

2025 – 2028

MEMORANDUM OF UNDERSTANDING

BETWEEN THE

CITY OF UKIAH

AND THE

OPERATING ENGINEERS LOCAL NO.3

ADMINISTRATIVE & MAINTENANCE UNIT

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1. PREAMBLE/RECOGNITION

This Memorandum of Understanding is entered into pursuant to the Meyers-Millias-Brown Act (California Government Code Section 3500, et. Seq.) and applicable ordinances and resolutions of the City of Ukiah between the City of Ukiah (hereinafter “City”) and the **Miscellaneous Unit** (hereinafter “Unit”). As a result of meet and confer sessions, the City and Unit have agreed to the following understandings.

The City and the Union agree to change the designation of “Miscellaneous Unit” to **“Administrative & Maintenance Unit”**, effective upon approval of the 2015-18 Agreement.

Should a subject be covered in both the MOU and a City policy or regulation the Memorandum of Understanding shall prevail and all relevant portions of the subject in the City policy shall not be followed and shall not be applicable for any reason.

The City recognizes the Operating Engineers, Local Union No. 3, as the exclusive representative for the purpose of establishing wages, hours, and other terms and conditions of employment for full-time employees in the classified service in the classifications of positions set forth in Appendix “A”, attached hereto and made a part hereof.

2. TERM

The term of this Agreement shall be effective from September 19, 2025, through September 18, 2028.

3. SALARY

Year-1 Salary Step Addition

Effective the first full pay period following September 19, 2025, the City shall add a new top step to the unit’s salary schedule. This additional step shall be set at five percent (5%) above the current highest salary step.

All unit members who, as of the effective date, have completed at least one (1) year of continuous City/District service and are at the current top step of the salary schedule shall be advanced to the new step.

All other unit members shall continue to progress in accordance with existing step-advancement policies on their regular anniversary date.

Year-2 Salary Step Addition

Effective the first full pay period following September 19, 2026, the City shall add a new top step to the unit’s salary schedule. This additional step shall be set at five percent (5%) above the current highest salary step, unless the local economic benchmark—defined as the combined

total revenue collected in Fiscal Year 2025-26 for secured property tax, sales tax (Bradley-Burns and Measures P and Y), and transient occupancy tax—falls below the combined total for the most recently audited Fiscal Year 2024-25. In such case, the Year-2 Salary Step Addition shall instead be two and one-half percent (2.5%).

All unit members who, as of the effective date for the Year-2 Salary Step Addition, have completed at least one (1) year of continuous City/District service and are at the current top step of the salary schedule shall be advanced to the new step.

All other unit members shall continue to progress in accordance with existing step-advancement policies on their regular anniversary date.

The Finance Director shall, in writing, provide the Fiscal Year 2025-26 revenue receipts and perform the comparison to the prior year's audited revenues.

Year-3 Salary Step Addition

Effective the first full pay period following September 19, 2027, the City shall add a new top step to the unit's salary schedule. This additional step shall be set at five percent (5%) above the current highest salary step, unless the local economic benchmark—defined as the combined total revenue collected in Fiscal Year 2026-27 for secured property tax, sales tax (Bradley-Burns and Measures P and Y), and transient occupancy tax—falls below the combined total for the most recently audited Fiscal Year 2025-26. In such case, the Year-3 Salary Step Addition shall instead be two and one-half percent (2.5%).

All unit members who, as of the effective date for the Year-3 Salary Step Addition, have completed at least one (1) year of continuous City/District service and are at the current top step of the salary schedule shall be advanced to the new step.

All other unit members shall continue to progress in accordance with existing step-advancement policies on their regular anniversary date.

The Finance Director shall, in writing, provide the Fiscal Year 2026-27 revenue receipts and perform the comparison to the prior year's audited revenues.

4. COST SHARING AGREEMENT REMOVED

5. GRIEVANCE PROCEDURE

There are both formal and informal levels for filing a grievance.

A. Definitions:

1. Grievance: A "grievance" is a formal written allegation by a grievant that he/she has been adversely affected by a violation of the specific provisions of this Agreement.

Actions to challenge or change the provisions of this Agreement or the policies of the City as set forth in City policies are undertaken through separate legal processes. Matters for which a specific method of review is provided by law, by the rules and regulations of the City Council or by the administrative regulations and procedures of the City are not within the scope of this procedure.

2. Grievant: A “grievant” is an employee of the City covered by the terms of this Agreement.

3. Day: A “day” is any day in which City Hall of the City is open for business.

4. Immediate Supervisor: The “immediate supervisor” is the lowest level supervisor having immediate jurisdiction over the grievant who has been designated to adjust grievances.

5. Conferee: A “conferee” is a person who is not a party to a grievance, who is asked by either party to serve as that party’s advisor or representative.

B. Informal Level:

Before filing a formal written grievance, the grievant shall attempt to resolve it by an informal conference with his/her immediate supervisor.

C. Formal Level:

1. Level I:

Within fifteen (15) days after the occurrence of the act or omission giving rise to the grievance, the grievant must present the grievance in writing on the appropriate form to his/her immediate supervisor. No grievance shall be entertained or processed unless it is submitted at level I within the fifteen (15) day time limit. If a grievance is not presented within the time limit set forth above it shall be considered waived.

This statement shall be a clear, concise statement of the grievance, the specific provision of the agreement alleged to have been violated, the circumstances involved, the decision rendered at the informal conference and the specific remedy sought.

Within the specified time limits, the grievant or the immediate supervisor may request a personal conference.

The immediate supervisor shall communicate his/her decisions to the employee in writing within ten (10) days after receiving the grievance. If the immediate supervisor does not respond within the time limits, the grievant may appeal to the next level.

2. Level II:

In the event the grievant is not satisfied with the decision at Level I, he/she must appeal the decision on the appropriate form to the Department Head within ten (10) days.

This statement shall include a copy of the original grievance, the decision rendered, and a clear, concise statement of the reasons for the appeal.

The Department Head shall communicate his/her decision within ten (10) days after receiving the appeal. Either the grievant or the Department Head may request a personal conference within the above time limits. If the Department Head does not respond within the time limits, the grievant may appeal to the next level.

3. Level III:

In the event the grievant is not satisfied with the decision at Level II, he/she must appeal the decision on the appropriate form to the Personnel Officer within ten (10) days.

This statement shall include a copy of the original grievance and appeal, the decisions rendered, and a clear, concise statement of the reasons for the appeal.

The Personnel Officer shall communicate a decision to the Grievant within ten (10) days. Either the grievant or the Personnel Officer may request a personal conference within the above time limits. If the Personnel Officer does not respond within the time limits, the grievant may appeal to the next level.

4. Level IV:

In the event the grievant is not satisfied with the decision at Level III, he/she must appeal the decision in writing within ten (10) days to the City Manager. The City Manager alone has the power to render a final and binding determination of a grievance, subject to right of established judicial review.

Any party to a grievance may, at any step in the formal level, request one other person to serve as a conferee and to be present during the proceeding.

A decision rendered at any step in these procedures becomes final unless appealed within the time limits specified.

Time limits given in these procedures may be modified by written agreement of the parties involved.

If the same complaint or substantially the same complaint is made by more than one employee against one party, only one employee on behalf of himself/herself and the other complainants, may process the grievance or complaint through the grievance procedure.

Names of all aggrieved parties shall appear on all documents related to the processing of the grievance. This provision may be waived by all parties concerned.

Any unit member may present grievances in accordance with this Article without intervention of the unit, so long as the adjustment is not inconsistent with the terms of this agreement.

All documents resulting from the processing of a grievance shall be kept in a separate grievance file and will not be kept in an employee's personnel file.

6. MANAGEMENT RIGHTS

A. Management Rights

In order to ensure that the City shall continue to carry out its public service functions, programs and responsibilities to the public imposed by law, and to maintain efficient public service for the citizens of Ukiah, the City continues to reserve and retain solely and exclusively all management rights, regardless of whether they have been exercised in the past, including those rights and responsibilities set forth by law and those City rights set forth in the City's Civil Service Ordinance. No portion of this City Management Rights Section shall be construed to obligate the City in any way. In the exercising of its rights, the City shall not require an employee to perform an act or acts contrary to licensing law. The rights, powers and authorities of the City include but are not limited to the following:

1. To manage the departments and determine mission, policies and procedures and the right to manage the affairs of the departments.
2. To take into consideration the existence or non-existence of facts which are the basis of the management decision in compliance with State law.
3. To determine the necessity, organization, implementation and termination of any service or activity conducted by the City and to expand or diminish City services.
4. To direct, supervise, recruit, select, hire, evaluate, promote, transfer, reassign, discipline, discharge, terminate, demote, reduce, suspend, layoff, reprimand, withhold salary increases and benefits for disciplinary or non-disciplinary reasons or otherwise take action in accordance with department, City Personnel Policies and /or Civil Service Rules and Regulations.
5. To determine the nature, manner, means, extent, type, time, quantity, quality, standard and level of City services to be provided to the public.
6. To require performance of other public services not specifically stated herein in the event of emergency or disaster, as deemed necessary by the City.

7. To lay off employees of the represented departments because of lack of work or funds or under conditions where continued work would be inefficient or ineffective.
8. To determine and/or change the facilities, methods, technology, equipment, operations to be performed, organizational structure, and allocate and assign work by which City operations are to be conducted.
9. To determine method of financing.
10. To plan, determine and manage department budgets, which includes, but is not limited to, the right to contract or subcontract any work or operations of the represented departments.
11. To communicate fully and openly with its employees on any subject at any time orally, in writing, both at work or through the U.S. Mail.
12. To determine the size and composition of the City work force, assign work to employees of the City in accordance with requirements determined by the departments and to establish and require compliance to work hours and work schedules, including call back, standby, overtime and assignments.
13. To establish and modify goals and objectives related to productivity and performance programs and standards, including but not limited to quality and quantity, and require compliance therewith.
14. To determine qualification, skills, abilities, knowledge, selection procedures and standards, job classifications, job specifications, and to reallocate and reclassify employees in accordance with Civil Service Rules and Regulations and City Personnel Policies.
15. To determine the issue of public policy and the overall goals and objectives of the represented departments and to take necessary action to achieve the goals and objectives of the represented departments.
16. To determine policies, procedures and standards for recruiting, selecting, training, transferring, assigning, dismissing, demoting and promoting employees in accordance with City Personnel Policy.
17. To establish, implement and/or modify rules and regulations, policies, and procedures related to productivity, performance, efficiency, personal appearance standards, code of ethics and conduct, safety and order, and to require compliance therewith.
18. To evaluate and maintain order and efficiency in City facilities and operation.
19. To restrict the activity of an employee organization on City facilities and on City time.

20. To take any and all necessary steps and actions to carry out the service requirements and mission of the City in emergencies or any other time deemed necessary by the City and not specified above.

21. To make reasonable rules and regulations pertaining to employees consistent with this Agreement.

B. Impact of Management Rights

Where required by law the City agrees prior to implementation to meet and confer or consult with the Union over the impact of the exercise of a management right upon the wages, hours, and terms and conditions of employment on unit members unless the impact consequences of the exercise of a management right upon unit members is provided for in this Memorandum of Understanding, Civil Service Rules and Regulations, or Departmental Rules and Regulations.

C. Authority of Third Party Neutral – Management Rights

All management rights, powers, authority, and functions, whether heretofore or hereinafter exercised, shall remain vested exclusively with the City. No third party neutral shall have the authority to diminish any of the management rights which are included in this Agreement, exclusive of a competent court having subject matter jurisdiction.

7. RETIREMENT

The Public Employee's Pension Reform Act of 2013 (PEPRA) and related Public Employees' Retirement law (PERL) amendments in Assembly Bill (AB) 340 became law on September 12, 2012, and the provisions were effective January 1, 2013.

Unit employees defined by PEPRA as "*new members*" shall pay 50% of the total normal cost for the new Miscellaneous pension formula 2%^{@62}. "*Classic members*" (employees hired prior to January 1, 2013) will retain the 2.7%^{@55} Miscellaneous PERS formula, 8% member contribution, with a one-year final compensation period.

The PEPRA defines a "*new member*" as: a) A new hire who is brought into CalPERS membership for the first time on or after January 1, 2013, and who has no prior membership in any California public retirement system; b) A new hire who is brought into CalPERS membership for the first time on or after January 1, 2013, and who is not eligible for reciprocity with another California public retirement system; c) A member who first established CalPERS membership prior to January 1, 2013, and who is rehired by a different CalPERS employer after a break in service greater than six months.

8. HEALTH & WELFARE CONTRIBUTIONS / FLEX PLAN

A. Health & Welfare Premiums

For all employees hired on or after July 1, 2018, and for all other employees electing to do so, the City will contribute 85% of the REMIF EPO 500, PPO 500, and HSA medical plans, including Dental and Vision plans. For employees electing the REMIF EPO 250 plan, the City will contribute equivalent to the 85% portion for the EPO 500 plan.

For employees hired prior to July 1, 2018, electing this option, the City will continue to pay up to \$1,283.82 per month for each Unit members health insurance premiums based upon actual enrollments. For employees electing to remain on this plan with “employee only” coverage, the City will pay the employee only premiums plus \$200.00/month, not to exceed the \$1,283.82 maximum.

Those employees who choose not to participate in the City’s health plans must show proof of health insurance on another plan for their entire tax family. An employee not enrolled in a City health plan may only enter a City health plan during the annual open enrollment period, or upon a qualifying event.

B. Retiree Medical Insurance Requirements

The minimum years of City service required to continue participation in the City’s medical, dental and/or vision insurance plans upon retirement is 10 years, in order to comply with REMIF retirement insurance eligibility requirements, standardized for all REMIF cities.

A represented employee retiring with ten or more years of city of Ukiah service, shall have the opportunity to purchase City or Operating Engineers insurance coverage if offered by the carrier and subject to the carrier’s requirements. The City must receive the monthly premium amount from the retiree prior to the carrier’s billing due date. The City is not responsible for notifying the retiree when a payment is due. In the event the retiree does not make the monthly payment on time, the City shall drop the retiree from the insurance program. Once a retiree has discontinued coverage, she/he shall no longer be eligible to continue coverage at a later date. By participating, retirees agree to indemnify and hold the City harmless against all claims arising as a result of purchased coverage or the discontinuance thereof.

9. HOURS OF WORK/OVERTIME

Employees are entitled to contractual overtime when working hours in excess of their regular schedule as follows:

Non-exempt employees on a 5/8, 4/10, or 9/80 schedule are entitled to overtime if they work hours in excess of forty (40) per week in their designated workweek.

Overtime will be charged in increments of one-half hour. Any time worked from 1 to 30 minutes shall be computed as one half-hour of overtime.

For purposes of determining contractual overtime eligibility, paid leave hours shall be counted as hours worked.

10. PAID LEAVE

A. Employee Sick Leave

Sick leave benefits are to be used for medical and dental appointments and absences due to mental or physical illness, or personal injury only. These benefits are not to be used for any other purpose. Every regular, full time employee will accrue one sick day for each month of service. Part-time employees working year round and at least 20 hours per week are eligible for pro-rated sick leave hours based upon the number of hours worked. These benefits are non-accruing.

Sick leave usage is computed in one-half hour increments. One half-hour increments shall be computed by rounding to zero for less than 15 minutes and rounding to 30 minutes for 15 minutes or more. During or after an absence due to illness, you may be required to furnish a doctor's written statement indicating the nature of your illness and your expected recovery time. If you have been ill for longer than five (5) consecutive days or suffered an acute injury, you may be asked to obtain a doctor's release before returning to work.

When all sick leave benefits have been used, you may use your accrued vacation benefits. If you have used both the sick and vacation accrual, you may submit a request to the City Manager for up to a thirty day unpaid leave of absence in special consideration for extended serious illness or injury. (Also refer to Section 4.06.5, Family and Medical Leave Act, which may also apply.) Sick leave benefits will not be accumulated during unpaid leaves of absence.

There is no maximum on the accumulation of unused sick leave. Upon retirement from City service, your unused sick leave will be converted to additional service credits at the rate of .004 years of service credit for each day of unused sick leave.

If you are going to be absent, you must notify your supervisor as soon as possible of your inability to work, normally no later than the start of your shift.

Sick leave is a privilege. Violations or abuse will result in disciplinary action.

B. Family Sick Leave

Employees who accrue sick leave may use up to the equivalent of six (6) months of their annual sick leave accrual — or up to six (6) days per calendar year, whichever is greater — to attend to the **diagnosis, care, treatment, or preventive care** of a family member.

For purposes of this section, a *family member* includes a **child** (biological, adopted, foster, stepchild, legal ward, or a child of a person standing in loco parentis), **parent** (biological, foster, adoptive, stepparent, legal guardian, or parent of the employee's spouse or registered domestic partner), **spouse**, **registered domestic partner**, **grandparent**, **grandchild**, **sibling**, and **one designated person** as provided by law.

Family Sick Leave is deducted from an employee's accrued sick leave balance and does not provide additional paid leave.

C. Holidays

The following shall be recognized and observed as paid holidays:

January 1 – New Year's Day

Third Monday in January – Martin Luther King, Jr. Day

Third Monday in February – Presidents' Day (Washington's Birthday)

Last Monday in May – Memorial Day

June 19 – Juneteenth

July 4 – Independence Day

First Monday in September – Labor Day

Second Monday in October – Columbus Day

November 11 – Veterans Day

Fourth Thursday in November – Thanksgiving Day

Friday following Thanksgiving Day

December 24 – Christmas Eve

December 25 – Christmas Day

December 31 – New Year's Eve

In addition to the above each employee shall be given eight hours leave with pay as a floating holiday. The floating holiday hours are credited to your vacation accrual balance in the beginning of the fiscal year each year.

Should any of these Holidays fall on Saturday, the preceding Friday shall be considered the paid Holiday. Should any of these Holidays fall on Sunday, the following Monday shall be considered a paid Holiday.

D. Vacation Leave

Vacation is earned and accrued hourly each pay period according to the following schedule:

Years of Service	Hours Earned Per Pay Period	Maximum Accrual
0 – 3	4.0 Hours	224.0 Hours
4 – 8	4.7 Hours	260.4 Hours
9 – 15	6.2 Hours	338.4 Hours
16 – 19	6.8 Hours	369.6 Hours
20 Plus	8.0 Hours	432.0 Hours

E. Vacation Cash Out

Employees may cash out one (1) week (40 hours) vacation, not to exceed two (2) times per fiscal year. To be eligible, the employee must have a remaining vacation balance of at least one hundred twenty (120) hours after the cash out. Approval of cash-out requests is subject to the City's payroll processing timelines and applicable administrative procedures.

F. Bereavement Leave

Represented employees shall be entitled to a maximum of three (3) days leave of absence without loss of salary for the death of any member of the employee's immediate family. If travel exceeding 350 miles one way is required, an employee may be granted a maximum of two (2) days additional paid bereavement leave. This leave shall not be charged to sick leave.

Member of the "immediate family" is defined as the father, mother, grandfather, grandmother, or grandchild of the employee or the employee's spouse, and the spouse, son, stepson, foster son, son-in-law, daughter, stepdaughter, foster daughter, daughter-in-law, brother or sister of the employee, any relative living in the immediate household of the employee or the employee's spouse.

G. Personal Leave

The City and the Union agree that the members of this Union shall receive three (3) days of personal leave annually, credited in full on July 1 of each year. This leave shall not be considered a portion of vacation leave. This leave will be non-accumulative, and if not used within a year it will be deleted from the employees paid leave time.

City and Union agree that the intent of personal leave was to provide time off for employees for personal emergencies and needs regarding family members and other personal business. The City has allowed these personal leave days to the employees realizing that there are these

special times that require time off that does not really fit into the vacation and sick leave accruals. The Union has requested to use their personal leave days in conjunction with vacation. The City will agree to allow the use of personal leave with vacation, but strongly suggests to the Union members that the intent of this leave be considered and that they use their personal leave with vacation sparingly.

H. Workers Compensation

Employees who suffer an injury or illness due to work are generally covered under Workers Compensation Insurance. If you are injured or become ill due to work-related causes, you must notify your supervisor immediately. Minor injuries not requiring medical treatment or time lost from work should be recorded in the Department's "Minor Injury Log".

Please refer to the Employee Manual and/or the Human Resources Department for further detail.

11. UNPAID LEAVE OF ABSENCE

You may request an unpaid leave of absence for periods of up to thirty days. Any unpaid leave may be granted with approval of the City manager. In deciding whether to grant the request the City Manager may consider the reason for the leave (ex: extend pregnancy leave beyond disability; extended illness due to injury where accumulated sick and vacation leave, CTO and any other accrued paid leave have been used), the department's work load, and the availability of qualified staff to handle the work load.

If you are seeking an unpaid leave, you must submit a written request to your supervisor, stating the reason for and duration of the leave. Sick or vacation accrual, retirement, uniform allowance, medical coverage or related benefits are not paid or credited while an employee is on unpaid leave of absence. You will begin to receive these benefits again when you return to work. You may keep your medical insurance in effect by pre-paying the full monthly premium.

An employee who takes a personal leave of 30 days or less will be returned to his/her present position or to a substantially similar position. If no position is available due to staff reduction, the employee will be placed on layoff. Employees who do not report to work on the next working day, without prior authorization of the City, may be administratively terminated upon expiration of the leave.

1. Family and Medical Leave (FMLA/CFRA)

Eligible employees are entitled to family and medical leave in accordance with the federal Family and Medical Leave Act ("FMLA") and the California Family Rights Act ("CFRA"), as each may be amended from time to time.

An eligible employee may request up to twelve (12) workweeks of unpaid, job-protected leave during a rolling twelve (12)-month period for qualifying reasons under FMLA and/or CFRA, including but not limited to:

The birth of a child or placement of a child with the employee for adoption or foster care;

The employee's own serious health condition that makes the employee unable to perform the functions of their position;

To care for a family member with a serious health condition, as defined by applicable law;

Qualifying military exigencies and military caregiver leave, as permitted under the FMLA.

CFRA leave and FMLA leave will run concurrently to the maximum extent permitted by law.

"Eligible employee" means an employee who has been employed by the City for at least twelve (12) months and has worked at least 1,250 hours during the twelve (12)-month period immediately preceding the commencement of the leave.

Leave entitlements, definitions of covered family members, notice requirements, medical certification, use of paid leave, and reinstatement rights shall be governed by state and federal law and the City's personnel policies, as administered by the Human Resources Department.

Nothing in this section is intended to reduce any rights provided under applicable law, including Pregnancy Disability Leave or other protected leaves.

Please refer to the Employee Manual and/or the Human Resources Department for further detail.

12. SPECIAL PAYS

All special pays and incentives provided under this Agreement are subject to review and approval by CalPERS to determine whether they qualify as reportable compensation under applicable laws and regulations governing "Special Compensation." The City makes no guarantee that any special pay will be considered PERSable unless and until CalPERS issues such determination.

A. Bilingual Pay

The City will pay compensation to employees who are routinely and consistently assigned to positions requiring communication skills in Spanish and American Sign Language (ASL) as follows (MOU 2022-25):

Employees who are designated by the City as fluent in Spanish (includes ability to read and write) or ASL (includes ability to interpret complex conversations) shall receive an additional 5% of their base monthly salary as compensation for the additional responsibilities. Employees who are not fluent, but have been designated by the City as possessing the skill to converse in Spanish or ASL well enough to communicate during a basic call for service shall receive an

additional 3% of base monthly salary as compensation for the additional responsibilities. The 5% pay and 3% pay shall not be combined and 5% is the maximum premium allowed for any combination of the recognized communication skills.

The City may use a variety of techniques to test an employee's proficiency in either language, and may require an employee to re-test on occasion.

The Parties agree that this premium is special compensation per Title 2 of the California Code of Regulations, section 571 and 571.1.

B. Specialty Pay

1. Pesticide Spraying

Any employee who applies pesticides which require a County Identification Number or Restricted Permit for purchase must hold and maintain a valid Qualified Applicator's Certificate or License. Employees who possess and maintain such certificate or license shall receive additional compensation equal to two percent (2%) of base salary. This incentive shall remain in effect only while the employee maintains the required certification or license in good standing and performs corresponding tasks when assigned.

The Parties agree that the Pesticide Spray Premium is not special compensation under the PERL and CalPERS' regulations and guidance and shall not be reported as such.

2. Pool Operator Certificate

Any Community Services Department employee who possesses a Pool Operator Certificate shall be paid \$50.00 per month over salary. (rev. MOU 2022-25)

The Parties agree that this premium is not special compensation per Title 2 of the California Code of Regulations, section 571 and 571.1.

3. Playground Safety Inspector Certification

Any Public Works Division or Community Services Division employee who possesses and maintains a valid Playground Safety Inspector Certification shall receive additional compensation equal to two percent (2%) of base salary. Prior to attainment of the certificate, the employee must receive approval from the Public Works Director for eligibility under this program. This incentive shall remain in effect only while the employee maintains the certification in good standing and performs corresponding tasks when assigned.

The Parties agree that the Playground Safety Inspector Premium is not special compensation under the PERL and CalPERS' regulations and guidance and shall not be reported as such.

4. Homeless Encampment Cleanup

Any unit member who is assigned to work a noticed homeless encampment cleanup will be paid at a rate of \$3.00 per hour over salary for every hour spent on the cleanup.

The Parties agree that this premium is not special compensation per Title 2 of the California Code of Regulations, section 571 and 571.1.

5. Street Sweeping

Any Unit member who is formally assigned by their Department Head to perform street sweeping duties shall be paid an additional \$1.00 per hour over base rate salary for every hour spent performing these duties.

6. Public Works Division Education Incentive Plan

City shall recognize the certification program for Public Works Division personnel developed by the State of California pursuant to Sections 4060 to 4095 of the California Health and Safety Code and described in Title 17, California Administrative Code part 1, Chapter 5, Subchapter 1.

Prior to attainment of a State of California Water Distribution Operator Grade 2 certificate, the employee must receive approval from the Public Works Director for eligibility under this program. Upon attainment of a State of California Water Distribution Operator Grade 2 certificate, which is not a minimum requirement of the related classification, the employee shall receive a two and one-half percent (2.5%) salary increase over base pay. This incentive shall remain in effect only while the employee maintains the certification in good standing and performs corresponding tasks when assigned.

Subject to the PERL and CalPERS' regulations and guidance, this is reportable to CalPERS as special compensation.

C. Commercial Driver Instructor Incentive

The City is registered to provide the necessary training for new commercial drivers per the Entry-Level Driver Training (ELDT) requirements adopted on February 7, 2022 by the Department of Motor Vehicles. Employees who meet the qualifications to provide training and become a registered instructor will be paid at a rate of \$3.00 per hour over salary for every hour spent training. These records will be kept by the department and recorded separately on the timecard as evidenced authorization by supervisor and for payroll use. (MOU 2022-25)

The Parties agree that this incentive pay is special compensation per Title 2 of the California Code of Regulations, section 571 and 571.1.

13. MISCELLANEOUS PROVISIONS

A. Inclement Weather Gear

The City will provide rain and protective gear for all employees required to work outside in inclement weather, to include hat, coat, pants and boots.

B. Boot Allowance

For appropriate classifications designated by the City, employees shall be eligible for reimbursement of up to three hundred dollars (\$300) per fiscal year for the purchase or repair of work boots, upon submission of receipts. This allowance may also be used for boot-related care items, such as laces, insoles, weatherproofing treatment, or resoling.

In addition to the allowance, the City will continue to provide rain gear and other personal protective equipment necessary for job performance. Boots and equipment purchased under this provision are intended for City-related work and are not to be used for non-work-related activities.

If work boots are destroyed in the performance of City duties, the department supervisor may authorize an additional reimbursement of up to three hundred dollars (\$300) within the same fiscal year.

C. Replacement of Job Required Equipment

Replacement at City expense of eyeglasses and job required equipment damaged or destroyed while on duty to be considered on the merits of each individual case.

D. Compensatory Time Off (CTO)

In lieu of payment for overtime hours worked, employees may elect to receive compensatory time off (CTO) at the rate of one and one-half (1.5) hours of CTO for each overtime hour worked. Employees may accrue up to a maximum of eighty (80) hours of CTO at any given time. Use of CTO is subject to supervisory approval, which shall take into account operational needs as well as the vacation and sick leave schedules of other employees.

E. Store Stop Policy

Administrative and Maintenance Unit employees may make store stops for the purchase of refreshments, snacks, and medicine during their normal and overtime work hours upon express consent of their immediate supervisor.

The stops shall not interfere with any work or job assignment, as store stops will only be allowed for breaks and upon the consent and convenience of the immediate supervisor.

The store stop shall be at the nearest convenient store in the area. All stops are to be for purchase only and there will be no loitering at the store location.

The employees and management shall police this policy. The employees shall bring it to the attention of any employee abusing this policy. If the employee continues the abuse, they shall be reported to their immediate supervisor, who may at their discretion issue a verbal reprimand for the first violation, and an employee with more than two violations may lose their store stop privilege for six months. Disciplinary action following continued violations will be as determined by the Department.

After a six month store stop suspension, the employee will be reinstated, providing they have properly complied in that six month period. Failure to properly control this privilege may result in the withdrawal of this policy to all employees in the Unit.

F. Emergency Meals

Employees required to work in increments of four (4) consecutive hours outside of their normal working day because of an emergency situation which does not allow the employee to provide for a meal shall be furnished one meal for each four (4) hours worked if not furnished from other sources.

G. Section 125 Plan

The City will provide a Section 125 (Cafeteria) Plan for employees in this Unit.

H. Longevity

Only employees hired prior to July 1, 1990 shall be eligible and grandfathered at the rate of 1% salary after seven years, and an additional 2% of salary for a total of 3% of salary after fourteen years.

I. Longevity Performance Program

An employee is eligible for Longevity Performance Pay if the following apply:

1. Employee has worked full time, including full time limited-term assignments exceeding one (1) year, for the City of Ukiah for a minimum of seven (7) years, and
2. Employee has received a satisfactory or above rating on his/her last annual performance evaluation.

Such employee will be eligible to receive a lump sum payment on their anniversary date each year in which he/she receives a satisfactory or above rating on his/her last annual performance evaluation according to the following schedule:

- a) Upon the 7th anniversary date of employment, and each year thereafter in which the employee receives a satisfactory or above performance evaluation rating, on their anniversary date, a full time employee with the City of Ukiah will receive \$1,000.

b) Upon the 12th anniversary date of employment, and each year thereafter in which the employee receives a satisfactory or above performance evaluation rating, on their anniversary date, a full time employee with the City of Ukiah will receive \$2,500.

c) Upon the 20th anniversary date of employment, and each year thereafter in which the employee receives a satisfactory or above performance evaluation rating, on their anniversary date, a full time employee with the City of Ukiah will receive \$3,500.

The lump sum payment will not adjust the salary range, and will not count toward the calculation of annual salary for the purpose of computing life insurance coverage or long-term disability (LTD) wages.

J. Career Step Program

Employees hired before September 18, 2018, who are receiving Career Step are eligible to grandfather into this program. All other employees are only eligible for the Longevity Performance Program. The City of Ukiah values its long-term employees and desires to reward continued exemplary performance for employees beyond their achievement of E Step in their individual job classification. The Career Step Program is designed to provide a monetary incentive and motivation for continued good performance and high achievement throughout an employee's career with the City.

1. Eligibility – Regular, full-time employees who have completed 7 years of service with the City of Ukiah and have attained Step 4 with “3” (meets expectations) or above rating on their most current annual performance evaluation are eligible to apply for the first career step increase.

Provisions for eligibility are as follows:

a. Employees who have completed 7 years of service will be eligible to apply on their performance evaluation date for a career step increase of 1%, if their performance evaluation is “3” (Satisfactory) or above.

b. Employees who have completed 14 years of service will be eligible to apply on their performance evaluation date for a career step increase of 2% (for a total of 3%), if their performance evaluation is “4” (very competent) or above.

c. Employees who have completed 21 years of service will be eligible to apply on their performance evaluation date for a career step increase of 2% (for a total of 5%), if their performance evaluation is “4” (very competent) or above rating.

2. Employees may request a pre-evaluation meeting with their Supervisor up to 6 months before their annual evaluation date for the purpose of discussing the employee's current job performance, goals set during the last evaluation period, and any areas potentially in need of improvement. This meeting will provide the employee and the Supervisor an

opportunity to discuss performance issues and address goals prior to the annual evaluation.

3. Employees who have applied for a career step increase and are denied due to their performance level will be given specific standards of performance to achieve. They may then re-apply on their performance evaluation date the following year for their career step.

4. After receiving a career step increase, if any performance evaluation fall below the minimum performance rating required for that level, the last percentage increase will be lost. Example: if an employee has received their additional 2% at the end of 14 years of service, and falls below the “4” *(very competent) level in their next performance evaluation, they will only lose the last percentage received, or 2% in this case. If lost, the employee will be given standards of performance to achieve and may re-apply within six months to reinstate that career step level.

5. An employee may appeal the denial of their career step application or the loss of the current career step payment to the City Manager. The City Manager will meet with the employee and the supervisor in order to make a final determination on the appeal.

6. Employees cannot receive both longevity and career step pay. Any employee eligible for longevity will be required to make a determination as to which program they prefer and sign a PAF to that effect.

K. Career Development Program

It is the intent of the City of Ukiah (City) to recognize the future growth of both the City and its employees by adopting a Career Development Program which will encourage employees to avail themselves of job-related educational opportunities. The purpose of this action is to advance the employees’ knowledge and interest in the direction of their career with the City, expand the employees’ base of promotability, and enhance the City’s effectiveness by improving the overall level of municipal service.

This proposal is made with the realization that such a policy must be within the financial capability of the City, that the work for which the employee was originally appointed is given first priority, and that the City shall not expend, nor the employee accept, training funds with the intent of enabling the employee to secure a position with other agencies or business entities.

Such training programs may include college or university courses, lectures, seminars, or continuing education courses.

Provisions for the Career Development Program are as follows:

1. Preparation for classes and their requirements are to be completed on the employee’s own time.

2. To be eligible for funds, the employee must receive advance written approval by his/her Department Head and City Manager or designate.
3. Funds to the employee shall be predicted upon a grade point of 2.0 or better; or verifiable attendance of lectures or seminars.

Department Head and City Manager approval of all employee training courses shall be based upon the degree of value to the City, continuing development of employees, job skills, and the employee's stated intent to promote within the City.

Mutual benefit training is coursework of equilateral benefits to the City and employee. This would include job related coursework and general courses applied to a degree related to the employee's present position or broad based promotability within the City. Criteria for this assessment would be based upon applicability of subject matter to a relevant degree or certification and be made by the employee's Department head.

Up to 50% off the general education courses taken toward a degree related to the employee's field with the City may be covered by the program.

The City shall try to allow up to three (3) flex hours per week for employees who need to take classes during working hours if no other non-working hour class is available. City participation shall consist of registration and costs of books and related materials.

The City Manager shall cause a file to be kept in the Personnel Office in which a record of the Career Development Program is maintained. In addition, a record of each employee's participation in the program is to be placed in his/her personnel file.

L. Jury Duty

If you are called to serve on a jury for 15 days or less (a day is any day in which court is held without regard to the number of actual court hours), you will receive your base pay. You are required to furnish your department head a copy of your official notice and to let him/her know the expected duration of your absence. If you are released from jury duty before the end of your working shift, you are expected to return to work for the remainder of the day. Court Payment Checks for jury duty, excluding travel expenses, must be turned in to the City cashiers in order to be eligible for this paid leave. You need to inform the Judge of the City's 15 day paid leave policy so that you will not be appointed to trials of longer duration.

M. Residency / Response Time

The City and Union agree that the residency requirement response time for the Street and Airport personnel shall be extended to 30 minutes.

The City and the Union agree they have met and conferred on the issue of residency requirements. The Union recognizes that the City has the right to establish residency

requirements as applies to the classifications addressed in Personnel Policies Chapter XIII, Section 4, paragraph 8, All Other Employees.

N. Rest Period Agreement

The following language defines rest periods associated with extended overtime.

1. Eligibility for a Rest Period

Any employee in this Unit who has worked eight (8) hours or more at the overtime rate, whether continuous or non-continuous, from the end of the employee's regularly scheduled shift and the beginning of the employee's next regularly scheduled shift on the same workday shall be entitled to a rest period of eight (8) consecutive hours commencing upon completion of such overtime work.

2. Time Counted Toward Overtime Hours

For purposes of determining eligibility for the rest period, the following time shall be included in the calculation of overtime hours worked:

- Travel time, and
- Meal periods to which the employee is entitled during overtime.

3. Pay When the Rest Period Overlaps Regular Work Hours

If all or any portion of the rest period overlaps the employee's regularly scheduled work hours:

- The overlapping hours shall be paid at the straight-time rate; and
- Any meal period taken during such overlap that is required due to overtime hours worked shall be paid at the applicable overtime rate.

For purposes of this Agreement, pay received for scheduled work hours during which an employee is excused from duty due to a required rest period shall be considered *paid excused time* and not time worked.

4. Call-Back During the Rest Period

If an employee is called back to perform work during the first six (6) hours of the rest period:

- A new eight (8)-hour rest period shall commence upon completion of the call-back work.

a. If the new rest period overlaps regular work hours but does not extend into the second half of the employee's regularly scheduled workday, the employee shall be excused with pay at the straight-time rate until the next full hour of the regular workday.

b. If the new rest period overlaps the second half of the employee's regularly scheduled workday, the employee shall be excused with pay at the straight-time rate until the next full hour of the employee's next regularly scheduled shift.

For purposes of this section, "second half of the workday" means the final half of the employee's regularly scheduled shift.

5. Work Performed Without the Rest Period

An employee entitled to a rest period may nevertheless be required to work during regular work hours without having received the rest period. In such cases:

All work performed shall be compensated at two (2) times the straight-time rate; and

Double-time compensation shall continue until the employee is relieved from duty for at least eight (8) consecutive hours.

6. On-Call Employees Exceeding 16 Hours

An on-call employee who works in excess of the sixteen (16)-hour work limit and qualifies for the rest period shall be relieved from on-call status by the supervisor until the rest period is completed. During this time:

- Calls shall be routed to the supervisor; and
- The supervisor shall assign work according to the operational needs of the department.

O. Probationary Period

Newly hired employees shall serve a probationary period of twelve (12) months. Employees promoted to a new position shall serve a probationary period of six (6) months.

During this period, you and the City can evaluate each other to determine if employment should continue. The probationary period is used to closely observe your work. It may be extended by your Department Head for up to six (6) additional months if your performance warrants it. You may be terminated during the probationary period at any time without approval of the Civil Service Board, without cause, and without the right of appeal.

A promoted employee has the right to be reassigned to his/her original position during the introductory period.

Within four weeks of the conclusion of this introductory period you will, and at any time during the introductory period, you may receive a performance evaluation. These evaluations will give you and your supervisor or manager an opportunity to assess your performance to date, evaluate your on-the-job skills, and determine your ongoing relationship with the City.

Regardless of classification status or length of service, you are expected to meet and maintain City standards for job performance and behavior throughout your employment with the City.

Vacation and sick time accrued during the probationary period may be used as it is accrued.

P. Reclassification of Unit Positions

The City will provide advance notice to Operating Engineers Local No. 3 and the Administrative and Maintenance Unit Representatives of any proposed new classifications, amended class specifications, and reclassifications. Upon request of Operating Engineers Local No. 3 the parties will meet and confer regarding the City's proposed action.

Q. Disciplinary Action/Written Reprimands

The City agrees to secure the record of a written reprimand disciplinary action after 3 years if no similar violations occur. The following language will be added to the City of Ukiah Disciplinary Procedures, Section II.A. Reprimand:

"An employee has the right to request in writing that a letter of reprimand be secured within the employee's personnel file if three (3) years have elapsed from the date of reprimand and no similar violations occur. The employee may submit a request to Personnel to have the reprimand placed in a secured envelope within the Personnel file. The Personnel Officer, after conferring with the employee's Supervisor, will provide a written determination of the employee's request within 14 days. If similar violations of policy occur, the envelope may be opened for information to the Supervisor."

R. Out of Classification Pay

Any employee properly and formerly assigned to perform the duties of a higher paid classification for one or more shifts, shall be paid retroactively for completion of each shift at the rate of 5% or Step 0 of the classification, whichever is higher.

Employees working out of class in exempt positions will be paid overtime earned at the out of class rate, until they have worked out of class continuously for one month (30 calendar days) in the exempt classification, after which time overtime will not be paid at the out-of-class rate. Employees working out of class for a period of one month (30 calendar days) or longer will be paid holidays and sick leave of one week or less at the out of class differential rate after the 30th day.

S. Call Back

The first callback shall be paid at a two-hour minimum at time and one half pay. If an employee works over 2 hours on the first call back they will be immediately eligible for an additional 2 hours pay for the first call back. The 2nd call back is paid at the actual time worked with a one hour minimum at time and one half pay as long as the second call back is not within the first call back time frame.

T. Standby Pay

Standby Pay is at the rate of two (2) hours pay at straight time on weekdays and four (4) hours pay at straight time on weekends and holidays.

U. Dues Deduction

City will make payroll deduction of union dues bi-weekly when furnished by the union with an acceptable authorization signed by the employee prior to the 15th of the month during which the initial deduction is to be made.

V. No Strike/Job Action Provision

1. Prohibited Conduct

The Unit, its officers, agents, representatives, and/or members when on duty, agree they will not call, cause, engage, or condone any strike, walkout, sit down, work stoppage, slowdown, sickout, pretended illness, or engage or honor any other form or type of job action by Union employees or by any other employees of the City or employees of any other employer by withholding or refusing to perform services or honor any type or form of picket line of any union or employee organization.

2. Employee Termination

Any employee who participates in any conduct prohibited in Section 1, Prohibited Conduct, (above), shall be considered on unauthorized absence and shall be subject to discharge or other disciplinary action by the City, regardless of whether the Union carries out in good faith its responsibilities set forth below.

3. Union Responsibilities

a. In the event that the Union, its officers, agents, representatives, and/or members engage in any of the conduct prohibited in Section 1, Prohibited Conduct, above, the Union shall immediately instruct any persons engaging in such conduct that their conduct is in violation of this Memorandum of Understanding and unlawful, and they must immediately cease engaging in conduct prohibited in 1, Prohibited Conduct, above, and return to work.

b. If the Union performs all of the responsibilities in good faith set forth in item a. above, its officers, agents, and representatives shall not be liable for damages for prohibited conduct performed by employees who are covered by this Agreement in violation of 1, Prohibited Conduct, above.

W. Commencement of Negotiations

The City and the Unit agree to begin negotiations for a successor Memorandum of Understanding sufficiently in advance of the expiration of this Agreement. Accordingly, the

parties shall meet to commence negotiations in June 2028, and in no event later than June 18, 2028, unless a later date is mutually agreed upon by both parties.

X. Administrative Clean-Up of MOU Provisions

The parties recognize that certain provisions of this MOU may become outdated, redundant, or inconsistent with current laws, regulations, or City policies. The parties agree to meet and confer in good faith to make non-substantive updates, corrections, or eliminations of such provisions during the term of this MOU. These administrative clean-up revisions may be documented by mutual written agreement of the parties and do not require separate City Council approval, provided they do not materially change employee wages, benefits, or other substantive terms and conditions of employment.

Y. Continuation

The City and the Unit agree that all conditions of employment established by City policy, including all conditions affecting wages, hours, and working conditions that are not specifically addressed in this Memorandum of Understanding, shall continue in effect and shall not be affected by the terms of this Memorandum of Understanding.

The value or availability of the benefits provided in the Memorandum of Understanding as originally worded or as amended from time to time may depend on their tax treatment by the state or federal government or the decisions of other government agencies or departments, such as, but not limited to, the Public Employees Retirement System. The City will endeavor to obtain the most favorable treatment legally possible from these other governmental entities. However, the City makes no representation concerning the value of such benefits to unit members or how they will be taxed or otherwise treated by other agencies or departments. The City's obligations under this Memorandum of Understanding are limited to the direct cost of providing the salary and benefits as described in the Memorandum of Understanding. The City shall have no additional financial obligation, even if the tax or other treatment of such salary or benefits by other agencies or departments reduces or eliminates their value to the employee.

This Memorandum of Understanding is ratified and adopted pursuant to the recommendations of the following representatives this 17th day of December 2025.

CITY OF UKIAH



Sage Sangiacomo, City Manager

ADMINISTRATIVE & MAINTENANCE UNIT



Raul R Ramos (May 27, 2026 13:08:09 PDT)

Raul Ramos, Parks Service Worker II



Jordan Beebe, IT Specialist II

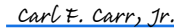


Carlos Reynoso, Public Works Maintenance I

OPERATING ENGINEERS LOCAL NO. 3



Marc Beauchamp, Business Representative



Carl F. Carr, Jr. (May 27, 2026 12:10:23 PDT)

Carl Carr, Director, Public Employees

APPENDIX “A”
ADMINISTRATIVE & MAINTENANCE UNIT CLASSIFICATIONS

Airport Attendant, Senior

Administrative Assistant

Airport Assistant

Assistant Accountant

Building Inspector I, II

Building Maintenance I, II

Buyer I, II, Senior

Code Enforcement Inspector I, II

Conference Center Coordinator

Community Development Technician I, II, Lead

Customer Service Representative

Customer Services Team Leader

Department Analyst

Deputy City Clerk, Senior

Electric Utility Program Coordinator

Engineering Technician I, II

Event Coordinator

Financial Services Specialist I, II, Senior

Fire Inspector I, II

Horticulturist

Human Resources/Payroll Technician I, II

Information Technology Specialist I, II, Lead

Information Technology Network Specialist

Maintenance Custodian

Meter Reader

Museum Curator

Parks/Golf Lead Worker

Parks/Golf Service Worker I, II

Police Records Clerk

Public Works Maintenance I, II

Recreation Coordinator, Senior

Urban Forest Technician

Utility Services Team Leader

Administrative Maintenance Unit - Operating Engineers, Local 3**Salary Schedule**Effective September 28, 2025 - *Additional Step Added*

Grade	Classification		Step 0	Step 1 (5%)	Step 2 (5%)	Step 3 (5%)	Step 4 (5%)	Step 5 (5%)
6024	Airport Attendant	Annual	\$ 40,847.63	\$ 42,890.04	\$ 45,034.56	\$ 47,286.24	\$ 49,650.60	\$ 52,133.16
6025	Maintenance Custodian	Monthly	\$ 3,403.97	\$ 3,574.17	\$ 3,752.88	\$ 3,940.52	\$ 4,137.55	\$ 4,344.43
		Hourly	\$ 19.64	\$ 20.62	\$ 21.65	\$ 22.73	\$ 23.87	\$ 25.06
6328	Financial Services Specialist I	Annual	\$ 46,215.59	\$ 48,526.32	\$ 50,952.60	\$ 53,500.20	\$ 56,175.24	\$ 58,983.96
		Monthly	\$ 3,851.30	\$ 4,043.86	\$ 4,246.05	\$ 4,458.35	\$ 4,681.27	\$ 4,915.33
		Hourly	\$ 22.22	\$ 23.33	\$ 24.50	\$ 25.72	\$ 27.01	\$ 28.36
6130	Administrative Assistant	Annual	\$ 48,555.11	\$ 50,982.84	\$ 53,532.00	\$ 56,208.60	\$ 59,019.00	\$ 61,969.92
6030	Buyer I	Monthly	\$ 4,046.26	\$ 4,248.57	\$ 4,461.00	\$ 4,684.05	\$ 4,918.25	\$ 5,164.16
6630	Community Development Tech I	Hourly	\$ 23.34	\$ 24.51	\$ 25.74	\$ 27.02	\$ 28.37	\$ 29.79
6330	Customer Services Representative							
6126	Event Coordinator							
6530	Financial Services Specialist II							
6430	Police Records Clerk							
6228	Buildings Maintenance I	Annual	\$ 49,769.05	\$ 52,257.48	\$ 54,870.36	\$ 57,613.92	\$ 60,494.64	\$ 63,519.36
6631	Horticulturist	Monthly	\$ 4,147.42	\$ 4,354.79	\$ 4,572.53	\$ 4,801.16	\$ 5,041.22	\$ 5,293.28
6031	Parks Service Worker I	Hourly	\$ 23.93	\$ 25.12	\$ 26.38	\$ 27.70	\$ 29.08	\$ 30.54
6331	Public Works Maintenance I							
6231	Recreation Coordinator							
6531	Seasonal Program Coordinator							
6032	Meter Reader	Annual	\$ 51,013.34	\$ 53,564.04	\$ 56,242.20	\$ 59,054.28	\$ 62,007.00	\$ 65,107.32
		Monthly	\$ 4,251.11	\$ 4,463.67	\$ 4,686.85	\$ 4,921.19	\$ 5,167.25	\$ 5,425.61
		Hourly	\$ 24.53	\$ 25.75	\$ 27.04	\$ 28.39	\$ 29.81	\$ 31.30
6133	Parks Service Worker II	Annual	\$ 52,288.66	\$ 54,903.12	\$ 57,648.24	\$ 60,530.64	\$ 63,557.16	\$ 66,735.00
6233	Buildings Maintenance II	Monthly	\$ 4,357.39	\$ 4,575.26	\$ 4,804.02	\$ 5,044.22	\$ 5,296.43	\$ 5,561.25
		Hourly	\$ 25.14	\$ 26.40	\$ 27.72	\$ 29.10	\$ 30.56	\$ 32.08

Administrative Maintenance Unit - Operating Engineers, Local 3
Salary Schedule

Effective September 28, 2025 - *Additional Step Added*

Grade	Classification		Step 0	Step 1 (5%)	Step 2 (5%)	Step 3 (5%)	Step 4 (5%)	Step 5 (5%)
6534	Building Inspector I	Annual	\$ 53,595.94	\$ 56,275.80	\$ 59,089.56	\$ 62,044.08	\$ 65,146.32	\$ 68,403.60
6334	Code Enforcement Inspector I	Monthly	\$ 4,466.33	\$ 4,689.65	\$ 4,924.13	\$ 5,170.34	\$ 5,428.86	\$ 5,700.30
6834	Deputy City Clerk	Hourly	\$ 25.77	\$ 27.06	\$ 28.41	\$ 29.83	\$ 31.32	\$ 32.89
6434	Engineering Technician I							
6734	Fire Inspector I							
6934	Human Resources & Payroll Technician I							
6134	Museum Curator							
6335	Public Works Maintenance II	Annual	\$ 54,935.74	\$ 57,682.56	\$ 60,566.64	\$ 63,594.96	\$ 66,774.72	\$ 70,113.48
6635	Senior Financial Services Specialist	Monthly	\$ 4,577.98	\$ 4,806.88	\$ 5,047.22	\$ 5,299.58	\$ 5,564.56	\$ 5,842.79
		Hourly	\$ 26.41	\$ 27.73	\$ 29.12	\$ 30.57	\$ 32.10	\$ 33.71
6237	Assistant Accountant	Annual	\$ 57,716.91	\$ 60,602.76	\$ 63,632.88	\$ 66,814.56	\$ 70,155.24	\$ 73,662.96
6537	Buyer II	Monthly	\$ 4,809.74	\$ 5,050.23	\$ 5,302.74	\$ 5,567.88	\$ 5,846.27	\$ 6,138.58
6337	Conference Center Coordinator	Hourly	\$ 27.75	\$ 29.14	\$ 30.59	\$ 32.12	\$ 33.73	\$ 35.41
6937	Community Development Tech II							
6437	Customer Services Team Leader							
6037	Department Analyst							
6435	Parks/Golf Lead Worker							
6837	Senior Recreation Coordinator							
6737	Senior Seasonal Program Coordinator							
6137	Utility Services Team Leader							
6431	Information Technology Specialist I	Annual	\$ 58,668.88	\$ 61,602.36	\$ 64,682.52	\$ 67,916.64	\$ 71,312.52	\$ 74,878.20
		Monthly	\$ 4,889.07	\$ 5,133.53	\$ 5,390.21	\$ 5,659.72	\$ 5,942.71	\$ 6,239.85
		Hourly	\$ 28.21	\$ 29.62	\$ 31.10	\$ 32.65	\$ 34.28	\$ 36.00
6138	Senior Airport Attendant	Annual	\$ 59,159.77	\$ 62,117.76	\$ 65,223.60	\$ 68,484.84	\$ 71,909.04	\$ 75,504.48
6438	Electric Utility Program Coordinator	Monthly	\$ 4,929.98	\$ 5,176.48	\$ 5,435.30	\$ 5,707.07	\$ 5,992.42	\$ 6,292.04
		Hourly	\$ 28.44	\$ 29.86	\$ 31.36	\$ 32.93	\$ 34.57	\$ 36.30

Administrative Maintenance Unit - Operating Engineers, Local 3
Salary Schedule

Effective September 28, 2025 - *Additional Step Added*

Grade	Classification		Step 0	Step 1 (5%)	Step 2 (5%)	Step 3 (5%)	Step 4 (5%)	Step 5 (5%)
6040	Human Resources & Payroll Technician II	Annual	\$ 64,767.71	\$ 68,006.04	\$ 71,406.36	\$ 74,976.72	\$ 78,725.52	\$ 82,661.76
6637	Information Technology Specialist II	Monthly	\$ 5,397.31	\$ 5,667.17	\$ 5,950.53	\$ 6,248.06	\$ 6,560.46	\$ 6,888.48
		Hourly	\$ 31.14	\$ 32.70	\$ 34.33	\$ 36.05	\$ 37.85	\$ 39.74
6143	Building Inspector II	Annual	\$ 66,933.89	\$ 70,280.64	\$ 73,794.72	\$ 77,484.48	\$ 81,358.68	\$ 85,426.56
6243	Code Enforcement Inspector II	Monthly	\$ 5,577.82	\$ 5,856.72	\$ 6,149.56	\$ 6,457.04	\$ 6,779.89	\$ 7,118.88
6343	Engineering Technician II	Hourly	\$ 32.18	\$ 33.79	\$ 35.48	\$ 37.25	\$ 39.11	\$ 41.07
6443	Fire Inspector II							
6241	Lead Information Technology Specialist	Annual	\$ 79,021.44	\$ 82,972.56	\$ 87,121.20	\$ 91,477.32	\$ 96,051.24	\$ 100,853.76
		Monthly	\$ 6,585.12	\$ 6,914.38	\$ 7,260.10	\$ 7,623.11	\$ 8,004.27	\$ 8,404.48
		Hourly	\$ 37.99	\$ 39.89	\$ 41.89	\$ 43.98	\$ 46.18	\$ 48.49
6242	Information Technology Network Specialist	Annual	\$ 85,881.26	\$ 90,175.32	\$ 94,684.08	\$ 99,418.32	\$ 104,389.20	\$ 109,608.72
		Monthly	\$ 7,156.77	\$ 7,514.61	\$ 7,890.34	\$ 8,284.86	\$ 8,699.10	\$ 9,134.06
		Hourly	\$ 41.29	\$ 43.35	\$ 45.52	\$ 47.80	\$ 50.19	\$ 52.70

RESOLUTION NO. 2025-63

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF UKIAH APPROVING SUCCESSOR MEMORANDUM OF UNDERSTANDING BETWEEN THE CITY OF UKIAH AND OPERATING ENGINEERS LOCAL 3 – ADMINISTRATIVE AND MAINTENANCE UNIT

WHEREAS, the City of Ukiah Employee/Employer Relations Officer and Human Resources & Risk Management Director have met and conferred in good faith with the bargaining unit on matters including wages, hours, and the terms and conditions of employment for represented employees; and

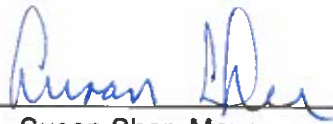
WHEREAS, the terms and conditions contained herein have been negotiated by the City of Ukiah and Operating Engineers Local 3 – Administrative and Maintenance Unit, and such terms and conditions have been agreed upon by both parties; and

WHEREAS, the successor Memorandum of Understanding establishes the terms and conditions of employment with respect to wages, hours, and working conditions applicable to this bargaining unit for the period of September 19, 2025, through September 18, 2028.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Ukiah hereby approves and authorizes the City Manager to execute the successor Memorandum of Understanding on behalf of the City.

PASSED AND ADOPTED this 17th day of December, 2025, by the following roll call vote:

AYES: Councilmembers Crane, Criss, Orozco, and Mayor Sher.
NOES: None.
ABSENT: Councilmember Rodin.
ABSTAIN: None.



Susan Sher, Mayor

ATTEST:



Kristine Lawler, City Clerk

OE3 Admin & Main Unit Comprehensive MOU 2025-2028 Final

Final Audit Report

2026-07-08

Created:	2026-05-27
By:	Sheri Mannion (smannion@cityofukiah.com)
Status:	Signed
Transaction ID:	CBJCHBCAABAAgkMNdQEId3OVdEZZdR8rhL28T6eCMD8d

"OE3 Admin & Main Unit Comprehensive MOU 2025-2028 Final" History

-  Document created by Sheri Mannion (smannion@cityofukiah.com)
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-  Document emailed to Sage Sangiacomo (ssangiacomo@cityofukiah.com) for signature
2026-05-27 - 6:26:31 PM GMT
-  Document emailed to mbeauchamp@oe3.org for signature
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2026-07-08 - 10:32:30 PM GMT

 Document e-signed by Carlos Reynoso (creynoso@cityofukiah.com)

Signature Date: 2026-07-08 - 10:32:32 PM GMT - Time Source: server - Signature Appearance Selected: MOBILE_DRAW

 Agreement completed.

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