - *Employees must have advanced approval from their supervisor to work overtime.*
2. FLSA Overtime - *Overtime earned for actual work hours in excess of 40 in the employee's defined FLSA workweek.*
3. Contract Overtime – *Overtime earned for an employee whose hours paid in their defined FLSA workweek exceeds 40. For purposes of calculating hours paid for contract overtime, holidays occurring during the work week count as time worked. The use of other forms of leave do not count as hours worked for purposes of calculating hours paid for determining eligibility for contract overtime.*
4. Rate at Which Overtime is Calculated – *Both FLSA and Contract Overtime (paid at time and one half – 1.5) shall be calculated at the regular rate of pay, except that the rate at which Contract Overtime is calculated shall not include the City's Cafeteria Plan Allowance, the opt-out Cafeteria Plan Allowance, or any cash back an employee may receive from the Cafeteria Plan Allowance by choosing benefits which cost less than the Allowance.*
5. Workweek for Purposes of Calculating Overtime – *For employees who work the 9/80 work schedule, their defined FLSA workweek shall begin exactly four hours after the start time of their shift on their alternating regular day off (i.e., their eight-hour day) and end exactly 168 hours later. For employees who work a 5/40 work schedule, their workweek shall begin on Saturday at 12:01 a.m. and will end exactly 168 hours later the following Saturday at 12:00 a.m.*
6. Work Schedule – *Regardless of the type of work schedule an employee is assigned (e.g., 5/40 and 9/80), full time employees are regularly scheduled to work forty (40) hours in their defined FLSA workweek.*
7. Reporting Time - *The City calculates overtime in tenths of an hour. Employees shall report their time worked to the nearest tenth of an hour.*

C. Standby Duty

1. Defined

- a. To be ready to respond immediately to calls for service;
- b. To be reachable by telephone;
- c. To remain within a specified distance from his/her work station;
and
- d. To refrain from activities which might impair the employee's ability to perform his/her assigned duties.

2. Compensation

Standby duty shall be compensated at the rate of one (1) hour of overtime compensation for each eight (8) hours of such duty. Standby duty on holidays shall be compensated at the rate of two (2) hours of overtime compensation for each (8) hours of standby duty. Should the employee be required to return to work while on standby status, the provisions pertaining to compensation for call-back pay shall apply for the actual period of time the employee is in a work status.

D. Call-Back Duty

1. Defined

Call-back duty requires the employee to respond to a request to return to his/her work station after the normal work shift has been completed and the employee has left his/her normal work station. Those periods of overtime which had been scheduled by the Department Director prior to the end of the normal work shift are not considered call-back duty.

2. Compensation

All employees shall receive a minimum of two (2) hours pay. If an employee works more than two (2) hours, he/she shall receive pay for actual hours worked.

E. Accumulation of Compensatory Time Off

Unit members who are non-exempt (from overtime) may receive compensatory time off (CTO), in lieu of cash, as compensation for overtime hours worked at the rate of one-and-one-half hours (1 ½) for each hour of overtime worked. An employee may only accrue CTO if requested and then

approved by the employee's supervisor. Call-back time may be converted to CTO with supervisor approval.

Employees may accumulate up to eighty (80) hours of CTO. If an employee has eighty (80) hours of accrued CTO, he/she will not be able to accrue additional CTO until he/she uses CTO to reduce his/her balance below eighty (80) hours.

F. Night Shift Differential

Unit members who's regularly assigned work schedule ends no earlier than 6:00 p.m. shall receive a night shift differential of \$1.00 per hour; payable for each hour worked after 6:00 p.m. Overtime worked as an extension of an assigned day shift shall not qualify an employee for night shift differential. The differential pay is paid only for hours actually worked.

The parties agree that to the extent permitted by law, the shift differential pay in this section is special compensation and shall be reported to CalPERS as such pursuant to Title 2 CCR, Section 571(a)(4) Shift Differential Pay.

G. Incentive Shift for Library Members

For NBCEA members in the Library Services Department, the Sunday work shift will be considered an "incentive" shift. Unit members working on Sunday who work a regularly scheduled shift of five hours will report their actual hours worked on their time sheet but will be paid three hours' incentive pay at the regular hourly rate. This article is not to be construed as to impact on other City rules.

H. Court Time

Employees who are required to appear in Court during their off-duty hours in connection with City business shall receive overtime compensation (*if additional hours qualify as overtime*) for the number of hours they spend in court, with a minimum of two (2) hours of such compensation.

I. Acting Pay

NBCEA employees will be eligible to receive "acting pay" only after completing 80 consecutive hours in the higher classification. Acting pay is 107.5% of the employee's base pay rate.

Once the minimum hours requirement has been satisfied, acting pay will be granted for all hours worked above 40 hours beginning with the 41st hour worked in the higher classification.

The parties agree that to the extent permitted by law, acting pay is special compensation and shall be reported to CalPERS as such pursuant to Title 2 CCR, Section 571(a)(3) Temporary Upgrade Pay.

J. Certificate Pay

Effective January 1, 2013, the Certificate Pay program was modified to eliminate "inactive" certificates and "sunset" certain active certificates. Employees currently receiving a "sunset" certificate are considered grandfathered under the program, but no further employees will be eligible; effective January 1, 2014, the pay for eligible certificates was converted from a percentage based benefit to a flat dollar amount. The complete list of eligible certificates and the corresponding benefit is listed in Exhibit B. All other procedures associated with Certificate Pay remain in effect.

The parties agree that to the extent permitted by law, certificates which qualify as special compensation shall be reported to CalPERS as such pursuant to Title 2 CCR, Section 571 or 571.1.

K. Bi-lingual Pay

Upon determination of the Department Director that an employee's ability to speak, read and/or write in Spanish contributes to the Department providing better service to the public, the employee shall be eligible to receive one hundred fifty (\$150.00) dollars per month (*paid each pay period*) in bi-lingual pay. The certification process will confirm that the employee is fluent at the street conversational level in speaking, reading and/or writing Spanish. Employees certified shall receive bi-lingual pay the first full pay period following certification.

Additional languages may be certified for compensation pursuant to this section by the Department Director with the concurrence of the Human Resources Director.

The parties agree that to the extent permitted by law, the Bilingual pay in this section is special compensation and shall be reported to CalPERS as such pursuant to Title 2 CCR, Section 571(a)(4) Bilingual Premium.

L. One-Time Payment

Following City Council adoption of this MOU, or as soon thereafter as reasonably practicable, currently employed unit members will receive a one-time payment of \$2,700.00. The parties agree that this one-time payment does not meet the criteria under California Code of Regulations 571(b) as reportable compensation for retirement purposes.

SECTION 3. – Leaves

A. Flex Leave

All unit members shall accrue Flex leave at the following rates:

<u>Years of Continuous Service</u>	<u>Hrs Accrued per Pay Period</u>	<u>Annual hours</u>	<u>Max Allowable Balance (hours)</u>
Less than 5	6.00	156.00	468.00
5 but less than 9	6.61	171.86	515.58
9 but less than 12	7.23	187.98	563.94
12 but less than 16	8.15	211.90	635.70
16 but less than 20	8.77	228.02	684.06
20 but less than 25	9.38	243.88	731.64
25 and over	10.00	260.00	780.00

Members shall accrue three (3) months (*i.e.*, 39 hours) of flex leave as provided in the chart above) upon completion of three (3) months of continuous employment with the City of Newport Beach, provided however, this amount shall be reduced by any flex leave time advanced during the first three (3) months of employment.

1. Limit on Accumulation

Any flex leave earned in excess of this level will be paid on an hour for hour basis in cash (spill over pay) at the employee's hourly rate of pay. Members hired prior to July 1, 1996 shall be paid for earned flex leave in excess of the maximum permitted accrual at the member's hourly rate of pay provided that they have utilized at least eighty (80) hours of flex leave the previous calendar year. Employees accruing at the 16 years of continuous service level or above shall be required to use 120 hours of flex leave the previous calendar year. Employees who have not utilized the required amount of leave the prior calendar year shall not be eligible to accrue time above the maximum accrual limit.

Employees first hired, or rehired by the City subsequent to July 1, 1996 shall not be eligible for flex leave spill over pay and shall not be entitled to accrue flex leave in excess of the flex leave accrual threshold.

2. Method of Use

The Department Director shall approve all requests for flex leave taking into consideration the needs of the Department, and whenever possible the wishes of the employee. Flex leave may be granted on an hourly basis. Any fraction over an hour shall be charged to the next full hour.

B. Holiday Leave

The following days shall be observed as paid holidays (*i.e.*, employees shall have the day off with pay) by all unit members. For each holiday, except the Floating Holiday (*where the employee chooses the day off*), if an employee is required to work on the holiday, they will receive their pay for the holiday and in addition, either pay or Flex Leave for the number of hours worked on the holiday.

Independence Day	July 4
Labor Day	1 st Monday in Sept.
Veteran's Day	November 11
Thanksgiving Day	4 th Thurs. in November
Friday following Thanksgiving	
Christmas Eve	Last ½ of working day
Christmas Day	December 25
New Year's Eve	Last ½ of working day
New Year's Day	January 1
Washington's Birthday	3 rd Monday in February
Memorial Day	Last Monday in May
Martin Luther King Day	3 rd Monday in January
Floating Holiday	July 1 st - 1 day*

**The floating holiday (eight (8) hours of holiday leave) is awarded on July 1. The hours are added to employees' Flex Leave account.*

Holidays are paid based on the employee's regular work day schedule. For example, if an employee is on a 9/80 schedule and the holiday is observed on a day that the employee is regularly scheduled to work 9 hours, the employee is entitled to receive 9 hours of holiday pay. However, if an employee is on a 9/80 schedule and the holiday is observed on a day that the employee is regularly scheduled to work 8 hours, the employee is entitled to receive 8 hours of holiday pay. Employees will receive 8 hours of holiday pay annually for the Floating Holiday.

1. Holidays listed above (except the floating holiday) occurring on a Saturday shall be observed the preceding Friday. Holidays occurring on a Sunday shall be observed the following Monday. (Half day holidays shall be observed prior to the observed holiday).
2. Holiday pay will be paid only to employees who work their scheduled day before and scheduled day after a holiday or are on authorized *paid* leave (e.g. leave that has been reviewed and approved by the Department Director).

3. In addition, for all employees an additional 8 hours of floating holiday will be added to his/her Flex leave accumulated total, on the first pay period in July each year.

D. Bereavement Leave

Bereavement leave shall be defined as “the necessary absence from duty by an employee because of the death or terminal illness in his/her immediate family.” Unit members shall be entitled to forty (40) hours of bereavement leave per calendar year per incident (terminal illness followed by death is considered one incident). Bereavement leave shall be administered in accordance with the provisions of the Employee Policy Manual. Leave hours need not be used consecutively, but should occur in proximate time to the occurrence. For the purposes of this section, immediate family shall mean an employee’s father, mother, stepfather, stepmother, brother, sister, spouse/domestic partner, child, stepchild, grandparents and the employee’s spouse’s/domestic partner’s father, mother, brother, sister, child and grandparents. The provisions of this Section shall not diminish or reduce any rights a member may have pursuant to applicable provisions of State or Federal law. An employee requesting bereavement leave shall notify his/her supervisor as soon as possible of the need to take leave.

E. Leave Sellback

During calendar year 2019, employees shall have the option (on two occasions) of selling back on an hour for hour basis, accrued flex or vacation leave. In no event shall the flex or vacation leave balance be reduced below one hundred and sixty (160) hours. Hours sold back will be subject to the Retiree Health Savings Plan Part C contributions, per Section 4 (F), Retiree Medical. For the term of this MOU the Association has elected Part C contributions for Flex at 0%.

Effective in calendar year 2020 and thereafter, employees shall have the option of converting accrued Flex Leave to cash on an hour for hour basis subject to the following: On or before the pay period which includes December 15 of each calendar year, an employee may make an irrevocable election to cash out accrued flex leave which will be earned in the following calendar year. The employee can elect to receive the cash out in the pay period which includes June 30 and/or the pay period which includes December 15 for those Flex Leave benefits that have been earned during that portion of the year. In no event shall the flex leave balance be reduced below one hundred and sixty (160) hours. On or before December 31, 2019, each employee shall have the one-time option of cashing out all or a portion of Flex Leave benefits credited to his/her account as of that date. However, in no event shall the flex leave balance be reduced below one hundred and sixty (160) hours when the leave is cashed out.

In addition to the above, starting in calendar year 2020, an employee who has an “unforeseen emergency” (defined as an unanticipated emergency that is caused by an event beyond the control of the employee and that would result in severe financial hardship to the employee if early withdrawal were not permitted) shall be entitled to make a request to the Director of Human Resources for a payoff of accrued flex leave. The amount of flex leave which may be paid off is limited to the amount necessary to meet the emergency. If there is an unforeseen emergency, an employee can cash out Flex Leave earlier in the year than described above provided that the remaining balance is not reduced below one hundred and sixty (160) hours.

SECTION 4. – Fringe Benefits

A. Insurance

1. Benefits Information Committee

The City has established a Benefits Information Committee (BIC) composed of one representative from each employee association group and up to three City representatives. The Benefits Information Committee has been established to allow the City to present data regarding carrier and coverage options, the cost of those options, appropriate coverage levels and other health programs. The purpose of the BIC is to provide each employee *association* with information about health insurance/programs and to receive timely input from associations regarding preferred coverage options and levels of coverage.

2. Medical Insurance

The City has implemented an IRS qualified Cafeteria Plan. In addition to the contribution amounts listed below, the City shall contribute the minimum CalPERS participating employer's contribution towards medical insurance for employee enrolled in a CalPERS medical plan, per Government Code Section 22892. Employees shall have the option of allocating Cafeteria Plan contributions towards the City's existing medical, dental and vision insurance/programs.

Unused Cafeteria Plan funds shall be payable to the employee as taxable cash back. Employees shall be allowed to change coverages in accordance with plan rules and during regular open enrollment periods.

The City's contribution towards the Cafeteria Plan is \$1,725 (plus the minimum CalPERS participating employer's contribution).

NBCEA members who do not enroll in any medical plan offered by the City must provide evidence of group medical insurance coverage, and execute an opt-out agreement releasing the City from any responsibility or liability to provide medical insurance coverage on an annual basis.

Employees hired prior to the first day of the pay period following City Council approval of this 2019-2021 MOU who elect to opt out of medical coverage offered by the City because they have provided proof of minimum essential coverage ("MEC") through another source (other than coverage in the individual market, whether or not obtained through Covered California) will receive \$1,000.00 per month in taxable cash. For these same employees, if they elect medical coverage and spend less than the City contribution provided above, those unused cafeteria plan funds shall be paid to the employee as taxable cash.

Employees hired after the first day of the pay period following City Council approval of this 2019-2021 MOU who elect to opt out of medical coverage offered by the City because they have provided proof of minimum essential coverage ("MEC") through another source (other than coverage in the individual market, whether or not obtained through Covered California) shall receive \$500.00 per month in taxable cash. For these same employees, if they elect medical coverage and spend less than the City contribution provided above, there shall be no cash back provided.

3. Dental Insurance

The existing or comparable dental plans shall be maintained as part of the City's health plan offerings as agreed upon by the Benefits Information Committee.

4. Vision Insurance

The existing or a comparable vision plan shall be maintained as part of the City's plan offerings as agreed upon by the Benefits Information Committee.

5. Healthcare Reform

The parties recognize that certain State and Federal laws, programs and regulations, including the Affordable Care Act, may impact future medical plan offerings. Either party may request to reopen Section 4A(2) regarding medical insurance for the purpose of discussing alternative approaches and proposals to providing healthcare coverage. In addition, should State or Federal laws concerning

taxation of healthcare benefits change, the parties agree to meet and discuss the impact of such change.

B. Additional Insurance Programs

1. IRS Section 125 Flexible Spending Account

Section 125 of the Internal Revenue Code authorizes an employee to reduce taxable income for payment of allowable expenses such as child care and medical expenses. An Association member may request that medical, child care and other eligible expenses be paid or reimbursed by the Section 125 Plan out of the employee's account. The base salary of the employee will be reduced by the amount designated by the employee for reimbursable expenses.

2. Disability Insurance

The City shall provide Short-term (STD) and Long-term (LTD) disability insurance to all regular full time employees with the following provisions:

	Short-Term Disability	Long-Term Disability
Benefit Amount	66.67% of covered wages	66.67% of covered wages
Maximum Benefit	\$1,846 weekly	\$15,000 monthly
Waiting Period	30 calendar days	180 calendar days

Employees shall pay one percent (1%) of base salary as a post-tax deduction for this benefit.

Employees shall not be required to exhaust accrued paid leaves prior to receiving benefits under the disability insurance program. Employees may not supplement the disability benefit with paid leave once the waiting period has been exhausted.

3. Life Insurance

The City shall provide life insurance for all regular full-time employees in \$1,000 increments equal to one times the employee's annual salary up to a maximum of \$50,000. At age 70 the City-paid life insurance is reduced by 50% of the pre-70 amount. This amount remains in effect until the employee terminates from City employment.

C. Employee Assistance Program

City shall provide an Employee Assistance Program (EAP) through a properly licensed provider. Association members and their family members may access the EAP subject to provider guidelines.

D. Retirement Benefit

1. Retirement Formula

The City contracts with PERS to provide retirement benefits for its employees. Pursuant to prior agreements and state mandated reform, the City has implemented first, second and third tier retirement benefits:

Tier 1: For employees hired by the City on or before November 23, 2012, the retirement formula shall be the 2.5% @ 55 calculated on the basis of the single highest year.

Tier 2: For employees first hired by the City between November 24 and December 31, 2012, or hired on or after January 1, 2013 and are current *classic* members of the retirement system, as defined in the Public Employees' Pension Reform Act ("*PEPRA*"), the retirement formula shall be 2% @ 60 calculated on the average 36 highest month's salary.

Tier 3: For employees first hired by the City on or after January 1, 2013, and who do not meet the Tier 2 criteria *because they are new members as defined by the PEPRA*, the retirement formula shall be 2% @ 62 calculated on the average 36 highest month's salary.

2. Employee Contributions

The Association has agreed to share in the rising cost of pension obligations. Under the terms of this MOU, unit members will contribute additional amounts toward the PERS retirement benefit, to the extent permissible by law. Should any provision be deemed invalid, the City and Association agree to meet for the purpose of renegotiating employee retirement contributions. Employees in each Tier will contribute 13% of pensionable pay toward the retirement benefit.

Employee retirement contributions that are in addition to the normal PERS Member Contribution (*of 7% or 8%*) shall be calculated on base pay, special pays, and other pays normally reported as "PERSable" compensation, and will be made on a pre-tax basis through payroll deduction, to the extent allowable by law. It is recognized that these payments will not be reported to PERS as contributions toward either the Member or Employer rate, as provided under GC Section 20516(f).

Under a separate agreement, and ratified via a contract amendment with CalPERS in 2008, *Tier 1 employees shall contribute 2.42% compensation earnable (as cost sharing) per Government Code section 20516(a).*

Tier 1 Employees - shall contribute a total employee contribution of 13% as follows: *Tier 1 – Eight percent (8%) member contribution, 2.42% of compensation earnable as cost sharing per Government Code section 20516(a) and 2.58% of compensation earnable as cost sharing per Government Code section 20516(f).*

Tier 2 Employees - shall contribute a total employee contribution of 13% as follows: *seven percent (7%) (compensation earnable) member contribution and six percent (6%) of compensation earnable as cost sharing per Government Code section 20516(f).*

Tier 3 Employees - The minimum statutory employee contribution for employees in Tier 3 is subject to the provisions of the Public Employees Pension Reform Act of 2012 (PEPRA) and equals 50% of the “total normal cost”. Tier 3 employees shall make an additional contribution of *pensionable compensation* toward retirement pursuant to Government Code Section 20516(f), such that the total employee contribution equals 13% of *pensionable compensation*.

The City contracts with PERS for the 4th Level 1959 Survivors Insurance Benefit, \$500 Lump Sum Death Benefit, Sick Leave Credit, Military Service Credit, 2% Cost of Living Adjustment and the pre-retirement option settlement 2 death benefit (Section 21548).

E. LIUNA Supplemental Pension

The Association agrees to pay any costs and/or contributions associated with its members’ participation in the LIUNA Supplemental Pension Fund. The City’s sole obligation is to forward the agreed upon amount to the fund. The City is not responsible for, nor does it make any representation regarding the payment of benefits to unit members.

The employees’ contributions to the LIUNA Supplemental Pension Fund are deemed “picked-up” and treated as employer contributions. Employees cannot opt out of the “pick-up,” or receive the contributed amounts directly instead of having them paid to the plan. Participation at the same level will continue to be mandatory for members of the Association.

The Association agrees with the procedural change, and acknowledges that members who leave City employment prior to vesting in the LIUNA pension

plan will still have no right to return of amounts contributed, or other recourse against the City concerning LIUNA.

Effective the pay period following City Council approval of this MOU, unit members agree to pick up whatever the actual costs and contributions are required by LIUNA for participation in the LIUNA Supplemental Pension Fund for as long as its members participate in the LIUNA Supplemental Pension Fund. The parties are not precluded from discussing the LIUNA Supplemental Pension in future labor negotiations.

The Association and LIUNA agree to defend, indemnify and hold harmless the City for its actions pursuant to this section. *This includes, but is not limited to, any challenge by any member of the bargaining unit related to making contributions to the Plan or receiving benefits from the Plan.*

F. Retiree Medical Benefit

1. Background

In 2005, the City and all Employee Associations agreed to replace the previous “defined benefit” retiree medical program with a new “defined contribution” program. The process of fully converting to the new program will be ongoing for an extended period. During the transition, employees and (then) existing retirees have been administratively classified into one of four categories. The benefit is structured differently for each of the categories. The categories are as follows:

- a. Category 1 - Employees newly hired after January 1, 2006.
- b. Category 2 - Active employees hired prior to January 1, 2006, whose age plus years of service as of January 1, 2006 was less than 50 (46 for public safety employees).
- c. Category 3 - Active employees hired prior to January 1, 2006, whose age plus years of service was 50 or greater (46 for public safety employees) as of January 1, 2006.

2. Program Structure

This is an Integral Part Trust (IPT) RHS Retiree Health Savings (RHS) plan (formerly the Medical Expense Reimbursement Program - “MERP”).

a. For employees in Category 1, the program is structured as follows:

Each employee will have an individual RHS account for bookkeeping purposes, called his or her “Employee Account.” This account will accumulate contributions to be used for health care expense after

separation. All contributions to the plan are either mandatory employee contributions or City paid employer contributions, so they are not taxable to employees at the time of deposit. Earnings from investment of funds in the account are not taxable when posted to the account. Benefit payments are not taxable when withdrawn, because the plan requires that all distributions be spent for specified health care purposes.

Contributions will be in three parts.

Part A contributions (mandatory employee contributions): 1% of Salary.

Part B contributions (employer contributions): \$2.50 per month for each year of service plus year of age (updated every January 1st based on status as of December 31st of the prior year).

Part C contributions (leave settlement as determined by Association):

The Association will determine the level of contribution for all employees it represents, subject to the following constraints. All employees within the Association must participate at the same level, except that Safety members and Non-safety members within an Association may have different levels. The participation level should be specified as a percentage of the leave balance on hand in each employee's leave bank at the time of separation from the City.

For example, if the Association wishes to specify 50% of the leave balance as the participation level, then each member leaving the City, or cashing out leave at any other time, would have the cash equivalent of 50% of the amount that is cashed out added to the RHS, on a pre-tax basis. The remaining 50% would be paid in cash as taxable income. Individual employees would not have the option to deviate from this breakout.

The Association has decided to participate in Part C contributions at the level of zero percent (0%) *Flex Leave*. This amount may be changed, on a go forward basis, as part of a future meet and confer process. However, the participation level must be the same for all employees within the Association. Additionally, the purpose and focus of these changes should be toward long-term, trend type adjustments. Due to IRS restrictions regarding "constructive receipt," the City will impose restrictions against frequent spikes or drops that appear to be tailored toward satisfying the desires of a group of imminent retirees.

Spillover pay is not eligible for Part C contributions.

Nothing in this section restricts taking leave for time off purposes.

Part A contributions may be included in PERS compensation. Part B and Part C contributions will not be included in PERS compensation.

Part A contributions begin upon enrollment in the program and are credited to each RHS Employee Account each pay period. Eligibility for Part B contributions is set at five years of vested City employment. At that time, the City will credit the first five years' worth of Part B contributions into the Employee Account (interest does not accrue during that period). Thereafter, contributions are made bi-weekly. Part C deposits, if any, will be made at the time of employment separation.

Each Employee has a right to reimbursement of medical expenses (as defined below) from the Plan until the Employee Account balance is zero. This right is triggered upon separation. If an employee leaves the City prior to five years employment, only the Part A contributions and Part C leave settlement contributions, if any, will be in the RHS Employee Account. Such an employee will not be entitled to any Part B contributions. The exception to this is a full-time employee, participating in the program, who leaves the City due to industrial disability during the first five years of employment. In such cases, the employee will receive exactly five years' worth of Part B contributions, using the employee's age and compensation at the time of separation for calculation purposes. This amount will be deposited into the employee's RHS account at the time of separation.

Distributions from RHS Employee Accounts are restricted to use for health insurance and medical care expenses after separation, as defined by the Internal Revenue Code Section 213(d) (as explained in IRS Publication 502), and specified in the Plan Document. In accordance with current IRS regulations and practices, this generally includes premiums for medical insurance, dental insurance, vision insurance, supplemental medical insurance, long term care insurance, and miscellaneous medical expenses not covered by insurance for the employee and his or her spouse and legal dependents – again only as permitted by IRS Publication 502. Qualification for dependency status will be determined by guidelines in IRC 152. If used for these purposes, distributions from the RHS accounts will not be taxable. Cash withdrawal for any other purpose is prohibited. Under recent IRS Revenue Ruling 2005-24, any balance remaining in the Employee Account after the death of the employee and his or her spouse and/or other authorized dependents (if any) must be forfeited. That particular RHS Employee Account will be closed, and any remaining funds will become general assets of the plan.

The parties agree that the City's Part B contributions during active employment constitute the minimum CalPERS participating employer's

contribution (*i.e.*, the CalPERS statutory minimum amount) towards medical insurance after retirement. The parties also agree that, for retirees selecting a CalPERS medical plan, or any other plan with a similar employer contribution requirement, the required City contribution will be withdrawn from the retiree's RHS account.

b. For employees in Category 2, the program is the same as for those in Category 1, with the following exception:

In addition to the new plan contributions listed above, current employees who fully convert to the new plan will also receive a one-time City contribution to their individual RHS accounts that equates to \$100 per month for every month they contributed to the previous "defined benefit" plan, to a maximum of 15 years (180 months). This contribution will be made only if the employee retires from the City and at the time of retirement. No interest will be earned in the interim.

Employees in Category 2 who had less than five years' service with the City prior to implementation of the new program will only receive Part B contributions back to January 1, 2006 when they reach five years total service.

c. For employees in Category 3, the program is the same as for those in Category 2, with the following exception:

For employees in this category, the City will make no Part B contributions while the employees are still in the active workforce. Instead, the City will contribute \$400 per month into each of their RHS accounts after they retire from the City, to continue as long as the employee or spouse is still living.

Each employee will contribute a flat \$100 per month to the plan for the duration of their employment to partially offset part of this expense to the City. The maximum benefit provided by the City after retirement is \$4,800 per year, accruing at the rate of \$400 per month. There is no cash out option for these funds, and they may not be spent in advance of receipt.

Employees in this category will also receive an additional one-time City contribution of \$75 per month for every month they contributed to the previous plan prior to January 1, 2006, up to a maximum of 15 years (180 months). This contribution will be made to the RHS account at the time of retirement, and only if the employee retires from the City. No interest will be earned in the interim.

3. Administration

Vendors have been selected by the City to administer the program. The contract expense for program-wide administration by the vendor will be paid by the City. However, specific vendor charges for individual account transactions that vary according to the investment actions taken by each employee, such as fees or commissions for trades, will be paid by each employee.

The City's Deferred Compensation Committee, or its successor committee, will have the authority to determine investment options that will be available through the plan.

G. Tuition Reimbursement

NBCEA members attending accredited community colleges, colleges, trade schools or universities, or recognized professional organizations or agencies may apply for reimbursement of one hundred percent (100%) of the actual cost of tuition, books, fees or other student expenses for approved job-related coursework, seminars or professional development programs. *The maximum annual benefit is \$2,000 per fiscal year.* Reimbursement is contingent upon the successful completion of the course. Successful completion means a grade of "C" or better for undergraduate courses and a grade of "B" or better for graduate courses. All claims for tuition reimbursement require the approval of the Human Resources Director or designee.

SECTION 5. – Miscellaneous

A. Reductions in Force/Layoffs

The provisions of this section shall apply when the City Manager determines that a reduction in the work force is warranted because of actual or anticipated reductions in revenue, reorganization of the work force, a reduction in municipal services, a reduction in the demand for service or other reasons unrelated to the performance of duties by any specific employee. Reductions in force are to be accomplished, to the extent feasible, on the basis of seniority within a particular Classification or Series and this Section should be interpreted accordingly.

DEFINITIONS

1. "Layoffs" or "Laid Off" shall mean the non-disciplinary termination of employment.
2. "Seniority" shall mean the time an employee has worked in a Classification or Series calculated from the date on which the employee was first granted *regular* status in the current

Classification or any Classification within the Series, subject to the following:

- a. Credit shall be given only for continuous service subsequent to the most recent appointment to *regular* status in the Classification or Series; and
 - b. Seniority shall include time spent on industrial leave, military leave, and leave of absence without pay, but shall not include time spent on any other authorized or unauthorized leave of absence.
3. "Classification" shall mean one or more full time positions identical or similar in duties not including part-time, seasonal or temporary positions. Classification within a Series shall be ranked according to pay (lowest ranking, lowest pay).
 4. "Series" shall mean two or more classifications within a Department which require the performance of similar duties with the higher ranking classification(s) characterized by the need for less supervision by superiors, more difficult assignments, more supervisory responsibilities for subordinates. The City Manager shall determine those classifications following a meet and consult process which constitute a Series.
 5. "Bumping Rights", "Bumping" or "Bump" shall mean (1) the right of an employee, based upon seniority within a series to bump into a lower ranking classification within the same series, (2) to be followed by, an employee being permitted to bump into a classification within a different series. The latter bumping shall be based upon unit wide seniority and shall be limited to a classification in which the employee previously held regular status.

No employee shall have the right to bump into a classification for which the employee does not possess the minimum qualifications such as specialized education, training or experience.

PROCEDURE

In the event the City Manager determines to reduce the number of employees within a classification, the following procedures are applicable:

1. Probationary employees within any classification shall, in that order, be laid off before *regular* employees.
2. Employees within a classification shall be laid off in inverse order of seniority.

3. An employee subject to layoff in one classification shall have the right to bump a less senior employee in a lower ranking classification within a series. An employee who has bumping rights shall notify the Department Director within three (3) working days after notice of layoff of his/her intention to exercise bumping rights.
4. In the event two or more employees in the same classification are subject to layoff and have the same seniority, the employees shall be laid off following the Department Director's consideration of established performance evaluations.

NOTICE

Employees subject to lay-off shall be given at least thirty (30) days advance notice of the layoff or thirty (30) days' pay in lieu of notice. In addition, employees laid off will be paid for all accumulated paid leave *and* holiday leave (if any).

REEMPLOYMENT

Employees who are laid off shall be placed on a Department re-employment list in reverse order of layoff. The re-employment list shall expire in eighteen (18) months. In the event a vacant position occurs in the classification which the employee occupied at the time of layoff, or a lower ranking classification within a series, the employee at the top of the Department re-employment list shall have the right within seven (7) days of written notice of appointment. Notice shall be deemed given when personally delivered to the employee or deposited in the U.S. Mail, first class postage prepaid, and addressed to the employee at his or her last known address. Any employee shall have the right to refuse to be placed on the re-employment list or the right to remove his or her name from the re-employment list by sending written confirmation to the Human Resources Director.

SEVERANCE

If an employee is laid off from their job with the City, for economic reasons, the City will grant severance pay in an amount equal to one week of pay for every full year of continuous employment service to the City of Newport Beach up to ten (10) weeks of pay.

B. Banding

Position vacancy announcements for available City positions shall be distributed in a manner that reasonably assures unit members access to the

announcements. In order to select the most qualified individual for vacant positions the City will continue its practice of “banding” candidates into one of the following ratings: Outstanding, Highly Recommended, Recommended, and Not Recommended, during the testing process. Department Directors review qualified candidates in band order, beginning with the top band and are permitted to hire any eligible candidate from the list (minimum rating of Recommended).

Where no less than 2 unit members achieve top three ranking on a certified eligible list, selection to the position shall be made with preference given to the unit members so qualified.

C. 9/80 Scheduling Plan

Employees in the unit work either a 5/40 or 9/80 or work schedule.

Employees assigned to the 9/80 work schedule will have alternating Fridays off with the City determining which employees will work on each alternating Friday to ensure effective coverage of the work.

The City agrees to maintain flex-scheduling where it is currently operating successfully *in this unit.*

D. Labor Management Committee

Committees shall meet quarterly on an annual schedule; names of participating unit members shall be announced to management no less than 5 working days before the scheduled meeting; cancellation for cause shall be rendered by the canceling party no less than 48 hours prior to the scheduled meeting; canceled meetings shall be rescheduled to take place within 5 working days of the canceled meeting; committees shall be departmental; they may be combined in the interests of efficiency with other such committees; City participants shall include appropriate department or division heads outside the unit; the purpose of the committees shall be to resolve conflict and exchange information; a unit staff person may attend meetings; meetings shall be scheduled to last no less than one hour; grievances in process shall not be subject to resolution in meetings; matters properly dealt with in negotiations may be discussed but no agreements shall be effected on same in committee. Meetings shall be on work time.

The Committees shall include a Library Committee with two unit members participating; and three additional Committees, one of which shall meet in each quarter of the year on a continuing rotational basis.

1. Building/Planning/Engineering: Minimum representation shall include one NBCEA member and one management representative.

2. Finance: Minimum representation shall include two NBCEA members and two management representatives.
3. All other City departments: Minimum representation shall include three NBCEA members and three management representatives.

The City and NBCEA agree that initial committee establishment will require good faith effort to affect the spirit of this agreement.

E. Discipline - Notice of Intent

Employees who are to be the subject of discipline *equal to an unpaid suspension of three (3) days or greater* shall be entitled to prior written notice of intent to discipline at least seven (7) calendar days prior to the imposition of the actual penalty. This written notice shall contain a description of the event or conduct which justifies the imposition of discipline. The notice shall also include the specific form of a discipline intended, and the employee shall be offered the opportunity *for to a Skelly meeting* before their Department Director prior to the imposition of the penalty.

All other discipline resulting in less than a three (3) day suspension will be considered will not be subject to the aforementioned procedure.

This understanding is not intended to in any way reduce the rights of employees to due process. Employees who have become the subject to a *suspension of one or two day who wish to appeal the suspension shall have the right to appeal the decision to the City Manager or designee. Employees who have received a written reprimand, shall have the right to place comments on the document prior to placement in his/her personnel file.*

F. Grievance Procedure

Step 1: A grievance may be filed by any employee on his/her own behalf, or jointly by a group of employees, or by *the Association. Except as otherwise provided by law, the Grievance Procedure is the sole and exclusive method by which an employee or the Association may challenge a provision of this MOU.*

A grievance shall be brought to the attention of the immediate supervisor for discussion within ten (10) days *after an employee or Association Board member knew, or in the exercise of reasonable diligence should have known, the act or events upon which the grievance is.* If the Employee or the Association (if filed by the Association) is not satisfied with the decision reached through the informal discussion or if extenuating circumstances exist, the Employee or Association shall have the right to file a formal grievance in accordance with Step 2 of this section. Grievances not presented within the time period shall be considered resolved.

The supervisor shall meet with the grievant to settle grievance and give a written answer to the grievant within seven (7) calendar days from receipt of the grievance by the supervisor. When the immediate supervisor is also the department head, the grievance shall be presented in Step 2.

Step 2: If the employee or the Association (if filed by the Association) is not in agreement with the decision rendered in Step 1, the grievant shall have the right to present a formal grievance to the Department Director within ten (10) Days after the discussion in Step 1. The right to file a grievance petition shall be waived in the event the Employee or Association fails to file a formal grievance within ten (10) Days after the occurrence of the incident that forms the basis of the grievance. All formal grievances shall be submitted on the form prescribed by the Human Resources Director and no formal grievance shall be accepted until the form is complete. The formal grievance shall contain a clear, concise statement of the grievance, the facts upon which the grievance is based, the rule, regulation or policy the interpretation of which is involved in the grievance, and the specific remedy or remedies sought by the grievant. The Department Director should render a written decision within ten (10) Days after receipt of the formal grievance.

Step 3: If the formal grievance has not been satisfactorily adjusted in Step 2, it may be appealed to the City Manager within ten (10) Days after the Employee receives the decision. The City Manager may accept or reject the decision of the Department Director and shall render a written decision within ten (10) Days after conducting a grievance hearing. The decision of the City Manager shall be final and conclusive. If mutually agreeable, a meeting may be conducted involving all affected parties at any step in the grievance procedure prior to a decision. The City Manager may delegate uninvolved Department Directors to act on behalf of the City Manager to provide findings and recommendations. The findings and recommendations of the uninvolved Department Directors are advisory only and the City Manager's decision shall be final.

Time Limits: Grievances shall be processed from one step to the next within the time limit indicated for each step. Time limits shall be strictly enforced. Any time limits can be waived or extended only by mutual agreement confirmed in writing. Any grievance not carried to the next step by the Employee or Association within the prescribed time limit shall be deemed resolved upon the basis of the previous decision.

G. Probation

1. Probationary Period

Newly hired employees shall serve a twelve (12) month probationary period. The probationary period for promoted employees shall be six (6) months.

Newly hired employees shall become eligible for their first step increase after twelve (12) months. All other City rules regarding step increases shall remain unchanged.

2. Failure of Probation

(a) New Probation

An employee on new probation may be released at the sole discretion of the City at any time without right of appeal or hearing, except as provided in (c), below.

(b) Promotional Probation

An employee on promotional probation may be failed at any time without right of appeal or hearing, except as provided in (c), below, and except that failing an employee on promotional probation must not be arbitrary, capricious or unreasonable.

An employee who fails promotional probation shall receive a performance evaluation stating the reason for failure of promotional probation.

When an employee fails his or her promotional probation, the employee shall have the right to return to his or her former class provided the employee was not in the previous class for the purpose of training for a promotion to a higher class. When an employee is returned to his or her former class, the employee shall serve the remainder of any uncompleted probationary period in the former class.

If the employee's former class has been deleted or abolished, the employee shall have the right to return to a class in his or her former occupational series closest to, but no higher than, the salary range of the class which the employee occupied immediately prior to promotion and shall serve the remainder of any probationary period not completed in the former class.

H. Salary on Reclassification

An employee who is reclassified will be provided with a salary increase to the nearest step closest to five (5%) percent (not to exceed the maximum of the new salary range).

I. Uniforms and Safety Equipment

For assigned Park Patrol staff, uniforms shall be worn at all times during regular business hours. Park Patrol shall be provided with City designated shirts, shorts, pants, boots, jacket, and hat annually. Additional equipment or supplies may be issued to employees by the Department as deemed appropriate. If the provided winter jacket or work boots are lost, the employee shall replace the item with one from an authorized vendor. Work boots shall provide toe protection and meet Department safety standards. The Department Head or designee may approve exceptions to wearing uniforms.

The City will continue its practice of directly paying for dry cleaning for individuals in the Park Patrol classification.

J. Service Awards

For the purpose of determining service awards, if an employee has been employed by the City on more than one occasion, non-consecutive time will be considered as part of total service. Prior to system implementations, an employee is required to individually notify the awards committee of all of the service time.

K. Direct Deposit

All employees shall participate in the payroll direct deposit system.

L. Deferred Compensation

The City agrees to, through a joint City-Employee Committee, explore the possible addition of additional deferred compensation providers during the term of this agreement.

M. Separability

Should any part of this MOU or any provision herein contained be rendered or declared invalid, by reason of any existing or subsequently enacted Legislation, or by decree of a Court of competent jurisdiction, such invalidation of such part or portion of this MOU shall not invalidate the remaining portion hereto, and same shall remain in full force and effect.

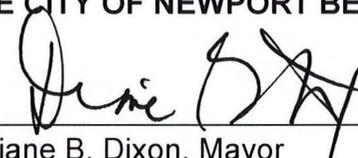
Signatures are on the next page.

Executed this 12TH day of MARCH, 2019:

FOR THE NEWPORT BEACH CITY EMPLOYEES ASSOCIATION:

By: 
Teresa Craig, President

FOR THE CITY OF NEWPORT BEACH:

By: 
Diane B. Dixon, Mayor

**CITY OF NEWPORT BEACH
APPROVED AS TO FORM:**

By: 
Peter Brown, Special Counsel

ATTEST:

By:  3/13/19
Leilani Brown, City Clerk



NEWPORT BEACH CITY EMPLOYEES ASSOCIATION

MOU Term: January 1, 2019 - December 31, 2021

2.0% Cost of Living Adjustment March 16, 2019

REPRESENTED POSITIONS	HOURLY PAY RATE ¹		MONTHLY PAY RATE ²	
	MIN	MAX	MIN	MAX
Administrative Assistant	\$29.16	\$40.98	\$5,066	\$7,123
Building Department Specialist	\$28.35	\$39.93	\$5,054	\$7,104
Buyer	\$29.23	\$41.10	\$5,529	\$7,781
Buyer, Sr.	\$34.49	\$48.52	\$5,978	\$8,410
Department Assistant	\$23.40	\$32.90	\$3,306	\$4,649
Fiscal Clerk	\$21.09	\$29.71	\$4,674	\$6,576
Fiscal Clerk, Sr.	\$24.56	\$34.55	\$3,840	\$5,404
Fiscal Specialist	\$28.45	\$40.05	\$3,840	\$5,404
Inventory Analyst	\$25.03	\$35.25	\$3,467	\$4,880
Librarian I	\$28.78	\$40.49	\$4,989	\$7,018
Librarian II	\$31.63	\$44.55	\$4,043	\$5,689
Librarian III	\$34.82	\$48.98	\$3,656	\$5,150
Library Assistant	\$24.48	\$34.43	\$5,483	\$7,722
Library Clerk I	\$19.08	\$26.82	\$3,656	\$5,150
Library Clerk II	\$21.09	\$29.71	\$6,035	\$8,491
Library Clerk, Sr.	\$24.48	\$34.43	\$4,056	\$5,703
License Supervisor	\$31.90	\$44.89	\$4,915	\$6,921
Mail Processing Clerk, Sr.	\$22.15	\$31.18	\$4,915	\$6,921
Marketing Specialist	\$29.16	\$40.99	\$4,257	\$5,989
Office Assistant	\$20.00	\$28.16	\$4,243	\$5,968
Park Patrol Officer	\$20.79	\$29.25	\$4,243	\$5,968
Park Patrol Officer, Lead	\$23.32	\$32.82	\$5,054	\$7,102
Public Works Specialist	\$28.35	\$39.93	\$5,054	\$7,102
Records Specialist	\$29.16	\$40.98	\$4,932	\$6,942
Recreation Coordinator	\$26.96	\$37.94	\$3,603	\$5,070
Recreation Coordinator, Asst.	\$22.15	\$31.18	\$4,339	\$6,110
Recreation Supervisor	\$31.52	\$44.37	\$5,861	\$8,245

¹ Hourly pay rates are rounded to the nearest hundredth.

² Monthly pay rates are rounded to nearest whole dollar.

NEWPORT BEACH CITY EMPLOYEES ASSOCIATION

MOU Term: January 1, 2019 - December 31, 2021

2.0% Cost of Living Adjustment January 1, 2020

REPRESENTED POSITIONS	HOURLY PAY RATE ¹		MONTHLY PAY RATE ²	
	MIN	MAX	MIN	MAX
Administrative Assistant	\$29.74	\$41.79	\$5,155	\$7,244
Building Department Specialist	\$28.92	\$40.73	\$5,013	\$7,059
Buyer	\$29.81	\$41.92	\$5,167	\$7,266
Buyer, Sr.	\$35.18	\$49.49	\$6,097	\$8,579
Department Assistant	\$23.87	\$33.56	\$4,137	\$5,817
Fiscal Clerk	\$21.52	\$30.31	\$3,729	\$5,253
Fiscal Clerk, Sr.	\$25.05	\$35.25	\$4,342	\$6,109
Fiscal Specialist	\$29.02	\$40.85	\$5,030	\$7,081
Inventory Analyst	\$25.53	\$35.95	\$4,426	\$6,232
Librarian I	\$29.36	\$41.30	\$5,089	\$7,159
Librarian II	\$32.26	\$45.44	\$5,592	\$7,876
Librarian III	\$35.52	\$49.96	\$6,156	\$8,660
Library Assistant	\$24.97	\$35.12	\$4,328	\$6,088
Library Clerk I	\$19.46	\$27.36	\$3,373	\$4,742
Library Clerk II	\$21.52	\$30.31	\$3,729	\$5,253
Library Clerk, Sr.	\$24.97	\$35.12	\$4,328	\$6,088
License Supervisor	\$32.53	\$45.79	\$5,639	\$7,937
Mail Processing Clerk, Sr.	\$22.60	\$31.80	\$3,917	\$5,512
Marketing Specialist	\$29.74	\$41.81	\$5,155	\$7,246
Office Assistant	\$20.40	\$28.72	\$3,536	\$4,978
Park Patrol Officer	\$21.20	\$29.83	\$3,675	\$5,171
Park Patrol Officer, Lead	\$23.79	\$33.48	\$4,123	\$5,803
Public Works Specialist	\$28.92	\$40.73	\$5,013	\$7,059
Records Specialist	\$29.74	\$41.79	\$5,155	\$7,244
Recreation Coordinator	\$27.50	\$38.70	\$4,767	\$6,708
Recreation Coordinator, Asst.	\$22.60	\$31.80	\$3,917	\$5,512
Recreation Supervisor	\$32.15	\$45.26	\$5,572	\$7,844

¹ Hourly pay rates are rounded to the nearest hundredth.

² Monthly pay rates are rounded to nearest whole dollar.

NEWPORT BEACH CITY EMPLOYEES ASSOCIATION

MOU Term: January 1, 2019 - December 31, 2021

2.0 % Cost of Living Adjustment January 1, 2021

REPRESENTED POSITIONS	HOURLY PAY RATE ¹		MONTHLY PAY RATE ²	
	MIN	MAX	MIN	MAX
Administrative Assistant	\$30.34	\$42.63	\$5,258	\$7,389
Building Department Specialist	\$29.50	\$41.54	\$5,113	\$7,200
Buyer	\$30.41	\$42.76	\$5,270	\$7,411
Buyer, Sr.	\$35.88	\$50.48	\$6,219	\$8,750
Department Assistant	\$24.35	\$34.23	\$4,220	\$5,933
Fiscal Clerk	\$21.95	\$30.91	\$3,804	\$5,358
Fiscal Clerk, Sr.	\$25.55	\$35.95	\$4,429	\$6,231
Fiscal Specialist	\$29.60	\$41.67	\$5,131	\$7,222
Inventory Analyst	\$26.04	\$36.67	\$4,514	\$6,357
Librarian I	\$29.95	\$42.13	\$5,191	\$7,302
Librarian II	\$32.91	\$46.35	\$5,704	\$8,034
Librarian III	\$36.23	\$50.96	\$6,279	\$8,834
Library Assistant	\$25.47	\$35.82	\$4,415	\$6,209
Library Clerk I	\$19.85	\$27.90	\$3,440	\$4,837
Library Clerk II	\$21.95	\$30.91	\$3,804	\$5,358
Library Clerk, Sr.	\$25.47	\$35.82	\$4,415	\$6,209
License Supervisor	\$33.18	\$46.71	\$5,752	\$8,096
Mail Processing Clerk, Sr.	\$23.05	\$32.44	\$3,995	\$5,623
Marketing Specialist	\$30.34	\$42.64	\$5,258	\$7,391
Office Assistant	\$20.81	\$29.29	\$3,607	\$5,077
Park Patrol Officer	\$21.63	\$30.43	\$3,748	\$5,274
Park Patrol Officer, Lead	\$24.27	\$34.15	\$4,206	\$5,919
Public Works Specialist	\$29.50	\$41.54	\$5,113	\$7,200
Records Specialist	\$30.34	\$42.63	\$5,258	\$7,389
Recreation Coordinator	\$28.05	\$39.47	\$4,863	\$6,842
Recreation Coordinator, Asst.	\$23.05	\$32.44	\$3,995	\$5,623
Recreation Supervisor	\$32.79	\$46.16	\$5,684	\$8,001

¹ Hourly pay rates are rounded to the nearest hundredth.

² Monthly pay rates are rounded to nearest whole dollar.

CITY EMPLOYEES ASSOCIATION

LIST OF APPROVED CERTIFICATES

MOU TERM 2019-2021

CERTIFICATE	MONTHLY AMOUNT
Certified Revenue Officer*	\$85
Forklift Training Certificate *	\$45
Public Notary**	\$45

* Only those unit members who were receiving the certificate pay at time of the 2012-15 MOU were eligible for the benefit.

** Language added in 2015-18 MOU and only available to NBCEA members in Administrative support positions and must be used for City business.