



Folsom City Council Staff Report

COUNCIL DATE:	2/25/2020
AGENDA SECTION:	Consent Calendar
SUBJECT:	Resolution No.10391- A Resolution Authorizing Adoption of a Memorandum of Understanding between the City of Folsom and the City of Folsom Fire Department Middle Management Employees (CFFDMME) for the period of January 1, 2020 through December 31, 2022
FROM:	Human Resources Department

RECOMMENDATION / CITY COUNCIL ACTION

The Human Resources Director recommends that the City Council pass and adopt Resolution No. 10391- A Resolution Authorizing Adoption of a Memorandum of Understanding between the City of Folsom and the City of Folsom Fire Department Middle Management Employees for the period from January 1, 2020 thru December 31, 2022.

BACKGROUND / ISSUE

FFDMMG represents 4 employees in the Safety category that includes Division and Battalion Chiefs. It represents employees whose base salaries total over \$600,000.

The existing Memorandum of Understanding between the City of Folsom and the CFFDMMG expired on December 31, 2019. The parties began negotiations on a new MOU on October 1, 2019 and reached a tentative agreement on January 29, 2020. The membership of FMMG ratified the attached tentative agreement on January 29, 2020.

The new proposed successor Memorandum of Understanding (MOU) is being presented to the City Council for consideration and approval.

POLICY / RULE

Government Code Title 1, Division 4, Chapter 10 commonly known as the Meyers-Milias-Brown Act requires that representatives of the Governing Body of a public agency shall meet and confer in good faith regarding wages, hours, and other terms and conditions of employment with representatives of recognized employee organizations. Both parties shall endeavor to reach a tentative agreement within the scope of representation, and, if a tentative agreement is reached and ratified by the respective parties, they shall prepare a written memorandum of understanding.

ANALYSIS

A tentative agreement was reached by the parties and the proposed successor MOU, which will be effective January 1, 2020, contains the following changes that have economic impact, as outlined below:

- The MOU is for the three-year period from January 1, 2020 thru December 31, 2022.
- Cost-of-living adjustments are to be made as follows:
 - January 1, 2020 of 2.50%,
 - January 1, 2021 of 2.25%, and
 - January 1, 2022 of 2.50%.
- Salary Schedule A is eliminated, and the new salary schedules are reduced from 15 steps to 7 or 8 steps with 2.5% step increases.
- A market adjustment was made to the Battalion Chief salary schedule in order to be internally comparable and externally competitive.
- The education incentive pay incentive is eliminated as a separate pay category and included in base salary.
- An associate degree is required for Battalion Chiefs. A bachelor's degree is required for Division Chiefs.
- Certification requirements were changed from being optional to EMT certification being required and Paramedic License is preferred. EMT cert pay not changed, Paramedic license pay increased from \$250/month to \$425/month.
- As of January 1, 2020, employees will pay 20% of the dental and vision premium cost.
- As of January 1, 2020, eligibility for retiree dental and vision coverage increases from 60 months to 120 months. For those retiring on or after October 1, 2020 the City contribution is limited to 5% per year of service up to a maximum of 80%.

- Makes permanent the sharing of High Deductible Health Plan savings.
- Increased uniform allowance from \$975 to \$1075.
- Tuition reimbursement increased from \$800/year to \$900/year.
- Deferred Compensation increased \$25 at each designated years of service. Match still required.

The MOU also makes several non-economic changes:

- Clarifies Long and Short-term disability policy limits.
- Clarifies VEBA/HRA language.
- Eliminates Retiree Health Reopener.
- Adds PEPRA language.

FINANCIAL IMPACT

The first-year gross wage cost increases of this agreement are \$17,878 to the General Fund. Benefit costs increases will total \$10,850. Funds have been appropriated in the FY19-20 budget to cover these costs.

ENVIRONMENTAL REVIEW

This item is exempt from an Environmental Review.

ATTACHMENTS

1. Resolution No. 10391 – A Resolution Authorizing Adoption of a Memorandum of Understanding between the City of Folsom and the City of Folsom Fire Department Middle Management Employees (CFFDMME) for the period of January 1, 2020 through December 31, 2022.
2. Proposed Memorandum of Understanding between the City of Folsom and the City of Folsom Fire Department Middle Management Employees (CFFDMME) for the period of January 1, 2020 thru December 31, 2022.

Submitted,



James Francis
Assistant City Manager /HR Director

ATTACHMENT 1

RESOLUTION NO. 10391 - A RESOLUTION AUTHORIZING ADOPTION OF A MEMORANDUM OF UNDERSTANDING BETWEEN THE CITY OF FOLSOM AND THE CITY OF FOLSOM FIRE DEPARTMENT MIDDLE MANAGEMENT EMPLOYEES (CFFDMME) FOR THE PERIOD OF JANUARY 1, 2020 THROUGH DECEMBER 31, 2022

RESOLUTION NO. 10391

A RESOLUTION AUTHORIZING ADOPTION OF A MEMORANDUM OF UNDERSTANDING BETWEEN THE CITY OF FOLSOM AND THE CITY OF FOLSOM FIRE DEPARTMENT MIDDLE MANAGEMENT EMPLOYEES (CFFDMME) FOR THE PERIOD OF JANUARY 1, 2020 THROUGH DECEMBER 31, 2022

WHEREAS, the City of Folsom and the City of Folsom Fire Department Middle Management Employees (CFFDMME) have reached an agreement to amend the existing Memorandum of Understanding regarding certain terms and conditions of employment for the period January 1, 2020 thru December 31, 2022;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Folsom that the Memorandum of Understanding (MOU) between the City of Folsom Fire Department Middle Management Employees (CFFDMME) for the period of January 1, 2020 to December 31, 2022 is hereby approved, and

BE IT FURTHER RESOLVED that the City Council of the City of Folsom authorizes the City Manager to execute said Memorandum of Understanding on behalf of the City of Folsom.

PASSED AND ADOPTED this 25th day of February 2020 by the following roll-call vote:

AYES: Council Member(s):

NOES: Council Member(s):

ABSENT: Council Member(s):

ABSTAIN: Council Member(s):

Sarah Aquino, MAYOR

ATTEST:

Christa Freemantle, CITY CLERK

ATTACHMENT 2

**PROPOSED MEMORANDUM OF UNDERSTANDING BETWEEN THE
CITY OF FOLSOM AND THE CITY OF FOLSOM FIRE
DEPARTMENT MIDDLE MANAGEMENT EMPLOYEES (CFFDMME)
FOR THE PERIOD OF JANUARY 1, 2020 THRU DECEMBER 31, 2022**



CITY OF
FOLSOM
DISTINCTIVE BY NATURE

MEMORANDUM OF UNDERSTANDING

BETWEEN

**CITY OF FOLSOM FIRE DEPARTMENT
MIDDLE MANAGEMENT EMPLOYEES
(CFFDMME)**

AND

CITY OF FOLSOM

**January 1, 2017 ~~January 1, 2020 to December 31,~~
2019 ~~December 31, 2022~~**

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PREAMBLE

On the date hereinafter subscribed, authorized representatives of the City of Folsom, herein called "City", and authorized representatives of the City of Folsom Fire Department Mid-Management Employees, herein called "CFFDMME", made and entered into this Memorandum of Understanding, hereinafter referred to as "Agreement" or "MOU." Pursuant to Section 3500 et seq. of the Government Code of the State of California, an agreement between the aforementioned parties has as its purpose the promotion of harmonious labor relations; establishment of an equitable and peaceful procedure for the resolution of differences; and the establishment of rates of pay, hours of work, and other terms and conditions of employment.

The term "agreement" as used herein means the written agreement provided under Section 3505.1 of the Government Code.

It is understood and agreed that this Memorandum of Understanding supersedes and replaces all previous such actions on these points by and between the City of Folsom and the CFFDMME.

ARTICLE I. RECOGNITION AND COVERAGE

1. RECOGNITION

The CFFDMME is recognized as the exclusive representative, as provided in the City's Employer-Employee Relations Policy, for all employees assigned to the Fire Mid-Management Bargaining Unit in the following classifications:

Battalion Chief
Fire Division Chief

In the event new classifications are established which are appropriate for this unit, the parties agree to meet and confer for the purpose of including such in the Fire Mid-Management Bargaining Unit.

2. CONTINUATION OF BENEFITS

- A. This Memorandum of Understanding is intended both as the final expression of the agreement between the parties with respect to the included terms and as a complete and exclusive statement of the terms of this Memorandum of Understanding. No amendment, alteration, understanding, variation, waiver or modification of any

terms or provisions of this Memorandum of Understanding shall in any manner be binding upon the parties unless made and executed in writing between the parties hereto and approved and implemented by the City Council.

- B. Terms and conditions of employment as specified in this Memorandum of Understanding shall remain in full force and effect during the term of this Memorandum of Understanding unless modified pursuant to the above paragraph. Where ordinances, rules, and policies conflict with this Memorandum of Understanding, the Memorandum of Understanding shall prevail.

3. MEETING AND CONFERRING DURING THE TERM OF THE MOU

This Memorandum of Understanding shall be effective January 1, 2017 ~~2020~~ and shall expire December 31, ~~2019~~2022. Unless specifically agreed otherwise, this Memorandum of Understanding sets forth the full and entire understanding of the parties regarding the matters contained in this Memorandum of Understanding and supersedes and cancels all prior or existing understandings or agreements between the parties, whether formal or informal.

During the term of this Memorandum of Understanding, representatives of the City and CFFDMME may meet and confer on matters of mutual concern. Any agreement reached between the parties shall be memorialized in writing and be deemed a "Side Letter" to this Memorandum of Understanding.

The City Manager is authorized to enter into a Side Letter on behalf of the City for purposes of the interpretation or administration of this Memorandum of Understanding. A Side Letter to this Memorandum of Understanding shall not be deemed valid until signed by the City Manager or designee, approved as to form by the City Attorney, and signed by an authorized representative of CFFDMME. Side Letters agreed to during the term of this Memorandum of Understanding may be incorporated into any successor Memorandum of Understanding.

The parties agree to begin negotiations on a successor Memorandum of Understanding not later than 120 calendar days prior to the expiration of this Memorandum of Understanding.

4. SEVERANCE

Should any provision of this Agreement be found unlawful or unenforceable by a court of competent jurisdiction, or invalidated by subsequent enacted legislation, the remainder of the Agreement shall

continue in force. Upon occurrence of such an event, the parties shall meet and confer as soon as practical to renegotiate the invalidated provision(s).

Upon a change in the dental, vision, short term, long term, or life insurance plans provided in this Agreement, the parties agree to meet and confer over the impact of the change on employees in the Fire Mid-Management Bargaining Unit.

ARTICLE II. MANAGEMENT RIGHTS

To ensure that the City is able to carry out its statutory functions and responsibilities, nothing contained in this article shall be construed to require the City to negotiate on matters which are solely a function of management, or not otherwise assigned as an employee right, including the following:

1. To manage the City generally and to determine issues of policy.
2. To determine the existence of facts which are the basis of management decisions.
3. To determine the necessity for and organization of any service or activity conducted by the City, and to expand or diminish services.
4. To determine the nature, manner, means, technology, and extent of services to be provided to the public.
5. To determine methods of financing.
6. To determine types of equipment or technology to be used.
7. To determine and/or change the facilities, methods, technology, means, organizational structure, and size and composition of the work force, and to allocate and assign the work which the City operations are to be conducted.
8. To determine and change the number of locations, relocations, and types of operations, processes, and materials to be used in carrying out all City functions, including, but not limited to, the right to contract for or sub-contract any work or operation of the City.
9. To assign work to and schedule employees in accordance with requirements as determined by the City, and to establish and change work schedules and assignments upon reasonable notice and good faith meet and confer.

10. To lay off employees from duties because of lack of work or funds, or under conditions where continued work would be ineffective or non-productive.
11. To establish and modify productivity and performance programs and standards.
12. To dismiss, suspend without pay, demote, reprimand, without salary step increases, or otherwise discipline employees for cause.
13. To determine minimum qualifications, skills, abilities, knowledge, selection procedures and standards, and job classifications, and to reclassify employees.
14. To hire, transfer, promote and demote employees for nondisciplinary reasons.
15. To determine policies, procedures, and standards for selection, training and promotion of employees.
16. To establish reasonable employee performance standards, including, but not limited to, quality and quantity standards, and to require compliance therewith.
17. To maintain order and efficiency in City facilities and operations.
18. To establish, publish, and/or modify rules and regulations to maintain order and safety and health in the City. The City agrees to meet and confer on any items that fall within the scope of Government Code Section 3500 et, seq.
19. To restrict the activity of an employee organization on the municipal property and on municipal time except as set forth in the City's Personnel Rules and Regulations.
20. To take all necessary actions to carry out the mission of the City in emergencies.

ARTICLE III. SALARY AND OTHER COMPENSATION

1. **IMPLEMENTATION OF NEW SALARY RANGE – FIRE DIVISION CHIEF**

The salary ranges for the class of Fire Division Chief CFFDMME represented classes is are attached to this Memorandum of Understanding (Attachment A). ~~This~~ These salary ranges shall be

~~effective February 1, 2017~~January 1, 2020. ~~This~~These new salary ranges include ~~s~~ Education Incentive Pay previously paid as additional compensation. ~~Effective February 1, 2017, employees in the class of Fire Division Chief shall not receive Education Incentive Pay.~~

Salary Range Advancement:

Anyone appointed to CFFDMME classes on or after January 1, 2020 shall advance one (1) salary step upon receipt of a merit increase at their anniversary date. All salary step advancement criteria contained in City Personnel Rules shall continue to apply

Salary Range Advancement – Incumbents as of January 1, 2020:

Incumbent Fire Division Chiefs as of January 1, 2020 will advance two (2) steps upon receipt of a merit increase, until reaching the top of the range. Incumbent Fire Battalion Chief as of January 1, 2020, will advance two (2) steps upon receipt of a merit increase, up to Step 6, and then will advance one (1) salary step per merit increase thereafter. Future incumbents will advance one salary step per merit increase.

2. Salary Adjustments

- A. Effective as of January 1, 2020 all employees shall receive a salary increase of 2.5%.
- B. Effective January 1, 2021, all employees shall receive a salary increase of 2.25%.
- C. Effective January 1, 2022, all employees shall receive a salary increase of 2.5%.

A. Salary Steps

~~The Fire Division Chief salary range shall consist of fifteen salary steps (steps 1 through 15). Each step shall be approximately 2.5% above the previous step, except that the difference between Step 1 and Step 2 shall be approximately 5%.~~

B. Salary Step Placement of Incumbent Employees

~~The placement of incumbent employees in the new salary range for Fire Division Chief shall be as follows:~~

~~Ken Cusano shall be placed at Step 5.
Mark Piacentini shall be placed at Step 5.
Chad Wilson shall be placed at Step 7.~~

C. Salary Step Advancement

~~(1) Employees employed by the City prior to January 1, 2014 who are assigned Range A for City job classifications for the remainder of their continuous employment with the City shall:~~

- ~~i. Retain their current anniversary date.~~
- ~~ii. Advance in the salary range 2 (two) salary steps upon reaching their anniversary date.~~

~~(2) Employees Hired After January 1, 2017 shall:~~

- ~~i. Advance one salary step upon reaching their anniversary date.~~

~~(3) All salary step advancement criteria contained in City Personnel Rules shall continue to apply.~~

2.3. MARKET SURVEY

Should the City conduct a market survey of the class of ~~Fire Division Chief or equivalent~~ CFDDMME classes, the study shall determine the relationship of the total compensation for the City of Folsom for employees in the job classifications of ~~Fire Division Chief or equivalent~~ by the City of Folsom when compared to comparable job classifications in the following agencies: City of Davis, City of Rocklin, City of West Sacramento, City of Sacramento, Sacramento Metropolitan Fire Protection District, City of Roseville, El Dorado Hills Fire District, and Cosumnes Community Services District.

4.3. LONGEVITY PAY

- A. Subject to subsection B below, employees shall be eligible to receive longevity pay beginning with ten (10) or more years of City service. Longevity pay is contingent upon the fact that the eligible employee has received an overall satisfactory or above rating in his/her last annual performance evaluation. The longevity pay formula is based on 2.5-1/2% increments and is as follows:

2.5-1/2% after ten (10) continuous years of city service
TO 5% after fifteen (15) continuous years of city service

TO 7.5-½% after twenty (20) continuous years of city service

B. Employees hired after July 1, 2010 shall not be eligible to receive Longevity Pay.

45. DEFERRED COMPENSATION

For employees participating in the City’s deferred compensation program, the City agrees to make the following matching contributions in accordance with the following schedule:

<u>Length of Service</u>	<u>Maximum City Matching Contribution</u>
0 -10 years	\$225.00 <u>250.00</u> per month
10 -15 years	\$250.00 <u>275.00</u> per month
15 -20 years	\$275.00 <u>300.00</u> per month
20+ years	\$325.00 <u>350.00</u> per month

5. 6. VEHICLE ASSIGNMENT

~~At the discretion~~With the recommendation of the Fire Chief and approval of the City Manager, employees may be provided a department vehicle for transportation to and from job-related activities.

6. 7. CELLULAR TELEPHONE ASSIGNMENT

At the discretion of the Fire Chief, employees may be assigned a cellular telephone for communications accessibility.

7. 8. RETIREMENT

A. Public Employees Retirement System (PERS) – Formula

{1} All safety employees hired prior to June 30, 2010 shall receive the retirement benefit of 3% @ 50. All safety employees hired on or after July 1, 2010 shall receive the retirement benefit of 2% @ 50. Pursuant to the California Public Employee's Pension Reform Act of 2013 (AB 340), all employees hired after January 1, 2013 shall receive the retirement benefit of 2.7 @ 57.

{2} All employees hired prior to June 30, 2010 shall receive the retirement benefit (subject to PERS limits) based on the single highest twelve (12) months of compensation. All employees hired on or after July 1, 2010 shall receive the retirement benefit (subject to PERS limits) based on the employee's highest average monthly

compensation during thirty-six (36) consecutive months of employment as provided in state law pertaining to PERS.

~~(3) — Should another employee organization representing a City bargaining unit agree to a retirement benefit formula for safety employees that is different than the benefit formulas in Article III, Section 8, subsections A1, or A2, CFFDMME shall be given the option to amend the appropriate retirement benefit formula contained herein to match the retirement benefit formula agreed to with the other employee organization. Any change shall be applied prospectively.~~

B. Public Employees Retirement System (PERS) -- Contributions

(4) The City agrees to pay the full cost of employer contributions to the Public Employees' Retirement System (PERS) for all employees in the CFFDMME bargaining unit, as currently contracted with PERS. Employees shall pay the employee share of retirement according to the following implementation schedule:

~~i. — Effective April 1, 2011, safety employees shall pay 5% of the employee share of retirement.~~

~~ii. — Effective July 1, 2011, safety employees shall pay 7% of the employee share of retirement.~~

~~Effective July 1, 2012, Classic safety employees shall pay 9% of as the employee share of retirement.~~

~~iii. PEPRA safety employees pay the employee share of retirement as specified and adjusted by PERS.~~

~~(2) — The City agrees to continue Government Code Section 20691, Conversion of Employer Paid Member Contributions (EPMC).~~

8. 9. PRE-RETIREMENT OPTIONAL SETTLEMENT 2W DEATH BENEFIT (SURVIVORS)

~~The City agrees to modify Tthe City's contract with the Public Employees' Retirement System (PERS) to addincludes Government Code Section 21548, Pre-Retirement Optional Settlement 2W Death Benefit.~~

10.9. EMT 1A CERTIFICATION / PARAMEDIC LICENSE

The parties agree that ~~an~~ Emergency Medical Technician 1 (EMT 1) ~~EMT 1A certification is required for all CFFDMME positions and that a Paramedic License is optional but preferred.~~ ~~shall be optional.~~ Employees shall receive \$250.00 per month in addition to in their base salary who possess for a valid EMT 1A ~~Emergency Medical technician 1 (EMT 1) Certificate or \$425 per month for a Paramedic License.~~ shall receive a \$250.00 per month increase in their base salary.

ARTICLE IV. OVERTIME

1. OVERTIME COMPUTATION

- A. Employees assigned to a 56-hour workweek shall be compensated at the rate of time and one-half of the total hourly compensation rate for all hours worked in emergency response that are not part of the employee's normally assigned work schedule.
- B. Employees assigned to a 40-hour work week and assigned to work overtime in a 56-hour shift position shall be compensated at one and one-half times the employee's straight time hourly rate of pay based on a 56-hour work week (2912 hours worked per year rather than 2080 hours).
- C. Employees assigned to work a special event for which the City is reimbursed for the cost of City fire personnel shall be compensated at one and one-half times the employee's straight time hourly rate of pay based on either a 40 hour or 56-hour work schedule, depending on the employee's normal assigned work week.
- D. For purposes of this section, total hourly compensation shall include base salary, longevity pay, paramedic pay, EMT pay and 40-hour work schedule salary differential received by an employee.

ARTICLE V. HOURS OF WORK

1. **SHIFTS**

- A. Employees shall work either a 56-hour workweek or a 40-hour workweek. Employees working a 56-hour workweek shall work the following work shift:
 - (1) Personnel working a 56-hour workweek (2,912 hours per year) will work a total of four shifts within a twelve (12) day cycle. Each shift shall be for 24 hours in duration and shall be scheduled back-to-back, contiguously. A shift rotation is defined as two (2) back-to-back, contiguous 24-hour shifts.
 - (2) The twelve (12) day cycle shall start at 0800 hours.
 - (3) Pursuant to Article II, Management Rights, of this MOU work schedules shall continue to be at the discretion of the Fire Chief in consultation with the City Manager, upon reasonable notice and good faith meet and confer with the CFFDMME. The City also reserves the right to review this shift schedule on a periodic basis in order to address any potential inequities or problems.
- B. Employees assigned to a 40-hour workweek may work a flexible schedule upon approval of the Fire Chief. Telecommuting may be considered as part of this flexible schedule for assignments that may be applicable.

ARTICLE VI. LEAVES

1. **ANNUAL LEAVE**

- A. Employees shall receive the following Annual Leave credits. ~~This is inclusive of 13 holidays for suppression personnel.~~

Non-shift personnel (40-hour work week):

<u>Length of Service Allowance</u>	<u>Annual Leave</u>
0 - 5 years	16 hours per month
5 - 10 years	19 hours per month
10 - 15 years	22 hours per month
15+ years	25 hours per month

Shift personnel (56-hour work week):

<u>Length of Service Allowance</u>	<u>Annual Leave</u>
0 - 5 years month	36 <u>23</u> hours per
5 - 10 years month	41 <u>28</u> hours per
10 - 15 years month	45 <u>32</u> hours per
15+ years month	48 <u>35</u> hours per

B. Except as specified in Article VI, Section C (1) below, employees shall not accrue sick leave. However, employees who have accumulated sick leave hours shall retain such hours and may use such leave credits pursuant to Article VI, Section 4, Sick Leave, of this MOU.

C. Employees with annual leave balances that exceed the annual leave caps of 320 for non-shift/448 for shift employees as of the date of ratification by City Council of this MOU, may retain such balances until the annual leave balances are reduced to the new caps.

(1) To avoid exceeding the maximum of 320/448 hours of accumulated annual leave, the City may direct an employee to take time off on annual leave. However, in the event the City does not approve annual leave for an employee in an amount sufficient to reduce accumulated annual leave to 320/448 hours, the number of hours that exceed 320/448 hours shall be rolled over into sick leave until the annual leave balance is reduced to the cap.

(4) Employees may cash out up to 40 hours of annual leave for non-shift personnel, and 56 hours of annual leave for shift personnel per fiscal year. Annual leave shall be cashed out pursuant to procedures established by the City Human Resources Department.

(5) Accrued annual leave shall be cashed out upon separation of employment with City on an hour for hour basis.

2. MANAGEMENT LEAVE

Employees shall receive management leave at a rate of 80 hours annually based on a fiscal calendar. Such leave shall be posted to affected employees on July 1st each year. Employees promoted with less than 12 months' service in a CFFDMME shall accrue management leave on a prorated basis.

A member of CFFDMME who works substantially more than 80 hours per pay period without compensation, may be allocated up to a total of 100 hours per year of management leave. Annually, the Fire Chief may provide a list to the City Manager of those employees who they feel are deserving of the additional management leave. A list of regularly performed duties in excess of compensated hours shall be included with each employee's name. The list shall be submitted for the City Manager's review and approval no later than July 1 of each year. All such requests are subject to final approval by the City Manager

3. LEAVE CONVERSION RATES

The City and CFFDMME agree to the following terms related to the conversion of leave hours by employees when they are placed in temporary and permanent assignments within the department.

- A. Conversion from 56 Hour to 40 Hour Work Week Assignments. Employees temporarily or permanently assigned to staff positions on a 40-hour work week schedule shall have all leave usage banks converted using a division factor of 1.4 for each hour available in the leave bank. As an example, a 56-hour employee with 100 hours of annual leave would see their annual leave bank adjusted to 71.43 hours when the employee is assigned to a 40-hour work assignment.
- B. Conversion from 40 Hour to 56 Hour Work Week Assignments. Employees temporarily or permanently assigned to line positions on a 56-hour work week schedule shall have all leave usage banks converted using a multiplier factor of 1.4 for each hour available in the leave bank. As an example, a 40-hour employee with 71.43 hours of annual leave would see their annual leave bank adjusted to 100 hours when the employee is assigned to a 56-hour work assignment.
- C. Leave usage rates shall be applied at the hourly rate used by the employee during the temporary or permanent assignment.
- D. Leave conversion rates shall be applied to all leave accrual banks provided to the employee by the City.

4. SICK LEAVE

- A. Sick leave may be used by employees for purposes enumerated in City Personnel Rules.
- B. Consistent with PERS law, sick leave shall be converted to service credit for purposes of retirement (Government Code section 20965).
- C. Accrued sick leave shall not be cashed out.
- D. There shall be no maximum on the number of hours of sick leave an employee may accrue (bank).

5. HOLIDAY PAY

Employees shall receive a 6% Holiday Pay differential. Holiday Pay shall be multiplied by the employee's salary step. Employees with accrued Holiday Leave credits on the books may take such time off in the same manner as Annual Leave. Holiday Pay shall be compensable for retirement (PERS) purposes.

6. VACATION SCHEDULING

The City and CFFDMME agree to establish a vacation scheduling procedure as noted below:

- A. No more than one (1) employee shall be granted leave for vacation purposes at the same time; provided, however, that on holidays the Fire Chief may authorize more than one employee.
- B. Employees shall not be granted leave for vacation purposes for more than forty-five (45) consecutive calendar days. Employees must return to duty for at least fourteen (14) calendar days before being eligible to take additional leave for vacation purposes.
- C. Employees will not be contacted during vacation periods to work overtime during their vacation and will not be force hired to maintain normal day-to-day minimum staffing during their scheduled vacation period. Employees may be subject to vacation cancellation and recall pursuant to City Personnel Rules and Regulations.

7. BEREAVEMENT LEAVE

Classified permanent or promotional probationary employees may be granted a maximum of ninety-six (96) hours or four (4) shifts from accrued leave time for each instance to deal with matters related to the funeral, death, or critical illness (where death appears imminent) of any member of the employee's immediate family, including aunt, uncle, brother-in-law, sister-in-law, daughter-in-law and son-in-law.

Annual Leave usage for Bereavement Leave shall be taken by the employee in twelve hour or greater increments.

8. PERSONAL LEAVE TIME

- A. Any Personal Leave Time (PLT) remaining on the books may be used by employees for time off on an hour for hour basis until the employee has exhausted the bank. Use of PLT time shall be subject to the following:
- (1) Use of PLT shall be subject to the operating needs of the Fire department.
 - (2) Use of PLT shall not cause the Fire department to backfill behind an employee using PLT.
 - (3) PLT shall have no cash value and may not be cashed out. If an employee terminates employment with the City or retires, any PLT remaining in the bank shall be surrendered with no value to the employee.

ARTICLE VII. INSURANCE

The City's obligation for health, dental, vision, life and disability insurance coverage is limited to plan contribution. Plan content, including eligibility criteria, is determined by the respective carriers.

1. HEALTH INSURANCE

- A. Effective April 1, 2011, as demonstrated in the example below, employees shall be included in the same health plan design as the majority of City employees, including copayments. The City's maximum monthly contribution for active employee health insurance coverage shall be adjusted annually to an amount equal to 50% of the increase, if any, above the prior year's Kaiser monthly premium rate combined with the City's prior year contribution amount for employee only, employee plus 1, and employee plus 2 or more (rounded to the next whole number). The employee is

responsible for the difference between the applicable premium and the City's contribution.

Example:

Employee only category: The 2010 monthly premium for Kaiser employee only is \$507.89 and the City's maximum monthly contribution is \$486.00. If this premium increases by 10% for 2011, or to \$558.68, the City's contribution for 2011 for the employee only category would be computed as follows: $\$558.68 - \$507.89 = \$50.79$, $\$50.79 \times 50\% = \23.40 , $\$486.00 + \$23.40 = \$509.40$. After rounding to the next whole number, the City's maximum contribution for health insurance for the employee only category would be \$509 per month. If the premium increases by 10% for 2012, or to \$614.55, the City's contribution for 2012 for the employee only category would be computed as follows: $\$614.55 - \$558.68 = \$55.87$, $\$55.87 \times 50\% = \27.93 , $\$509.00 + \$27.93 = \$536.93$. After rounding to the next whole number, the City's maximum contribution for health insurance for the employee only category would be \$537 per month.

Employee plus 1 category: The 2010 monthly premium for Kaiser employee plus 1 is \$1,015.78 and the City's maximum monthly contribution is \$972.00. If this premium increases by 10% for 2011, or to \$1,117.36, the City's contribution for 2011 for the employee plus 1 category would be computed as follows: $\$1,117.36 - \$1,015.78 = \$101.58$, $\$101.58 \times 50\% = \50.79 , $\$972.00 + \$50.79 = \$1,022.79$. After rounding to the next whole number, the City's maximum contribution for health insurance for the employee plus 1 category would be \$1,023 per month. If the premium increases by 10% for 2012, or to \$1,229.10, the City's contribution for 2012 for the employee plus 1 category would be computed as follows: $\$1,229.10 - \$1,117.36 = \$111.74$, $\$111.74 \times 50\% = \55.87 , $\$1,023.00 + \$55.87 = \$1,078.87$. After rounding to the next whole number, the City's maximum contribution for health insurance for the employee plus 1 category would be \$1,079 per month.

Employee plus 2 or more category: The 2010 monthly premium for Kaiser employee plus 2 or more is \$1,320.52 and the City's maximum monthly contribution is \$1,263.00. If this premium increases by 10% for 2011, or to \$1,452.57, the City's contribution for 2011 for the employee plus 2 or more category would be computed as follows: $\$1,452.57 - \$1,320.00 = \$132.57$, $\$132.57 \times 50\% = \66.29 , $\$1,263 + \$66.29 = \$1,329.29$. After rounding to the next whole number, the City's maximum contribution for health insurance for the employee plus 2 or more category would be

\$1,329 per month. If the premium increases by 10% for 2012, or to \$1,597.83, the City's contribution for 2012 for the employee plus 2 or more category would be computed as follows: $\$1,597.83 - \$1,452.57 = \$145.26$, $\$145.26 \times 50\% = \72.63 , $\$1,329 + \$72.63 = \$1,401.63$. After rounding to the next whole number, the City's maximum contribution for health insurance for the employee plus 2 or more category would be \$1,402 per month.

- B. Employees who select a health plan with higher monthly premiums than the maximum monthly premium paid by the City (Section A above) shall pay the difference through payroll deduction. Should employees select a health plan with lower monthly premiums than the maximum monthly premium paid the City, the City's contribution shall be limited to the cost of the monthly premium.
- C. Notwithstanding Section 1, Item A, the City's maximum monthly contribution for active employee health insurance coverage shall not be reduced more than eighty percent (80%) of the Kaiser premium cost for the employee only category, employee plus 1 category, or employee plus 2 or more category.
- D. High Deductible Health Plans
- (1) The City agrees to offer ~~two~~ High Deductible Health Benefit Plans offered by the health benefit plan carriers.
 - (2) The City agrees to make available a Health Savings Account (HSA) to eligible active employees who select ~~either of the~~ High Deductible Health Benefit Plans.
 - (3) Fifty percent (50%) of the difference between the City's monthly contribution towards the cost of the Kaiser HMO Health plan premiums as set forth in Article VII, Section 1 of the MOU and the monthly premium for a High Deductible Health Plan shall be contributed into the employee's HSA. ~~The City shall make this contribution through December 31, 2019, after which this Section shall sunset.~~
- Tax status of contributions, contribution amounts, and use of HSA funds shall be in accordance with federal and state law.
- E. The City will maintain an IRS 125 Medical Reimbursement Account. Employees may participate in the account pursuant to administrative procedures established by the City.

F. ~~Employees hired after October 1, 2000 and who retire from City service must have at least 60 months of continuous service as a City employee to qualify for dental and vision benefits.~~

2. DENTAL INSURANCE

Dental insurance will be provided by Delta Dental Services, Inc. The City will contribute ~~100%~~ 80% of the monthly premium for an employee, employee and dependent or an employee plus family as set forth in the plan document. Employees will contribute 20% of the monthly premium. The Delta Dental Preferred Provider Program shall provide coverage maximum of \$1,750 per year for employees/dependents who patronize Preferred Provider Program participating dentists. Employees/dependents that choose non-participating dentists shall have a coverage maximum of \$1,500 per year.

3. VISION CARE

Vision insurance will be provided by Vision Services Plan (VSP). The City will contribute ~~100%~~ 80% of the monthly premium for an employee, employee and dependent or an employee plus family as set forth in the plan document. Employees will contribute 20% of the monthly premium.

The following elements shall provide the basis of VSP coverage:

- A. One eye exam every 12 months;
- B. One set of lenses every 12 months;
- C. \$100 allowance/~~whole sale~~wholesale basis for frames; and
- D. A co-pay of \$5.00 per visit.

4. LIFE INSURANCE

The City agrees to provide \$60,000 life insurance coverage and \$60,000 accidental death and dismemberment coverage for employees covered by this MOU.

Eligible dependents shall receive \$2,000 life insurance coverage.

5. SHORT TERM DISABILITY PROGRAM

The City agrees to provide a Short Term Disability Insurance Program, with the City paying 100% of the premium rate for the weekly indemnity insurance program (short-term disability) of up to 60% of salary, subject to the plan maximum, for up to sixty (60) calendar days. The waiting period

for initiation of benefits shall be twelve (12) calendar days. Otherwise, the City's obligation to provide Short Term Disability insurance coverage is limited to plan contributions. The Short Term Disability insurance carrier shall determine plan content. Any change in the Short Term Disability Insurance plan that results in changes to the disability benefit is subject to meeting and conferring

~~The City agrees to continue the current Short Term Disability Program, for employees covered by this MOU.~~

~~The City agrees to provide a Short Term Disability Insurance Program, with the City paying 100% of the premium rate for the weekly indemnity insurance program (short term disability) of 60% of salary for up to 26 weeks. The waiting period for initiation of benefits shall be 12 calendar days.~~

6. LONG TERM DISABILITY PROGRAM

The City agrees to provide a long-term disability program for employees in the CFFDMME Bargaining Unit as provided in the plan document. Plan coverage shall provide a maximum benefit of up to 60% of salary, up to age 65. The maximum payment on this plan is subject to plan agreement. The City agrees to provide a long-term disability program for employee coverage shall provide for a maximum benefit of 60% of salary, up to age 65. This program is for non-job-related injuries or illness.

7. RETIREE HEALTH INSURANCE

A. Effective May 8, 2007, existing employees as of that date who retire¹ from City service may participate in the health insurance plans made available by the City for active employees until age 65 when they move to a Medicare Advantage Plan per section 4.A.ii.b. The amount of the City's monthly contribution shall be determined as set forth below. Any costs that exceed the maximum paid by the City towards retiree health insurance costs shall be borne by the retiree.

- (1). Employees who retire with less than 5 years of service² shall not be eligible to receive any City contribution toward the cost of retiree health insurance.

¹ "Existing employees" are exclusively permanent and/or probationary employees of the City of Folsom on the date ~~this the Addendum is was~~ approved by the Folsom City Council (May 8, 2007). "Retire" or "retiree" is defined as any classified City employee who (1) applies for retirement with the Public Employees' Retirement System (PERS) within ninety (90) days after terminating employment with the City; and (2) receives a PERS retirement benefit.

² "Service" is defined as full time (or equivalent) continuous permanent and/or probationary employment status with the City of Folsom.

- (2). Employees who retire with more than 5 years of service shall qualify for a monthly City retiree health insurance contribution.
- i. Subject to the maximum set forth in Item 3 below, the City retiree health insurance contribution shall be as follows:
 - ii. Retiree only – an amount equal the City’s contribution towards active employee health insurance for the category of “employee only.”
 - iii. Retiree and one dependent – an amount equal to the City’s contribution towards active employee health insurance for the category of “employee plus one.”
 - iv. Retiree and two or more dependents – an amount equal to the City’s contribution towards active employee health insurance for the category of “employee plus two or more” until the retiree reaches age 55. Thereafter, the City’s contribution towards a retiree with two or more dependents shall be an amount equal to the City’s contribution towards active employee health insurance for the category of “employee plus one” plus \$100.
 - v. Retirees and their covered family members who are Medicare eligible must move to an offered Medicare Advantage Plan option when they reach Medicare eligibility. These plans require that they enroll and pay for Medicare parts A and B. Retirees are responsible for showing proof of Medicare enrollment as required by the carrier. Medicare eligible retirees will be dropped from the City’s non-Medicare plan upon Medicare eligibility and/or charged any additional costs associated for noncompliance by the plan carrier.
- (3). The City’s monthly contribution toward the cost of retiree health insurance shall not exceed the maximum monthly contribution paid by the City to active employee health insurance for the categories of employee only (for retiree only), employee plus one (for retiree plus one dependent), and employee plus one plus \$100 (for retiree plus two or more dependents), as of January 1, 2012.
- i. The January 1, 2012 cap for each category shall be adjusted each January thereafter by an amount not to exceed 3%, depending on the percent increase in the Consumer Price Index (CPI), U.S. Department of Labor, for November - November of the previous year, Index CPI-W, Urban Wage

Earners and Clerical Workers, Series #CWUR0400SA0, United States. (Example, if the cost of living for the specified period increases by 2%, the cap shall be increased by 2%. If the cost of living for the specified period increases by 4%, the cap shall be increased by 3% (cost of living increases in the cap shall be rounded to the nearest tenth.)

~~Pursuant to applicable law, if administratively possible the City shall establish a tax-exempt retiree health plan for all employees in the CFFDMME Bargaining Unit. The purpose of the plan is to provide a mechanism whereby employees may voluntarily contribute toward future costs of retiree health insurance premiums and related expenses. The governing plan shall be agreed to by CFFDMME and the City.~~

- (4). The City shall contribute \$25 per pay period into the VEBA/RHSA an HRA for each probationary/permanent employee hired after July 1, 2008.

C. Retiree Health Benefits Reopener

- (1). ~~The City agrees to conduct a bi-annual actuarial study of the cost of health benefit programs for employees who retire from City employment.~~
- (2). ~~A copy of the completed actuarial study shall be sent to each employee organization that represents City employees. Upon request of either the City or CFFDMME, the parties agree to reopen the MOU and meet and confer in good faith on MOU provisions covering health, dental, and/or vision insurance programs for active employees and/or active employees who retire from City employment.~~
- (3). ~~If the City and an employee organization other than CFFDMME reopen that employee organization's MOU on the MOU provisions referenced in Item 2 above, the City will immediately notify CFFDMME and offer to meet and confer.~~

- DC. Effective Employees who retire from City service as of January 1, 2020 must have at least 60-120 months of continuous service as a City employee to qualify for dental and vision insurance benefits provided to active employees. For those retiring on or after October 1, 2020, the City shall contribute 5% of the premium per year of City service, up to an 80% City contribution.

ARTICLE VIII. ALLOWANCES AND REIMBURSEMENTS

1. UNIFORM ALLOWANCE

- A. The City agrees to pay employees the sum of ~~nine hundred one thousand and seventy-five (\$975,107.50)~~ one thousand and seventy-five (\$1,075.00) per year for the purchase of approved on duty uniforms and attire. All uniforms purchased shall comply with the most current regulations and specifications as identified in Standard Operating Procedures (SOP).
- B. The City agrees to continue providing employees covered by this MOU the current uniform laundering services, with costs being assumed by the City. ~~This subsection shall sunset on December 31, 2019.~~

2. TUITION/BOOKS REIMBURSEMENT

Employees who attend job related classes/training programs that are approved by the department shall be entitled to reimbursement of costs for books, tuition, and lodging (pursuant to the City's lodging reimbursement schedule) up to ~~eight-nine hundred dollars (\$800,900.00)~~ nine hundred dollars (\$900.00) per fiscal year. The Fire Chief may authorize additional employee reimbursement costs above this limit, when requested by the employee, should said request not exceed the budgeted amount of the department for this program.

Approval shall be given by the department Training Officer prior to the beginning of the class/training program. The City shall implement a procedure that allows for payment of an authorized class up front when requested by the employee.

An employee may repeat a job-related course to maintain or upgrade his/her knowledge, skills and abilities.

Attendance in job related classes/training programs will be non-mandatory and will not include overtime payment or reimbursement for costs of transportation, meals, or other incidental expenditures, unless otherwise specified prior to the course and approved by the department.

Employees who fail to attend or satisfactorily complete a job-related class/training program shall reimburse the department for all costs incurred by the City. The City shall deduct the total amount of monies spent by the department from the employee's paycheck over the next four (4) pay periods.

3. SCBA OPTICS REIMBURSEMENT

Optical wear (lenses) suitable for insertion into SCBA mask are reimbursable by the City. Employees should use the claim reimbursement form and submit it within thirty (30) days using the chain of command.

ARTICLE IX. MISCELLANEOUS

1. JOB CLASSIFICATIONS

- A. The City recognizes that CFFDMME has a vital interest in the content of fire job specifications, including minimum qualifications and promotional patterns, for classifications represented by CFFDMME.
- B. The City agrees to notify CFFDMME anytime the City proposes to recruit and examine for, or to modify, fire job classifications represented by CFFDMME. The City agrees to meet and consult with CFFDMME over such proposed changes if CFFDMME so requests.
- C. On its own initiative, CFFDMME may at any time notify the City Human Resources Director that CFFDMME requests to meet and consult with the City over CFFDMME proposed modifications to the recruitment and examination procedure, and/or job specifications for fire classifications represented by CFFDMME. The City shall schedule a meet and consult session in response to such request.
- D. Nothing in this provision shall be construed as to require the City to divulge information or change procedures that in any way would compromise the integrity of the City's merit system.

2. SHORT TERM SUSPENSION

The parties agree that the members of this unit are not subject to short-term suspension as defined by the Personnel Rules and Regulations of the City of Folsom.

~~3. FITNESS/ EVALUATION (WELLNESS)~~

~~A. The City and CFFDMME agree to work cooperatively during the term of this MOU to implement and maintain a long-term wellness-fitness program for all uniformed personnel. The wellness-fitness program shall be generally consistent with the guidelines recommended by the Third Edition of the Fire Service Joint~~

~~Labor Management Wellness-Fitness Initiative, and as approved by the Fire Chief.~~

~~BA. The City and CFFDMME agree to support a comprehensive, mandatory annual medical examination for all uniformed employees represented by CFFDMME, as a component of the wellness-fitnessfitness/wellness program.~~

~~GB. The City agrees to an established a wellness/fitnessfitness/wellness work out period for all CFFDMME employees during the normal work shift.~~

~~4. LABOR/MANAGEMENT TEAM~~

~~A. The City and CFFDMME agree to establish a joint labor-management team. The primary purpose of the labor-management team is to identify problem areas within the fire department, and to develop operational plans and policies which will assist in mitigating the problem area.~~

~~B. The team will meet regularly and will consist of the Fire Chief or designee and a maximum of three (3) representatives of CFFDMME. The labor-management team may also include representatives of other bargaining units within the department as determined appropriate by the Fire Chief or designee.~~

5. SENIORITY FOR PURPOSES OF LAYOFF

Seniority for purposes of layoff shall be defined by the date of the most recent appointment to the classification. Time served as a probationary employee in the class shall be included in determining seniority.

ARTICLE X. SIGNATURE CLAUSE

1. **SIGNATURE CLAUSE**

The terms and conditions of this Memorandum of Understanding are executed this _____ day of _____, ~~2019~~2020, by the Employer-Employee representatives whose signatures appear below on behalf of their respective organizations.

City of Folsom

CFFDMME

Elaine Andersen
City Manager

Chad Wilson
CFFDMME Representative

Jim Francis
Human Resources Director

Ken Cusano
CFFDMME Representative

Felipe Rodriguez
Fire Chief

Mark Piacentini
CFFDMME Representative

Dennis Batchelder
City Representative

Chris Fletchall
CFFDMME Representative

Kristine Haile
City Representative

ATTACHMENT A

Fire Mid-Management Salary Ranges

	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	<u>6</u>	<u>7</u>	<u>8</u>
<u>Fire Battalion Chief</u>								
<u>1/1/2020</u>	<u>\$135,893</u>	<u>\$139,290</u>	<u>\$142,772</u>	<u>\$146,342</u>	<u>\$150,000</u>	<u>\$153,750</u>	<u>\$157,594</u>	<u>\$161,534</u>
<u>1/1/2021</u>	<u>\$138,950</u>	<u>\$142,424</u>	<u>\$145,985</u>	<u>\$149,634</u>	<u>\$153,375</u>	<u>\$157,210</u>	<u>\$161,140</u>	<u>\$165,168</u>
<u>1/1/2022</u>	<u>\$142,424</u>	<u>\$145,985</u>	<u>\$149,634</u>	<u>\$153,375</u>	<u>\$157,210</u>	<u>\$161,140</u>	<u>\$165,168</u>	<u>\$169,298</u>
<u>Fire Division Chief</u>								
<u>1/1/2020</u>	<u>\$157,594</u>	<u>\$161,534</u>	<u>\$165,572</u>	<u>\$169,711</u>	<u>\$173,954</u>	<u>\$178,303</u>	<u>\$182,760</u>	
<u>1/1/2021</u>	<u>\$161,140</u>	<u>\$165,168</u>	<u>\$169,297</u>	<u>\$173,530</u>	<u>\$177,868</u>	<u>\$182,315</u>	<u>\$186,873</u>	
<u>1/1/2022</u>	<u>\$165,168</u>	<u>\$169,297</u>	<u>\$173,530</u>	<u>\$177,868</u>	<u>\$182,315</u>	<u>\$186,873</u>	<u>\$191,544</u>	