

MEMORANDUM OF UNDERSTANDING BETWEEN  
THE CITY OF LA HABRA AND THE LA HABRA  
GENERAL SERVICES EMPLOYEES' GROUP  
FOR THE PERIOD OF JULY 1, 2023 THROUGH JUNE 30, 2026



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MEMORANDUM OF UNDERSTANDING BETWEEN THE CITY OF  
LA HABRA AND THE LA HABRA GENERAL SERVICES EMPLOYEES' GROUP FOR THE  
PERIOD OF JULY 1, 2023 THROUGH JUNE 30, 2026

Pursuant to Resolution No. 1759 of the City of La Habra (hereinafter referred to as "City") and the Meyers-Miliias-Brown Act, the duly authorized representatives of La Habra General Services Employees' Group (hereinafter referred to as "Employees' Group") have met and conferred in good faith with the authorized management representatives of City; and the two groups have mutually agreed to submit and recommend to the City Council of City this "Memorandum of Understanding" (hereinafter referred to as "MOU") affecting salaries and fringe benefits as set forth herein:

***SECTION I. Employees Rights:***

- A. Employees of this unit shall have the right to form, join and participate in the activities of an employee organization of their own choosing for the purpose of representation on all matters of employer/employee relations including, but not limited to, wages, hours and other terms and conditions of employment. Employees of City also shall have the right to refuse to join or participate in the activities of an employees' organization and shall have the right to represent themselves individually in their employment relations with City. No employee shall be interfered with, intimidated, restrained, coerced or discriminated against by City or by any employee organization because of the exercise of these rights.
- B. City agrees to withhold Employee Group dues on a biweekly basis for all those employees who have signed the appropriate payroll deduction card and submit these dues to the treasurer on a monthly basis. The City shall deduct dues for any employee in this unit who has authorized Union dues deductions and shall remit those deductions to the Association unless prohibited from doing so by operation of law; provided that any employee in the unit may terminate such Union dues deductions by notifying the Union in accordance with procedures specified in the Union's bylaws. In case of such notification, the Union shall provide the City's Human Resources Department with the appropriate documentation to process these dues cancellations within ten (10) business days after receipt of such notification.
- C. General Services Employees agree to negotiate as one unit.
- D. The City and Employees' Group have both signed off on a separate side letter agreement dealing with agency shop. The side letter agreement will be incorporated into the Memorandum of Understanding. (Attachment A)

***SECTION II. Management Rights:***

All rights of employer not specifically limited by the terms of this MOU are hereby reserved to City. The exclusive management rights of City, through due process, include but are not limited to the right to:

- A. The City shall retain, whether exercised or not, solely and exclusively, all express and inherent rights and authority pursuant to law with respect to determining the level of, and the manner in which, the City's activities are conducted, managed, and administered, and it is the exclusive right of the City to establish and maintain departmental rules and procedures for the administration of its departments. The City shall comply with the meet and confer requirements of the Meyers-Milias-Brown Act.
- B. The City has the exclusive right and authority to establish a workweek and to schedule work and/or overtime work as required by the City.
- C. Every incidental duty connected with operations enumerated in job descriptions is not always specifically described; nevertheless, it is intended that all such duties shall be performed by the employee.
- D. The appointing authority reserves the right to direct employees, including the right to hire, promote, discipline or discharge employees as set forth in the Personnel Rules. The City reserves the right to lay off personnel of the City at any time.
- E. The City shall determine assignments, and establish methods and processes by which assignments are performed.
- F. The City shall have the exclusive right to transfer employees within departments and to positions outside a department in a manner, which best meets the needs of the City in accordance with all otherwise applicable rules, such as the Personnel Rules.
- G. The City shall determine policy affecting the selection or training of new employees. The City shall determine policy affecting the on-going training and certification of employees, as applicable.
- H. The City shall have the right to establish and enforce employee performance standards.
- I. The City shall determine the safety, health, and property protection measures for the City.
- J. The City shall have the right to introduce new, improved or different methods and techniques of operation or a change in existing methods and techniques.
- K. The City shall determine the amount of supervision necessary.

- L. The City shall have the authority to effect reorganizations and reallocation of work of the City, including the determination of the size and organizational structure of departments and the determination of the job classification and ranks based upon assigned duties.
- M. The City has the right to contract for matters relating to municipal operations in accordance with government Code Sections 53060 and 3500-3510. The right of contracting or subcontracting is vested exclusively in the City. The City agrees to meet and confer with the Association pursuant to the requirements of the MMBA.

***SECTION III. Salary/Bilingual Pay: Salary Schedule: see attached "Exhibit A"***

The City agrees to merit based step increases for eligible staff who receive an overall performance evaluation rating of "Competent" or better.

**A. Salary**

The following salary increases shall be in effect on the dates indicated:

Effective July 1, 2023, the City will provide a five percent (5%) salary adjustment to all unit employees (except Case Managers).

Effective July 1, 2023, the City will provide a six percent (6%) salary adjustment to Case Managers.

Effective July 13, 2024, the City will provide a four percent (4%) salary adjustment to all unit employees (except Case Managers).

Effective July 13, 2024, the City will provide a five percent (5%) salary adjustment to Case Managers.

Effective July 12, 2025, the City will provide a three percent (3%) salary adjustment to all unit employees (except Case Managers).

Effective July 12, 2025, the City will provide a four percent (4%) salary adjustment to Case Managers.

**B. One-time Lump Sum Payment<sup>1</sup>**

Effective upon City Council approval and by June 30, 2023, the City will provide a one-time lump sum pay adjustment of \$3,000 to all full-time employees, excluding Case Managers, as of May 31, 2023. Employees must still be employed as of June 30, 2023 to be eligible for the lump sum payment.

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<sup>1</sup> Excluding all employees in WIOA grant-funded program including Case Managers; the terms of the WIOA grant preclude one-time payments.

On or before June 30, 2024, the City will provide a one-time lump sum pay adjustment of \$1,500 to all full-time employees, excluding Case Managers, as of May 31, 2024. Employees must still be employed as of June 30, 2024 to be eligible for the lump sum payment.

On or before June 30, 2025, the City will provide a one-time lump sum pay adjustment of \$1,500 to all full-time employees, excluding Case Managers as of May 31, 2025. Employees must still be employed as of June 30, 2025 to be eligible for the lump sum payment.

C. Bilingual Pay

Employees may be eligible to receive bilingual pay of \$100 per month for bilingual proficiency in Spanish or any other language approved by the Department Director and Director of Human Resources. Effective July 1, 2023, bilingual pay will increase to \$150 per month. Effective July 13, 2024, bilingual pay will increase to \$175 per month.

D. Direct Deposit

All employees are required to utilize direct deposit of payroll checks.

***SECTION IV. Health, Dental, Vision, and Life Insurance:***

- A. City Insurance Contribution: The following monthly cafeteria contributions will be made on behalf of each member for the purchase of cafeteria benefits (on a use or lose basis):

Effective December 1, 2023, the City will increase its current insurance contribution by \$100 per month to a maximum of \$1,650 per month on a use or lose basis.

Effective December 1, 2024, the City will increase its current insurance contribution by \$75 per month to a maximum of \$1,725 per month on a use or lose basis.

Effective December 1, 2025, the City will increase its current insurance contribution by \$75 per month to a maximum of \$1,800 per month on a use or lose basis.

B. Dental Insurance

The City will provide members access to a dental insurance plan. Employees and their qualified family members may enroll in a City sponsored dental insurance plan.

Any required premiums for dental insurance plan must be deducted from the monthly medical insurance contribution. The employee will pay premium costs in excess of the City's insurance contribution.

C. Vision Insurance

The City will provide vision insurance plan. Employees and their qualified family members may enroll in a City sponsored vision plan.

Any required premiums for vision insurance must be deducted from the monthly medical insurance contribution. The employee will pay premium costs in excess of the City's insurance contribution.

D. Life Insurance

The City requires all members to carry a minimum of \$2,000 life insurance. Any required premiums for life insurance must be deducted from the monthly medical insurance contribution. The employee will pay premium costs in excess of the City's insurance contribution.

E. Opt-Out Provision

Employees who provide the City with satisfactory proof of alternate group health coverage comparable to the City's offered health insurance plans can decline, in writing each open enrollment period, coverage on the City's medical insurance plans. The alternative health coverage must meet all requirements of the Affordable Care Act (ACA) and related regulations for an eligible Opt-Out Arrangement.

Effective December 1, 2022, the City will increase the opt-out contribution by \$10 for a maximum opt-out contribution of the medical plan will be \$310 per month which shall constitute the maximum monthly City contribution to that employee for the opt-out bonus and all other benefits required and/or those that are optional.

F. State Disability Insurance (SDI)

All unit employees must participate in the State Disability Insurance (SDI) and State Family Leave (PFL) programs. The employee shall pay all costs associated with these programs.

**SECTION V. Vacation:**

A. Vacation Bi-weekly accruals

<b>Years of Continuous Service</b>	<b>Hours of Vacation Accrued (bi-weekly)</b>	<b>Annual Accrual</b>	<b>Maximum Accrual</b>
<b>1 through 4 years</b>	3.08	80 hours	160 hours
<b>5 through 10 years</b>	4.62	120 hours	240 hours
<b>11 through 15 years</b>	5.24	136 hours	272 hours
<b>16 through 20 years</b>	6.15	160 hours	320 hours
<b>21 years and above</b>	6.77	176 hours	352 hours

B. Vacation Hours

Pursuant to Personnel Rules and Regulations, Section 502.2 (12), the maximum allowable accumulation of vacation leave shall be two (2) years of annual accrual. Employees will not accrue vacation hours in excess of this amount.

C. Vacation Buy-Back

Employees may buy back up to a maximum of 80 hours of vacation in a fiscal year, provided the employee uses an equivalent number of vacation hours as time off (i.e., one hour of vacation time off for one hour of vacation buy back) during the same fiscal year. Employees who do not use the required number of vacation hours as time off by the end of the fiscal year will not be permitted to buy back additional hours until they have used the required number of hours as time off.

D. Compensatory Time

The maximum compensatory time accrual cap is 120 hours.

E. Absent Without Pay

Employees requesting time off will not be permitted to be Absent Without Pay (AWOP) if they have eligible vacation and/or compensatory leave available, unless there are extenuating circumstances which are presented in writing and approved, in advance, by the Department Director.

**SECTION VI. Sick Leave/Family Illness:**

A. General Services Employees will accrue ten (10) days per year for sick leave at a rate of 3.07 per pay period upon hire and during probation. After successful completion of probation, the employee will receive credit for 3.70 hours of sick leave per pay period thereafter. The maximum accumulation of sick leave is one hundred (100) days or 800 hours. This paragraph will not reduce employees now accruing sick leave at twelve (12) days per year nor the maximum of one hundred sixty (160) days or 1280 hours by previous agreement.

Employees in the General Services Group may accrue sick hours above the established sick leave caps for the purpose of converting unused sick leave to additional service credit at the time of retirement (PERS section 20965-Credit for Unused Sick). Sick leave payoffs remain unchanged.

B. Sick Leave Conversion: Employees with five years of service with the City may substitute twenty-five percent (25%) of their annual sick leave for an equal amount of vacation time. Employees shall make such written determination in January of each year on an appropriate form provided by City. The additional vacation time may be taken as individual days or added on to an employee's vacation time, subject to approval of the employee's department head. The remaining unused sick leave shall remain in reserve for

the employee's use when sick or injured. Employees will receive no percentage of this unused sick leave upon termination of employment; however, all portions not converted will be paid at a rate of twenty-five percent (25%) upon termination of employment.

C. Sick Leave Use:

Employees may use their accrued sick leave if they are a victim of domestic violence, sexual assault, or stalking to obtain any relief or services related to being such a victim, including but not limited to:

- A temporary restraining order or restraining order.
- Other injunctive relief to help ensure the health, safety or welfare of themselves or their children.
- To seek medical attention for injuries caused by domestic violence, sexual assault, or stalking.
- To obtain services from a domestic violence shelter, program, or rape crisis center as a result of domestic violence, sexual assault, or stalking.
- To obtain psychological counseling related to an experience of domestic violence, sexual assault, or stalking.
- To participate in safety planning and take other actions to increase safety from future domestic violence, sexual assault, or stalking, including temporary or permanent relocation.

D. Family Attendance

Employees may use up to one-half (1/2) of their accrued sick leave (48 hours) per year for care of an immediate family member. Family sick leave will include the following family members:

- A child who, for the purposes of this policy, includes a biological, adopted, or foster child, stepchild, legal ward, or a child to whom the employee stands in loco parentis. This definition of a child is applicable regardless of age or dependency status.
- A biological, adoptive, or foster parent, stepparent, or legal guardian of an employee or the employee's spouse or registered domestic partner, or a person who stood in loco parentis when the employee was a minor child.
- A spouse.
- A registered domestic partner.
- A grandparent.
- A grandchild.

- A sibling.
- A “designated person” (an employee may designate one person per 12-month period at the time the employee requests sick leave).

All other provisions regarding the accrual and use of family sick leave remain unchanged.

E. Bereavement Leave

Each member of the General Services Employees Group is entitled to not more than three (3) calendar days off with pay per fiscal year per family member by reason of death or an imminent death in the immediate family. For the purpose of Bereavement Leave, the following shall be included: father, mother, brother, sister, spouse, domestic partner, child, father-in-law, mother-in-law, brother-in-law, sister-in-law, daughter-in-law-, son-in-law, grandparents and grandchildren, stepparents and stepchildren.

Employees are entitled to up to a total of five (5) days off for bereavement leave; the City will pay for three (3) days and the employee may use existing accruals or take unpaid time off for the remaining two (2) days. Bereavement leave shall be completed within three (3) months of the death of the family member.

**SECTION VII. Extra Work Compensation:**

A. Out of Class Compensation

City agrees to pay individuals who work in a higher classification an additional five percent (5%) added to their regular salary, provided they work in the higher classification a minimum of ten (10) days. When an employee has worked the minimum of ten consecutive days in a higher classification, the employee will be paid for all time worked including the ten days minimum period.

Should an employee work as described above for more than six (6) months, consideration will be given to reclassifying the individual to work in a position justifying extra pay differential of five percent (5%) in excess of six (6) months; however, when necessary to do so, the employee will be informed at the beginning of the job assignment.

B. Assignment to City Council, Commissions or Committees

Those employees specifically assigned to City Council, Commissions or Committees shall receive one and one-half (1½) times hourly rate per hour, with a two-hour minimum, for hours worked outside regular work schedule. This shall be in lieu of compensatory time off.

C. Information Technology Call Out

Information Technology employees who are called out after work hours will receive a minimum of two hours of pay at straight time (base pay) or at the applicable overtime rate (straight time up to 40 hours in a work week).

D. Community Services Program Coordinator After Hours

The Community Services Program Coordinator will receive ½-hour minimum of base pay for after hour calls that require resolutions to program and/or facility usage issues. This compensation is at straight time hourly rate or at the applicable overtime rate.

***SECTION VIII. Holiday Schedule:***

A. Holiday Schedule

The following is the holiday schedule for General Services Employees:

1. New Year's Day (January 1).
2. Martin Luther King Jr. Day (Third Monday in January).
3. Washington's Birthday (Third Monday in February).
4. Memorial Day (Fourth Monday in May).
5. Independence Day (July 4).
6. Labor Day (First Monday in September).
7. Veterans' Day (November 11).
8. Thanksgiving Day (As proclaimed by the State or Governor).
9. The day following Thanksgiving Day.
10. Christmas Day.
11. Floating Holiday either first working day before Christmas or first working day before New Year's Day).

B. Holiday Compensation

Holidays will be compensated at the same number of hours an employee works in a workday.

C. July 4<sup>th</sup> Holiday

Effective July 1, 2015, all General Services employees who are required to work the July 4<sup>th</sup> holiday will be compensated at time and one-half overtime, or be allowed to take their holiday on another day.

D. Personal Days

City and Employees Group has agreed to grant all members of Employees' Group twenty-seven (27) hours of paid time off for personal business. These days are to be at the option of the employee, with the approval of employee's department head. This approval will not unreasonably be withheld by the department head. Personal days may be taken in 1-hour increments.

New hires will not be permitted to use personal days until satisfactory completion of their probation.

***SECTION IX. Clothing:***

- A. City agrees to reimburse employees for torn or damaged clothing for employees, who through their job duties, expose their clothing to abnormal hazards. Such reimbursement shall be determined by the employee's department head. It is intended that City replace

only clothing that is normal to the position and will not be exposed to high-cost items that, in the opinion of the department head, would not normally be required of the affected position. In addition, it may be necessary to prorate the cost of clothing based on its normal wear expectancy. Said cost to be negotiated between employee and department head. Snags, runs, and other minor damage to clothing or wearing apparel are specifically excluded from this section. Further, if it is found that an employee has excessive use of this section, department heads shall report such facts to the Human Resources Director and an individual decision will be made regarding such over usage with employees' meet-and-confer team.

B. Engineering Personnel:

City will provide engineering personnel with suitable protective clothing and boots. Needed protective clothing will be determined by the City Engineer.

C. Clothing/Uniforms:

City will provide Department-approved uniform shirts to all inspector classifications, which are to be worn only when working for the City. The Department Director may authorize the purchase of replacement shirts.

***SECTION X. Mileage Reimbursement:***

Employees required to use their own cars in the performance of their jobs will be reimbursed at the rate of specified in salary resolution for actual miles driven.

***SECTION XI. Special Programs:***

It is understood that City is involved in special grant programs and that the employees involved in such programs may be represented by Employee Group. Should a full-time, regular, permanent employee be transferred to a grant program, the employee shall retain all rights and privileges provided by the personnel manual in effect.

New grant-funded employees hired on or after July 1, 2018, are not subject to Personnel Rule 307.1 Layoff and Recall; and shall not have the right to displace (bump) other non-grant funded positions in the unit. The term of the grant-funded position is linked with the term of the program.

However, should an employee voluntarily transfer to a grant program and, therefore, change his/her/their status to that of a grant temporary employee, he/she/they then shall have the rights of a grant temporary employee as defined in the personnel manual and/or grant.

***SECTION XII. Employee Reduction:***

By this section, City in no way gives up its management right to reduce employees or to determine the necessity of a service. However, should it become necessary for City to decrease personnel and/or costs through layoffs, or other appropriate methods, City agrees to provide General Services Group an option of a reduction in salary versus a reduction in personnel, if such an option is appropriate. Should specific grant funds or programs be discontinued or reduced, it is not intended that the above option is appropriate.

**SECTION XIII. Grievance and Seniority Policies:**

The Grievance Procedure and Seniority Policies are as defined in the Personnel Manual and the attached procedures ("Exhibit B" and "Exhibit C").

**SECTION XIV. Public Employees' Retirement System:**

The City contracts with the Public Employees' Retirement System for administration of the retirement program.

**A. Retirement Formula for Miscellaneous Employees**

Tier 1 – (Classic) Employees hired on or before January 13, 2012 Unit members (and not "new members as defined by the Public Employees' Pension Reform Act of 2013 - PEPRAs):

- 2% @ 55 formula
- Calculations based upon single highest year.

Tier 2 – "Classic" Employees hired on or after January 14, 2012 Unit members (and not "new members as defined by the Public Employees' Pension Reform Act of 2013 - PEPRAs)

- 2% @ 60 formula
- Calculations based on highest three continuous years average

Tier 3 – (PEPRAs) Employees hired on or after January 1, 2013 who are defined as "new members" under the PEPRAs at Government Code section 7522.20(a).

- 2% @ 62 formula
- Calculations based on highest three continuous years average

**B. Contributions**

- 1) "Classic" PERS membership employees subject to the 2% @ 55 and 2% @60 formulas pay the seven percent (7%) member contribution.
- 2) PEPRAs membership employees subject to the 2% @62 formula pay the statutorily mandated employee contribution rate of one half of the total normal cost.
- 3) Effective July 7, 2018, all Tier 1, Tier 2 and Tier 3 employees shall pay an additional one percent (1%) of compensation earnable of the required employer contribution as cost sharing in accordance with Government Code Section 20516(f) for a total of eight percent (8%) for "Classic" Tier 1 and Tier

2 members and the statutorily mandated 50% of the normal cost plus an additional one percent (1%) for Tier 3 PEPRAs members.

***SECTION XV. Retirement Health Savings Plan:***

The City will work with the group to establish Retiree Health Savings accounts for group employees based on plan parameters as determined by the employees and approved by the City and its plan provider to be funded by employee contributions. The authorized representatives of the General Services Employees' Group shall provide the City with the level and type of contribution for each employee classification prior to establishment of such a plan.

***SECTION XVI. Education Incentive:***

Employees may request, and their department may grant, release time for the purposes of additional training and/or education in job-related areas.

***SECTION XVII. Optional Work Hours:***

It is agreed that individual employees in Employees' Group have the ability to alter their normal hours of work. The department head shall be the final authority in determining hours of work. No department head shall indiscriminately reject an employee's request for such optional work hours. All employees making such request should understand and give prime consideration to the department's work schedule and the department head's decision in terms of compatibility within the department.

***SECTION XVIII. Work Week:***

The normal workweek for employees of this group shall be from 8:00 a.m. to 5:00 p.m., with one unpaid hour for lunch or a 9/80 work schedule. Scheduled work will be Monday through Friday. These hours may be modified to meet the specific needs of individuals and/or departments. The needs of the employer shall prevail.

***SECTION XIX. Work Period:***

FLSA requires the employer to establish a regular work period for each employee, in the case of these employees; it shall be seven (7) consecutive days. This is currently set on an individual basis. This can be changed by the employer.

***SECTION XX. Overtime:***

The City follows FLSA requirements in paying overtime. Hours exceeding 40 in a work period, provided all hours are work hours, will be compensated at time and one-half for employees who are not exempt from the overtime provision. Exempt employees are not compensated for overtime. For the purposes of calculating the

hours worked in a given work week, holidays shall be considered as time worked in calculating the employee's work week. Except for holidays, paid leave, or any other non-work hours do not count in arriving at hours worked. Management has the option of allowing compensatory time off (at 1.5 hours per worked hour if the premiums appropriate) or pay at the appropriate rate. If a section of the MOU is in conflict with the FLSA rules, then the MOU will prevail if it is more liberal than the FLSA rules.

***SECTION XXI. Workers' Compensation (Section 414, Resolution 1542):***

Miscellaneous employees, while absent from work as a result on-the-job injury, shall be paid for the first three days (waiting period) by City from their accumulated sick leave to fit Labor Code, Section 4650, compensation payments to begin the fourth day of liability.

***SECTION XXII. Nondiscrimination Clause:***

City and Employees' group agree they shall not discriminate against any employee because of race, color, sex, age, national origin, disability, religion, political opinions or affiliations.

***SECTION XXIII. Safety Clause:***

City and Employees' Group agree to comply with all federal, state and local laws of the City of La Habra and regulations which relate to occupational health and safety.

***SECTION XXIV. Scope of Memorandum of Understanding:***

- A. It is understood and agreed that this "Memorandum of Understanding" affects and applies only to the General Services Group and employees within the scope of its representation and City of La Habra.
- B. Separability:  
In the event that any provision of this Memorandum of Understanding shall at any time be declared invalid by the legislature or any court of competent jurisdiction, such decision shall not invalidate the entire Memorandum of Understanding, it being the express understanding of the parties hereto that all provisions not declared shall remain in effect.
- C. Confidential Employees:  
The City and General Employees Group agree that the following positions shall be designated "confidential" and shall be restricted from representing the Association on matters within the scope of representation pursuant to Government Code Section 3507.5.
  - Human Resources Assistant

- Human Resources Technician
- Payroll Technician
- Payroll Coordinator

- D. The City and Employees Group agree to the following:  
 Remove Sections 301.2(9) and 303.2 (16), from the Personnel Rules and Regulations, which allow for a Skelly hearing for promotional probationary employees.
- E. City will meet and confer with the bargaining unit regarding the impacts associated with layoffs of employees in the bargaining unit. Layoff Procedures shall be according to the City’s existing Personnel Rules.
- F. Association and City agree to continue coalition meet and confer to revise and clarify the City’s Personnel Rules.

**SECTION XXV. General Services Impasse Procedure:**

In the event that the City and the General Services Unit are unable to arrive on a successor Memorandum of Understanding, the parties may agree that bargaining is at impasse. Impasse may be declared only by mutual agreement of the parties and may initiate the following procedure:

- A. Mediation by a mutually agreed upon third party. If no third party is agreeable, assistance with mediation may be sought by State of California Mediation and Conciliation service;
- B. Any suggestions of the mediator shall be advisory only and shall not be binding.
- C. The fee and expenses of the mediator, if any, shall be borne equally by the City and the General Services Unit. No other joint expenses shall be incurred except by mutual agreement of the parties.

EXECUTED this        day of June, 2023, in the City of La Habra, California.

CITY OF LA HABRA

LA HABRA GENERAL SERVICES EMPLOYEES' GROUP

By: \_\_\_\_\_

By: \_\_\_\_\_

By: \_\_\_\_\_

By: \_\_\_\_\_

By: \_\_\_\_\_

**General Services Employees Group**  
**EXHIBIT "A"**  
**HOURLY BASE RATE**

EFFECTIVE JULY 1, 2023

		START	AFTER	MERIT	+ ONE	YEAR				
		RATE	6 MOS	-----IN PRIOR STEP-----						
	RANGE	STEP A	STEP B	STEP C	STEP D	STEP E	STEP F	STEP G	STEP H	
ACCOUNT CLERK I	C25	18.299	19.214	20.175	21.184	22.243	23.355	24.523	25.749	
ACCOUNT CLERK II	C55	21.222	22.283	23.397	24.567	25.795	27.085	28.439	29.861	
ACCOUNT CLERK III	C85	24.858	26.101	27.406	28.776	30.215	31.725	33.312	34.977	
ACCOUNTING TECHNICIAN	C90B	25.720	27.006	28.356	29.774	31.263	32.826	34.467	36.190	
ADMIN AIDE I	T10	19.367	20.336	21.352	22.420	23.541	24.718	25.954	27.252	
ADMIN AIDE II	T20	20.278	21.291	22.356	23.474	24.648	25.880	27.174	28.533	
ADMIN AIDE III	T50E	24.693	25.927	27.224	28.585	30.014	31.515	33.091	34.745	
ADMIN ANALYST I	T67	28.680	30.114	31.619	33.200	34.860	36.603	38.434	40.355	
ADMIN ANALYST II	T68	30.129	31.635	33.217	34.878	36.622	38.453	40.375	42.394	
ADMINISTRATIVE ASSISTANT	C90	25.720	27.006	28.356	29.774	31.263	32.826	34.467	36.190	
ASSISTANT PLANNER	A50	29.650	31.132	32.689	34.323	36.040	37.842	39.734	41.720	
ASSOCIATE PLANNER	A60	33.319	34.985	36.734	38.570	40.499	42.524	44.650	46.883	
BUILDING INSPECTOR	T70	30.921	32.468	34.091	35.795	37.585	39.464	41.438	43.510	
CASE MANAGER	T45	21.573	22.652	23.784	24.974	26.222	27.533	28.910	30.356	
CLERK	C-20	17.384	18.253	19.166	20.124	21.130	22.187	23.296	24.461	
CLERK TYPIST	C10	18.241	19.153	20.110	21.116	22.172	23.280	24.444	25.666	
CODE ENFORCEMENT INSPECTOR	T65	28.695	30.130	31.637	33.219	34.879	36.623	38.455	40.377	
EDUCATION OUTREACH COORD	T20E	20.278	21.291	22.356	23.474	24.648	25.880	27.174	28.533	
ENGINEERING AIDE	T50	24.693	25.927	27.224	28.585	30.014	31.515	33.091	34.745	
HOUSING SPECIALIST	A60A	33.319	34.985	36.734	38.570	40.499	42.524	44.650	46.883	
HUMAN RESOURCES ASSISTANT	T20C	20.278	21.291	22.356	23.474	24.648	25.880	27.174	28.533	
HUMAN RESOURCES TECHNICIAN	T60	27.309	28.675	30.109	31.614	33.195	34.855	36.597	38.427	
INFORMATION TECH SPECIALIST	T50	24.693	25.927	27.224	28.585	30.014	31.515	33.091	34.745	
INTERMEDIATE CLERK	C50	19.171	20.129	21.136	22.193	23.302	24.467	25.691	26.975	
MANAGEMENT ANALYST	TC01	32.894	34.539	36.266	38.079	39.983	41.983	44.082	46.286	
OFFICE SPECIALIST	C71C	21.518	22.594	23.723	24.909	26.155	27.463	28.836	30.277	
PAYROLL TECHNICIAN	C95	25.596	26.876	28.219	29.630	31.112	32.668	34.301	36.016	
PAYROLL COORDINATOR	T60B	27.309	28.675	30.109	31.614	33.195	34.855	36.597	38.427	
PERMIT TECHNICIAN I	T50A	24.693	25.927	27.224	28.585	30.014	31.515	33.091	34.745	
PERMIT TECHNICIAN II	T60C	27.309	28.675	30.109	31.614	33.195	34.855	36.597	38.427	
PLANNING AIDE	T50	24.693	25.927	27.224	28.585	30.014	31.515	33.091	34.745	
PUBLIC INFORMATION OFFICER	A20	21.440	22.512	23.638	24.819	26.060	27.363	28.732	30.168	
PUBLIC WORKS INSPECTOR	T75	31.524	33.100	34.755	36.493	38.318	40.234	42.245	44.358	
RECREATION SPECIALIST	T05C	17.927	18.823	19.764	20.752	21.790	22.879	24.023	25.225	
RECREATION AND COMMUNITY SVS COORDINATOR	T50B	24.693	25.927	27.224	28.585	30.014	31.515	33.091	34.745	
SENIOR BUILDING INSPECTOR	A70C	35.842	37.634	39.516	41.491	43.566	45.744	48.031	50.433	
SENIOR CODE ENFORCEMENT INSP	T75	31.524	33.100	34.755	36.493	38.318	40.234	42.245	44.358	
SENIOR ENGINEERING AIDE	T80	30.731	32.268	33.881	35.575	37.354	39.222	41.183	43.242	
SENIOR PUBLIC WORKS SECRETARY	C90	25.720	27.006	28.356	29.774	31.263	32.826	34.467	36.190	
SENIOR UTILITY CLERK	C73	22.596	23.726	24.912	26.158	27.466	28.839	30.281	31.795	
SOCIAL SERVICES PROGRAM COORD	T10	19.367	20.336	21.352	22.420	23.541	24.718	25.954	27.252	
VISITOR EXPERIENCE COORDINATOR	T20D	20.278	21.291	22.356	23.474	24.648	25.880	27.174	28.533	

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PAYROLL COORDINATOR  
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**General Services Employees Group**

EXHIBIT "A" (continued)

HOURLY BASE RATE

EFFECTIVE JULY 13, 2024

START AFTER MERIT + ONE YEAR

RATE 6 MOS -----IN PRIOR STEP-----

	RANGE	STEP A	STEP B	STEP C	STEP D	STEP E	STEP F	STEP G	STEP H
ACCOUNT CLERK I	C25	19.031	19.983	20.982	22.031	23.132	24.289	25.503	26.778
ACCOUNT CLERK II	C55	22.071	23.174	24.333	25.550	26.827	28.169	29.577	31.056
ACCOUNT CLERK III	C85	25.852	27.145	28.502	29.927	31.424	32.995	34.645	36.377
ACCOUNTING TECHNICIAN	C90B	26.749	28.086	29.491	30.965	32.513	34.139	35.846	37.638
ADMIN AIDE I	T10	20.142	21.149	22.206	23.317	24.482	25.706	26.992	28.341
ADMIN AIDE II	T20	21.089	22.144	23.251	24.413	25.634	26.916	28.261	29.675
ADMIN AIDE III	T50E	25.681	26.965	28.313	29.729	31.215	32.776	34.415	36.135
ADMIN ANALYST I	T67	29.827	31.319	32.884	34.529	36.255	38.068	39.971	41.970
ADMIN ANALYST II	T68	31.334	32.901	34.546	36.273	38.087	39.991	41.991	44.090
ADMINISTRATIVE ASSISTANT	C90	26.749	28.086	29.491	30.965	32.513	34.139	35.846	37.638
ASSISTANT PLANNER	A50	30.836	32.378	33.997	35.697	37.481	39.355	41.323	43.389
ASSOCIATE PLANNER	A60	34.652	36.384	38.204	40.114	42.119	44.225	46.437	48.759
BUILDING INSPECTOR	T70	32.158	33.766	35.454	37.227	39.088	41.042	43.095	45.249
CASE MANAGER	T45	22.439	23.560	24.738	25.975	27.274	28.638	30.070	31.573
CLERK	C-20	18.079	18.983	19.932	20.929	21.976	23.074	24.228	25.439
CLERK TYPIST	C10	18.971	19.919	20.915	21.961	23.059	24.212	25.422	26.694
CODE ENFORCEMENT INSPECTOR	T65	29.843	31.335	32.902	34.547	36.274	38.088	39.992	41.992
EDUCATION OUTREACH COORD	T20E	21.089	22.144	23.251	24.413	25.634	26.916	28.261	29.675
ENGINEERING AIDE	T50	25.681	26.965	28.313	29.729	31.215	32.776	34.415	36.135
HOUSING SPECIALIST	A60A	34.652	36.384	38.204	40.114	42.119	44.225	46.437	48.759
HUMAN RESOURCES ASSISTANT	T20C	21.089	22.144	23.251	24.413	25.634	26.916	28.261	29.675
HUMAN RESOURCES TECHNICIAN	T60	28.401	29.821	31.312	32.878	34.522	36.248	38.061	39.964
INFORMATION TECH SPECIALIST	T50	25.681	26.965	28.313	29.729	31.215	32.776	34.415	36.135
INTERMEDIATE CLERK	C50	19.938	20.935	21.981	23.081	24.235	25.446	26.719	28.055
MANAGEMENT ANALYST	TC01	34.210	35.920	37.716	39.602	41.582	43.661	45.844	48.137
OFFICE SPECIALIST	C71C	22.379	23.498	24.673	25.906	27.201	28.562	29.990	31.489
PAYROLL TECHNICIAN	C95	26.620	27.951	29.348	30.816	32.357	33.974	35.673	37.457
PAYROLL COORDINATOR	T60B	28.401	29.821	31.312	32.878	34.522	36.248	38.061	39.964
PERMIT TECHNICIAN I	T50A	25.681	26.965	28.313	29.729	31.215	32.776	34.415	36.135
PERMIT TECHNICIAN II	T60C	28.401	29.821	31.312	32.878	34.522	36.248	38.061	39.964
PLANNING AIDE	T50	25.681	26.965	28.313	29.729	31.215	32.776	34.415	36.135
PUBLIC INFORMATION OFFICER	A20	22.298	23.412	24.583	25.812	27.103	28.458	29.881	31.375
PUBLIC WORKS INSPECTOR	T75	32.785	34.424	36.145	37.953	39.850	41.843	43.935	46.132
RECREATION SPECIALIST	T05C	18.644	19.576	20.555	21.583	22.662	23.795	24.985	26.234
RECREATION AND COMMUNITY SVS COORDINATOR	T50B	25.681	26.965	28.313	29.729	31.215	32.776	34.415	36.135
SENIOR BUILDING INSPECTOR	A70C	37.276	39.139	41.096	43.151	45.309	47.574	49.953	52.451
SENIOR CODE ENFORCEMENT INSP	T75	32.785	34.424	36.145	37.953	39.850	41.843	43.935	46.132
SENIOR ENGINEERING AIDE	T80	31.960	33.558	35.236	36.998	38.848	40.790	42.830	44.971
SENIOR PUBLIC WORKS SECRETARY	C90	26.749	28.086	29.491	30.965	32.513	34.139	35.846	37.638
SENIOR UTILITY CLERK	C73	23.500	24.675	25.909	27.204	28.564	29.992	31.492	33.067
SOCIAL SERVICES PROGRAM COORD	T10	20.142	21.149	22.206	23.317	24.482	25.706	26.992	28.341
VISITOR EXPERIENCE COORDINATOR	T20D	21.089	22.144	23.251	24.413	25.634	26.916	28.261	29.675

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INFORMATION TECH SPECIALIST

**General Services Employees Group**  
EXHIBIT "A" (continued)  
HOURLY BASE RATE

EFFECTIVE JULY 12, 2025

START AFTER MERIT + ONE YEAR

RATE 6 MOS -----IN PRIOR STEP-----

	RANGE	STEP A	STEP B	STEP C	STEP D	STEP E	STEP F	STEP G	STEP H
ACCOUNT CLERK I	C25	19.602	20.582	21.611	22.692	23.826	25.018	26.268	27.582
ACCOUNT CLERK II	C55	22.733	23.870	25.063	26.316	27.632	29.014	30.465	31.988
ACCOUNT CLERK III	C85	26.628	27.959	29.357	30.825	32.366	33.984	35.683	37.468
ACCOUNTING TECHNICIAN	C90B	27.551	28.929	30.375	31.894	33.489	35.163	36.922	38.768
ADMIN AIDE I	T10	20.746	21.784	22.873	24.016	25.217	26.478	27.802	29.192
ADMIN AIDE II	T20	21.722	22.808	23.948	25.146	26.403	27.723	29.109	30.565
ADMIN AIDE III	T50E	26.451	27.774	29.163	30.621	32.152	33.759	35.447	37.220
ADMIN ANALYST I	T67	30.722	32.258	33.871	35.564	37.343	39.210	41.170	43.229
ADMIN ANALYST II	T68	32.274	33.888	35.582	37.361	39.229	41.191	43.250	45.413
ADMINISTRATIVE ASSISTANT	C90	27.551	28.929	30.375	31.894	33.489	35.163	36.922	38.768
ASSISTANT PLANNER	A50	31.761	33.349	35.017	36.767	38.606	40.536	42.563	44.691
ASSOCIATE PLANNER	A60	35.692	37.476	39.350	41.317	43.383	45.552	47.830	50.222
BUILDING INSPECTOR	T70	33.123	34.779	36.518	38.344	40.261	42.274	44.388	46.607
CASE MANAGER	T45	23.114	24.270	25.483	26.757	28.095	29.500	30.975	32.524
CLERK	C-20	18.621	19.552	20.530	21.557	22.634	23.766	24.954	26.202
CLERK TYPIST	C10	19.540	20.517	21.543	22.620	23.751	24.939	26.186	27.495
CODE ENFORCEMENT INSPECTOR	T65	30.738	32.275	33.889	35.583	37.363	39.231	41.192	43.252
EDUCATION OUTREACH COORD	T20E	21.722	22.808	23.948	25.146	26.403	27.723	29.109	30.565
ENGINEERING AIDE	T50	26.451	27.774	29.163	30.621	32.152	33.759	35.447	37.220
HOUSING SPECIALIST	A60A	35.692	37.476	39.350	41.317	43.383	45.552	47.830	50.222
HUMAN RESOURCES ASSISTANT	T20C	21.722	22.808	23.948	25.146	26.403	27.723	29.109	30.565
HUMAN RESOURCES TECHNICIAN	T60	29.253	30.716	32.251	33.864	35.557	37.335	39.202	41.162
INFORMATION TECH SPECIALIST	T50	26.451	27.774	29.163	30.621	32.152	33.759	35.447	37.220
INTERMEDIATE CLERK	C50	20.536	21.563	22.641	23.773	24.962	26.210	27.520	28.896
MANAGEMENT ANALYST	TC01	35.236	36.998	38.848	40.790	42.830	44.971	47.220	49.581
OFFICE SPECIALIST	C71C	23.050	24.203	25.413	26.684	28.018	29.419	30.890	32.434
PAYROLL TECHNICIAN	C95	27.419	28.790	30.229	31.740	33.327	34.994	36.744	38.581
PAYROLL COORDINATOR	T60B	29.253	30.716	32.251	33.864	35.557	37.335	39.202	41.162
PERMIT TECHNICIAN I	T50A	26.451	27.774	29.163	30.621	32.152	33.759	35.447	37.220
PERMIT TECHNICIAN II	T60C	29.253	30.716	32.251	33.864	35.557	37.335	39.202	41.162
PLANNING AIDE	T50	26.451	27.774	29.163	30.621	32.152	33.759	35.447	37.220
PUBLIC INFORMATION OFFICER	A20	22.967	24.115	25.321	26.587	27.916	29.312	30.778	32.317
PUBLIC WORKS INSPECTOR	T75	33.769	35.457	37.230	39.091	41.046	43.098	45.253	47.516
RECREATION SPECIALIST	T05C	19.203	20.163	21.172	22.230	23.342	24.509	25.734	27.021
RECREATION AND COMMUNITY SVS COORDINATOR	T50B	26.451	27.774	29.163	30.621	32.152	33.759	35.447	37.220
SENIOR BUILDING INSPECTOR	A70C	38.394	40.314	42.330	44.446	46.668	49.002	51.452	54.025
SENIOR CODE ENFORCEMENT INSP	T75	33.769	35.457	37.230	39.091	41.046	43.098	45.253	47.516
SENIOR ENGINEERING AIDE	T80	32.919	34.565	36.293	38.108	40.013	42.014	44.114	46.320
SENIOR PUBLIC WORKS SECRETARY	C90	27.551	28.929	30.375	31.894	33.489	35.163	36.922	38.768
SENIOR UTILITY CLERK	C73	24.205	25.415	26.686	28.020	29.421	30.892	32.437	34.059
SOCIAL SERVICES PROGRAM COORD	T10	20.746	21.784	22.873	24.016	25.217	26.478	27.802	29.192
VISITOR EXPERIENCE COORDINATOR	T20D	21.722	22.808	23.948	25.146	26.403	27.723	29.109	30.565

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