

RESOLUTION R01-34

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
PALOS VERDES ESTATES, CALIFORNIA APPROVING THE "MEMORANDUM OF
UNDERSTANDING PALOS VERDES ESTATES PUBLIC SERVICE
EMPLOYEES ASSOCIATION" SETTING FORTH TERMS AND CONDITIONS OF
EMPLOYMENT AND ESTABLISHING COMPENSATION OF CERTAIN POSITIONS
WITHIN THE PALOS VERDES ESTATES CITY SERVICE

THE CITY COUNCIL OF THE CITY OF PALOS VERDES ESTATES, CALIFORNIA, DOES
HEREBY RESOLVE AS FOLLOWS:

SECTION 1.

The City Council by adoption of this Resolution hereby approves the "Memorandum of Understanding" between the Palos Verdes Estates Public Service Employees Association and the City attached hereto as Exhibit A and incorporated herein by this reference, and adopts as the terms and conditions of employment for the positions within the Palos Verdes Estates City Service set forth therein the terms and conditions set forth in Exhibit A effective July 1, 2001.

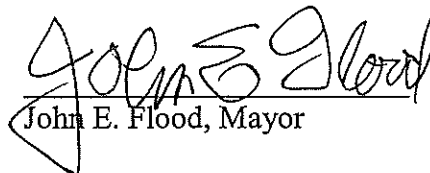
SECTION 2.

The City Council hereby adopts the salary ranges for the classifications set forth on Appendix "A" to Exhibit A as the salary schedule for such classifications for the fiscal year 2001-2002, to be effective July 1, 2001, for fiscal year 2002-2003, to be effective July 1, 2002, for fiscal year 2003-2004, to be effective July 1, 2003 and for fiscal year 2004-2005, to be effective July 1, 2004.

SECTION 3.

The City Clerk shall certify to the passage and adoption of Resolution R01-33 and enter it into the book of original resolutions.


PASSED, APPROVED AND ADOPTED on this 10th day of July, 2001.


John E. Flood, Mayor

ATTEST:

APPROVED AS TO FORM:


Judy Smith, City Clerk


Stephanie Scher, City Attorney

MEMORANDUM OF UNDERSTANDING

SECTION 1. PARTIES TO THE MEMORANDUM

This memorandum of Understanding is made and entered into by and between the **Palos Verdes Estates Public Service Employees Association**, hereinafter referred to as the "Association" and the management representatives of the City of Palos Verdes Estates, hereinafter referred to as "City".

SECTION 2. RECOGNITION

Pursuant to the provisions of the Meyers-Miliias-Brown Act, Government Code Section 3500 et seq., the City agrees and does recognize the Palos Verdes Estates Public Service Employees Association (formerly known as the Miscellaneous Employees Association), as the exclusive representative of the positions in the following classifications in the City:

Deputy City Clerk
Equipment Mechanic
Financial Services Technician (formerly Finance Services Technician)
Maintenance Foreman
Maintenance Worker
Permit Technician
Receptionist (part-time)
Senior Receptionist (part-time)
Senior Typist Clerk (part-time)

SECTION 3. IMPLEMENTATION OF THE MOU

This Memorandum of Understanding constitutes the joint recommendation of the City's designated representatives and the Association. It shall be binding upon the parties when the following conditions have been complied with:

1. The Association's authorized representatives have formally approved the MOU in its entirety signified by their signatures herein.
2. The City Council has approved the MOU in its entirety and shall direct the City Manager to sign on behalf of the City.

SECTION 4. TERM

This agreement is effective July 1, 2001 and ends June 30, 2005.

SECTION 5. EMPLOYEE INSURANCE

The City shall maintain a health, dental, vision and life insurance program. The health insurance shall have no more than a \$100 deductible per individual. The Association agrees to the following dollar caps as the amount the City will contribute toward the purchase of medical, dental, vision, and life insurance program:

Effective July 1, 2001	\$640/month
Effective July 1, 2002	\$680/month
Effective July 1, 2003	\$720/month
Effective July 1, 2004	\$760/month

Any cost in excess of these amounts shall be the obligation of the employee.

SECTION 6. PART-TIME BENEFITS

Effective July 1, 2001, permanent part-time employees who are members of the Association and are currently receiving proportional holiday pay and have attained five (5) consecutive years of service shall be eligible to receive one (1) additional paid vacation and sick day for a total of six (6) paid vacation days and a total of six (6) paid sick days each fiscal year proportional to the actual hours worked.

SECTION 7. VACATION LEAVE WITH PAY

Every full time employee shall be allowed vacation leave with pay at the rate of 12 working days each year. No vacation shall be given during the first six (6) months of employment, but on successful completion thereof, vacation time shall be allowed for time of service rendered. Should an employee leave City service prior to the completion of six months, he/she shall not be entitled to be paid for vacation credits earned during his/her employment.

SECTION 7. HOLIDAYS

Employees shall be permitted to accrue three (3) floating holidays for one (1) year following the year in which earned, so that effective July 1, 2002 and each year thereafter total accrued floating holidays shall not exceed six (6) days.

SECTION 8. SICK LEAVE WITH PAY

Effective July 1, 2001, employees who use less than 40 hours of sick leave in a fiscal year shall be permitted to cash out the number of hours used less than 40 at 100% of the member's base hourly rate of pay, provided that at the time of cash out, the member maintains a balance of not less 480 hours (60 days) of sick leave.

SECTION 9. RETIREMENT – PERS

Effective July 1, 2004, all members of the Association shall be covered by the Public Employee's Retirement System (PERS) "2% at 55" Plan.

SECTION 10. SENIOR RECEPTIONIST

The City shall adopt a resolution adding the classification and salary range for the position of Senior Receptionist. An eligible incumbent in the position of Receptionist on July 1, 2001 shall be reclassified to the position of Senior Receptionist. The incumbent shall attain the C step of the Senior Receptionist salary range.

SECTION 11. SALARIES AND WAGES

Effective July 1, 2001, the base salary ranges for the classifications in the "Association" are as shown in "Attachment A". This and subsequent attachments reflect the following adjustments:

Effective July 1, 2001 – June 30, 2002, a 3.5% across the board salary increase for Association members, with the exception of the classification Deputy City Clerk, as listed in "Attachment A". In lieu of an across the board increase effective July 1, 2001, the Deputy City Clerk position shall be paid a 1.5% base salary bonus effective with the first pay period in November.

Effective July 1, 2002 – June 30, 2003, a 3.5% across the board salary increase for Association members as listed in "Attachment B".

Effective July 1, 2003 – June 30, 2004, a 4% across the board salary increase for Association members as listed in "Attachment C".

Effective July 1, 2004 – June 30, 2005, a 4% across the board salary increase for Association members as listed in "Attachment D".

SECTION 12. COMPLETE AGREEMENT

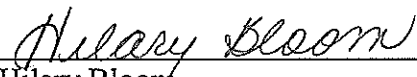
The Memorandum of Understanding expressed herein, in writing, constitutes the entire agreement between the parties and no oral statement shall add or supersede any of its provisions.

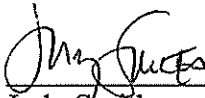
Signed this 29th day of June, 2001:

APPROVED BY ASSOCIATION:


Steve Beard, President

APPROVED BY CITY:


Hilary Bloom,
Administrative Analyst


Judy Smith,
Assistant City Manager

APPENDIX A

**SALARY RANGES FOR CLASSIFICATIONS
PALOS VERDES ESTATES PUBLIC SERVICE
EMPLOYEES ASSOCIATION
FISCAL YEARS 2001-02 THROUGH 2004-05**

ATTACHMENT A
SALARY SCHEDULE FY 2001-02
Effective 7-1-01

	A	B	C	D	E	F	G
DEPUTY CITY CLERK	2,707	2,843	2,985	3,134	3,289	3,454	3,627
EQUIPMENT MECHANIC	2,991	3,141	3,299	3,464	3,638		
MAINTENANCE FOREMAN	3,615	3,796	3,986	4,186	4,396	4,616	4,847
MAINTENANCE WORKER	2,331	2,448	2,571	2,700	2,835	2,977	3,126
PERMIT TECHNICIAN	2,550	2,678	2,812	2,953	3,101	3,257	
RECEPTIONIST	1,909	2,005	2,106	2,212	2,323		
FINANCIAL SERVICES TECH.	2,550	2,678	2,812	2,953	3,101	3,257	
SR. RECEPTIONIST	2,152	2,260	2,373	2,492	2,617		
SR. TYPIST CLERK	2,306	2,422	2,544	2,672	2,806		

ATTACHMENT B
SALARY SCHEDULE FY 2002-03
Effective 7-1-02

	A	B	C	D	E	F	G
DEPUTY CITY CLERK	2,802	2,943	3,091	3,246	3,409	3,580	3,759
EQUIPMENT MECHANIC	3,096	3,251	3,414	3,585	3,765		
MAINTENANCE FOREMAN	3,742	3,930	4,127	4,334	4,551	4,779	5,018
MAINTENANCE WORKER	2,413	2,534	2,661	2,795	2,935	3,082	3,237
PERMIT TECHNICIAN	2,640	2,772	2,911	3,057	3,210	3,371	
RECEPTIONIST	1,976	2,075	2,179	2,288	2,403		
FINANCIAL SERVICES TECH.	2,640	2,772	2,911	3,057	3,210	3,371	
SR. RECEPTIONIST	2,228	2,340	2,457	2,580	2,709		
SR. TYPIST CLERK	2,387	2,507	2,633	2,765	2,904		

ATTACHMENT C
SALARY SCHEDULE FY 2003-04
Effective 7-1-03

	A	B	C	D	E	F	G
DEPUTY CITY CLERK	2,915	3,061	3,215	3,376	3,545	3,723	3,910
EQUIPMENT MECHANIC	3,220	3,381	3,551	3,729	3,916		
MAINTENANCE FOREMAN	3,892	4,087	4,292	4,507	4,722	4,959	5,207
MAINTENANCE WORKER	2,510	2,636	2,768	2,907	3,053	3,206	3,367
PERMIT TECHNICIAN	2,746	2,884	3,029	3,181	3,341	3,509	
RECEPTIONIST	2,056	2,159	2,267	2,381	2,501		
FINANCIAL SERVICES TECH.	2,746	2,884	3,029	3,181	3,341	3,509	
SR. RECEPTIONIST	2,318	2,434	2,556	2,684	2,819		
SR. TYPIST CLERK	2,483	2,608	2,739	2,876	3,020		

ATTACHMENT D
SALARY SCHEDULE FY 2004-05
Effective 7-1-04

	A	B	C	D	E	F	G
DEPUTY CITY CLERK	3,032	3,184	3,344	3,512	3,688	3,873	4,067
EQUIPMENT MECHANIC	3,349	3,517	3,693	3,878	4,072		
MAINTENANCE FOREMAN	4,048	4,251	4,464	4,688	4,923	5,170	5,429
MAINTENANCE WORKER	2,611	2,742	2,880	3,024	3,176	3,335	3,502
PERMIT TECHNICIAN	2,856	2,999	3,149	3,307	3,473	3,647	
RECEPTIONIST	2,139	2,246	2,359	2,477	2,601		
FINANCIAL SERVICES TECH.	2,856	2,999	3,149	3,307	3,473	3,647	
SR. RECEPTIONIST	2,411	2,532	2,659	2,792	2,932		
SR. TYPIST CLERK	2,583	2,713	2,849	2,992	3,142		

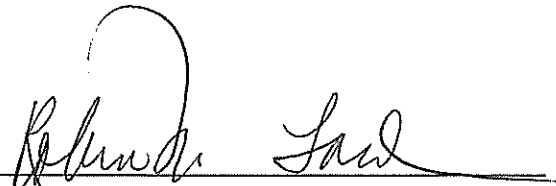
STATE OF CALIFORNIA)
COUNTY OF LOS ANGELES) SS:
CITY OF PALOS VERDES ESTATES)

I, Robin Ford, Deputy City Clerk for the City of Palos Verdes Estate, California, do hereby certify that the foregoing Resolution **R01-34** was duly and regularly approved and adopted by the City Council of the City of Palos Verdes Estates at its regular meeting of the City Council on the 10th day of July, 2001, by the following vote:

AYES: COUNCILMEMBERS: Turner, Flood, Mackenbach, Humphrey,
Sherwood

NOES: COUNCILMEMBERS:

ABSENT: COUNCILMEMBERS:



Robin M. Ford, Deputy City Clerk