



City of La Quinta

CITY / SA/ HA/ FA MEETING DATE: July 1, 2014

ITEM TITLE: ADOPT RESOLUTION TO APPROVE MEMORANDUM OF UNDERSTANDING BETWEEN CITY OF LA QUINTA AND LA QUINTA CITY EMPLOYEES' ASSOCIATION FOR FISCAL YEAR 2014/2015

AGENDA CATEGORY:

BUSINESS SESSION:

CONSENT CALENDAR: 9

STUDY SESSION:

PUBLIC HEARING:

RECOMMENDED ACTION:

Adopt a Resolution approving a Memorandum of Understanding between the City of La Quinta and the La Quinta City Employees' Association for Fiscal Year 2014/2015.

EXECUTIVE SUMMARY:

- The current Memorandum of Understanding (MOU) with the La Quinta City Employees Association (LQCEA) expires on June 30, 2014.
- The recommended MOU shall take effect on July 1, 2014 and shall remain in effect through June 30, 2015.
- The MOU implements:
 - A Pay for Performance Classification and Compensation System, shown on Attachment 1 (Authorized Positions) and Attachment 2 (Schedule of Salary Ranges). All employees below the job rate of their new range shall be brought to the salary closest to, but not lower than, their current salary.
 - Provides a one-time lump sum recognition payment (in lieu of a Cost of Living Adjustment) of \$1,500 for each LQCEA member hired prior to January 1, 2014.
 - Increases the Educational Incentive Program total reimbursement amount to \$25,000 with a maximum fiscal year reimbursement per employee of \$2,500.

- Grants an additional 4 hours of paid holiday time for Christmas Eve and New Year’s Eve when those days fall on a weekday (employees currently work a half day on both of these holidays). The additional holiday hours would apply when either day when falls on the weekend.
- Updates the Computer Purchase Program policy to be less restrictive on purchasing guidelines.
- Will subsequently incorporate various legislative and procedural amendments to the Personnel Policies, to be reviewed and approved by the LQCEA prior to August 1, 2014.

FISCAL IMPACT:

The MOU with LQCEA will cost \$110,000 to implement the salary adjustments and one-time recognition payments. The FY 2014/14 Central Services budget contains \$120,000 to implement the Pay for Performance Classification and Compensation System.

BACKGROUND/ANALYSIS:

The City and LQCEA, in a series of meetings beginning March 6, 2014, met and conferred on matters relating to employment conditions and employer/employee relations including wages, hours, and other terms of employment. The LQCEA Negotiating Team worked diligently to explore and craft ways to assist the City in implementing the Pay for Performance Classification and Compensation System and other negotiable items in a manner that was beneficial to everyone. The attached MOU (Exhibit A of the Resolution) is the result of these meetings and discussions. A summary of the most significant changes from the previous MOU are outlined below:

Term	1 year, beginning July 1, 2014 and ending June 30, 2015
Salary	A new Classification and Compensation System tied to a Pay for Performance compensation model adjusts salaries where appropriate to align with the new Salary Schedule; a one-time lump sum recognition payment of \$1,500 for all members hired prior to January 1, 2014 (not added to base salary and does not require a City or employee PERS retirement contributions)
Medical, Dental, Vision & Life Insurance Coverage	Existing medical cap remains at \$1,312 per month; no medical reopener during term of MOU

Educational Incentive Program	Total budget increased to \$25,000 with a maximum of \$2,500 per employee per fiscal year
Holidays	Add 4 hours of paid holiday leave for Christmas Eve and New Year's Eve when those days fall on a weekday. The additional holiday hours do not apply to either day when they fall on a weekend
CalPERS Retirement	Employee continues to pay employee's full share, to a maximum of 8% of annual salary; the existing funding formula upon retirement remains: 2% of an employee's salary for each year of service at age 60 for employees who are existing CalPERS members and 2% of an employee's salary for each year of service at age 62 for employees who join CalPERS
Personnel Policy Additions & Amendments	To be reviewed and approved prior to finalization (outlined in Exhibit A to the Resolution); these amendments will incorporate the Classification and Compensation System and Pay for Performance compensation model

The Pay for Performance compensation model has traditionally been reserved for the private sector, while many public sector employers continue to utilize a "step and grade" method of compensation, which rewards employees for longevity rather than performance. The Pay for Performance model is predicated on the belief that employees should be compensated based on their performance, and those employees whose performance exceeds the expectations of the organization are duly rewarded for their efforts. The Performance Evaluation model used in a Pay for Performance model is crafted such that distinctions between a "successful" employee and an "exceptional" employee are identifiable and measurable. Employers are able to reward employees for exhibiting the behaviors that are valued by and important to their organization, thus creating an environment of greater innovation, creativity and job satisfaction.

ALTERNATIVES:

The City and Association have worked in a true spirit of cooperation to assemble this MOU to equitably serve the needs of both parties. Approval of the MOU will conclude a successful labor negotiation process. Staff does not recommend any alternatives.

Report prepared by: Terry Deeringer, Human Resources/Risk Manager
 Report approved for submission by: Frank J. Spevacek, City Manager

- Attachments:
1. 2014/2015 Authorized Positions
 2. 2014/2015 Schedule of Salary Ranges

CITY OF LA QUINTA		
AUTHORIZED POSITIONS - SALARY RATINGS		
EFFECTIVE JULY 1, 2014		
AUTHORIZED POSITION TITLE	RATING	AUTHORIZED POSITION TITLE
Account Technician	B22	Informational Services Analyst
Accounting Manager	D61	Maintenance Foreman
Animal Control/Code Compliance Officer	B23	Maintenance Manager
Animal Control/Code Compliance Supervisor	B32	Maintenance Worker I
Assistant Civil Engineer	C42	Maintenance Worker II
Assistant to the City Manager	D61	Management Analyst
Associate Planner	C42	Office Assistant
Building Official/Emergency Manager	D62	Permit Operations Supervisor
Building Inspector II	B23	Permit Technician
Business Analyst	C42	Planning Manager
City Clerk	D61	Plans Examiner/Inspection Supervisor
City Manager	F101	Principal Engineer
Community Development Director	E81	Principal Planner
Community Services Director	E81	Public Works Director/City Engineer
Deputy City Clerk	B24	Public Works Inspector I
Executive Assistant	B22	Public Works Inspection Supervisor
Executive Office Assistant	A11	Recreation Activities Coordinator
Facilities Maintenance Coordinator	B23	Recreation Supervisor
Facilities Maintenance Worker	A11	Secretary
Finance Director/Treasurer	E82	Senior Account Clerk
Financial Services Assistant	C41	Senior Secretary
Golf and Park/Landscape Manager	D61	Traffic Signal Maintenance Supervisor
Housing Coordinator	B24	Traffic Signal Technician
Human Resources/Gen. Svcs. Manager	D61	

* City Manager salary is determined by City Council contract

ANNUAL SALARY RANGES

DBM	JOB RATE -						
	MIN - Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
A11	\$36,729.54	\$38,566.02	\$40,402.50	\$42,238.98	\$44,075.45		
A12	\$40,410.29	\$42,430.81	\$44,451.32	\$46,471.84	\$48,492.35		
A13	\$44,091.04	\$46,295.59	\$48,500.14	\$50,704.70	\$52,909.25		
B21	\$47,782.84	\$50,171.98	\$52,561.13	\$54,950.27	\$57,339.41		
B22	\$51,463.59	\$54,036.77	\$56,609.95	\$59,183.13	\$61,756.31		
B23	\$55,144.34	\$57,901.55	\$60,658.77	\$63,415.99	\$66,173.20		
B24	\$59,753.56	\$62,741.24	\$65,728.92	\$68,716.60	\$71,704.27		
B25	\$65,280.21	\$68,544.22	\$71,808.23	\$75,072.24	\$78,336.25		
B31	\$59,753.56	\$62,741.24	\$65,728.92	\$68,716.60	\$71,704.27		
B32	\$65,280.21	\$68,544.22	\$71,808.23	\$75,072.24	\$78,336.25		
MIN -							
C41	\$67,093.86	\$69,889.66	\$72,685.46	\$75,481.26	\$78,277.06	\$81,069.51	\$83,867.32
C42	\$70,627.38	\$73,570.42	\$76,513.46	\$79,456.50	\$82,399.55	\$85,339.06	\$88,284.22
C43	\$74,160.89	\$77,251.18	\$80,341.46	\$83,431.75	\$86,522.03	\$89,608.61	\$92,701.12
C44	\$78,585.75	\$81,860.42	\$85,135.09	\$88,409.76	\$91,684.42	\$94,955.16	\$98,232.19
C45	\$83,891.33	\$87,387.09	\$90,882.84	\$94,378.59	\$97,874.34	\$101,365.90	\$104,864.17
D61	\$88,316.19	\$91,966.32	\$95,676.46	\$99,386.60	\$103,096.73	\$106,712.45	\$110,395.24
D62	\$92,732.00	\$96,596.14	\$100,460.28	\$104,324.43	\$108,188.57	\$112,048.07	\$115,915.00
D63	\$97,368.60	\$101,425.95	\$105,483.30	\$109,540.65	\$113,598.00	\$117,650.48	\$121,710.75
D64	\$102,237.03	\$106,497.25	\$110,757.46	\$115,017.68	\$119,277.90	\$123,533.00	\$127,796.29
D65	\$107,348.88	\$111,822.11	\$116,295.34	\$120,768.56	\$125,241.79	\$129,709.65	\$134,186.10
E81	\$112,716.32	\$117,413.21	\$122,110.10	\$126,806.99	\$131,503.88	\$136,195.13	\$140,895.40
E82	\$118,352.14	\$123,283.87	\$128,215.61	\$133,147.34	\$138,079.07	\$143,004.89	\$147,940.18
E83	\$124,269.75	\$129,448.07	\$134,626.39	\$139,804.71	\$144,983.03	\$150,155.14	\$155,337.18
F101	\$160,000.00	\$166,667.20	\$173,334.40	\$180,001.60	\$186,668.80	\$193,328.00	\$200,000.00

MONTHLY SALARY RANGES

DBM	JOB RATE -						
	MIN - Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
A11	\$3,060.80	\$3,213.84	\$3,366.87	\$3,519.91	\$3,672.95		
A12	\$3,367.52	\$3,535.90	\$3,704.28	\$3,872.65	\$4,041.03		
A13	\$3,674.25	\$3,857.97	\$4,041.68	\$4,225.39	\$4,409.10		
B21	\$3,981.90	\$4,181.00	\$4,380.09	\$4,579.19	\$4,778.28		
B22	\$4,288.63	\$4,503.06	\$4,717.50	\$4,931.93	\$5,146.36		
B23	\$4,595.36	\$4,825.13	\$5,054.90	\$5,284.67	\$5,514.43		
B24	\$4,979.46	\$5,228.44	\$5,477.41	\$5,726.38	\$5,975.36		
B25	\$5,440.02	\$5,712.02	\$5,984.02	\$6,256.02	\$6,528.02		
B31	\$4,979.46	\$5,228.44	\$5,477.41	\$5,726.38	\$5,975.36		
B32	\$5,440.02	\$5,712.02	\$5,984.02	\$6,256.02	\$6,528.02		
MIN -							
C41	\$5,591.15	\$5,824.14	\$6,057.12	\$6,290.11	\$6,523.09	\$6,755.79	\$6,988.94
C42	\$5,885.61	\$6,130.87	\$6,376.12	\$6,621.38	\$6,866.63	\$7,111.59	\$7,357.02
C43	\$6,180.07	\$6,437.60	\$6,695.12	\$6,952.65	\$7,210.17	\$7,467.38	\$7,725.09
C44	\$6,548.81	\$6,821.70	\$7,094.59	\$7,367.48	\$7,640.37	\$7,912.93	\$8,186.02
C45	\$6,990.94	\$7,282.26	\$7,573.57	\$7,864.88	\$8,156.20	\$8,447.16	\$8,738.68
D61	\$7,359.68	\$7,666.36	\$7,973.04	\$8,279.72	\$8,586.39	\$8,892.70	\$9,199.60
D62	\$7,727.67	\$8,049.68	\$8,371.69	\$8,693.70	\$9,015.71	\$9,337.34	\$9,659.58
D63	\$8,114.05	\$8,452.16	\$8,790.27	\$9,128.39	\$9,466.50	\$9,804.21	\$10,142.56
D64	\$8,519.75	\$8,874.77	\$9,229.79	\$9,584.81	\$9,939.82	\$10,294.42	\$10,649.69
D65	\$8,945.74	\$9,318.51	\$9,691.28	\$10,064.05	\$10,436.82	\$10,809.14	\$11,182.17
E81	\$9,393.03	\$9,784.43	\$10,175.84	\$10,567.25	\$10,958.66	\$11,349.59	\$11,741.28
E82	\$9,862.68	\$10,273.66	\$10,684.63	\$11,095.61	\$11,506.59	\$11,917.07	\$12,328.35
E83	\$10,355.81	\$10,787.34	\$11,218.87	\$11,650.39	\$12,081.92	\$12,512.93	\$12,944.77
F101	\$13,333.33	\$13,888.93	\$14,444.53	\$15,000.13	\$15,555.73	\$16,110.67	\$16,666.67

RESOLUTION NO. 2014-

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LA QUINTA, CALIFORNIA, APPROVING AND ADOPTING A MEMORANDUM OF UNDERSTANDING BETWEEN THE CITY OF LA QUINTA AND THE LA QUINTA CITY EMPLOYEES' ASSOCIATION (LQCEA) COMMENCING ON JULY 1, 2014, AND TERMINATING JUNE 30, 2015

WHEREAS, the City of La Quinta, hereinafter referred to as "City" and the La Quinta City Employees' Association, the recognized organization representing its members, hereinafter referred to as "Association," have met and conferred over wages, hours, terms, and conditions of employment pursuant to Government Code 3500, as amended; and

WHEREAS, the City and the Association have negotiated a Memorandum of Understanding for the period commencing on July 1, 2014, and terminating June 30, 2015; and

WHEREAS, the Association ratified the Memorandum of Understanding on June 25, 2014.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of La Quinta, California, as follows:

Section 1. The City does hereby ratify and approve, ratify and authorize implementation of each economic and non-economic benefit and right set forth in the Memorandum of Understanding between the City and the Association, attached and incorporated herein as Exhibit "A" and said to the extent the City may legally do so in accordance with the time constraints of said Memorandum of Understanding.

PASSED, APPROVED, and ADOPTED at a regular meeting of the La Quinta City Council held on this 1st day of July, 2014, by the following vote to wit:

AYES:

NOES:

ABSENT:

ABSTAIN:

DON ADOLPH, Mayor
City of La Quinta, California

ATTEST:

SUSAN MAYSELS, City Clerk
City of La Quinta, California
(City Seal)

APPROVED AS TO FORM:

M. KATHERINE JENSON, City Attorney
City of La Quinta, California

MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding ("MOU") is made and entered into by and between the CITY OF LA QUINTA ("City") and the LA QUINTA CITY EMPLOYEES' ASSOCIATION ("Association").

WHEREAS, the City and the Association have met and conferred in good faith with respect to the wages, hours, and terms and conditions of employment of City employees and all other subjects within the scope of bargaining under the Meyers-Miliias-Brown Act (Government Code Section 3500, et seq.), and have reached an agreement that they wish to set forth in writing in the form of this MOU;

NOW, THEREFORE, the City and the Association agree as follows:

SECTION 1: TERM.

This MOU shall take effect on July 1, 2014, and shall remain in effect for one (1) year through and including June 30, 2015.

SECTION 2: SALARY

A. Fiscal Year 2014-15.

The 2014/2015 Schedule of Salary Ranges ("Salary Ranges", and Classification Schedule ("Authorized Positions-Salary Ratings") reflect the Pay for Performance Classification and Compensation System agreed upon by the City and Association. Both documents attached hereto as Exhibits 1 and 2, respectively, and by this reference made a part hereof, shall become

effective on July 1, 2014, and shall remain in effect during the full term (July 1, 2014 through June 30, 2015) of this MOU.

1. One-Time Adjustment to Base Salary:

One-time adjustments to base salary will be made to bring those positions that are below the Job Rate in the new Salary Ranges to the salary closest to, but not lower than, the current salary for each member. These adjustments shall be retroactive to July 1, 2014.

2. Lump Sum Recognition Payments:

Lump Sum Recognition Payments in the amount of \$1,500 per person shall be awarded to all members hired prior to January 1, 2014 ("Lump Sum Recipients"). Each Lump Sum Recipient shall receive the lump sum recognition payment of \$1,500 in recognition of their efforts and concessions during the term of the previous MOU. The Lump Sum Recognition Payment is a one-time payment and will be paid out on or about August 15, 2014. The Lump Sum Recognition Payment is compensation earned that is in addition to and separate from base pay, and will not be considered earned wages for purposes of PERS contributions.

SECTION 3: PAY FOR PERFORMANCE CLASSIFICATION AND COMPENSATION SYSTEM

The City and Association agree to implement the Classification Schedule and Schedule of Salary Ranges as outlined in Section 2 as the first step toward instituting the Pay For Performance Classification and Compensation System recommended by Fox Lawson Consultants. City and

Association will be refining, revising, and training all employees on a new Performance Evaluation Model during the term of this MOU. The intention of the parties is to conduct practice evaluations during the summer/fall of 2014, and to move all employees to an annual evaluation schedule beginning July 2015. The salary adjustments and one-time recognition payments referenced in this MOU are to be the only adjustments of this kind made during the term of this MOU. An Implementation Schedule is provided as Exhibit 3, and may be revised from time to time during the term of this MOU upon mutual agreement of the parties.

SECTION 4: MEDICAL, DENTAL, VISION AND LIFE INSURANCE COVERAGE.

Effective July 1, 2014, the parties agree to the maximum contribution by the City of \$1,312.00 per month. The parties further agree the healthcare cap will not be the subject of a future meet and confer or "reopener" negotiations during the term of this MOU.

A. Contributions.

The employee contribution for insurance coverage shall be paid by payroll deduction as a condition of enrollment and continuous insurance coverage. The benefits, terms and conditions of coverage shall be governed by the formal plan documents.

B. Flexible Spending Plan.

The City has implemented a Flexible Spending Plan through Total Administrative Services Corporation (TASC) for interested employees. The

City has paid the initial one-time enrollment fee of \$350.00 and will pay the \$15.00 per employee enrollment fee for new employees who elect to join, and those employees who participate will pay the monthly administration fee and optional medical reimbursement debit card fee through payroll deduction.

SECTION 5: EDUCATIONAL INCENTIVE PROGRAM.

All employees are eligible for tuition reimbursement pursuant to Section 15.25 of the City's Personnel Policies. The total of such reimbursement for all employees shall not exceed \$25,000 during the term of this MOU at a maximum of \$2,500 (or 10%) per employee.

SECTION 6: MANAGEMENT RIGHTS.

Except as limited by the terms of this MOU, the City retains sole and exclusive right to manage its operations and direct its work force using any or all of the powers and authority previously exercised or possessed by the City or traditionally reserved to management, including but not limited to the right to determine its organization and the kinds and levels of services to be provided; to direct the work of its employees; to assign work from one classification of employees to another, including work currently performed by employees in the classifications covered by this MOU; to establish work standards and levels of required performance; to utilize part-time or temporary employees; to pay wages and benefits in excess of those required by this MOU; to select, modify, alter, abandon, or modernize methods of conducting its operations; to build, move, modify, close, or modernize

facilities, machinery, processes, and equipment; to establish budgetary procedures and allocations; to determine methods of raising revenues; to sublet and subcontract work except work currently performed by City employees; to take all necessary action in the event of an emergency; to establish and amend rules of conduct and to impose discipline and discharge; to establish and amend rules for safety and health; to select, hire, classify, reclassify, assign, evaluate, transfer, promote, demote, upgrade, downgrade, reprimand, discipline, suspend, discharge, lay off, and rehire employees; to determine job content and to create, combine or modify job classifications and rates or classes of pay; and to exercise all other customary powers and authority of management, regardless of whether the City has exercised such power previously. Nothing in this provision shall be construed to restrict grievances concerning any part of this MOU. In the event of an emergency, the City may amend, modify or rescind any provision of the MOU. Such amendment, modification or rescission shall remain in force only for the period of the emergency. The City shall have the sole and complete discretion to declare that an emergency exists for the purposes of this Section. City retains the right to reopen negotiations during the term of this MOU for the purpose of meeting and conferring on implementation of furlough days.

SECTION 7: NON-DISCRIMINATION.

All personnel decisions and actions, including but not limited to appointments, promotions, demotions, transfers, layoffs, and discharges, shall be made without regard to race, color, creed, sex, marital status, age, national origin or ancestry, physical or mental disability, medical condition, sexual orientation, or any other unlawful consideration. Further, the City shall not discriminate against any employee based upon his/her activity on behalf of his/her membership in any employee association or group.

SECTION 8: HOURS.

Employee hours of work shall be as stated in the City's Personnel Policies unless superseded as provided in Section 13 herein.

SECTION 9: HOLIDAYS.

Holidays shall be recognized as provided in the City's Personnel Policy, to include the addition of the following:

Four (4) additional hours paid holiday on Christmas Eve, when that day falls on a weekday; and

Four (4) additional hours paid holiday on New Years' Eve when that day falls on a weekday.

SECTION 10: VACATION.

9.1 Accrual. Vacation accrual shall be as provided in the City's Personnel Policies unless superseded as provided herein.

9.2 Buy-back. Vacation buy-back shall be as provided in the City's Personnel Policies unless superseded as provided herein.

SECTION 11: SICK LEAVE.

Sick leave shall be accrued as provided in the City's Personnel Policies unless superseded as provided herein.

SECTION 12: CalPERS RETIREMENT

A. Fiscal Year 2014-15.

For purposes of the City's election to pay to the California Public Employees' Retirement System (CalPERS), effective July 1, 2013, the City shall pay to CalPERS on behalf of each full-time, regular employee, the required employer contribution, and an amount equal to 0% of the required member contribution to CalPERS. Effective July 1, 2013, each full-time, regular employee shall pay an amount equal to 100% of the required member contribution to CalPERS, not to exceed eight percent (8%).

B. Public Employees' Retirement System (PERS) Retirement Formulas for New Hires.

Any employee hired on or after January 1, 2013 shall be subject to the following retirement formulas with the retiree's annuity based on the average of the employee's three (3) highest paid consecutive years, in accordance with the City's contract with PERS and the Public Employees' Pension Reform Act of 2013 (PEPRA):

Classic Employees (current PERS members) hired on or after
January 1, 2013: 2% @ 60

New Employees (new PERS members) hired on or after
January 1, 2013: 2% @ 62

C. Unused Sick Leave Election.

Government Code Section 20965 and the City's contract for retirement benefits with CalPERS permits conversion of unused sick leave to service credit, pursuant to certain restrictions. Upon retirement, employees are required to complete the "Unused Sick Leave Election Form" (Exhibit 4) prior to receiving their final paycheck. Upon retirement, employees will have the option of selecting one of the following: (1) receiving payout for the full amount of unused sick leave (pursuant to the payout schedule contained in Personnel Policy Section 14.20.4, as amended by this MOU); (2) receiving payout for a set amount of unused sick leave, and requesting conversion to service credit of the remainder; or (3) converting the entire amount of unused sick leave to service credit, waiving their right to a payout for unused sick leave.

SECTION 13: COMPUTER PURCHASE PROGRAM.

The City agrees to continue the Computer Purchase Program (Program) as set forth in the previous MOU, and to fund the Program in the amount of \$17,500 for the term of this MOU at a maximum of \$1,750 per employee. Any employee who has participated in the Program and has paid

his/her loan in full may participate again if there is money available after those employees who have not previously participated have been funded.

SECTION 14: ALTERNATE WORK WEEK SCHEDULE.

The City and Association agree to continue the Alternate Work Week Schedule ("AWWS"), utilizing a 9/80 schedule, whereby employees may elect to participate in the AWWS by working eight 9-hour days and one 8-hour day, with every other 8-hour day off. The AWWS will continue for the term of this MOU, or until cancelled by Management, whichever occurs sooner.

SECTION 15: PERSONNEL POLICY ADDITIONS AND AMENDMENTS.

The City and Association have agreed to modify City Personnel Policies where appropriate to clarify the intent of those policies. A red-lined version of the changes to the Personnel Policies shall be presented to the Association for review and final approval no later than August 1, 2014. The sections containing modifications are as follows:

- a) Section 1.65 Drug and Alcohol Free Workplace
- b) Section 1.80 Equal Opportunity Employment Policy & Sexual Harassment
- c) Section 1.98 Cell Phone Use Policy
- d) Section 2.0 Classification and Salary Plan
- e) Section 3.55 Layoffs/Reduction-in-Force/Recall
- f) Section 7.25 Family and Medical Leave

g) Section 14.30 Administrative Leave

h) Revisions, as needed, to other sections of the Personnel Policies, which are necessitated as a result of the implementation of the Pay for Performance Classification and Compensation System

SECTION 16: EMPLOYEE FITNESS MEMBERSHIP SUBSIDY AT DESERT RECREATION DISTRICT FITNESS CENTER.

The City agrees to subsidize the cost of membership at the Desert Recreation District's Fitness Center, which will be housed in La Quinta at the La Quinta Community Park on Avenida Montezuma. City employees may submit their paid receipt for Desert Recreation District membership to the City's Finance Department for reimbursement of \$40.00 toward their \$50.00 annual membership fee.

SECTION 17: SOLE AND ENTIRE AGREEMENT.

It is the intent of the parties hereto that the provisions of this MOU shall supersede all prior agreements, memoranda of agreement or memoranda of understanding, or contrary salary and/or personnel rules and regulations, administrative codes, provisions of the City (other than the Municipal Code), whether oral or written, expressed or implied, between the parties, and shall govern the entire relationship and be the sole source of any and all rights which may be asserted hereunder. This MOU is not intended to conflict with federal or state law. The Association and the City agree that all personnel rules not specifically included herein shall be incorporated herein by this reference. The City reserves the right to add to, modify or delete

from its Personnel Policies, subject to its obligations under the Meyers-Milias-Brown Act.

SECTION 18. WAIVER OF BARGAINING DURING TERM OF THIS AGREEMENT.

During the term of this MOU, the Association agrees that it will not seek to negotiate or bargain with respect to wages, hours and terms and conditions of employment, whether or not covered by this MOU or in the negotiations preceding execution of this MOU, except as required by specific provisions of this MOU. Despite the terms of this waiver, the parties may, by mutual agreement, agree in writing to meet and confer concerning any matter during the term of this MOU.

This MOU is hereby executed by the parties hereto as set forth below.

CITY OF LA QUINTA

DATED: _____, 2014 By: _____
Don Adolph, Mayor

LA QUINTA CITY EMPLOYEES'
ASSOCIATION

By: _____

By: _____

By: _____

DATED: _____, 2014

CITY OF LA QUINTA AUTHORIZED POSITIONS - SALARY RATINGS EFFECTIVE JULY 1, 2014			
<u>AUTHORIZED POSITION TITLE</u>	<u>RATING</u>	<u>AUTHORIZED POSITION TITLE</u>	<u>RATING</u>
Account Technician	B22	Informational Services Analyst	C41
Accounting Manager	D61	Maintenance Foreman	B24
Animal Control/Code Compliance Officer	B23	Maintenance Manager	D61
Animal Control/Code Compliance Supervisor	B32	Maintenance Worker I	A11
Assistant Civil Engineer	C42	Maintenance Worker II	A12
Assistant to the City Manager	D61	Management Analyst	C42
Associate Planner	C42	Office Assistant	A11
Building Official/Emergency Manager	D62	Permit Operations Supervisor	B32
Building Inspector II	B23	Permit Technician	B22
Business Analyst	C42	Planning Manager	D61
City Clerk	D61	Plans Examiner/Inspection Supervisor	B32
City Manager	F101	Principal Engineer	D62
Community Development Director	E81	Principal Planner	C44
Community Services Director	E81	Public Works Director/City Engineer	E82
Deputy City Clerk	B24	Public Works Inspector I	B23
Executive Assistant	B22	Public Works Inspection Supervisor	C43
Executive Office Assistant	A11	Recreation Activities Coordinator	B21
Facilities Maintenance Coordinator	B23	Recreation Supervisor	B24
Facilities Maintenance Worker	A11	Secretary	B21
Finance Director/Treasurer	E82	Senior Account Clerk	B21
Financial Services Assistant	C41	Senior Secretary	B21
Golf and Park/Landscape Manager	D61	Traffic Signal Maintenance Supervisor	B24
Housing Coordinator	B24	Traffic Signal Technician	B21
Human Resources/Gen. Svcs. Manager	D61		

* City Manager salary is determined by City Council contract

City of La Quinta
Schedule of Salary Ranges
Fiscal Year 2014/2015

Effective July 1, 2014

ANNUAL SALARY RANGES						
DBM	JOB RATE -					JOB RATE -
	MIN -	Step 1	Step 2	Step 3	Step 4	
A11	\$36,729.54	\$38,566.02	\$40,402.50	\$42,238.98	\$44,075.45	\$45,911.93
A12	\$40,410.29	\$42,430.81	\$44,451.32	\$46,471.84	\$48,492.35	\$50,512.87
A13	\$44,091.04	\$46,295.59	\$48,500.14	\$50,704.70	\$52,909.25	\$55,118.80
B21	\$47,782.84	\$50,171.98	\$52,561.13	\$54,950.27	\$57,339.41	\$59,728.55
B22	\$51,463.59	\$54,036.77	\$56,609.95	\$59,183.13	\$61,756.31	\$64,329.48
B23	\$55,144.34	\$57,901.55	\$60,658.77	\$63,415.99	\$66,173.20	\$68,687.41
B24	\$58,825.09	\$61,768.26	\$64,615.48	\$67,462.70	\$70,357.14	\$73,046.58
B25	\$62,505.84	\$65,544.22	\$68,382.60	\$71,220.38	\$74,099.76	\$76,816.92
B31	\$66,186.59	\$69,105.96	\$72,025.24	\$74,944.52	\$77,863.76	\$80,782.99
B32	\$69,867.34	\$72,975.21	\$75,894.49	\$78,813.27	\$81,732.05	\$84,650.82
C41	\$67,093.86	\$69,889.66	\$72,685.46	\$75,481.26	\$78,277.06	\$81,072.86
C42	\$70,627.38	\$73,570.42	\$76,513.46	\$79,456.50	\$82,399.55	\$85,284.22
C43	\$74,160.89	\$77,251.18	\$80,341.46	\$83,431.75	\$86,522.03	\$89,608.61
C44	\$77,694.40	\$80,889.69	\$84,084.98	\$87,275.27	\$90,465.94	\$93,651.21
C45	\$81,227.91	\$84,523.20	\$87,818.49	\$91,113.78	\$94,409.07	\$97,694.36
D61	\$88,316.19	\$91,896.32	\$95,476.45	\$99,056.58	\$102,216.71	\$105,376.84
D62	\$92,732.00	\$96,596.14	\$100,460.28	\$104,324.43	\$108,188.57	\$112,052.71
D63	\$97,368.60	\$101,425.95	\$105,483.30	\$109,540.65	\$113,598.00	\$117,655.35
D64	\$102,237.03	\$106,497.25	\$110,757.46	\$115,017.68	\$119,277.90	\$123,538.11
D65	\$107,348.88	\$111,822.11	\$116,295.34	\$120,768.56	\$125,241.79	\$129,709.65
E81	\$112,716.32	\$117,413.21	\$122,110.10	\$126,806.99	\$131,503.88	\$136,195.13
E82	\$118,352.14	\$123,283.87	\$128,215.61	\$133,147.34	\$138,079.07	\$143,004.89
E83	\$124,269.75	\$129,448.07	\$134,626.39	\$139,804.71	\$144,983.03	\$150,155.14
F101	\$160,000.00	\$166,667.20	\$173,334.40	\$180,001.60	\$186,668.80	\$193,332.00

MONTHLY SALARY RANGES						
DBM	JOB RATE -					JOB RATE -
	MIN -	Step 1	Step 2	Step 3	Step 4	
A11	\$3,060.80	\$3,213.84	\$3,366.87	\$3,519.91	\$3,672.95	\$3,825.99
A12	\$3,367.52	\$3,535.90	\$3,704.28	\$3,872.65	\$4,041.03	\$4,209.41
A13	\$3,674.25	\$3,857.97	\$4,041.68	\$4,225.39	\$4,409.10	\$4,592.81
B21	\$3,981.90	\$4,181.00	\$4,380.09	\$4,579.19	\$4,778.28	\$4,977.37
B22	\$4,288.63	\$4,503.06	\$4,717.50	\$4,931.93	\$5,146.36	\$5,360.79
B23	\$4,595.36	\$4,825.13	\$5,054.90	\$5,284.67	\$5,514.43	\$5,744.20
B24	\$4,979.46	\$5,228.44	\$5,477.41	\$5,726.38	\$5,975.36	\$6,224.33
B25	\$5,440.02	\$5,712.02	\$5,984.02	\$6,256.02	\$6,528.02	\$6,800.02
B31	\$4,979.46	\$5,228.44	\$5,477.41	\$5,726.38	\$5,975.36	\$6,224.33
B32	\$5,440.02	\$5,712.02	\$5,984.02	\$6,256.02	\$6,528.02	\$6,800.02
C41	\$5,591.15	\$5,824.14	\$6,057.12	\$6,290.11	\$6,523.09	\$6,755.99
C42	\$5,895.61	\$6,130.87	\$6,376.12	\$6,621.38	\$6,866.63	\$7,111.59
C43	\$6,180.07	\$6,437.60	\$6,695.12	\$6,952.65	\$7,210.17	\$7,467.38
C44	\$6,548.81	\$6,821.70	\$7,094.59	\$7,367.48	\$7,640.37	\$7,912.93
C45	\$6,990.94	\$7,282.26	\$7,573.57	\$7,864.88	\$8,156.20	\$8,447.16
D61	\$7,359.68	\$7,666.36	\$7,973.04	\$8,279.72	\$8,586.39	\$8,892.70
D62	\$7,727.67	\$8,049.68	\$8,371.69	\$8,693.70	\$9,015.71	\$9,337.34
D63	\$8,114.05	\$8,452.16	\$8,790.27	\$9,128.39	\$9,466.50	\$9,804.21
D64	\$8,519.75	\$8,874.77	\$9,229.79	\$9,584.81	\$9,939.82	\$10,294.42
D65	\$8,945.74	\$9,318.51	\$9,691.28	\$10,064.05	\$10,436.82	\$10,809.14
E81	\$9,393.03	\$9,784.43	\$10,175.84	\$10,567.25	\$10,958.66	\$11,349.59
E82	\$9,862.68	\$10,273.66	\$10,684.63	\$11,095.61	\$11,506.59	\$11,917.07
E83	\$10,355.81	\$10,787.34	\$11,218.87	\$11,650.39	\$12,081.92	\$12,512.99
F101	\$13,333.33	\$13,886.93	\$14,440.53	\$15,000.13	\$15,553.73	\$16,110.67

**Implementation Schedule - Pay for Performance
Performance Evaluation Model Rollout**

EXHIBIT 3

SCHEDULE FOR PRACTICE PERFORMANCE EVALUATION MODEL ROLLOUT FOR 2014

July/Aug 2014	Train Evaluators and Employees on new Performance Review model, Self Evaluation and Career Development Plan components
Aug/Sep 2014	All employees practice Self Evaluation portion of Performance Review
Sep/Oct 2014	Supervisors practice writing up all Performance Reviews
Oct/Nov 2014	Executive Team practice assessment of Exceptional Performance Reviews
Dec/Jan 2014/15	Make modifications and deliver Performance Reviews to all employees

SCHEDULE FOR PERFORMANCE REVIEWS FOR 2015

July 2015	Employees complete Self Evaluations and discuss with Supervisors
August 2015	Supervisors write up all Performance Reviews
September 2015	Executive Team assesses Exceptional Performance Reviews Supervisors deliver Performance Reviews to all employees
October 2015	Performance Awards and step increases take effect

TRANSITION FROM EXISTING PERFORMANCE EVALUATIONS TO NEW MODEL:

Oct 2014 - Jan 2015	Everyone training on and using New Model - no \$ attached Next formal evaluations begin July 2015
Jan 2015-July 2015	No formal evaluations will be given during this time
July - Oct 2015	Everyone using New Model Annual Evaluation Period for all employees becomes July 1 - June 30 Council allocates \$ during budget process for FY 2015/16 performance pool
October 2015	Performance Awards and step increases take effect



City of La Quinta

UNUSED SICK LEAVE ELECTION FORM

Government Code Section 20965 and the City's contract for retirement benefits with CalPERS provides that unused accumulated sick leave at time of retirement may be converted to additional service credit at the rate of 0.004 year of service credit for each day of unused sick leave (i.e., 250 days of sick leave equals one additional year of service credit). You will be required to have your available unused sick leave time certified by the City, should you elect to convert it to service credit upon retirement.

I am requesting disposal of my unused sick leave as set forth below:

Name of Employee: _____

Retirement date: _____

Last day of physical presence at City Hall: _____

(Choose only one option below)

_____ Please pay me for all unused sick leave hours as of the retirement date indicated above.

_____ Please pay me for _____ hours of unused sick leave, and certify the remainder for conversion to service credit.

_____ Please certify all of my unused sick leave hours for conversion to service credit.

Employee Signature

Date

Received By: _____

Date

