

Comprehensive Tentative Agreement

February 12, 2025

The following summary represents the parties' comprehensive term sheet. The following terms do not represent the proposal of either party, but provide the basis for a total tentative agreement. Final contract language will be drafted to implement these terms. Any proposals not specifically identified herein are rejected and any terms not changed will remain status quo.

1. Duration (3-year term)

This Memorandum of Agreement shall become effective upon ratification by both parties hereto and remain in effect through December 31, 2027.

2. Wages

Replace Appendix A (Compensation) with the following:

a) **General Salary Increase:** Effective the first full pay period following the later of January 1, 2025 or the adoption of the MOA, the salary ranges of all represented classifications will be increased by three percent (3.0%).

b) **Market Adjustment:**

1) Effective the first full pay period following the adoption of the MOA, the salary ranges of all represented classifications will be increased in an amount sufficient to bring them to the top quartile (75th percentile) of the labor market before application of the General Salary Increase as determined by the City's market study (PEPRA). However, no represented classification shall receive a market adjustment of more than three percent (3.0%).

2) Effective the first full pay period following January 1, 2026, each represented classification which was more than three percent (3.0%) below the top quartile (75th percentile) of the City's market study (PEPRA) will receive the remainder of the market adjustment required to bring them to the 75th percentile. For example, if classification A was 3.6% below the top quartile (75th percentile) of the labor market before application of the 2025 General Salary Increase as determined by the City's market study (PEPRA), that classification would receive a 3.0% market adjustment in 2025 and a 0.6% market adjustment in 2026.

c) **General Salary Increase:** Effective the first full pay period following the later of January 1, 2026, or the adoption of the MOA, salary ranges of all represented classifications will be increased by two and one-half percent (2.5%).

d) **General Salary Increase:** Effective the first full pay period following the later of January 1, 2027, or the adoption of the MOA, salary ranges of all represented classifications will be increased by three percent (3.0%).

3. Health and Flexible Compensation (Art XIV, Sec. 1)

- 2025 Plan Year
 - Flexible Compensation:
 - City will pay each represented employee a one-time discretionary payment of \$300 in the first pay period following City Council adoption. To qualify, the employee must be in paid status during the pay period associated with the first pay period following City Council adoption.
 - Effective the first full pay period following City Council Adoption, and in lieu of an increase to the City contribution towards medical premiums, each represented classification will have their base pay increased by one-thousand, eight hundred dollars (\$1800) per year (\$150 per month).
- 2026 Plan Year
 - Flexible Compensation: Effective the first full pay period including January 1, 2026, and in lieu of an increase to the City contribution towards medical premiums, each represented classification will have their base pay increased by an additional six hundred dollars (\$600) per year (for a total of \$2400 per year or \$200 per month).
- 2027 Plan Year
 - Effective January 1, 2027, in addition to the \$2400 of annual flexible compensation, the City will increase its maximum contribution to medical premiums by the following percentages:
 - Individual: increase City contribution by two percent (2.0%) to \$962 per month.
 - Two-Party: increase City contribution by three percent (3.0%) to \$1,942 per month.
 - Three or More: increase City contribution by five percent (5.0%) to \$2,566 per month.

4. Job Families

City 12/4/24 Proposal.

5. Public Safety Dispatcher Classification

The City will utilize the following cities to determine the 2025 market placement of the Public Safety Dispatcher Classification: Mountain View, San Jose, Santa Clara, and Sunnyvale.

6. Appendix A

OK to continue current language on standby with updates to remaining language.

7. Cleanup

City 11/17/24 Proposal.


City of Palo Alto and SEIU, Local 521 Negotiations | 2024

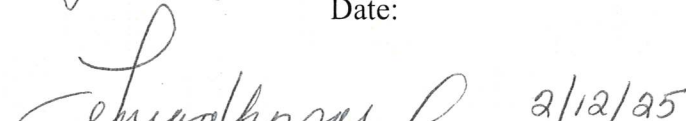
Agree to SEIU 11/17/24 proposal to change Roman Numerals to Arabic.

All Existing TA's

- Art. III Union Membership (11-6-24)
- Art. VI, Sec. 4 Release of Info (11-6-24)
- Art. VI, Sec. 5 Promotional Opportunities (11-25-24)
- Art. VII, Sec. 6 Lead and Senior Pay (11-25-24)
- Art. VII, Sec. 8 Direct Deposit (11-25-24)
- Art. VIII, Sec. 7 Standby and Call-Out pay
- Art. VIII, Sec. 1 Workweek (11-25-24)
- Art. VIII, Sec. 2 Compensatory Time Off (12-05-24)
- Art VIII, Sec. 2 Overtime Work: Rest Periods 12-16-25
- Art VIII, Sec. 9 Bilingual (12-05-24)
- Art. IX Certifications (12-16-24)
- Art. XI Vacation (cleanup) (12-16-24)
- Art. XII, Sec. 2 Bereavement Leave (9-12-24)
- Art. XII, Sec 1 Sick Leave (12-16-24)
- Art. XIV. Sec. 5 LTD (11-6-24)
- Art. XIX Grievance Procedure (11-25-24)
- Art. XXV Professional Development (11-6-24)
- Art. XXVII Reopener on Apprenticeship Programs (12/5/24)
- Field Service Representative Job Description (12/16/24)


For SEIU, Local 521:

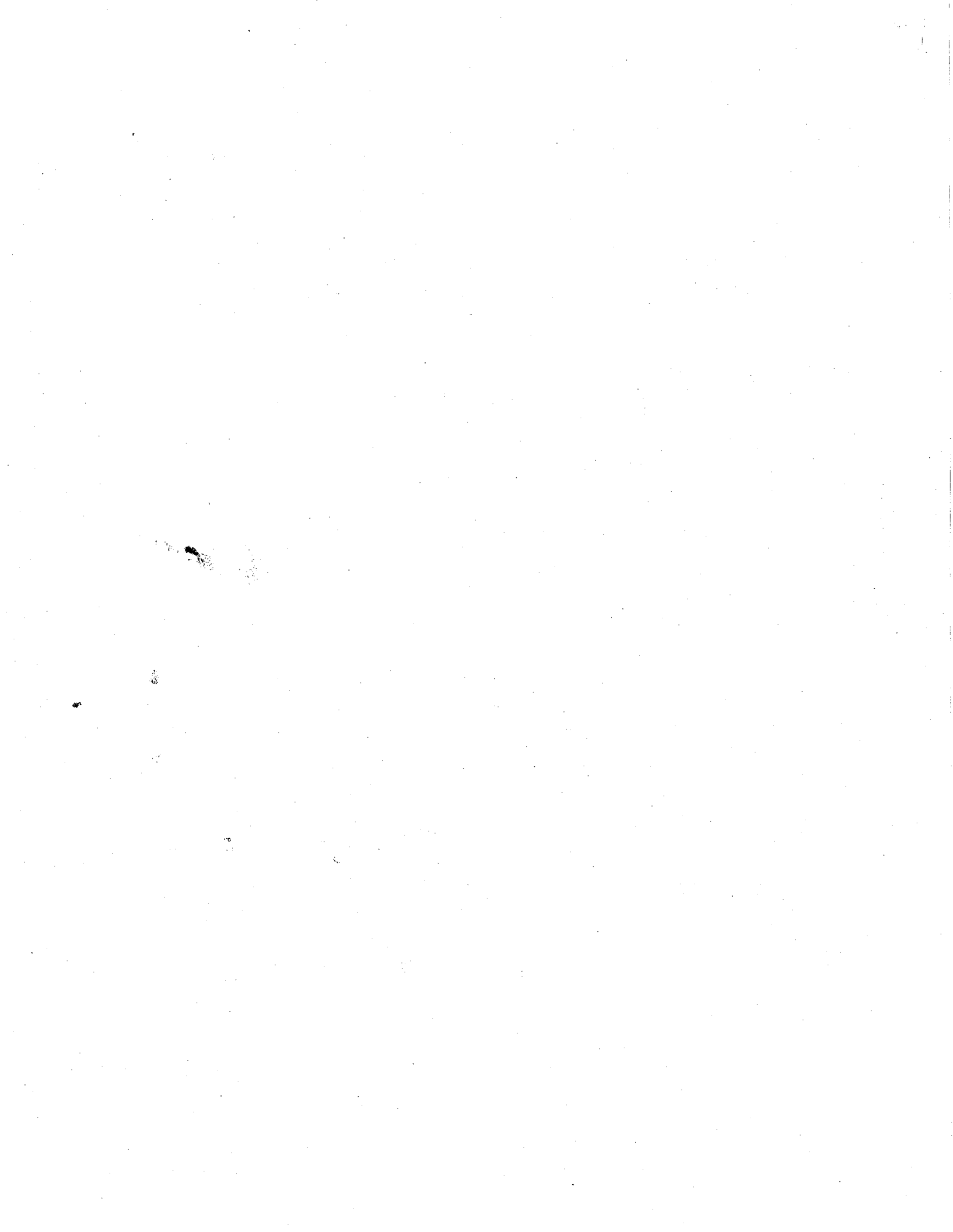

Pete Quiroz
Date: 2/12/25


Teneya Johnson
Date: 2/12/25

For the City of Palo Alto:


Ben Farnsworth
Date: 2/12/25


Charles Sakai
Date: 2/16/25



TENTATIVE AGREEMENT ON UNION MEMBERSHIP

ARTICLE III – UNION MEMBERSHIP

Sec. 1 Notice.

- a) When a person is hired in any of the covered job classifications, the City shall notify that person that the Union is the recognized bargaining representative for the employee and give the employee a packet of information provided by the Union and will maintain a current copy of the Memorandum of Agreement on the City's website.
- b) When a group new employee orientation is held for new employees of the bargaining unit, a union representative shall be permitted to make a presentation to such bargaining unit employees during the employee orientation for the purpose of explaining matters of representation. The presentation shall not exceed 30 minutes. Management will not be present during the Union presentation. The City will provide release time to a steward or Union Officer for purposes of making the presentation. In addition, a non-City employee Union representative will also be given access to attend for the purposes of making the presentation.
- c) The City will normally provide the Union with ten (10) days' notice in advance of a group orientation for new employees. Shorter notice may be provided only in a specific instance where there is an urgent need critical to the employer's operations that was not reasonably foreseeable. The date, time, and place of the orientation shall not be disclosed to any third party except the exclusive representative or a vendor that is contracted to provide a service for purposes of the orientation.
- d) When no group new employee orientation is held, if an employee is unable to attend the group orientation, or if the Union is unable to make a presentation because the City provides less than ten (10) days' notice, the employee will be scheduled to attend the next new employee orientation. If the employee does not attend the next new employee orientation, the City will offer the Union an monthly opportunity to make a thirty (30) minute presentation to new employees. This may be scheduled before or after the Steward Council meeting or at another mutually agreeable time. For the months of January, February, and March 2023, the Union may hold a monthly presentation (not to exceed 30 minutes) for employees hired between March 1, 2020 and September 30, 2022.
- e) This section is intended to satisfy the requirements of Government Code Section 3556.

Sec. 2 Payroll Deductions

The City shall deduct Union membership dues and pay other mutually agreed upon deductions (including Committee on Political Education (COPE)) from the bi-weekly pay of member employees. The deductions in this Section shall not apply during any period

where an employee is in an unpaid status and/or transfers or in any other manner leaves the representation unit.

The Union will be the custodian of records for individual employee membership and dues deduction forms. The Union will maintain all authorizations for dues deductions signed by the individual from whose salary or wages the deduction or reduction is to be made. The City will direct employee requests to cancel or change deductions to the Union. Deductions may be revoked only pursuant to the terms of the employee's written authorization. The City shall remit the deducted dues to the Union as soon as possible after deduction.

Sec. 3. Certification of Union Membership.

The Union agrees to provide the City on a monthly basis, a certified list of members and a statement that the Union has and will maintain written authorizations signed by the individuals from whose wages the Union dues deductions are to be made, and a statement that the Union shall indemnify the City for any claims made by the employee for deductions made in reliance on that certification, in accordance with Government Code Section 1157.12(a).

Sec. 4. Indemnification, Defense and Hold Harmless

Union agrees to indemnify and hold harmless the City and all officials, employees, and agents acting on its behalf, from any and all claims, actions, damages, costs, or expenses including all attorney's fees and costs of defense in actions against the City, its officials, employees or agents as a result of actions taken or not taken by the City pursuant to this Article.

Sec. 5 Documentation.

The City shall supply the Union with:

- a) a monthly electronic file on or before the 15th of the month with the names, addresses, classifications, hourly base pay, month, work locations, work phone, home phone number, personal cellphone number, employee number, and personal email, employee ID number, and Committee on Political Education (COPE) listed separately of all bargaining unit employees on file with the City except those who file written notice with the Human Resources Department objecting to release of addresses, home telephone number, personal cellphone number, or personal email address, in which case information will be transmitted without these objected items; and
- b) a list of bargaining unit new hires, terminations and retirements which occurred during the previous month.

The Union shall supply the City, and as applicable, the employees, with documentation required by Government Code Section 3502.5 (f).

Sec. 65 Bulletin Boards and Departmental Mail.

The Union shall have access to inter-office mail, existing bulletin boards in unit employee work areas for the purpose of posting, transmitting, or distributing notice or announcements including notices of social events, recreational events, Union membership meetings, results of elections and reports of minutes of Union meetings. Any other material must have prior approval of the Human Resources Office. Action on approval will be taken within 24 hours of submission. The Union may send email messages only for the purposes set forth above. The IT Department will maintain the SEIU list and keep it current. The Union access to email is based on the following conditions: 1) emails to the SEIU list will be copied to the Human Resource Director, or designee at distribution; 2) emails to the SEIU list will only be sent by the SEIU Chapter Chair, Vice Chair, Chief Steward(s) or Secretary, 3) a maximum of 52 emails may be sent per year and a maximum of 12 emails may be sent by the SEIU Chapter Secretary.

Sec. 76 Access to Union Representatives.

Representatives of the Union are authorized access to City work locations for the purpose of conducting business within the scope of representation, provided that no disruption of work is involved. The representative must notify the Human Resources Department ~~two~~ (2) working days prior to entering the work location, including the intended date of the visit.

Sec. 87 Meeting Places.

The Union shall have the right to reserve City meeting and conference rooms for use during lunch periods or other non-working hours. Such meeting places will be made available in conformity with City's regulations and subject to availability the limitations of prior commitment.

Sec. 98 Notification to the Union.

- a) General. Pursuant to Government Section 3500, et seq. (Meyers-Milias-Brown Act as amended), the Union shall be informed in advance in writing by Management before any proposed changes not covered by this Memorandum of Agreement are made in benefits, working conditions, or other terms and conditions of employment which require meet and confer or meet and consult process. This paragraph shall not be subject to the grievance procedure of this Memorandum of Agreement so long as the Public Employment Relations Board retains jurisdiction over the obligation to meet and confer in good faith.
- b) Change in City's Financial Situation. Should the City's financial situation deteriorate and the possibility of layoffs result, the City Manager will give prior

notice to and consult with the Union prior to recommending any layoffs to the City Council. Implementation of layoffs will be consistent with Article V. Reduction in Force.

- c) Vacancies and Temporary Personnel. The City agrees to notify SEIU Local 521 in writing when any irregular, temporary, hourly, provisional, special or extra help employee who consistently performs work typical of the SEIU Local 521 bargaining unit exceeds 1,000 hours of work within a 18-month period. The City agrees to notify SEIU Local 521 in writing when any position covered by this agreement is left vacant for more than 60 days. The City will notify SEIU and, upon request, in coordination with the SEIU 521 Hourly representation Unit, the City and SEIU 521 may meet regarding the conversion of any long term and on-going hourly positions which may be converted the City proposes to convert to full time positions through the budget process.

Sec. 109 ~~Union Logo.~~

~~All materials and documents produced on Itek and metal plates, by the City print and reproduction shop, shall carry the Union label on the inside of covers or title pages in accordance with customary printing trades practices.~~

Sec 110 ~~Public Notice.~~

The City shall make available to the Union, in a timely manner, copies of all City Council meeting agendas, minutes and schedule of meetings. These materials will be available online via the City's website.

Sec 124 ~~Use of Agency Reports.~~

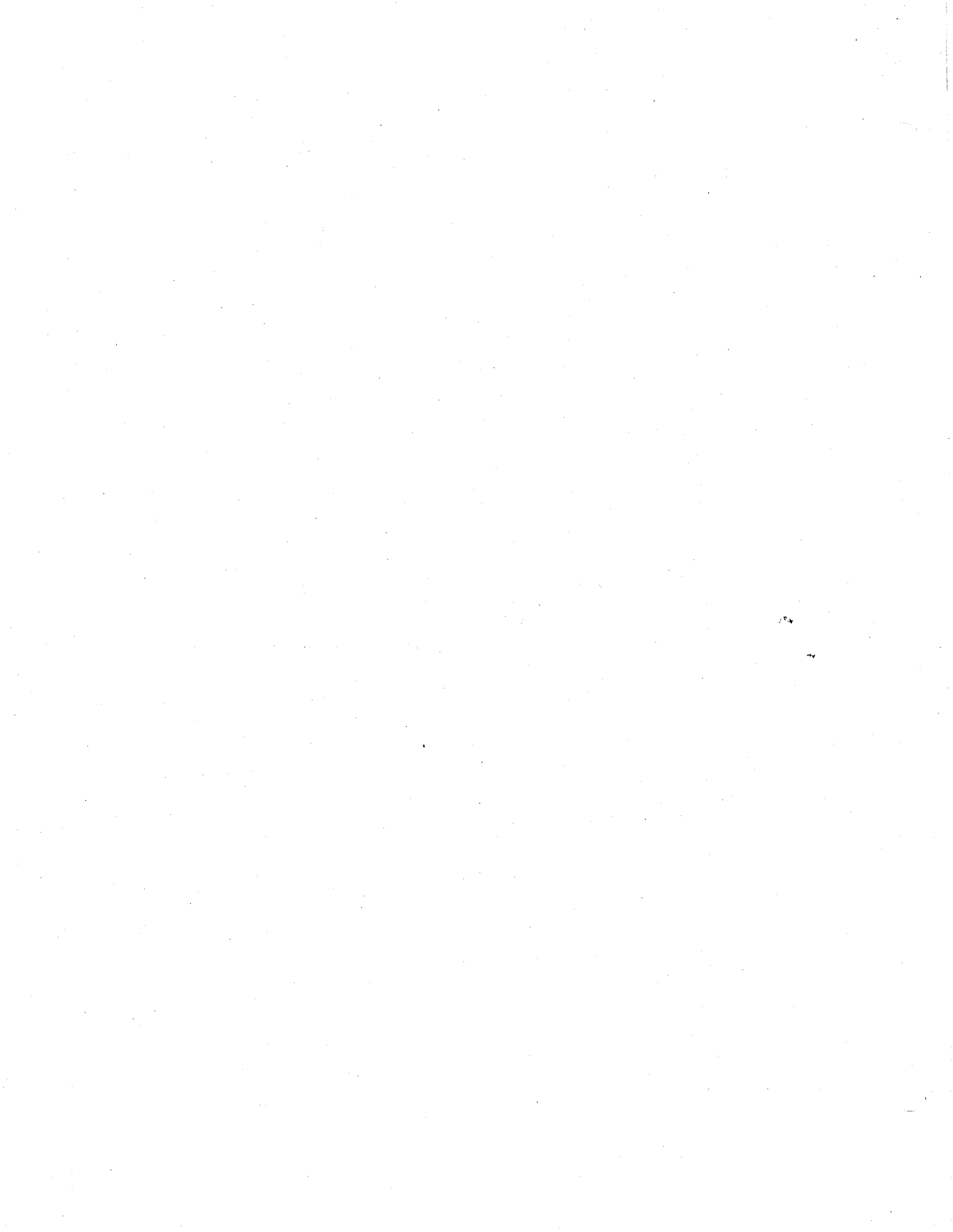
Upon request, the City shall provide to the Union reports by department on the use of agency temporaries filling representation unit vacant positions, or doing work similar to that of representation unit classifications.

Sec 132 ~~Job Postings.~~

The City shall incorporate the requirements of this Article when publicizing job announcements for classifications covered by this Memorandum of Agreement.

Sec 143 ~~Contracting Out.~~


The City through the labor management process will keep the Union advised of the status of the budget process, including any formal budget proposal involving the contracting out of SEIU bargaining unit work traditionally performed by bargaining unit members at least thirty (30) days prior to the release of the City Manager's proposed budget.



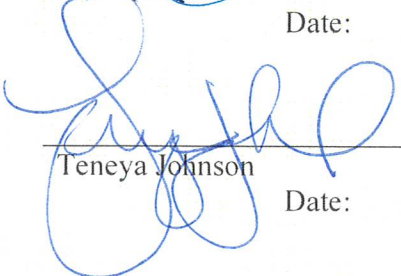
Prior to contracting out work, the City will attempt to fill vacant positions within the classification which normally performs the work to be contracted out; and attempt to utilize voluntary overtime to reduce or eliminate the need to contract out.

The City will notify the Union in writing at least ninety (90) days prior to contracting work which has been traditionally performed by bargaining unit members. Within the ninety (90) day period of contracting out, both parties may offer alternatives to contracting out and meet and confer on the impact of such contracting out of a bargaining unit employee work. The City will notify the Union in writing when contracting out work which has been traditionally performed by bargaining unit workers, where such contracting out is expected to replace a laid off bargaining unit position that has been eliminated within ninety (90) days prior to the date of the planned contract work. When feasible, the City will provide such notice prior to the beginning date of the planned contract work. The City will meet with the Union upon request to discuss alternatives. This provision does not apply to the filling of temporary vacancies of twelve (12) months or less duration. The City will provide the Union with a biannual list by department of all contract workers or vendors who are contracted by the City who perform work for the City. The City will make a reasonable effort to identify the names of the vendors on the list and the nature of the work provided by each vendor.

For SEIU, Local 521:

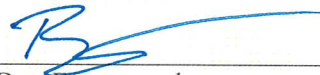


Pete Quiroz
Date: 11/6/24




Teneya Johnson
Date: 11/6/24

For the City of Palo Alto:



Ben Farnsworth
Date: 11/6/24



Charles Sakai
Date: 11/6/24

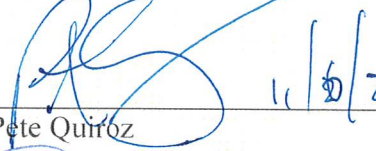
TENTATIVE AGREEMENT - RELEASE OF INFORMATION

ARTICLE VI - PERSONNEL ACTIONS

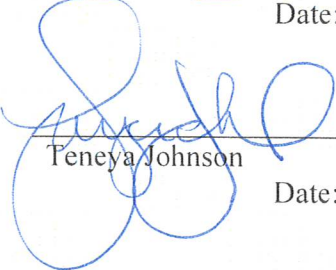
Sec. 4 Release of Information.

The City will only release information to creditors or other persons upon prior identification of the inquirer and acceptable reasons for the inquiry. Information then given from personnel files is limited to verification of employment, length of employment and verification and disclosure of salary range information. ~~Release of m-~~ More specific information may only be released if authorized in writing by the employee, required by applicable law, or pursuant to a valid order of a court or administrative agency. An employee can notify Human Resources of any objection to the release of more specific information as outlined in this article. ~~Employees In the case of required legal disclosures, the employer shall promptly notify the employee in advance of any release including the name of the inquirer and shall make all reasonable efforts to limit the scope of disclosure only to the information specifically required.~~

For SEIU, Local 521:



Pete Quiroz
Date: 11/6/24




Teneya Johnson
Date: 11/6/24

For the City of Palo Alto:



Ben Farnsworth
Date: 11/6/24



Charles Sakai
Date: 11/6/24

Tentative Agreement on:

ARTICLE VI - PERSONNEL ACTIONS

Sec. 5 Promotional Opportunities

With the exception of Flexibly Staffed positions and Apprentice positions as described in Appendix B, the promotional procedures in this Section will control. A Flexibly Staffed position is a position where transition from one classification to another occurs when an employee has met the requirements for promotion to the higher classification and does not require a promotional process. A position is considered Flexibly Staffed when that position is budgeted at a higher classification than the position is currently filled. For example, if the City recruits for a Planner but ends up underfilling the position with an Associate Planner, the incumbent may be reclassified to a Planner once they qualify for that classification.

Flexibly Staffed positions will be identified by mutual agreement using the following process: (1) Prior to posting the recruitment, the City will notify the Union that it intends to identify a position as Flexibly Staffed; (2) if the Union requests to meet over the designation, the recruitment will proceed and the Parties will discuss flexible staffing at Labor Management; (3) if the Union does not request to meet over the designation or if the Parties reach agreement to designate the position as Flexibly Staffed, the City will designate the position as Flexibly Staffed.

a) Posting. Promotional opportunities for classifications within the representation unit will be posted for at least ~~fourteen (14) calendar days~~ one (1) week prior to selection. Outside recruitment may be used for promotional openings and may begin at the time of posting, or any time thereafter. ~~If, however, there are three or more qualified internal candidates within the department where the vacancy occurs, and those candidates successfully complete the selection process, outside candidates will not be considered.~~

b) Internal Candidate Eligibility. All non-probationary representation unit employees are eligible to apply for posted promotional opportunities, ~~except that~~ Management The Department of Human Resources may waive this ~~requirement restriction~~ for probationary employees ~~within the department where the promotional opportunity occurs.~~

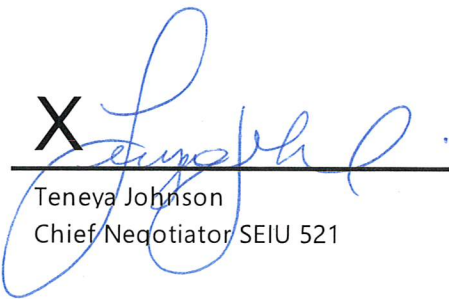
c) Selection. The selection procedure for each promotional opening will be determined and administered by the Human Resources Department in consultation with the requisitioning department. Selection procedure and job description information will be available at the Human Resources Office and on the City's career website at the time of posting. Efforts will be made to standardize tests and procedures where standardization is feasible and appropriate.


Any tests used shall be reasonably predictive of success in the classification, and tests will not be biased with respect to race, sex, sexual orientation, religion, creed, political affiliation, color, national origin, ancestry, or age. **Internal candidates who successfully complete the screening and testing process shall be granted an interview. The granting of an interview does not guarantee that the internal candidate will be selected for the position.** Selection procedures may include any or all of the following phases:

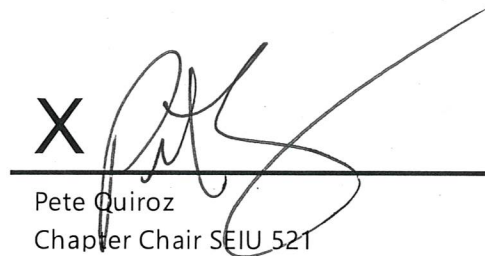
1. **Application.** Both inside and outside candidates must complete a City of Palo Alto application form specified by the Human Resources Department. Applications must be submitted to the Human Resources Office.
2. **Screening.** Applications will be screened by the Human Resources Department and, in some circumstances, a manager from the Department seeking to fill a position to ascertain whether candidates meet minimum requirements as outlined in the job description. Internal candidates deemed not to meet minimum requirements may submit additional qualification information within three working days of notification of requirement deficiency.
3. **Performance Testing.** Performance tests, such as typing, machinery or vehicle operation, skills demonstration, physical agility, etc., will be qualifying. Pass-fail points will be announced in advance for qualifying tests. If requested in writing prior to the test, performance test may be witnessed by Union steward.
4. **Written Tests.** Written achievement or aptitude tests will be qualifying. Pass-fail points will be announced in advance for qualifying tests.
5. **Interviews, Appraisals.** Interviews may be conducted individually or by interview boards and will be qualifying. Interview boards shall be composed of qualified and unbiased people. Where interview boards are used, Management will include at least one bargaining unit employee on each board. If individual interview or an interview board is used, a majority of the individuals or board members must recommend a candidate in order for the candidate to qualify for appointment. Performance appraisals written by candidates' supervisors may be used as indicated in the selection procedure.


h) Eligibility List (Pilot program):

Human Resources may maintain an eligibility list of those applicants who interviewed and were ranked within the top three (3). Candidates on an eligibility list will be considered for any vacant position in the classification for which the list exists, without the need to submit a new application under section (c)(1) of this provision. ~~This pilot program will sunset with the expiration of the MOA, but not later than December 31, 2024, unless extended by written agreement of the parties.~~

X 
Teneya Johnson
Chief Negotiator SEIU 521

X 
Charles Sakai
Chief Negotiator City of Palo Alto 12/4/24

X 
Pete Quiroz
Chapter Chair SEIU 521

X 
Ben Farnsworth
Labor Relations City of Palo Alto 12/4/24

Tentative Agreement on Lead and Senior Positions

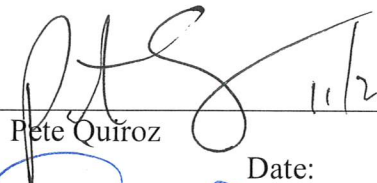
ARTICLE VII – PAY RATES AND PRACTICES

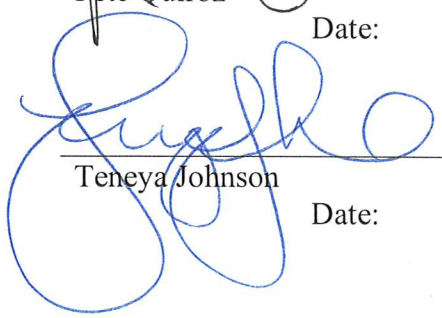
Section 6 - Assignment to a Lead or Senior Position.

All vacancies in lead positions shall be filled in accordance with Article VI, Section 5. The pay range for the lead position shall be a minimum of seven (7.0%) percent above the pay step of the highest paid employee on the crew.

All vacancies in senior positions shall be filled in accordance with Article VI, Section 5. The top step of the pay range for the senior position shall be a minimum of seven (7.0%) percent above the top step of the pay range for the position below it in the series. Departmental exceptions for filling lead positions on a rotational basis for training and development purposes may be arranged by mutual agreement of the Union and individual City departments.


For SEIU, Local 521:


Pete Quiroz
Date: 11/25/24


Teneya Johnson
Date: 11/25/24

For the City of Palo Alto:


Ben Farnsworth
Date: 11/27


Charles Sakai
Date: 11/27/24

Tentative Agreement on Direct Deposit

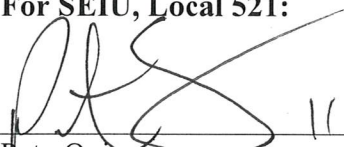
Modify Article VII, Section 8 as follows:

ARTICLE VII – PAY RATES AND PRACTICES

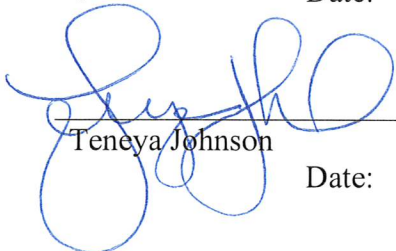
Sec. 8 Direct Deposit

The City shall directly deposit all paychecks for Unit employees in a financial institution of the employee's choice that accepts direct deposits and does not charge the City a fee(s) for direct deposit service. In the event that the employee fails to designate a financial institution for direct deposit of his or her payroll check, the employee shall pick up the check personally in the City's Administrative Services Department office on the next business day following payday at a pickup time designated by Administrative Services.

For SEIU, Local 521:




Pete Quiroz 11/25/24
Date:




Teneya Johnson 11/25/24
Date:

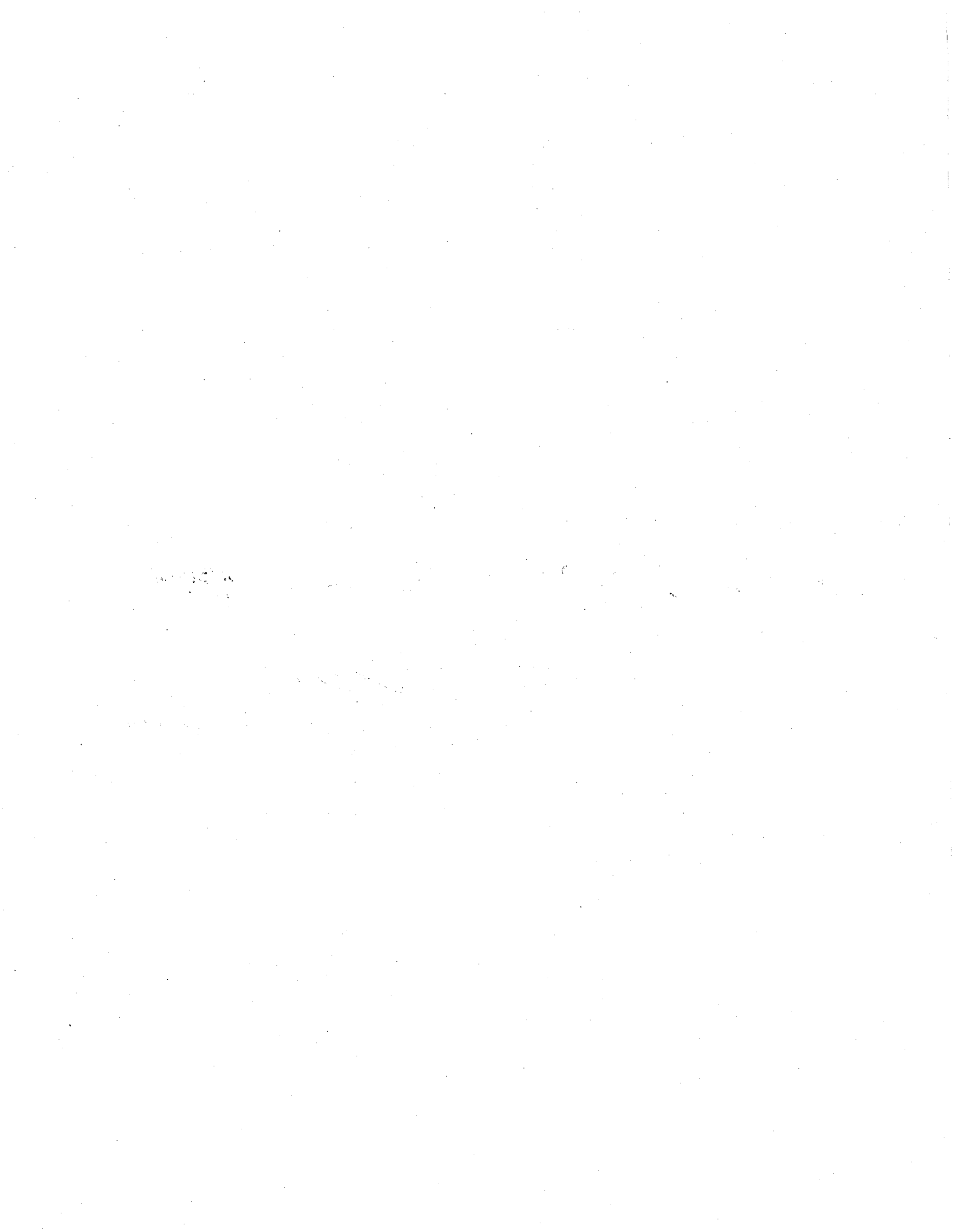
For the City of Palo Alto:



Ben Farnsworth 11/25/24
Date:



Charles Sakai 11/25/24
Date:



TENTATIVE AGREEMENT - STANDBY & CALLOUT

ARTICLE VIII – HOURS OF WORK, OVERTIME, PREMIUM PAY

Sec. 7 Standby Pay, Call-Out Pay.

- a) Standby Compensation. Employees performing standby duty shall be compensated at the daily rates established below:

CSB

<u>On a Regular Workday for the Unit (14 to 16-hours of Standby)</u>	<u>\$70</u>
<u>On a Regular Day Off for the Unit (e.g., Weekends and Holidays)(24-hours of Standby)</u>	<u>\$100</u>



CSB



Monday through Friday \$70

Saturday, Sunday, Holidays \$100

In the event of a declared City emergency, this section applies to standby assigned in accordance with applicable department policy.

- b) Minimum Call-Out Pay. Employees who are called out to work after leaving the worksite for the day not otherwise excluded from receiving overtime pay who are called out to perform work shall be compensated for at least two hours' pay from the time of the call-out ~~for each occurrence~~ at the appropriate overtime rate. Employees who work more than two (2) hours after being called out shall be compensated for all hours worked outside of their normal shift at the overtime rate. Employees will receive two (2) hours of pay for each callout. However, they will not receive callout pay when they are already in paid status (e.g., when a second call comes in within two (2) hours after the initial callout), except as provided in (c) below.
- e) Effective the first full pay period following the later of January 1, 2025 or City Council approval of the MOU, The two-hour minimum ~~does not shall~~ apply to employees called out to work while earning pay for being in a standby status ~~unless~~

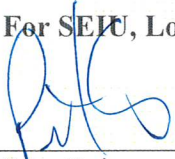
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City of Palo Alto/SEIU, Local 521 Negotiations | 2024

called out to perform billable customer convenience work in which case the two-hour minimum will apply.

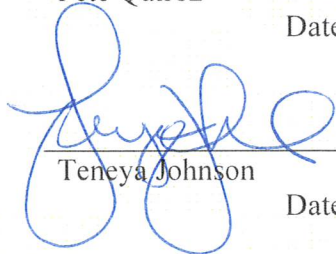
For SEIU, Local 521:



11/6/24

Pete Quiroz

Date:

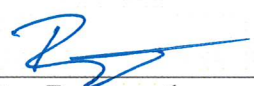


11/6/24

Teneya Johnson

Date:

For the City of Palo Alto:



11/6/24

Ben Farnsworth

Date:



Charles Sakai

Date:

11/6/24

Tentative Agreement on Work Week

ARTICLE VIII - HOURS OF WORK, OVERTIME, PREMIUM PAY

Sec 1 Work Week and Work Day.

The standard workday for regular full time employees shall be one of the following:

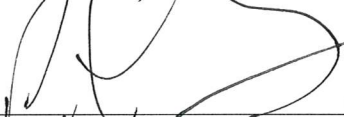
- ~~Eight hours to be worked within a maximum of nine hours (five-day work week); or~~
- ~~Ten hours to be worked within a maximum of eleven hours (four-day work week); or~~
- ~~Nine hours to be worked within a maximum of ten hours for four days with a fifth day of four hours (four and one-half day work week); or~~
- ~~Within a fourteen-day period, nine hours to be worked within a maximum of ten hours for eight days and eight hours to be worked within a maximum of nine hours for one day, with the work week scheduled to begin so that forty hours are worked within each seven days of the fourteen-day period (9/80 plan, with forty-hour work weeks), or any other schedule that results in a 40-hour work week, or fits within the parameters of an FLSA 2080 Plan. The "9/80 plan" may not be used in any application that requires entitlement to FLSA overtime for working the regular work week.~~

~~With the exception of the 9/80 plan as described above and flexible scheduling for Police Dispatchers, The standard work week for regular full time employees shall be forty (40) hours to be worked within five seven (7) consecutive days, including the standard 5/8 work schedule, the 4/10 work schedule, the 9/80 work schedule and flexible staffing for Dispatchers. Additional exceptions to the above are listed in Appendix C. The Union shall be notified of any further exceptions to this section in accordance with Article III, Section 8. For purposes of the Fair Labor Standards Act (FLSA), the standard workweek shall begin at midnight on Sunday and end at 11:59 p.m. on the following Saturday. However, the workweek for employees on the 9/80 schedule shall begin and end at the mid-point of the employee's 8-hour workday, and the workweek for dispatchers shall begin and end on the day designated by Departmental Policy.~~

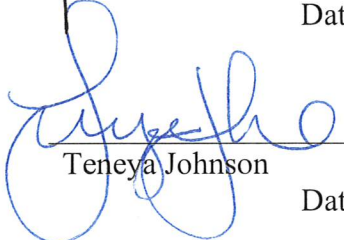
The City and the Union agree that the availability of alternate/flexible work schedules is a valuable benefit in that they promote job satisfaction while also reducing traffic congestion and air pollution. Employees may utilize flexible arrangements to attend trainings, seminars, meetings, or for other mutually agreed upon situations. Any such change to work hours shall be approved by the supervisor in advance and should not result in overtime.

During the term of this agreement, employees, subject to the conditions of their job assignment, may propose an alternate work schedule as listed under this Section. Such proposals must be made to the department head through the immediate supervisor. Serious consideration will be given to the feasibility and productivity of such proposals, however Management retains the right to determine scheduling needs.

For SEIU, Local 521:




Pete Quiroz Date: 11/25/24




Teneya Johnson Date: 11/25/24

For the City of Palo Alto:



Ben Farnsworth Date: 11/25/24



Charles Sakai Date: 11/25/24

CITY PROPOSAL on Job Families

December 4, 2024

Classification	From	To
Associate Buyer	Customer Service	Buyer
Sr Util Field Service Rep	Utility Locator	Lineperson
Util Field Service Rep	Utility Locator	Lineperson
Cement Finisher	Facilities Technician	Equipment Operator
Cement Finisher - Lead	Facilities Technician	Equipment Operator
Sr Plan Check Engineer		Associate Engineer
Water System Operator I	WQC Plant Operator II	Utility Locator
Water System Operator II	WQC Plant Operator II	Utility Locator
Sr. Water System Operator	WQC Plant Operator II	Utility Locator
Sr. Mechanic Welder	WQC Plant Operator II	Utility Locator
Animal Care Specialist		Animal Control Officer
Airport Specialist		Facilities Tech
Forensic Coordinator		Community Service Officer
Forensic Specialist		Community Service Officer
Sr. Building Inspector		Building Inspector
Utility System Tech	Programmer Analyst	Lineperson
Sr Utility System Tech	Programmer Analyst	Lineperson

The City agrees to removal of the Water Meter Repairer job family.

TENTATIVE AGREEMENT on CTO


ARTICLE VII - PAY RATES AND PRACTICES

Sec. 2 Overtime Work.

c) Compensation to employees working overtime will be in the form of additional pay at the rate of one and one-half times the employee's applicable hourly salary with the exception that an employee may request and, upon approval, be granted compensatory time off at the rate of one and one-half hours for each hour of overtime worked, subject to the limitations of applicable state and federal laws. Two times the employees' applicable hourly salary will be paid for billable customer convenience overtime and emergency overtime as defined in subsection (b) above.

Employees may elect at any time to cash out compensatory time off hours or roll into vacation time, up to applicable maximums. These elections must be made via the Compensatory Time Cashout Form submitted to payroll and will take place the following pay period, if received by the form's due date. Any compensatory time off hours not taken, allocated, or cashed out will be automatically cashed out once a year during the last pay period in December. ~~first pay period in April.~~

For SEIU, Local 521:



Rete Quiroz

Date:

12/5/24

For the City of Palo Alto:



Ben Farnsworth

Date:

12/5/24



Teneya Johnson

Date:

12/5/24.



Charles Sakai

Date:

12/5/24

Tentative Agreement on Rest Periods

ARTICLE VII - PAY RATES AND PRACTICES

Sec. 2 Overtime Work.

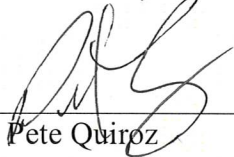
d) When an employee is required to work 6 or more hours of overtime (either emergency or pre-arranged) during the 16 hour period immediately preceding the beginning of the employee's regular shift on a workday, the employee shall be entitled to an nine (9) hour rest period before returning to work.

When an employee works a minimum of three (3) hours of emergency overtime during the period at least eight (8) hours but not less than two (2) hours before the start of their regular work shift (e.g., for an employee with an 7:00 a.m. start time between the hours of 11:00 p.m. and 5:00 a.m.), the employee shall be entitled to a six (6) hour rest period commencing at the time of release from duty. If the rest period overlaps the employee's regular work shift in whole or in part, they will be paid at the straight-time rate for the time that falls within their regular work shift.

The City may require an employee to work during their designated rest period. However, in that event, the employee will be paid for the rest period plus straight time for the hours actually worked during the rest period (i.e., double time for hours worked during the rest period).

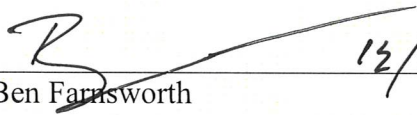
If the rest period overlaps into the second half of the work day, the employee may be given (with supervisor approval) the remaining time off (up to a maximum of 3 hours) at the straight time rate of pay. Any portion of the rest period falling within the employee's work shift will be considered as hours worked and compensated at the straight time rate.


For SEIU, Local 521:


Pete Quiroz
Date: 12/16/24


Teneya Johnson
Date: 12/16/24

For the City of Palo Alto:


Ben Farnsworth
Date: 12/16/24


Charles Sakai
Date: 12/16/24

TENTATIVE AGREEMENT on Bilingual


November 6, 2024

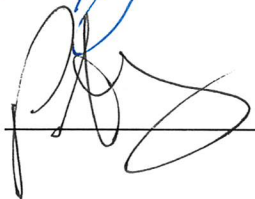
ARTICLE VIII - HOURS OF WORK, OVERTIME, PREMIUM PAY


Sec. 9 Bilingual Premium.


Sixty dollars (\$60) \$50 per pay period shall be paid to a bilingual employee whose abilities have been determined by the Human Resource Director as qualifying to fill positions requiring bilingual speaking and/or writing ability when the employee regularly performs such duties. The Human Resource Director will determine the number, timing, location and duration of the assignments receiving the additional pay provided herein and which languages are needed. Sign language shall be recognized as a bilingual skill under this Article. Disagreements over the designation of positions will be referred first to the Labor Management Committee. If a disagreement still exists it will be referred to the Grievance Procedure. Human Resources will respond to the employee within sixty calendar (60) days after receipt of request. Upon approval by the Human Resources Director, the City is required to arrange for language testing within four (4) months of the approval. Employees receiving bilingual pay must provide interpreter services upon request.

Bilingual pay may be revoked if the employee no longer regularly performs duties involving bilingual speaking or writing. The City may require any employee receiving bi-lingual pay to re-certify (test) based on observed skill level or lack of use.



12/5/24.




12/5/24


12/5/24



Tentative Agreement on Certification Pay

Effective the first full pay period following the later of January 1 or the adoption of the MOA, and upon verification that the certification is held:

Classification	Certification(s)	Amount
Utility Project Coordinator*	Backflow Tester and Specialist	\$ 4,000
WGW Utilities Field Inspector*		and upon recertification
Heavy Equipment Operator	Crane Operator	\$ 3000 Annually
Electric Heavy Equip Operator		
Maintenance Mechanic		
Lineperson/Cable Splicer		
Lineperson/Cable Splicer Lead		
Associate Engineer	Professional Engineer	\$ 4,000
Assistant Engineer		
Associate Power Engineer		
Assistant Power Engineer		
Engineer Tech I		
Engineer Tech II		
Engineer Tech III		
Building Inspector Specialist	Each certification above minimum to a maximum of four (4)	\$ 50 Monthly
Building Inspector		
Senior Building Inspector		
Water System Operator II	D5	\$ 5000 Annually
Senior Water System Operator		
Park Ranger	Emergency Medical Tech	\$ 3,000 and upon recertification
Senior Park Ranger		
Utility Installer/Repairer	Pipeline Welding Assignment	4% Pay Premium
Utility Installer/Repairer Lead		
Maintenance Mechanic - Welding		

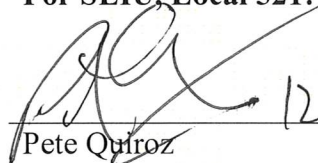
*When assigned to WGW Operations

Classification	Certification(s)	Amount
Plant Mechanic (WQCP)		
Electrician (WQCP)		
Water Quality Control Operator I		
Water Quality Control Operator II		
Sr Water Quality Control Op		
Chemist	One (1) certification above what is required in the Job Description	1% of Annual Salary as a lump sum
Senior Chemist		
Water System Operator I		
Water System Operator II		
Senior Water System Operator		
Laboratory Technician WQC		
Inspector Field Services**		

**When assigned to Utilities Installer/Repairer Series

Add Backflow Tester and Specialist certifications as required when the Utility Project Coordinator is assigned to WGW Operations.

For SEIU, Local 521:


 Pete Quiroz

Date:

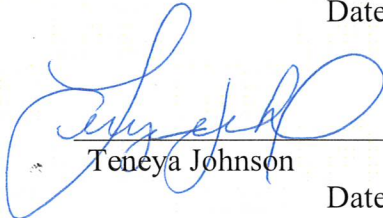
12/16/24

For the City of Palo Alto:


 Ben Farnsworth

Date:

12/16/24


 Teneya Johnson

Date:

12/16/24


 Charles Sakai

Date:

12/16/24

Tentative Agreement on Vacation Leave

ARTICLE XI – VACATIONS

Sec. 1 Vacation Accruals.

Each employee shall be entitled to an annual paid vacation, accrued as follows:

- a) First day of continuous service through the last day of the fourth (4th) year: eighty 80 hours vacation per year.
- b) First day of the fifth year of continuous service through the last day of the ninth (9th) year: one-hundred and twenty (120) hours vacation per year.
- c) First day of the tenth (10th) year of continuous service through the last day of the fourteenth (14th) year: one-hundred and sixty (160) hours vacation per year.
- d) First day of the fifteenth (15th) year of continuous service through the last day of the nineteenth (19th) year: one-hundred and eighty (180) hours vacation leave per year.
- e) Twenty (20) or more years: two-hundred (200) hours vacation leave per year.

Vacation accrual will be prorated based on hours in paid status.

Employees may accrue up to three (3) times their annual vacation accrual (e.g., an employee who accrues 80 hours per year has an accrual cap of 240 hours).)] ~~In the event the City is unable to schedule vacation and, as a result thereof, the employee is subject to loss of accrued vacation, the City shall extend the vacation accrual limit up to one year, in which time the excess vacation must be scheduled and taken.~~ As long as there is no interference with departmental operations, there shall be no unreasonable restriction of increments of use. ~~Employees shall complete six (6) months' continuous service before using accrued vacation leave.~~

At the time of initial appointment, or to address an identified retention issue, the City may credit an employee for prior experience or special expertise, including prior years of public service in a city, county, special district, state, or federal government agency, up to a maximum of five (5) years' service towards their rate of vacation accrual. The City Manager or designee shall identify the number of years for which the employee will receive credit (up to the five (5) year maximum).

Sec. 2 Holiday Falling During Vacation.

In the event a ~~fixed~~ holiday as defined in Article X falls within an employee's vacation period, which would have excused the employee from work (and for which no other

compensation is made), ~~an~~ additional workday hours for such holiday shall be added to their vacation leave-accrual.

Sec. 3 Illness During Vacation.

When an employee becomes ill while on vacation and such illness can be supported by a statement from an accredited physician or the employee is hospitalized for any period, the employee shall have the period of illness charged against sick leave and not against vacation leave.

Sec. 4 Accrued Vacation Pay for Deceased Employees.

Upon presentation of an affidavit or declaration meeting the requirements of Section 13601 of the Probate Code, a surviving spouse or domestic partner is entitled to prompt payment of compensation owed to the deceased employee (including final paycheck and accrued but unused vacation) up to the amount provided for in Probate Code Section 13601(e) (\$18,450 in 2024). An employee who is eligible for vacation leave and who dies while in the municipal service shall have The value amount of any remaining accrued but unused vacation hours paid to his/her their estate within thirty days pursuant to state law.

This proration Payment of Vacation Hours will be computed at his/her the deceased employee's last basic rate of pay.

[Note: Labor Code 227.3 does not provide for a designated legal representative to receive payment of vacation leave in the case of an employee's death. Probate Code 13601 provides for an initial distribution of pay plus vacation leave to the surviving spouse. Any amount over the maximum allowed is then paid to the estate.]

Sec. 5 Effect of Extended Military Leave.

An employee who interrupts service because of extended military leave shall be compensated for accrued vacation at the time the leave becomes effective, as provided by law, including the ability to use vacation leave accrued before deployment rather than unpaid leave during their deployment.

Sec. 6 Vacation at Termination.

Employees leaving the municipal service with accrued vacation leave shall be paid the amounts of accrued vacation to the date of termination.

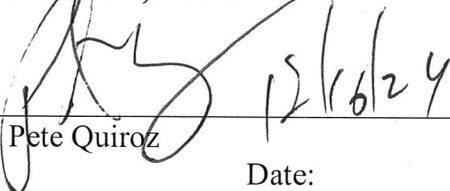
Sec. 7 Vacation Cash Out.

Once each calendar year an employee may cash out eight (8) or more hours of vacation accrual in excess of eighty (80) hours, to a maximum of one-hundred and twenty (120)


hours, provided that the employee has taken eighty (80) hours of vacation in the previous twelve (12 months).

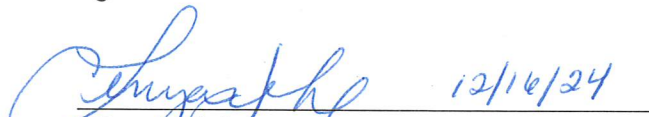
1. To be eligible for cash out vacation, employees must pre-elect the number of vacation hours they will cash out during the following calendar year up to maximum of 120 hours, prior to the start of that calendar year. The election will apply only to vacation hours accrued in the next tax year and eligible for cash out.
2. The election to cash out vacation hours in each designated year will be irrevocable. ~~This means that e~~Employees who elect to cash out vacation hours must cash out the number of accrued hours pre-designated on the election form provided by the City.
3. Employees who do not pre-designate or decline a cash out amount by the annual deadline established by the City ~~will be deemed to have waived the right to cash out any leave in the following tax year and~~ will not be eligible to cash out vacation hours in the next tax year.
4. Employees who pre-designate cash out amounts may request a cash out at any time in the designated tax year by submitting a cash out form to Payroll. Payroll will complete the cash out upon request, provided the requested cash out amount has accrued and is consistent with the amount the employee pre-designated. If the full amount of hours designated for cash out is not available at the time of cash out request, the maximum available will be paid.
5. For employees who have not requested payment of the elected cash out amount by November 1 of each year, Payroll will automatically cash out the pre-designated amount in a paycheck issued on or after the payroll date including November 1.


For SEIU, Local 521:


Pete Quiroz
Date: 12/16/24

For the City of Palo Alto:


Ben Farnsworth
Date: 12/16/24


Teneya Johnson
Date: 12/16/24


Charles Sakai
Date: 12/16/24

TA

1:40pm

City of Palo Alto/SEIU, Local 521 Negotiations | 2024

#2

CITY PROPOSAL on Bereavement Leave

September 12, 2024

ARTICLE XII – LEAVE PROVISIONS

Sec. 2 Bereavement Leave

a. Leave of absence with pay of three (3) days shall be granted an employee by the head of his or her department in the event of death in the employee's immediate family, which is defined for the purposes of this section as wife, husband, son, step-son, son-in-law, daughter, step-daughter, daughter-in-law, mother, step-mother, mother-in-law, father, step-father, father-in-law, brother, brother-in-law, step-brother, sister, step-sister, sister in-law, grandmother, grandmother-in-law, grandfather, grandfather-in-law, grandchildren, aunt, uncle, niece, nephew, registered domestic partner, or a close relative residing in the household of the employee. Such leave shall be at full pay and shall not be charged against the employee's accrued vacation or sick leave.

Request for leave with pay in excess of three (3) days shall be subject to the written approval of the City Manager. Approval of additional leave will be based on the circumstances of each request with consideration given to the employee's need for additional time.

b. Employees may supplement the paid bereavement leave in paragraph (a) with accrued leave (including vacation or sick leave) or unpaid leave to reach a total of five (5) workdays of time off per incident of bereavement.

PA 2 9/12/24

Jenny Johnson 9/12/24.

CM 2 9/12/24

RS 9/12/24

Tentative Agreement on Sick Leave

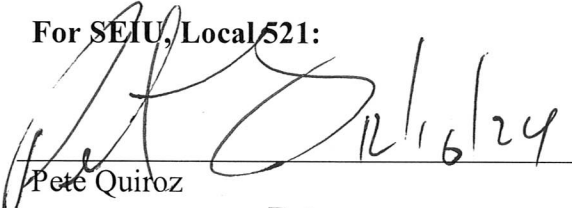
ARTICLE XII – LEAVE PROVISIONS

Sec. 1 Sick Leave


- a) The City shall provide each employee with paid sick leave, earned on a biweekly basis, at the rate of ninety-six (96) hours per year for full time employees. Employees will accrue sick leave at a rate of three point seven (3.7) hours per pay period. Sick leave accrual will be prorated based on hours in paid status. Sick leave accrual accumulation shall be limited to 1,000 hours.

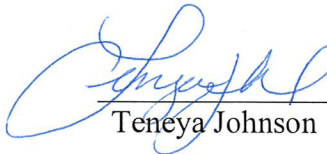
- b) Use of Sick Leave. Sick leave shall be allowed and used in cases of actual personal sickness or disability, medical or dental treatment, or as authorized for personal business. ~~Up to nine (9) days s~~ Sick leave ~~per year~~ may be used for illness in the immediate family, including registered domestic partner, or other individuals required by law. A new employee may, if necessary, use up to forty-eight (48) hours of sick leave at any time during the first six (6) months of employment. ~~Any negative balances generated by such utilization will be charged against future accrual or deducted from final paycheck in the event of termination.~~


For SEIU, Local 521:

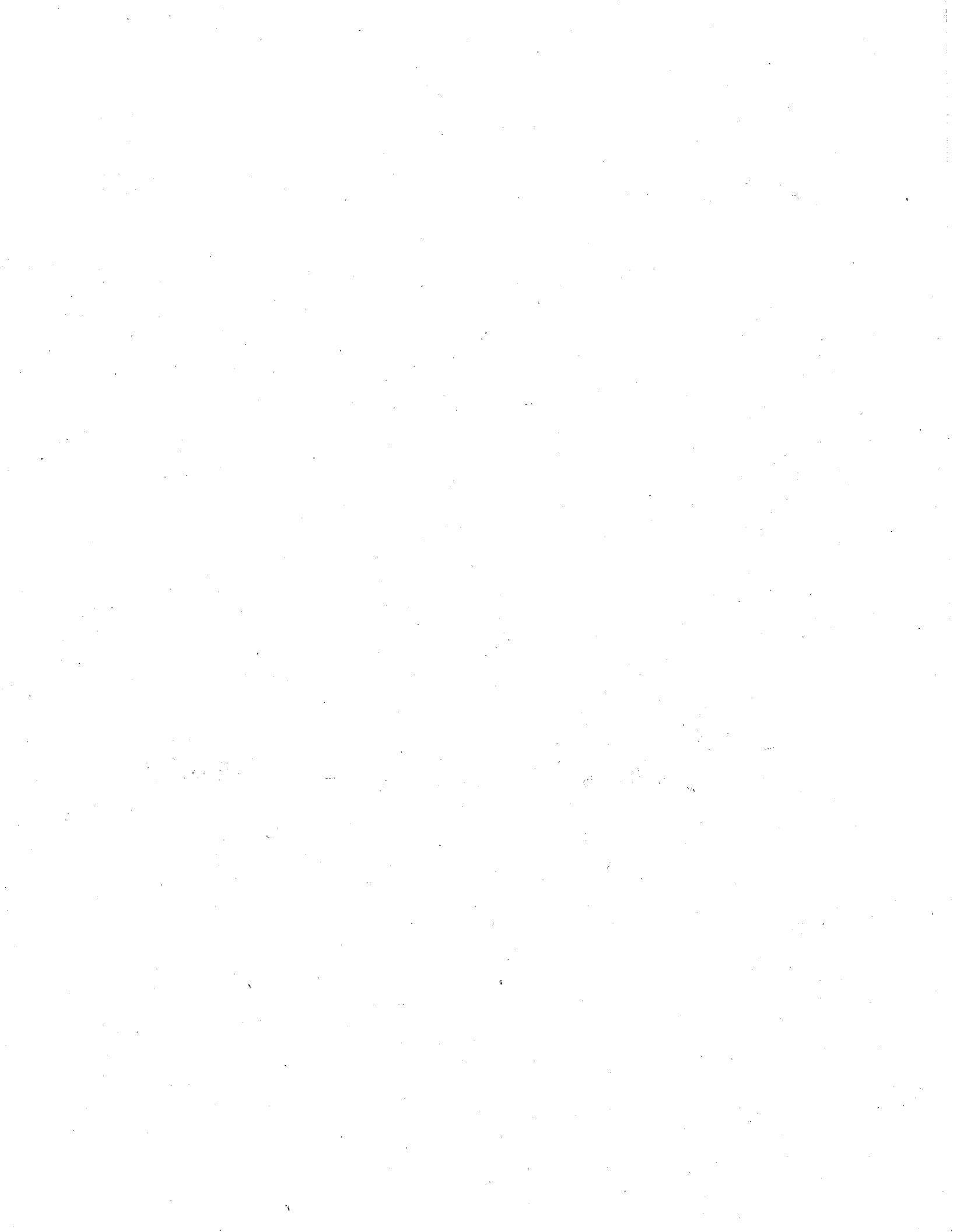

Pete Quiroz
Date: 12/16/24

For the City of Palo Alto:


Ben Farnsworth
Date: 12/16/24


Teneya Johnson
Date: 12/16/24


Charles Sakai
Date: 12/16/24





CITY PROPOSAL on Long Term Disability

October 17, 2024

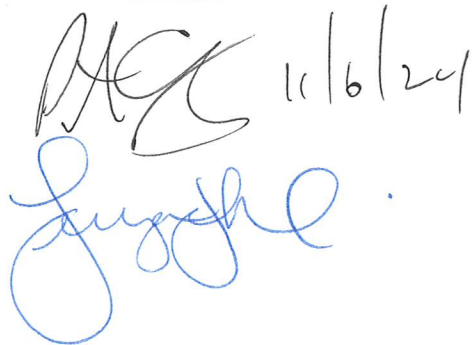
ARTICLE XIV – BENEFITS

Section 5 – Long Term Disability Insurance.

~~The City shall continue the long term disability insurance plan currently in effect for the term of this Memorandum of Agreement.~~ Employees shall be enrolled in Option 1 (Default) for long term disability insurance and may elect to enroll in Option 2 (Buy-up).

- Option 1 (Default): This benefit provides 60% of pre-disability earnings up to a maximum benefit level of \$4000.00 per month. Coverage is subject to payroll deduction of the required insurance premium. Employees pay 50% of the required insurance premium and the City will pay the remaining 50% of the required insurance premium.
- Option 2 (Buy-up): This benefit provides 66 and 2/3% of pre-disability earnings up to a maximum benefit level of \$7000.00 per month. Coverage is subject to a payroll deduction of the insurance premium. The City will contribute an amount equal to 50% of the premium for Option 1, employees will pay the remainder of the required premiums.

~~For Plan A, the benefit is 66 and 2/3% of pre disability earnings to the maximum benefit level of \$4000.00 per month. Employee coverage is subject to a voluntary payroll deduction of the insurance premium applicable to the first \$6,000 of monthly salary, less a credit of \$11.17 per month to be paid by the City. For Plan B, the benefit is 60% of pre disability earnings up to the maximum benefit level of \$1800 per month. Employee coverage is subject to a voluntary payroll deduction of the insurance premium applicable to the first \$2000 of monthly salary for Plan B. The City will pay premiums in excess thereof.~~

 11/6/24

 11/6/24
11/1/24



Tentative Agreement on Grievance Procedure

Art. XIX Grievance and Appeal Procedure

[Note: Change all Steps to Arabic Numerals (e.g., “Step 1” instead of “Step I”)]

Section 1 - General Provisions.

The City and the Union recognize that early settlement of grievance or appeal of disciplinary actions is essential to sound employee-employer relations. The parties seek to establish a mutually satisfactory method for the settlement of employee grievances, or appeal of disciplinary action, or Union grievances as provided for below. In presenting a grievance or appeal of disciplinary action, the aggrieved and/or ~~his or her~~ **their** representative is assured freedom from restraint, interference, coercion, discrimination, or reprisal. Release time for investigation and processing a grievance or appeal of disciplinary action is designated in Article IV of this Memorandum of Agreement (MOA).

Section 2 — Definitions.

- a) Grievance means an unresolved complaint or dispute regarding the application or interpretation of rules, regulations, policies, procedures, this MOA, ~~Memorandum of Agreement~~ or City ordinances of resolution, relating to terms or conditions of employment, wages or fringe benefits, excluding however those provisions of this MOA which specifically provide that the decision of any City official shall be final, the interpretation or application of those provisions not being subject to the grievance or appeal of disciplinary action procedure.
- b) Appeal of a disciplinary action means an appeal of any kind of disciplinary action against an employee covered by this Memorandum of Agreement. Discipline is defined as suspensions without pay, reductions in pay, demotion, or discharge. Reprimands, transfers, reassignments, layoffs, and negative comments in performance evaluations are not ~~considered~~ discipline.

Section 3 - Conduct of Grievance Procedure or Appeal of Disciplinary Action Procedure.

- a) An aggrieved employee may be represented by the Union or may represent ~~himself/herself~~ themselves in preparing and presenting a grievance or appeal of disciplinary action at any level of review, except arbitration. ~~Grievances or appeal of disciplinary action may~~

also be presented by a group of employees. No grievance or appeal of disciplinary action settlement may be made in violation of an existing merit rule or memorandum of agreement. The Union will be notified prior to the implementation of any settlement made which affects the rights or conditions of other employees represented by the Union. The Union and the Steward will be copied on all written representation unit grievance or appeal of disciplinary action decisions.

...

Section 4 - Grievance and Appeal Procedure.

...

Step 4 IV. If the grievance or appeal of disciplinary action is not resolved at Step 3 Step III, the union may appeal aggrieved employee may choose between final and binding resolution of the grievance or appeal of disciplinary action to final and binding arbitration by filing the appeal through appeal to the City Manager or through appeal to final and binding arbitration. For the term of this Memorandum of Agreement,

Appeals to final and binding arbitration may be processed only with Union approval. **All Step IV appeals must be filed** in writing at the Human Resources Department within fifteen (15) working days of receipt of the Human Resource Director's decision at Step 3.

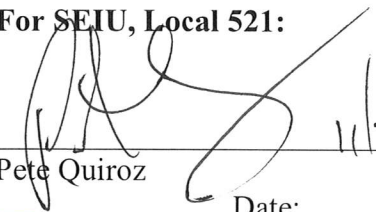
~~If the grievant or appellant elects final and binding resolution by the City Manager, the City Manager will choose the methods he or she considers appropriate to review and settle the grievance or appeal of disciplinary action. The City Manager shall render a written decision to all parties directly involved within fifteen (15) working days after receiving the grievant/appellant's appeal.~~

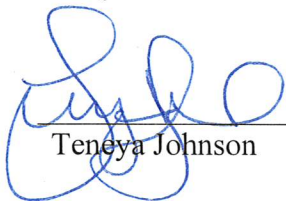
If the Union grievant/appellant elects final and binding arbitration in accordance with this provision, the parties shall mutually select an arbitrator within **90 sixty (60)** days from the date of receipt of the written request for appeal. In the event the parties cannot agree on an arbitrator, they shall mutually request a panel of five arbitrators from the California State Conciliation Service or from the American Arbitration Association if either party objects to the State Conciliation Service, and select an arbitrator by the alternate strike method.

The arbitrator shall have jurisdiction and authority only to interpret, apply, or determine compliance with the provisions of this Memorandum of Agreement and such Merit System Rules, regulations, policies, procedures, City ordinances, resolutions relating to terms or conditions of employment, wages or fringe benefits, as may hereafter be in effect in the City insofar as may be necessary to the determination of grievances or appeal of disciplinary action appealed to the

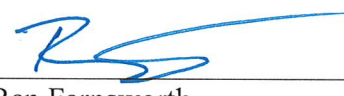
arbitrator. The arbitrator shall be without power to make any decision contrary to, or inconsistent with or modifying in any way, the terms of this Memorandum Of Agreement. The arbitrator shall be without authority to require the City to delegate or relinquish any powers which by State law or City Charter the City cannot delegate or relinquish. Where either party seeks arbitration of a grievance and the other party claims the matter is not subject to the arbitration provisions of this Memorandum of Agreement, the issue of arbitrability shall first be decided by the arbitrator using the standards and criteria set forth herein in Article XX and without regard to the merits of the grievance or appeal of disciplinary action. If the issue is held to be arbitrable, the arbitration proceedings will be recessed for up to five (5) working days during which the parties shall attempt to resolve the grievance. If no resolution is reached, the arbitrator will resume the hearing and hear and resolve the issue on the merits. Copies of the arbitrator's decision shall be submitted to the City, the aggrieved employee and the Union. All direct costs emanating from the arbitration procedure shall be shared equally by the City and ~~the aggrieved employee or~~ the Union.

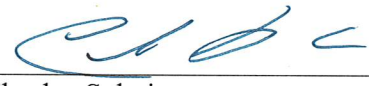
For SEIU, Local 521:


Pete Quiroz
Date: 11/25/24


Teneya Johnson
Date: 11/25/24

For the City of Palo Alto:


Ben Farnsworth
Date: 11/25/24


Charles Sakai
Date: 11/21/24

CITY PROPOSAL on Professional Development

November 6, 2024

ARTICLE XXV – TUITION REIMBURSEMENT PROFESSIONAL DEVELOPMENT

The City shall fund a Tuition and Student Loan Reimbursement Program for use by employees in the unit. This program will provide reimbursement to eligible SEIU members for successful completion of undergraduate, graduate level courses, collegiate level certification courses or any other pre-approved training related to employment opportunities with the City.

The City will fund up to \$100,000 for each fiscal year of the term of this MOA. The maximum reimbursement will be ~~one~~ two thousand five hundred dollars ~~(\$2500)-(\$1,500)~~ total per employee for each fiscal year of this MOA. Monies expended on this program will be subject to appropriate IRS regulations. Requests for reimbursement are on a first come first serve basis and must be submitted within thirty (30) calendar days of the end of the fiscal year to be allocated to the fiscal year.

Sec. 1 Tuition Reimbursement

The Tuition Reimbursement will be provided if the following conditions are met:

- a. Courses, classes or trainings must be pre-approved as job related by the division head or designee prior to the start date. Employees may appeal a denial to the Human Resources Director or designee within 5 working days of receipt of denial, whose decision shall be final.
- b. Eligible expenses include required textbooks, tuition, fees, lab fees and equipment, but will not include parking fees or health fees related to enrollment.
- c. Employees must attain a final grade of “C” or better for both undergraduate and graduate work. Courses providing a “pass/fail” must achieve a “pass” to qualify for reimbursement. Ungraded courses, classes or trainings will be reimbursed based on proof of successful completion.
- d. Requests for reimbursement shall be submitted in accordance with the procedures developed by the City. A request for reimbursement will not be considered submitted until it includes the relevant receipts and proof that the necessary grade or successful completion was earned.
- e. Courses must be taken on the employee’s off duty hours, unless prior approval is received from the employee’s supervisor.

Sec. 2 Student Loan Reimbursement conditions:

- a. Employees must have an active student loan in good standing.




- b. Employees must successfully complete the secondary education with which the student loan was incurred, and must provide proof of successful graduation or completion.

Requests for reimbursement shall be submitted in accordance with the procedures developed by the City. A request for reimbursement will not be considered submitted until it includes proof of payment towards the employee's student loan within the eligible fiscal year

[Move Section XIV.10 here]

Sec. 3 Training Programs.

- a. Employees assigned by the City to attend meetings, workshops, or conventions of their professional or technical associations shall have their dues and reasonable expenses paid by departmental funds and shall be allowed to attend such workshops, meetings, and conventions on paid City time.
- b. City will reimburse for travel, meals and lodging while away from home attending an educational conference that the supervisor authorizes as being job related or which will improve an employee's skills. Per City Policy and Procedure 1-02, the Pre-Travel Authorization Form should indicate expenses that will be paid.

 11/6/24

 11/6/24
 11/1/24

TENTATIVE APPRENTICESHIP on Apprenticeship Programs

November 17, 2024

Add the following New Article

ARTICLE XXVIII – Reopener on apprenticeship programs

Upon written request of the City, this MOU will reopen on the subject of Apprenticeship Programs and the Parties will meet and confer over revisions to Appendix B and any related sections.

This meet and confer will occur no later than July 2025. *IL*
BWF
COJ

[Signature] 12/5/24
[Signature]

[Signature] 12/5/24

[Signature]
12/5/24

TASEIU 521 Counter on the Utilities Field Services

Rep December 165, 2024

SEIU 521 proposes a 13% salary increase for this classification. FSR's shall receive the same alignment as the Utility Locator Job Family. FSR's shall move to the Lineperson Job Family the second pay period after the adoption of this MOU.

SEIU 521 proposes the changes outlined in blue below:

Title: Utilities Field Service Representative

FLSA: NON-EXEMPT

Reports To: Supervisor, ~~Utilities Meter Reading and Field Services~~ Electric Operations

Supervises: Non-supervisory position

Purpose of Classification

Under the direction of the ~~Manager, Field & Customer Services-Electric Utilities Supervisor, the Utility Field Service Representative~~ responds to customer requests for emergency and non-emergency services involving water, gas, ~~sewer~~, or electric utilities, and takes appropriate corrective action; provides appliance operating information to customers, handles field service orders for the Utilities Customer Service Center, and reads meters as required.

Distinguishing Characteristics

The Utilities ~~Service Person~~ Field Service Representative position is found in the ~~Utilities Meter Reading and Field Services unit~~ Utilities Department, Electric Operations. Department, and reports to the Supervisor, Meter Reading and Field Services-Electric Operations Utilities Supervisor, Meter Reading and Field Services. This position is required to respond to all utility related emergencies, perform field work, and provide ~~ing~~ service to the utility customers of the City of Palo Alto.

Essential Duties:

Essential and other important responsibilities and duties include, but are not limited to, the following:

Utilizes gas detection equipment and leak investigation techniques to investigate and isolate natural gas leaks within residential or commercial buildings. Takes corrective action to mitigate hazards resulting from gas leaks, or improper gas appliance operation.

Utilizes gas detection equipment and leak investigation techniques to investigate and if necessary isolate leaks from the CPAU gas distribution system.

-Repair leaks at gas meters.

Responds with PAFD for emergency utility support, as needed under the direction of the PAFD Incident Commander.

-Turns on and off electric, water, and gas service in accordance with issued work orders, and makes adjustments as necessary to insure safe and efficient operation of customer owned gas appliances.

-Investigates complaints and provides emergency service regarding operational problems with utility service and/or equipment, and refers problems to the appropriate City division.

-Analyzes customer appliance problems and makes necessary adjustments within the area of established responsibility and/or recommends outside service assistance.

-Lights pilots for customer owned gas appliances, and confirms the safe operation of the appliance.

-Performs field investigation of high bill complaints, ~~makes field collection of delinquent accounts and provides routine field services for the Utilities Customer Service Center.~~

-Responsible for the ~~collection-completion~~ and input of daily field service orders, data entry, i.e. gas leak investigation reports and creation of referrals to other departments. ~~collected on a daily basis.~~

-Ability to build diaphragm style gas meter sets up to 1000cfh.

Related Functions:

- Utilizes air monitoring equipment to establish safe entry into confined spaces.
- Reports hazardous or suspected hazardous conditions to the appropriate agency for correction.
- FSR's must pass and maintain qualifying status of D.O.T mandated O.Q certifications, related to essential job functions
- Under the directions of the WGW Operations Utilities Supervisor, FSR's investigate and take corrective action at CPAU's gas receiving stations. Must Respond to emergency and non-emergency calls to the gas receiving stations..
- Acts as the first responder Responds to no or partial power complaints and utilizes specialized testing methods and equipment to confirm the integrity of the electric service drop Single phase services.
- Responds FSR's respond to requests from the UCC System Operator, and supports the Electric Operations Line Crew by patrolling, inspecting and confirming reported electric outages
- Supports the Electric Meter Shop and Gas/Water Meter Shops as needed as needed
- Supports the Gas/Water Meter Shops as needed.
- Responds to miscellaneous City related hazards, i.e. fallen tree, missing sidewalk cover, etc.. makes the area safe and directs repair to the appropriate City Dept.
- Utilizes gas detection equipment in order to locate natural gas leaks and to ensure safe entry into confined spaces.
- Repairs minor leaks at gas and water meters.
- Lights pilot lights for customers; ensures proper ignition
- Provides support if necessary, to City contractor to rod City sewer laterals to remove stoppages.
- Perform related duties and responsibilities as required.

Minimum Qualifications:

Minimum Qualifications:

Sufficient education, training and/or work experience to demonstrate possession of the following knowledge, skills and abilities, which would typically be acquired through:

- High school graduation, or GED equivalent
- Must possess a valid California Driver's License

Desired Qualifications: ~~One year experience in customer service work, or~~ -Two years' experience as a meter installer, with a gas utility, or one year experience servicing gas and electric appliances and heating equipment. One year experience in utility field service-related work.

Special Requirements:

-Persons hired for this position will be required to attend and successfully complete, within twelve months of employment, a gas service training course administered by PG&E. All expenses associated with this training course will be paid by the City of Palo Alto.

FSR's must pass and maintain qualifying status of D.O.T mandated O.Q certifications, related to essential job functions

Knowledge, Skills, and Abilities:

- Ability to make sound decisions in a manner consistent with the essential job functions.
- Ability to communicate, assimilate, and understand information in a manner consistent with the essential job functions.
- Proven communication skills and ability to deal effectively with the public.
- Knowledge of meter reading principles.
- Knowledge of electronic meter reading systems and devices.
- Knowledge in data collection devices, such as data terminals or other electronic data collection devices.
- Knowledge of water, gas, electric and wastewater utilities operations, including ~~transmission-distribution~~ systems; principles of operation, and maintenance of household and commercial heating heating and cooking equipment, principles of water, gas and wastewater systems maintenance.


-Must pass drug testing as mandated by the Department of Transportation anti-drug program.
-Ability to maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include: confined space entry, walking, standing, sitting, or kneeling for extended periods of time and operating assigned equipment and vehicles.

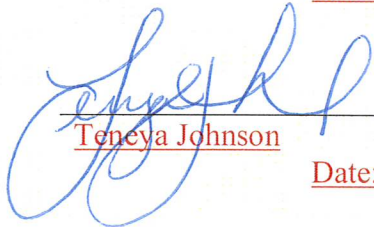
Working Conditions / Physical Requirements:

Working Conditions / Physical Requirements


-Utility Field Service Representatives must be available to work planned and short notice overtime, weekends, and holidays. This position requires mandatory participation in the standby/on-call program.
-Travel from site to site in residential or commercial environment; exposure to dust; some heavy lifting, kneeling, climbing and significant walking; work in inclement weather conditions.
-Must be able to lift up to 100 pounds as needed


For SEIU, Local 521:


Pete Quiroz 12/16/24
Date:


Teneya Johnson 12/16/24
Date:

For the City of Palo Alto:


Ben Farnsworth 12/26/24
Date:


Charles Sakai 12/16/24
Date:

