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## PREAMBLE

1.00. This statement of understanding is made and entered into following meetings as specified in the Kansas Public Employee Relations Act. It is the desire of the parties to develop a harmonious and cooperative relationship that provides for mutual interests and efficient services for the citizens of Wichita.

This agreement has been ratified by the City of Wichita, Kansas, hereinafter called the "City" and Service Employees International Union Local #513 AFL-CIO, hereinafter called "the Union." This agreement shall constitute City policy for employees represented by Service Employees International Union Local #513.

The agreement between the City and the Union is to be for three years. This agreement is for the period beginning December 15, 2018, and ending December 24, 2021. By mutual agreement between the Union and the City, this agreement may be opened as to change or modification. Any subsequent statements of understanding which result from such reopening shall be set forth and made an amendment to this agreement and, when ratified by the Union and the City, shall constitute a change in policy for members represented by the bargaining unit.

## RECOGNITION

2.00. The City recognizes the Union as the exclusive representative for the purpose of meeting and conferring and the settlement of grievances for those employees designated in the bargaining unit.

2.10. The bargaining unit consists of all full-time employees of the City of Wichita, as defined by the Act, who are not exempted as confidential, supervisory or professional employees. In accordance with the order of the Public Employees Relations Board of June 14, 1991, as amended and agreed to by Service Employees International Union #513 and the City of Wichita upon annual review, incorporated therein by reference, or who are not further excluded pursuant to the May 14, 1991, PERB order and amendments thereto, because they are employees of one of the following:

**Library Board**  
**Art Museum Board**  
**Metropolitan Area Planning Department**  
**Wichita-Valley Center Flood Control Project**  
**Wichita Transit**  
**Employees Represented by FOP, Local #5**  
**Employees Represented by IAFF, Local #135**  
**Employees Represented by Teamsters, Local #795**

2.20 The June 14, 1991, PERB Unit Determination order and June 14, 1991, agreement excluding supervisory, confidential and professional employees are hereby incorporated by reference as though fully set out and contained herein. Appendix B reflects the 1991 Unit Determination with agreed to modifications. This list in no way limits the City from creating

new positions throughout the life of the contract and does not prevent removal of positions that are no longer budgeted.

2.30. This Agreement does not apply to part-time and limited employees.

### **MANAGEMENT RIGHTS**

3.00. The Union recognizes that except to the extent abridged by provisions of this Agreement, the City reserves and retains all of its rights to manage its own affairs. The rights of Management which are not abridged by this Agreement shall include, but are not limited to: its right to determine the services and level of services to be offered by the City of Wichita, Kansas, to establish or continue policies, practices and procedures for the conduct of the operation of the City and from time to time change or abolish such policies, practices and procedures; the right to determine and from time to time to re-determine the types of operations, methods, and processes to be employed; to discontinue processes or operation or to discontinue their performance by employees of the City; to determine the number and types of employees required; to assign work to such employees in accordance with requirements determined by the employer; to establish and change work schedules and assignments; to schedule and assign overtime as determined necessary; to transfer, promote or demote employees, or lay off, terminate or otherwise relieve employees for lack of work or other legitimate reasons; to determine the fact of lack of work; to discipline for just cause; and otherwise to take such measures as the employer may determine to be necessary for orderly and efficient operation of the public service.

The above rights, responsibilities and prerogatives are inherent in the City of Wichita and its management and cannot be subject to any grievance or arbitration proceedings except as specifically provided for in this Agreement.

### **EMPLOYEE RIGHTS**

4.00. Public employees shall have the right to form, join and participate in the activities of employee organizations of their own choosing, for the purpose of meeting and conferring with public employers or their designated representative with respect to grievances and conditions of employment. Public employees also shall have the right to refuse to join or participate in the activities of the Union.

### **NO STRIKE – LOCKOUT**

5.00 The Union shall not authorize, cause, aid, ratify, condone nor shall any bargaining unit employees take part in, aid, render assistance to, or support any strike, sit-down, slowdown, stoppage of work, boycott, picketing or other interruption of work at any facilities or in the operation of the City.

5.10. The City shall not institute any lockout as defined by K.S.A. 75-4322(s) during the term of this Agreement.

5.20. If it is necessary for any employee to cross a picket line at any business in the furtherance of the employee's duties, adequate precautions shall be taken by the City to insure the employee's safety when necessary.

## **NONDISCRIMINATION**

6.00. No employee shall be discriminated against because of race, color, national origin, age, sex, religion, ancestry, sexual orientation, disability, marital status, political affiliation or other non-merit factors or because of union activity or non-union activity by either the City or the Union.

If any grievance is filed under this section and any complaint is filed with any other board, agency or court with concurrent jurisdiction concerning the same incident, said grievance and response times shall be held in abeyance until the other board, agency or court has rendered its decision. Regardless of the stage of proceedings in the grievance procedure, any responsive filing must be made within five (5) days of receipt by the employee of the decision of said other board, agency or court.

## **STEWARDS**

7.00. The employer shall recognize only the job stewards and alternates, not to exceed one per 30 employees in the unit, whose names have been submitted to the City in writing by the Union.

7.10. The authority of job stewards and alternates so designated by the employee organization shall be limited to and shall not exceed the following duties and activities while in pay status:

- (a) The investigation and presentation of grievances in accordance with the provisions of the collective bargaining agreement.
- (b) The transmission of such messages and information which shall originate with, and are authorized by the union or its officers, provided such messages and information:
  - (1) have been reduced to writing; or
  - (2) if not reduced to writing, are of a routine nature and do not involve work stoppages, slowdowns, refusal to work or any other interference with the employer's business.
- (c) Other duties are specifically provided for in this Agreement.
- (d) Upon request, job stewards and/or representatives will be given 30 minutes prior to the end of the regular work shift to meet represented

employees in a work group in order to discuss or investigate grievances or discuss conditions of employment. The date must be scheduled with management in advance and after consideration of operational needs, will not be unreasonably denied. In the event that the meeting is to investigate a grievance or interview witnesses, management may provide space for confidential discussions if available. Nothing in this paragraph is intended to interfere with the right of job stewards or representatives to meet with employees during regular lunch breaks or before or after work.

7.15. The job stewards shall not absent themselves from their place of work to attend to union business and grievance matters without the permission of their immediate supervisor. Requests for time to handle union business and grievance matters, below the level of the Employee Relations Officer, shall be granted at the discretion of the immediate supervisor. Such permission shall not be unreasonably withheld. Stewards shall be granted not to exceed three (3), forty five (45) minute periods per work week to attend to union business and grievance matters at the Division and Department level. The forty five (45) minutes shall be used at the end of the shift unless the immediate supervisor grants another time.

#### **PAYROLL DEDUCTION**

8.1. The City agrees that, whenever duly authorized by any employee on a form or forms appropriate for such purpose and consistent with the regulations established by the Human Resources Department, payroll deductions shall be made and paid over in accordance with such form or forms for any or all of the following purposes:

- (a) Donations to the Employee Assistance Fund.
- (b) Premiums for employee benefits.
- (c) Deduction to Wichita Federal Credit Union.
- (d) Union dues.
- (e) Deferred compensation.
- (f) And any other deduction approved by Union and the City.

8.10. Any such authorized deduction shall become effective following the filing of the authorization or revocation card in accordance with procedures established hereunder by the Human Resources Department. An employee's item (d) deduction shall continue until employment is terminated or by providing written notice to the employer during the month of December. The union dues deduction will be discontinued the first pay period following January 1 if possible.

8.20. The union will indemnify, defend and hold the City harmless against any claims made and against any suits instituted against the City due to any action taken or not taken by the

City in good faith under the provisions of this article. In no event shall the City be liable for any damages concerning the Union dues of employees other than the collection and forwarding of dues that are duly authorized by the employee.

## **GRIEVANCE PROCEDURE**

9.00. A grievance is defined as any dispute involving the application or alleged violation of any provision of this Agreement other than as stated herein. The grievance procedure shall not apply to discipline referred to as a letter of counseling or a verbal warning. In situations involving either letters of counseling or verbal warnings, the Employee Relations Officer may be asked to verify the existence of the policy or practice which was the basis for the letter of counseling or verbal warning. A work day is defined as Monday through Friday, excluding holidays.

9.10. Any grievance as defined by Section 9.00 of this article shall be settled in the following manner:

- (a) The grievance shall be taken in writing to the employee's division director within ten (10) work days after the grievance occurs or within ten (10) work days after notification of written reprimand, suspension, demotion, or termination by the aggrieved employee and/or union representative. The division director will render a decision within ten (10) work days. A copy of the grievance response will be mailed and faxed or e-mailed to the SEIU office within this ten (10) workday period.
- (b) Should the grievance not be resolved by the division director the employee and/or the union representative may take the grievance to the Department Director. The employee and/or the union representative must initiate the grievance in writing to the Department Director with ten (10) workdays from the date of receipt of the action of the division director. The Department Director will render a decision within ten (10) workdays. A copy of the grievance response will be mailed and faxed or e-mailed to the SEIU office within this ten (10) workday period.
- (c) Should the grievance not be resolved by the Department Director, the employee may, within ten (10) workdays of the completion of step (b), put the grievance in the form of a signed letter and send it to the Employee Relations Officer. The Employee Relations Officer shall require of the Department Director a letter to the Employee Relations Officer setting forth specific reasons for the decision made by the Department director. This letter must be submitted to the Employee Relations Officer within ten (10) workdays.
- (d) The Employee Relations Officer shall, within ten (10) workdays after receipt of the letter from the employee, contact the employee organization, the employee and all supervisory personnel concerned, and attempt to

resolve the grievance. The written results of the findings of the Employee Relations Officer will be given to the employee, the employee organization, and to the Human Resources director within fifteen (15) workdays of the receipt of the employee's original letter. Upon verbal request of the ERO a five (5) day extension of the time limit may be granted. A copy of the ERO's grievance response will be mailed and faxed or e-mailed to the SEIU office within this fifteen (15) workday period.

- (e) If the grievant is not satisfied with the Employee Relations Officer's finding, the grievant may within ten (10) work days appeal the grievance to the Grievance Board. The Grievance Board shall consist of two (2) persons selected by the Union and two (2) persons selected by the City. The Employee Relations Officer and the Union Business Agent shall select a fifth person to act as chairperson. Any costs for the services of the chairperson shall be shared equally by the Union and the City.

(1) The purpose of the Grievance Board shall be to:

- a. Investigate and determine facts;
- b. Recommend settlement of the grievance consistent with the facts and the terms of the contract.

(2) The Employee Relations Officer shall act as secretary to the Board, and shall handle all correspondence. The Board shall draw all necessary rules and regulations for conducting its fact-finding hearings. The rules and regulations shall provide for the grievant and the City to:

- present evidence supporting their position.
- call witnesses.
- cross examine witnesses.
- be represented by counsel at the hearing.
- provide for a record of the hearing.

Said rules and regulations shall be reviewed and approved by the Union and management. The recommendation of the Board shall be forwarded to the City Manager within ten (10) work days of the conclusion of the hearing.

- (f) The City Manager shall render a decision within ten (10) work days of receipt of the Grievance Board recommendation and his/her decision is final. In the event the City Manager reverses the recommendation of the Grievance Board, the reason(s) and finding(s) will be provided to the grievant in writing.



- (g) In cases of termination, the grievant may proceed directly to step (d) of this procedure within ten (10) days from the employee's receipt of termination notice.

9.15. When a matter subject to the Grievance Procedure has been grieved, and is then the subject of a prohibited practices complaint under the jurisdiction of the Public Employee Relations Board, said grievance and response time shall be held in abeyance until the Public Employee Relations Board has rendered its decision. Regardless of the stage of proceedings of the Grievance Procedure, any responsive filing must be made within five work days of the receipt by the union of the decision of the Public Relations Board. Nothing in this article shall relieve the employer or the Union of its responsibility to make initial filings under the grievance procedure within ten (10) work days of the occurrence of the grievance. Failure to file a grievance within the initial ten (10) work days of occurrence waives the right of the employee and the Union to grieve the matter after the Public Employee Relations Board has rendered its decision.

9.20. Any letter of disciplinary action to be placed in an employee's personnel file shall specify the date when the letter is to be removed from the file (provided no subsequent discipline has been imposed during said period), or if appropriate, specify that the letter is permanent and shall not be removed from the file. Records of discipline involving no loss of pay will remain in an employee's file for one year from the date of the violation and will be removed at the employee's request if no other violations have occurred in that time period. Disciplinary action resulting in a loss of pay, injury to an employee, or damage to City property/ property of the general public/ City equipment/ equipment of the general public becomes part of the employee's personnel record.

9.30. When employees are scheduled by their supervisor and/or any other superior within their department, to attend a meeting concerning disciplinary action, or before a Safety Review Board, the person scheduling them shall advise them that they have the right to have a union representative attend the meeting with them. The employee will be allowed an appropriate amount of time for scheduling a union representative, overnight if necessary.

9.35. Unpaid Suspensions. Employees receiving discipline in the form of unpaid suspensions from one (1) to five (5) days, may choose to continue to work by forfeiting the appropriate number of accrued paid vacation days in lieu of the unpaid suspension, not to exceed ten (10) working days per calendar year.

## **MONETARY BENEFITS AND ALLOWANCES**

10.00. Wages. Wages shall be increased as set forth in Appendix A.

10.10. Overtime. Nonexempt employees will be paid at the rate of time and one-half for all hours worked in excess of forty (40) hours per week.

Except for holidays (Personal Holiday not included), injury leave and jury duty, leaves of absence will not be included as hours worked when computing eligibility for overtime even though the leave may have been paid leave. However, if an emergency exists as determined by the employee's division director, the employee shall receive overtime pay at the rate of time and one-half of the regular rate of pay, providing that the employee is in pay status for the 40-hour work week. An emergency is defined as any situation that may result in damage or loss of property, injury to the public or endangerment to the public health.

An employee assigned to a ten-hour or twelve-hour day, who takes such work day as a Personal Holiday, shall be paid ten or twelve hours pay for said Personal Holiday, but the Personal Holiday shall not be considered as hours worked for overtime purposes.

10.20. Work Week – Defined. For the purpose of this Agreement, a work week shall be defined as a 7-day period commencing at 12:01 a.m. midnight Saturday, and ending at 12:00 midnight on Friday.

10.30. Standby Pay. An employee who is on standby and is required to be available for duty, is required to have communication device in their possession. If an employee is required to report for duty, standby pay of \$1.00 per hour will be continuous and be paid in addition to the hours actually worked.

10.31. Call Back. An employee on standby, who is called back and reports to duty, shall be guaranteed two hours pay at the regular rate. Employees who are not on standby, but who are called back to duty, shall not be subject to discipline if not available.

10.40. Within-Range Salary Increases. Frequency of Increases – Within range increases from A to B step, B to C step, C to D step, D to E step, E to F step, F to G step, G to H step, H to I step, I to J step, J to K step, K to L step, L to M step, M to N step, N to O step, and O to P step may be granted after 12 months of satisfactory service in step.

10.45. Merit Pay. The pay plan adopted by the City is a merit system. The union recognizes that merit increases are granted upon satisfactory completion of the required time in grade for each step and for work performance that meets or exceeds expectations of the position. The union recognizes that merit increases may also be deferred for work performance reasons. However, when a merit increase has been approved by the division/department and has not been processed so that the employee receives his/her increase at the scheduled pay period effective date, and where the processing delay was due to no fault of the employee, or circumstances beyond the control of the City, the employee shall be paid retroactively to the scheduled date of the increase. Exceptions must be approved by the Human Resources Director. In 2019, those employees at P step will received a \$500 bonus payment, if their work performance as documented on their annual 2019 performance review meets or exceeds expectations.

10.46. Promotion. Employees who are promoted will be placed on the step of their new range on the salary schedule at the step that provides them at least a 3% pay increase.

10.47. Acting Pay. An employee who is temporarily reassigned to perform the duties of a higher pay range for three consecutive months will receive at least a 3% pay increase retroactive to the start date of duties of the higher classification. The employee's pay will revert to the proper pay level in the job classification when reassigned to their former duties. The employee's merit anniversary date will not change as a result of temporary reassignment and the employee will receive all merit increases for job performance that meets expectations.

10.48. Reclassification. Employees who are reclassified to a higher pay range will be placed on the step of their new range on the schedule at the step that provides them at least a 3% pay increase. If a position is reclassified to a lower level, and the incumbent employee's pay is more than the maximum salary in the new range, the pay will be reduced to the maximum for the new pay range. Employees reclassified to a lower pay range whose pay is below the range maximum of the new pay range will be placed on the step with pay closest to their current pay that is not a wage increase.

10.50. Shift Differential. Employees shall receive \$1.00 per hour for time actually worked between 6:00 p.m. and 6:00 a.m. Payment shall be for time worked in increments of every 6 minutes. If employees work more than half the time between six minutes segments, they are paid at the next highest 6 minute segment. (e.g., If they work 9 minutes they are paid for 6 minutes of shift differential. If they work 10 minutes they receive 12 minutes of shift differential.)

10.60. Longevity Pay. In consideration of long and faithful service, the City shall, in addition to regular salary, pay longevity pay to long-term employees. To receive longevity pay, the employee must have completed 6 years' total accumulative service with the City. The monthly amount of this pay shall be \$2.00 per month times the employee's total years accumulative service with the City. For employees who have completed eleven (11) years total accumulative service with the City the amount shall be \$5.00 per month times the employee's total accumulative service with the City.

Rehired employees with prior creditable service will earn longevity pay based on their adjusted start-work date after completion of two years of continuous fulltime service after re-employment.

10.70. Date of Pay. Employees will be paid on a biweekly basis. The pay day shall be on the Friday following the regularly-scheduled two-week pay period, and shall include pay for all time worked during the pay period. When the pay day falls on a regularly-established holiday, employees shall receive payment the preceding day. Payments shall be made available to all employees prior to the end of the shift on pay day. Employees who are separated or whose services are terminated may receive their pay only on the next established pay day.

10.80. Allowances – Automobile Expenses. Employees shall be reimbursed for all travel and business expense in accordance with the City's administrative policies and regulations governing reimbursements.

## **INSURANCE AND RETIREMENT**

11.00. Health Benefits. The City will extend to all employee groups the same health insurance plan available to all full-time City Employees. For those participating in the City plan, the City will pay at least 80% of the health insurance premium of any health insurance plan offered by the City. The employee will pay up to 20% of health insurance costs of any health insurance plan offered by the City.

Participation in the health insurance plan is optional with each employee.

11.05. Life Insurance. The City agrees to provide group life insurance in the amount of two times the employee's base annual salary, rounded up to the next higher thousand. The City and employees shall share equally in the cost of the life insurance plan. The life insurance program is optional with each employee.

11.10. Retirement Plan. Full-time employees shall come under the retirement system as set forth by City of Wichita ordinance. Union employees agree to be bound by any and all changes in the retirement system that are approved by the majority vote of all employees covered by the system.

## **SENIORITY – DIVISIONAL**

12.00. Seniority shall be defined as length of continuous service with the City.

12.10. Divisional seniority is the length of time an employee has been in a division.

- (a) Divisional seniority shall control in case of shift change, transfer of location within the division, vacation scheduling and overtime rotation. An exception shall be granted for a period of 90 days in regard to Public Works & Utilities Fleet Maintenance employees who are transferring locations within and between shops. In this case transfers will be contingent upon employees possessing required skill sets for the type of work completed within that shop. Should realignment of City structure occur where employees would have to transfer from one division to another, divisional seniority will be considered. Seniority will be the determining factor in promotions when all factors considered in determining the best qualified employee are equal.
- (b) Layoffs – when a reduction in force becomes necessary because of phase-out of a program, reduction in funds or other similar reason, the following procedure will apply:
  - (1) The Department Director will identify the specific number and type of job classifications to be reduced.
  - (2) The Human Resources Department will develop a ranked list of employees in the affected job classification. Employees will be selected on the basis of inverse order of seniority with the City. Performance appraisals may be used if employees have same city

seniority.

- (3) The list of job classifications and names of employees selected will then be submitted to the Human Resources Director. The Human Resources Director will obtain the approval of the Appointment Authority prior to lay-off. The Union will be provided a copy of the list of any bargaining unit employees selected for lay-off.
- (4) An attempt will be made to provide employees selected for layoff with two-weeks advance notice.
- (5) An employee who is to be laid off and who has previously occupied a lower position within the division can displace or "bump" an employee in that lower position with less seniority.

Employees may not "bump" an employee in another division regardless of seniority. If the employee elects to accept the lower position (optional) rather than being laid off, the employee's pay will be at the pay step closest to the previous pay that is not a pay increase.

Any bargaining unit employee whose position is eliminated, and who cannot take advantage of bumping rights, will be allowed to fill any vacant bargaining unit position for which the employee meets the minimum qualifications and which could not be a promotion for the employee whose position is to be eliminated. These employees will not be placed on a recall list.

- (6) Recall of employees shall be limited to the division of the City from which they were laid off. Recall shall be in reverse order of layoff (i.e., the first employee laid off will be the last to be recalled). Employees laid off while in probationary status have no rights to recall. Employees laid off shall remain on a recall list for six months, and are required to keep the Human Resources Department informed of their current address. Employees who refuse a recall or accept another position with the City shall be removed from the recall list.
- (7) During the recall period, laid off employees will receive first consideration in filling any job vacancies in the same job classification from which the employee was laid off, or any position in another job classification, that may occur and are advertised to the general public provided that the laid off employee makes application and is qualified to perform the job. Employees re-employed under this provision will be treated as rehired employees pursuant to the rehire provisions contained in the City's Human Resources Manual. Any employee who is re-employed under this provision will be

removed from the recall list.

12.20. Questions arising concerning divisional seniority of an employee shall be handled in the following manner: the business representative of Service Employees International Union shall contact the Human Resources Director, when a question of divisional seniority of an employee arises. The Human Resources director or the Human Resources Director's appointee, upon request from the Union, shall furnish the available information from the City's records. Personally identifiable confidential information will only be disclosed upon presentation of a signed request of the employee(s) involved.

## **JOB CLASSIFICATIONS**

13.00. The City shall establish an outline of duties for each job classification established by the City. Such job classification shall be of such a nature that insofar as possible, there shall be no overlap of duties. Furthermore, in all instances, each classification shall represent an easily understandable group of job duties.

13.10 The City will give first consideration to filling promotional SEIU job vacancies to qualified fulltime non-probationary employees. Job openings in Range 619 and above may be posted for five working days, however, the City reserves the right to reduce the posting to three days if advisable. The job opening shall list salary range, classification, brief job description, department, division and shift/work location if known. Posting of said jobs does not preclude the department or division director from considering employees within the department or division for promotion in keeping with normal career progression. Furthermore, when the intent is to fill said vacancy by internal promotion, the notice of said opening when posted shall state, "Employees within the department or division shall be given first consideration for the above position."

13.20. Management has the right to transfer employees to vacant positions, which are not a promotion, without posting, for ADA or health related reasons.

## **PROBATION**

14.1. Length of Probation. The probationary period shall be 6 months for new employees. An exception to the above may be made for a probationary employee who has:

- (a) been injured on the job or off the job and has missed more than two weeks of work; or
- (b) had a serious illness, major surgery, etc. and has missed more than two weeks of work.

With the concurrence of the Human Resources Director the probationary period may be extended for the length of the time missed. The extension of a probationary period shall not exceed 60 calendar days, and the employee shall be informed of the decision in writing.

14.10. An employee may be terminated at any time during the employee's probationary period. A probationary employee will not be permitted to grieve his/her release during the probationary period.

### **TIME OFF FOR EMPLOYEE ORGANIZATION BUSINESS**

15.1. The City recognizes the right of the Union to designate employee representatives pursuant to paragraph 7.00 herein. The Union will notify the Employee Relations Officer within ten days of the effective date of this Agreement of the names of the employee representatives. Changes in employee representatives must be reported to the Employee Relations Officer.

- (a) Time off with pay for Union business shall be allowed for the following purposes:
  - (1) Negotiating a successor agreement with the City. This time off will be limited to the actual meeting time on the days when both negotiating teams are in session or caucus. The maximum number of hours of pay the City will provide to Union officers and stewards attending contract negotiations will be limited to 300 hours per contract.
  - (2) Grievance hearings at the Employee Relations Officer and Grievance Board levels. If requested, and if reasonable, representatives will attend grievance hearings at these two levels. Representation is limited to one representative for the grievant and the two Union members on the grievance board. This time off is limited to actual Grievance Board hearing time and does not include pro or post hearing conferences with the grievant. If an employee representative is not available, a member of the Union office may be requested to attend.
  - (3) City Labor-Management Committee meetings.
  - (4) Time off without pay and without loss of seniority rights shall be allowed to three employees designated by the Union to attend labor conventions or serve in any capacity on official business of the Union not covered by subsection (c), provided that no employee shall be entitled to more than 40 work hours off under this provision in any calendar year. The Union shall give one week's written notice of such leave request to the division head involved. The Union agrees that in making such request for time off under this provision, due consideration will be given to the number of employees affected in order that there shall be no disruption of the City's operations because of a lack of available employees.
- (b) The representatives shall not absent themselves from their place of work to attend to contract negotiations without the permission of their

immediate supervisor. The request shall be in writing. The request shall be granted at the discretion of the immediate supervisor and shall not be denied unless reasonable work assignments prevent such permission from being granted.

- (c) The Union officers and designated stewards shall report the time of their departure to engage in Union business and the time of conclusion thereof. If the time of conclusion comes after the employee's regular shift ends, the end of the shift shall be recorded as the conclusion of the time off.
- (d) Union officers and designated stewards who wish to absent themselves from their place of work to attend to other Union business shall, after exhausting time allowed in 7.15, do so by using personal leave (vacation, well day, or personal holiday), with permission of their immediate supervisor.
- (e) Union officers and stewards who are permitted to be absent from their regular positions on personal leave and with permission of their immediate supervisor, shall use the time at the beginning or end of the shift unless the immediate supervisor grants another time.

### **INJURY LEAVE**

16.00. Full-time employees injured while performing their assigned duties may receive full salary for the first 90 consecutive days from the date of the injury. Probationary employees will be paid in accordance with provisions set forth by State Statute. In no event will the employee be permitted to receive an amount greater than regular pay.

16.10. Injury leave of more than 90 consecutive days shall be handled in accordance with the provisions of the Workers' Compensation Act. Employees shall use accrued Sick Leave and Vacation Leave to supplement Workers Compensation to allow employees to receive a check equivalent to their normal take-home pay. Benefits are not accrued on the portion of Workers' Compensation received. In the event all Sick Leave and Vacation Leave are taken, the employee will then be paid according to the terms set forth in the Workers' Compensation Act until the employee is released to return to work.

16.20. Employees on long term Injury Leave will not receive merit increases. The advancement date will be adjusted by the length of time the employee is on Injury Leave.

16.30. Heart and lung disease may only be considered as an injury when it can be attributed to an act of duty which cause is in the nature of a traumatic experience. Traumatic experience is defined as an experience above and beyond the normal call of duty that causes the injury resulting in heart or lung disease.

16.40. Recurring Injury Leave. Recurring leave of absence relating to a previous injury shall be considered one and the same injury, if the injury occurs within 365 days, subject to



administrative analysis and diagnosis of the injury reported by the attending physician. However, if recurring leave related to a previous injury is required after one year (365 days) from date of release by the physician and return to work, such leave will be treated as a new injury.

16.50. Official Certified Appointed Physician. The Risk Manager will provide Department Directors, division directors and the Union with names of the doctors appointed to handle cases coming under the Workers' Compensation Act.

An employee who sustains an injury while on the job shall first obtain permission from the employee's supervisor before consulting or obtaining treatment for such injury from a physician, whether such physician is City appointed or the employee's personal physician. Workers' Compensation requires notification of the employer within ten (10) days of the injury.

In the event of a life-threatening injury, 911 should be called to dispatch emergency medical personnel to treat and transport the injured employee to the nearest approved medical facility.

16.60. Use of Unauthorized Physician. The City is not responsible or liable for any physician's bill for consultation or treatment of injuries which an employee sustains while the employee is not on the job.

If an employee on Injury Leave desires a second opinion, the employee may obtain a second opinion subject to the limitations of the Workers' Compensation Act. Prior approval of the Workers' Compensation Administrator is required. If the employee fails to obtain the Workers' Compensation Administrator's permission, the City shall not be liable or responsible to pay the physician's bill.

Nothing herein shall be construed to negate the provisions of the Kansas Workers' Compensation Act.

## **SICK LEAVE WITH PAY**

### 17.1. Sick Leave.

- (a) Accrual. Upon appointment to the position, employees shall accrue Sick Leave at the rate of one-half day per month (6 days per year) for the first five years of creditable service. Beginning year six and through year fifteen of creditable service, Sick Leave will be accrued at the rate of one day per month (12 days per year). Beginning year sixteen of creditable service, Sick Leave will be accrued at the rate of 1.167 days per month (14 days per year).

Employees with prior creditable service are eligible to accrue Sick Leave benefits based on their adjusted start work date after two years of continuous service from the date of rehire.

- (b) Sick Leave Use. Sick Leave may be used for personal and immediate family illness, doctor appointments, surgery, disability (including maternity leave), paternity leave, off-the-job injury, on-job injury (when Injury Leave is exhausted), and enforced quarantine or for purpose allowed for Family and Medical Leave to the limits stated.
- (1) Dependent Illness. Sick leave may be used for illness of members of the employee's immediate family. Immediate family is defined as spouse, parent, children (including stepchildren). In addition, it includes any relative living in the employee's home.
  - (2) Enforced Quarantine. Sick Leave is allowed for enforced quarantine in accordance with community health regulations.
  - (3) A probationary employee will not be paid for accrued Sick Leave used during the first six months of service. Payment for Sick Leave for other than probationary employees is in accordance with established policies previously defined. The accumulation of Sick Leave is unlimited.
- (c) When taking Sick Leave, an employee shall give notice to a supervisor by telephone or messenger prior to the employee's time to report for duty that the employee will be absent because of personal or family illness or injury. When an employee has been on Sick Leave for 20 work days, the City may require the employee to be examined by a physician it designates at City expense.
- (d) A leave of absence shall be granted for maternity upon request. Such request must be presented in writing to the employee's immediate supervisor, setting forth a date such leave is to begin, as soon as that date can be determined by the employee and the employee's physician. Return to work shall be as soon as reasonable after delivery, as permitted by a signed release by the employee's physician. Maternity leave shall be charged against accrued Sick Leave, and the Department Director or the Human Resources Director may require the employee to be examined by a physician of the City's choice. If maternity leave extends beyond the employee's accrued Sick Leave, leave may be granted in accordance with policies governing sick leave without pay.
- (e) A leave of absence shall be granted for paternity leave upon request. Such request must be presented in writing to the employee's immediate supervisor, setting forth a date such leave is to begin, as soon as that date can be determined by the employee and the employee's partner's physician. Return to work shall be as soon as reasonable after delivery, up to a maximum of 12 weeks, as permitted under FMLA. Paternity leave may be charged against accrued sick and/or vacation leave.

17.20. Well Day. An additional day of leave shall be granted to an employee who has completed the payroll year as a full-time employee and who has not used more than 24 hours of Sick Leave in the preceding payroll year. Any employee who completed the previous payroll year as a full-time employee and who did not use any Sick Leave hours during the payroll year will receive one more additional day of leave. Well Day leave must be taken in increments of not less than thirty (30) minutes, or, according to department rules, with prior approval of the employee's supervisor.

Well Day leave may be granted the second pay period of the following payroll year. It is not cumulative and is not charged against any leave accumulation.

#### 17.30. Reporting Sick Leave

- (a) Prior to the employee's scheduled time to report for duty, the employee must notify the employee's office or immediate superior by telephone or messenger that the employee will not work that day.
- (b) A doctor's release to return to work must be submitted when the leave extends beyond five (5) consecutive calendar days (40 hours) or can be required if an employee has 48 or more undocumented sick leave hours in a calendar year. Employees are required to keep their supervisor apprised of their progress and anticipated return to work.

17.40. Copies of any forms required under this provision or any other provisions of this contract will be furnished to the Union by the City.

17.50. The City and Union agree to comply with the provisions of the Family and Medical Leave Act. The exact provisions are outlined in the Human Resources Manual.

Requests for leave under the Family and Medical Leave Act should be made to the employee's immediate supervisor at least 30 days prior to the commencement of leave, or as soon as practical/possible in the case of unplanned emergencies. Application forms are available in the Human Resources Department.

17.60. Sick Leave Without Pay. If an employee has exhausted all regular Sick Leave and all accrued vacation leave, the employee may be granted Sick Leave without pay, upon approval of the Department Director, for a period not to exceed sixty (60) calendar days. The sixty day period may be extended by the City Manager upon recommendation of the Department Director.

The procedure for reporting Sick Leave without pay is the same as for reporting Sick Leave with pay.

## **LEAVES OF ABSENCES WITHOUT PAY**

18.00. The City may grant leaves of absence without pay of up to sixty (60) calendar days, upon approval of the Department Director. However, this period may be extended by the City Manager on the recommendation of the Department Director. Leave of absence without pay will not be granted until all vacation leave has been exhausted.

Requests for leave of absence without pay shall be submitted in writing to the Department Director, stating reasons for the request, the date the leave shall begin and the probable date of return.

## **BEREAVEMENT LEAVE**

19.00 In the event of a death in an employee's immediate family: spouse, children, (stepchildren), parents, (stepparents), state-approved foster child, or any relative living in the employee's home, the employee may be allowed a leave of absence with pay up to a maximum of five (5) work days to be taken within a two week period following the death of the family member. For the death of a brother, sister, mother-in-law, father-in-law, son-in-law, daughter-in-law, grandparents, or grandchildren, employees may be allowed up to three (3) workdays to be taken within a two week period following the death of the family member. This leave must be approved by the department or division director, and is not charged against any leave accumulation. Documentation of funeral or death may be required.

19.10. An employee who is unable to work because of a death in the immediate family must, prior to the employee's scheduled time to report, notify the employee's office or immediate supervisor by phone or messenger.

## **VACATION LEAVE**

20.1. City employees earn vacation on the basis of credited service in accordance with the following:

- (a) All full-time employees earn vacation benefits.
- (b) Vacation Leave will be earned on hours in pay status, exclusive of overtime, and will be calculated at the time the payroll is processed.
- (c) Base hours for computing Vacation Leave are 2,080 per year for employees of the unit.
- (d) The rate at which Vacation Leave is earned is determined by the start-work date or adjusted start-work date, except:
- (e) Employees with prior creditable service are not eligible to earn Vacation Leave based on their adjusted start-work date until after completion of two years of reemployment.

(f) Vacation Leave may not be taken in advance of vacation earned, nor prior to completion of the probationary period. Employees must have satisfactorily completed their probationary appointment and have been removed from probationary status before being eligible to take vacation or being paid for terminal vacation.

(g) The vacation schedule for all employees is as follows:

YEARS OF SERVICE	DAYS OF VACATION
<5	10
5 – 9	15
10 – 15	17
16 – 20	20
21 +	25

(h) An employee who goes on Military Leave for extended active duty, or is terminated will be paid for any unused Vacation Leave. Employees on Military Leave may choose to leave their unused Vacation Leave until they return to work or be paid for the accrued vacation at the time they start Military Leave. Employees must complete their probationary appointment to be eligible to receive terminal vacation pay.

(i) Vacation Leave is scheduled in the department according to the policies established by the Department Director. Vacation may not be taken in excess of the hours appearing on the payroll stub. Vacation Leave may be taken in thirty-minute increments unless precluded by department policy.

(j) Employees are allowed to accumulate and carry forward each year 240 hours of Vacation Leave. Employees will be required to use or lose vacation earned in excess of 240 hours before the end of the pay period in which their anniversary date occurs.

### HOLIDAYS

21.00. Employees receive eleven holidays with pay observed by the City of Wichita. The City has adopted the federal long weekend plan, which means that the holiday is the day which is observed by the City.

21.10. Holidays observed shall be New Year's Day, Dr. Martin Luther King Jr.'s Birthday, President's Day, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving Day, Day after Thanksgiving, Christmas Day, and Personal Holiday. Personal holiday will be individually scheduled by the Department Director. Employees must have been removed from probationary status before being eligible to take a Personal Holiday.

21.15. A 28-day period is established for scheduling an alternate holiday for S.E.I.U. represented employees of the Police Department and Airport Safety Division/Airport Operations Division whose job assignments are in the functions staffed with multiple shifts that are critical to the mission of the Police Department or Airport. The employee shall be granted the actual holiday off when law enforcement activities permit. If an employee is required to work on the holiday, the employee shall be given time off to be taken on a day selected by the employee within the 28-day work period in which the holiday falls, to be taken off as law enforcement or airport activities permit.

If a Police Department or Airport Safety/Airport Operations employee, as described above, cannot take an authorized holiday off within the 28-day work period in which the holiday falls, and is required to work, the employee shall be compensated in addition to his/her regular pay, at time and one-half for the hours worked.

21.20 Working on holidays. If an employee is required to work on the observed holiday, the employee will be paid time and one-half for the hours worked, in addition to holiday pay for the normal number of hours they are scheduled to work.

21.30. Holiday Pay will be disallowed when an employee:

- (a) Does not comply with a request to work on a holiday.
- (b) Is not in pay status on the working day preceding and the working day following the holiday.

21.40. Holidays while on leave. Holidays that are observed during an approved leave of absence with pay, except Injury Leave, are not charged as days of leave taken.

21.50 Additional holidays. When an additional non-working day is declared by the Appointing Authority, such non-working day shall be treated in accordance with the policy governing holidays.

21.60. Holidays falling on non-work days. When a legal holiday is observed on the first non-work day (employee's Saturday), the preceding work day shall be observed; and when the holiday falls on the second non-work day (employee's Sunday), the following work days shall be observed.

## **MILITARY LEAVE**

22.00. Requests for military leave will be handled in accordance with Title 38, U.S. Code, Section 4301 et seq.

## **EMPLOYEE BREAKS AND LUNCH PERIOD**

23.1. Employee Breaks. The rest break is recognized as a factor which contributes toward efficient employee output. To permit employees the full benefits of a break period and to

avoid any unfavorable impression which may be given when a number of employees congregate in public areas, the following policy shall regulate employee breaks.

- (a) Employees will be permitted a maximum fifteen minutes rest break each morning and each afternoon. Rest break time will not be accumulated.
- (b) Breaks will not be taken during the first or last hours of the work shift or used to extend lunch periods.
- (c) Rest breaks will be taken within the department or division areas or other areas provided by management for such purposes whenever possible.
- (d) Employees at a temporary work site will be expected to remain at the work site during their rest periods unless released by their supervisors. Complaints regarding unreasonableness of supervisors in regard to rest breaks may be brought to the attention of the division director by stewards. No grievance can be filed under this provision, however the employee or Union may request an informal review by the Employee Relations Officer.

23.10. Lunch Break. Each employee shall be allowed not less than one-half hour nor more than one hour per day as a lunch break. Said time is the time of the employee to be used in whatever manner the employee desires. However, the employee shall be back on the job by the end of the lunch period. The City will not be required to provide transportation for employees wishing to take their lunch period away from the job site.

### **LABOR/MANAGEMENT COMMITTEE**

24.00. Labor/Management Committee. The City-wide Labor/Management Committee has the support of both the Union and Management. The Labor/Management Committee is limited in its discussion to topics not covered by this Agreement. Furthermore, items under consideration by the parties during negotiations between the Union and the City are not proper subjects for discussion and are therefore prohibited. The operation and membership of the Labor/Management Committee is governed by the bylaws and practices of the Committee.

### **BULLETIN BOARDS**

25.00. The City shall provide space on bulletin boards for the Union to post notices of meetings and notices of other Union business. City job postings shall be placed on said bulletin boards.

### **SAFETY**

26.00. The City shall reimburse or furnish all safety devices which, by virtue of the employee's employment with the City, the employee is required to possess.

26.05. Employees whose duties require that safety boots or other safety footwear be worn will be required to report to work in footwear that meets the City's specifications as developed by the City's Safety Manual. Full-time employees required to purchase such footwear will be reimbursed the cost (not to exceed \$200.00 annually) upon presentation of the boots being utilized.

New employees will also be required to report in the appropriate safety footwear. Upon successful completion of the probationary period, and presentation of the boots being utilized, the employee will be reimbursed \$200.00.

26.10. If the employee, through willful negligence or abuse, destroys, damages or loses such equipment, uniforms, etc., the employee shall replace the items at the employee's expense.

26.20. The City's Safety Manual will include a provision defining weather conditions during which certain routine outdoor work activities should be curtailed for the safety of its employees and designating those individuals, by position, who have the authority to curtail such work.

26.30. The City shall provide a form on which any employee may, over his/her signature, report safety infractions to the immediate supervisor or directly to the City's Safety Office.

26.50. The Union will be represented on all City Accident Review Boards. The Union's representative will be appointed by the Unit Chair and will have voice but no vote in all deliberations and decisions made by an ARB.

## **GENERAL PROVISIONS**

27.00. In no instance, except in case of emergency, shall the City force any employee to work in excess of 16 hours without at least an 8-hour break. Any employee who works in excess of 16 hours in a 24 hour period will receive a rest break of at least 8 consecutive hours. If any part of the eight consecutive hours of rest is during the employee's scheduled hours, the employee shall receive paid straight time off for such hours as overlap with the employee's regular work schedule hours (such hours shall not be charged to an employee's accumulated vacation or sick leave).

27.05. The City and the Union agree that the use of demeaning, derogatory or belittling language by any employee in the workplace is unacceptable and may be proper cause for discipline.

27.10. Termination correspondence shall be sent directly to the City Human Resources Department.



27.20. The City, whenever possible, shall rotate service calls for employees, so that within a period of time all involved employees shall receive approximately the same number of service calls.

27.30. The City shall provide to the Union a list of all SEIU represented employees including separations upon request twice each calendar year. The list shall include the name, address and department of all employees within the bargaining unit. The Union shall not use the list or allow the list to be used by any other person, organization or company for any purpose other than Union business.

27.40. At least once a year, employees shall have the opportunity to meet with their supervisors to review performance and make known their desires in respect to career changes or promotional advances.

27.50. The City may, as is its right under the law, issue new work rules and other rules to govern the conduct of its employees. Such rules shall be given to the Union fourteen (14) days in advance of their implementation when possible.

27.60. Employees, upon request of their supervisor, will sign any normal department form/document concerning their attendance, payroll, Sick Leave, vacation, accident report, evaluation, or request for service. It is understood that by signing documents pertaining to performance evaluation or disciplinary action, this is an acknowledgment of the employee's awareness of the document and that the employee is not necessarily agreeing or disagreeing with the information it contains.

27.70. If any provision of this Agreement should be held invalid by any court of competent jurisdiction, or if compliance with or enforcement of any provision should be restrained by a tribunal, or where legal restrictions exist and those legal restrictions are removed by law, the remainder of this Agreement shall not be affected thereby and the parties shall, at the request of either, enter into negotiation on that matter only.

27.80. It is expressly understood between the City and the Union that all matters not included in this Agreement are by intention and design specifically excluded and fall within the powers, duties and responsibilities of the City.

27.90. For emergency operations, employees in specified positions will be required to inform their immediate supervisors of their current address and local telephone number, and maintain a functioning phone.

27.95. The City and the Union hereby agree to comply with the Americans with Disabilities Act (ADA).

#### **SUBSTANCE TESTING**

28.00. All safety sensitive employees shall be subject to random drug and alcohol testing as agreed upon by the City and the Union in April, 2007.

**DURATION AND TERMINATION**

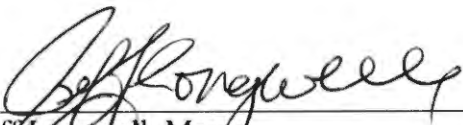
29.00. This Agreement shall take effect as of December 15, 2018, and shall continue in full force and effect until December 24, 2021. By mutual agreement between the parties, this Agreement may be opened as to any other change or modification. Any subsequent statements which result from such reopening shall be set forth and made an amendment to this Agreement, and when ratified by the parties shall constitute a change in policy.

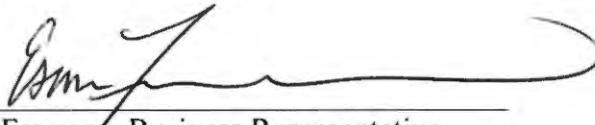
IN WITNESS WHEREOF, THE CITY and THE UNION have hereunto set their hands this

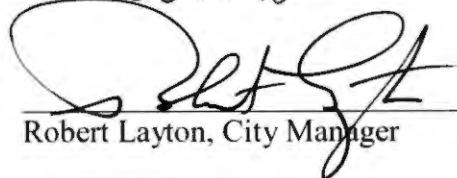
18th day of December, 2018.

For the City of Wichita

For Service Employees International  
Union Local 513 AFL-CIO

  
\_\_\_\_\_  
Jeff Longwell, Mayor

  
\_\_\_\_\_  
Esau Freeman, Business Representative

  
\_\_\_\_\_  
Robert Layton, City Manager



  
\_\_\_\_\_  
James Black, Central Vice-President

  
\_\_\_\_\_  
Chris Bezruki, Director of HR

APPROVED AS TO FORM:

Attest:

  
\_\_\_\_\_  
Jennifer Magana, Director of Law

  
  
\_\_\_\_\_  
Karen Sublett, City Clerk

## 2019 Matrix (Effective December 15, 2018 - December 13, 2019)

(The GPA for 2019 is 1.25% effective December 15, 2018)

	<u>A</u>	<u>B</u>	<u>C</u>	<u>D</u>	<u>E</u>	<u>F</u>	<u>G</u>	<u>H</u>	<u>I</u>	<u>J</u>	<u>K</u>	<u>L</u>	<u>M</u>	<u>N</u>	<u>O</u>	<u>P</u>
609	10.1557	10.4097	10.6700	10.9368	11.2101	11.4904	11.7776	12.0721	12.3740	12.6833	13.0002	13.3252	13.6585	13.9999	14.3499	14.7087
610	10.5727	10.8370	11.1079	11.3856	11.6703	11.9620	12.2611	12.5676	12.8818	13.2038	13.5339	13.8723	14.2191	14.5746	14.9389	15.3124
611	10.9947	11.2696	11.5513	11.8401	12.1361	12.4395	12.7505	13.0692	13.3960	13.7309	14.0741	14.4260	14.7867	15.1563	15.5352	15.9236
612	11.4666	11.7533	12.0470	12.3484	12.6571	12.9733	13.2979	13.6303	13.9710	14.3204	14.6784	15.0453	15.4214	15.8071	16.2021	16.6072
613	11.9452	12.2438	12.5500	12.8636	13.1853	13.5150	13.8528	14.1992	14.5540	14.9179	15.2908	15.6732	16.0650	16.4666	16.8782	17.3002
614	12.4639	12.7755	13.0949	13.4223	13.7578	14.1018	14.4543	14.8157	15.1861	15.5657	15.9549	16.3538	16.7626	17.1817	17.6112	18.0515
615	13.0195	13.3451	13.6786	14.0204	14.3711	14.7304	15.0986	15.4761	15.8630	16.2596	16.6661	17.0827	17.5098	17.9475	18.3962	18.8561
616	13.5999	13.9400	14.2884	14.6456	15.0117	15.3870	15.7717	16.1661	16.5701	16.9844	17.4089	17.8442	18.2905	18.7475	19.2163	19.6967
617	14.2174	14.5728	14.9373	15.3108	15.6935	16.0857	16.4879	16.9001	17.3227	17.7556	18.1996	18.6544	19.1209	19.5990	20.0890	20.5912
618	14.8734	15.2452	15.6263	16.0169	16.4175	16.8278	17.2483	17.6797	18.1218	18.5748	19.0392	19.5151	20.0029	20.5030	21.0157	21.5411
619	15.5688	15.9580	16.3571	16.7660	17.1852	17.6146	18.0551	18.5064	18.9691	19.4433	19.9294	20.4276	20.9383	21.4618	21.9984	22.5483
620	16.2882	16.6953	17.1128	17.5406	17.9792	18.4285	18.8892	19.3616	19.8457	20.3418	20.8503	21.3717	21.9058	22.4534	23.0147	23.5901
621	17.0792	17.5062	17.9437	18.3924	18.8523	19.3234	19.8067	20.3021	20.8094	21.3296	21.8629	22.4095	22.9696	23.5438	24.1324	24.7357
622	17.9050	18.3526	18.8113	19.2818	19.7638	20.2578	20.7642	21.2834	21.8155	22.3608	22.9199	23.4929	24.0803	24.6823	25.2993	25.9318
623	18.7732	19.2425	19.7235	20.2167	20.7220	21.2402	21.7713	22.3156	22.8734	23.4452	24.0314	24.6322	25.2478	25.8790	26.5261	27.1893
624	19.7079	20.2008	20.7058	21.2233	21.7540	22.2978	22.8552	23.4268	24.0123	24.6126	25.2279	25.8586	26.5052	27.1678	27.8469	28.5431
625	20.6897	21.2068	21.7370	22.2805	22.8374	23.4083	23.9935	24.5933	25.2083	25.8383	26.4844	27.1464	27.8251	28.5208	29.2338	29.9647
626	21.7312	22.2745	22.8314	23.4021	23.9872	24.5869	25.2017	25.8315	26.4773	27.1393	27.8179	28.5133	29.2261	29.9567	30.7056	31.4733
627	22.8354	23.4064	23.9914	24.5914	25.2059	25.8362	26.4821	27.1442	27.8228	28.5184	29.2314	29.9622	30.7112	31.4790	32.2659	33.0725
630	26.4835	27.1170	27.7950	28.4899	29.2021	29.9321	30.6805	31.4474	32.2335	33.0395	33.8654	34.7121	35.5799	36.4695	37.3813	38.3158

## 2020 Matrix (Effective December 14, 2019 - December 11, 2020)

(The GPA for 2020 is 1.25% effective December 14, 2019)

	<u>A</u>	<u>B</u>	<u>C</u>	<u>D</u>	<u>E</u>	<u>F</u>	<u>G</u>	<u>H</u>	<u>I</u>	<u>J</u>	<u>K</u>	<u>L</u>	<u>M</u>	<u>N</u>	<u>O</u>	<u>P</u>
609	10.2826	10.5398	10.8034	11.0735	11.3502	11.6340	11.9248	12.2230	12.5287	12.8418	13.1627	13.4918	13.829	14.1749	14.5293	14.8926
610	10.7049	10.9725	11.2467	11.5279	11.8162	12.1115	12.4144	12.7247	13.0428	13.3688	13.7031	14.0457	14.396	14.7568	15.1256	15.5038
611	11.1321	11.4105	11.6957	11.9881	12.2878	12.5950	12.9099	13.2326	13.5635	13.9025	14.2500	14.6063	14.971	15.3458	15.7294	16.1226
612	11.6099	11.9002	12.1976	12.5028	12.8153	13.1355	13.4641	13.8007	14.1456	14.4994	14.8619	15.2334	15.614	16.0047	16.4046	16.8148
613	12.0945	12.3968	12.7069	13.0244	13.3501	13.6839	14.0260	14.3767	14.7359	15.1044	15.4819	15.8691	16.265	16.6724	17.0892	17.5165
614	12.6197	12.9352	13.2586	13.5901	13.9298	14.2781	14.6350	15.0009	15.3759	15.7603	16.1543	16.5582	16.972	17.3965	17.8313	18.2771
615	13.1822	13.5119	13.8496	14.1957	14.5507	14.9145	15.2873	15.6696	16.0613	16.4628	16.8744	17.2962	17.728	18.1718	18.6262	19.0918
616	13.7699	14.1143	14.4670	14.8287	15.1993	15.5793	15.9688	16.3682	16.7772	17.1967	17.6265	18.0673	18.519	18.9818	19.4565	19.9429
617	14.3951	14.7550	15.1240	15.5022	15.8897	16.2868	16.6940	17.1114	17.5392	17.9775	18.4271	18.8876	19.359	19.8440	20.3401	20.8486
618	15.0593	15.4358	15.8216	16.2171	16.6227	17.0381	17.4639	17.9007	18.3483	18.8070	19.2772	19.7590	20.252	20.7593	21.2784	21.8104
619	15.7634	16.1575	16.5616	16.9756	17.4000	17.8348	18.2808	18.7377	19.2062	19.6863	20.1785	20.6829	21.200	21.7301	22.2734	22.8302
620	16.4918	16.9040	17.3267	17.7599	18.2039	18.6589	19.1253	19.6036	20.0938	20.5961	21.1109	21.6388	22.179	22.7341	23.3024	23.8850
621	17.2927	17.7250	18.1680	18.6223	19.0880	19.5649	20.0543	20.5559	21.0695	21.5962	22.1362	22.6896	23.256	23.8381	24.4341	25.0449
622	18.1288	18.5820	19.0464	19.5228	20.0108	20.5110	21.0238	21.5494	22.0882	22.6403	23.2064	23.7866	24.381	24.9908	25.6155	26.2559
623	19.0079	19.4830	19.9700	20.4694	20.9810	21.5057	22.0434	22.5945	23.1593	23.7383	24.3318	24.9401	25.563	26.2025	26.8577	27.5292
624	19.9542	20.4533	20.9646	21.4886	22.0259	22.5765	23.1409	23.7196	24.3125	24.9203	25.5432	26.1818	26.836	27.5074	28.1950	28.8999
625	20.9483	21.4719	22.0087	22.5590	23.1229	23.7009	24.2934	24.9007	25.5234	26.1613	26.8155	27.4857	28.172	28.8773	29.5992	30.3393
626	22.0028	22.5529	23.1168	23.6946	24.2870	24.8942	25.5167	26.1544	26.8083	27.4785	28.1656	28.8697	29.591	30.3312	31.0894	31.8667
627	23.1208	23.6990	24.2913	24.8988	25.5210	26.1592	26.8131	27.4835	28.1706	28.8749	29.5968	30.3367	31.095	31.8725	32.6692	33.4859
630	26.8145	27.4560	28.1424	28.8460	29.5671	30.3063	31.0640	31.8405	32.6364	33.4525	34.2887	35.1460	36.024	36.9254	37.8486	38.7947

## 2021 Matrix (Effective December 12, 2020 - December 24, 2021)

(The GPA for 2021 is 1.50% effective December 12, 2020)

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
609	10.4368	10.697	10.9655	11.239	11.520	11.80	12.1037	12.406	12.716	13.034	13.360	13.694	14.0366	14.3875	14.747	15.1160
610	10.8655	11.137	11.4154	11.700	11.993	12.29	12.6006	12.915	13.238	13.569	13.908	14.256	14.6128	14.9782	15.352	15.7364
611	11.2991	11.581	11.8711	12.167	12.472	12.78	13.1035	13.431	13.767	14.111	14.463	14.825	15.1961	15.5760	15.965	16.3644
612	11.7840	12.078	12.3806	12.690	13.007	13.33	13.6661	14.007	14.357	14.716	15.084	15.461	15.8484	16.2448	16.650	17.0670
613	12.2759	12.582	12.8975	13.219	13.550	13.88	14.2364	14.592	14.956	15.331	15.714	16.107	16.5098	16.9225	17.345	17.7792
614	12.8090	13.129	13.4575	13.794	14.138	14.49	14.8545	15.225	15.606	15.996	16.396	16.806	17.2267	17.6574	18.098	18.5513
615	13.3799	13.714	14.0573	14.408	14.769	15.13	15.5166	15.904	16.302	16.709	17.127	17.555	17.9946	18.4444	18.905	19.3782
616	13.9764	14.326	14.6840	15.051	15.427	15.81	16.2083	16.613	17.028	17.454	17.890	18.338	18.7969	19.2665	19.748	20.2420
617	14.6110	14.976	15.3509	15.734	16.128	16.53	16.9444	17.368	17.802	18.247	18.703	19.170	19.6503	20.1417	20.645	21.1613
618	15.2852	15.667	16.0589	16.460	16.872	17.29	17.7259	18.169	18.623	19.089	19.566	20.055	20.5567	21.0707	21.597	22.1376
619	15.9999	16.399	16.8100	17.230	17.661	18.10	18.5550	19.018	19.494	19.981	20.481	20.993	21.5180	22.0561	22.607	23.1727
620	16.7392	17.157	17.5866	18.026	18.477	18.93	19.4122	19.897	20.395	20.905	21.427	21.963	22.5123	23.0751	23.651	24.2433
621	17.5521	17.990	18.4405	18.901	19.374	19.85	20.3551	20.864	21.385	21.920	22.468	23.029	23.6056	24.1957	24.800	25.4206
622	18.4007	18.860	19.3321	19.815	20.311	20.81	21.3392	21.872	22.419	22.979	23.554	24.143	24.7470	25.3657	25.999	26.6497
623	19.2930	19.775	20.2696	20.776	21.295	21.82	22.3741	22.933	23.506	24.094	24.696	25.314	25.9469	26.5955	27.260	27.9421
624	20.2535	20.760	21.2791	21.810	22.356	22.91	23.4880	24.075	24.677	25.294	25.926	26.574	27.2390	27.9200	28.617	29.3334
625	21.2625	21.794	22.3388	22.897	23.469	24.05	24.6578	25.274	25.906	26.553	27.217	27.898	28.5955	29.3105	30.043	30.7944
626	22.3328	22.891	23.4636	24.050	24.651	25.26	25.8995	26.546	27.210	27.890	28.588	29.302	30.0353	30.7862	31.555	32.3447
627	23.4676	24.054	24.6557	25.272	25.903	26.55	27.2153	27.895	28.593	29.308	30.040	30.791	31.5615	32.3506	33.159	33.9882
630	27.2167	27.867	28.5645	29.278	30.010	30.76	31.5300	32.318	33.125	33.954	34.803	35.673	36.5650	37.4793	38.416	39.3766

## Appendix B

### 1991 Perb Unit Determination with Modifications

**Account Clerk I \***  
**Account Clerk II \***  
**Account Clerk III \***  
**Administrative Aide I \***  
**Administrative Secretary \***  
**Airport Operations Officer**  
**Airport Services Officer**  
**Animal Control Officer I**  
**Animal Control Officer II**  
**Animal Display Attendant**  
**Assistant Golf Course Maintenance Supervisor**  
**Body Shop Mechanic I**  
**Body Shop Mechanic II**  
**Building Attendant**  
**Building Permit Examiner**  
**Clerk I \***  
**Clerk II**  
**Clerk III**  
**Combination Inspector**  
**Combination Neighborhood Inspector**  
**Construction Inspector I**  
**Construction Inspector II**  
**Custodial Worker I**  
**Custodial Worker II**  
**Customer Service Clerk I \***  
**Customer Service Clerk II**  
**Docket Clerk**  
**Electrical & Elevator Inspector II**  
**Electrical & Elevator Inspector III**  
**Electrical Inspector**  
**Electrician I**  
**Electrician II**  
**Electronics Technician I**  
**Electronics Technician II**  
**Elevator Inspector I**  
**Engineering Aide I**  
**Engineering Aide II**  
**Engineering Aider III \***  
**Equipment Operator I**

Equipment Operator II  
Equipment Operator III  
Event Worker I  
Event Worker II  
Gardener I  
Gardener II  
Gardening Supervisor I  
Gardening Supervisor II  
General Supervisor II \*\*  
Greenskeeper  
Grounds Maintenance Supervisor  
Guard  
Heating & Air Conditioning Mechanic  
Helicopter Mechanic  
Inspector  
Laborer  
Labor Supervisor I \*  
Laboratory Technician  
Machinist Mechanic  
Maintenance Specialist  
Maintenance Worker  
Mechanic I  
Mechanic II  
Mechanic III  
Mechanical Inspector I  
Neighborhood Inspector I  
Neighborhood Inspector II  
Neighborhood Inspector III  
Parts Clerk  
Photo Technician  
Photographer  
Plant Operator  
Plumber  
Plumbing & Mechanical Inspector II  
Plumbing & Mechanical Inspector III  
Plumbing Inspector  
Property Clerk  
Public Health Sanitation I  
Radio Dispatcher  
Rehabilitation Specialist I  
Rehabilitation Specialist II  
Secretary

Security Officer  
Security Screener  
Senior Building Permit Examiner  
Senior Storekeeper  
Service Attendant  
Service Officer I  
Service Officer II  
Sewer Line Technician  
Sign Painter  
Signal Electrician  
Special Water Service Representative  
Spider Dispatcher  
Storekeeper  
Street Inspector  
Traffic Signal Mechanic  
Tree Maintenance Aide  
Tree Maintenance Inspector  
Tree Maintenance Worker I  
Tree Maintenance Worker II  
Water Line Technician  
Water Meter Reader  
Water Utility Worker

\*Except occupants of the position who are excluded due to supervisory or confidential responsibilities.

\*\*Century II Maintenance