

**UNREPRESENTED NON-MANAGEMENT (NON-SWORN) EMPLOYEE TERMS –
ADDENDUM – 8/5/25**

The compensation terms listed below apply to unrepresented nonmanagement, non-sworn employees.

A. SALARIES AND COMPENSATION

1. General Wage Increases:

- a. 2.48 percent (2.48%) effective the first full pay period after City Council adoption.
- b. 1.0 percent (1%) effective the pay period that includes October 1, 2024.
- c. 1.25 percent (1.25%) effective the pay period that includes October 1, 2025.

2. Equity Adjustments: Effective the second full pay period after City Council adoption, the following unrepresented positions shall receive the following equity adjustments:

a. Classifications receiving five percent (5%) equity adjustments:

Occupation Code	Classification
T01N5	Administrative Intern – NC/H36
T01N6	Administrative Intern – NC/H38
T01N7	Administrative Intern – NC/H39
T01N8	Administrative Intern – NC/H40
T93N1	Administrative Intern – NC/H41
T93N2	Administrative Intern – NC/H42
T93N4	Administrative Intern – NC/H44
T93N5	Administrative Intern – NC/H45

b. Classifications receiving eight percent (8%) equity adjustment:

Occupation Code	Classification
C42NN	Audit Analyst
I71NN	Investigator – City Prosecutor
AE5NN	Investigator – City Manager
D26NN	Office Specialist – Prosecutor
C33AN	Performance Auditor I
C33BN	Performance Auditor II
C33CN	Performance Auditor III
C43NN	Senior Auditor
C43AN	Senior Performance Auditor I
C43BN	Senior Performance Auditor II

c. Classifications receiving ten percent (10%) equity adjustment:

Occupation Code	Classification
EB9NN	Management Assistant
D31NN	Program Specialist – City Manager
F74NN	Program Specialist – City Prosecutor

3. One-time retention bonus: Effective the second full pay period after City Council adoption, the unrepresented positions listed in 2a, 2b and 2c shall receive a one-time retention bonus of six-hundred fifty dollars (\$650).

4. Pay for Professional Salary Ranges and Salary Adjustments:

The level of compensation of employees in positions which have been assigned to a Professional Salary Range shall be determined on a merit basis and said employees shall be initially placed by the appropriate appointing authority at a level of compensation within the applicable Professional Salary Range which has been designated for said employee's position. After such an employee has been initially placed at a level of compensation within the applicable Professional Salary Range, the appropriate appointing authority shall have the sole and exclusive discretion to increase or decrease said employee's level of compensation within the applicable Professional Salary Range for said employee's position which the appointing authority shall determine to be the proper level of compensation as merited by the performance and demonstrated ability of said employee through an evaluation process; provided, however, that the sum total of all said percentage increases or decreases in compensation for any such employee shall not exceed seven percent during any fiscal year without approval of the City Council. These percentage increases or decreases in compensation are to be implemented on a prospective basis, the effective date will be the first day of the first full pay period following approval from the appropriate appointing authority. Requests for retroactive payment shall be submitted to City Manager for review and will require City Manager approval. Evaluation shall be no more than once in any six-month period.

5. Individual Performance Incentive Compensation

Permanent full-time, permanent part-time, or non-career employees who are not eligible to receive the Performance Incentive Compensation established for the Professional Salary Range, shall be eligible to participate in and receive Individual Performance Incentive Compensation. The purpose of the Performance Incentive Compensation is to compensate employees for the distinguished and outstanding performance for the periods for which said Performance Incentive is paid. At any time, a department head may submit a request to the City Manager or their designee or appropriate appointing authority for said eligible employee outlining specific performance objectives achieved during the fiscal year. Outstanding or distinguished performance in a specific project or program shall qualify the employee for Individual Performance Incentive Compensation. Such incentive compensation may be paid to any eligible employee in an amount not to exceed six hundred dollars (\$600.00) per fiscal year, based upon the evaluation and determination by the City Manager. Requests of the Performance Incentive Compensation for an employee may be submitted at any time.

6. Individual Performance Incentive Compensation (Professional Salary Range)

Offices of City Attorney, City Auditor, and City Prosecutor for the City Attorney's Office, the City Auditor's Office and the City Prosecutor's Office only, each employee assigned to the Professional Salary Range (A00 through D00) shall be eligible to participate and receive Individual Performance Incentive Compensation. It shall be in the exclusive discretion of the elected appointing authority to determine which among their eligible employees will participate in Individual Performance Incentive Compensation. At or near the commencement of the applicable fiscal year, the elected appointing authority or a designee shall establish a written performance plan for each employee selected to participate. The performance plan shall establish performance objectives or targeted results for the ensuing fiscal year or remaining portion thereof. Outstanding achievement in attaining the established objectives or targeted results, or distinguished performance in a specific project or program shall qualify the employee for Individual Performance Incentive Compensation. That amount of such compensation paid to any single employee shall not exceed Three Thousand Five Hundred Dollars per fiscal year. The actual amount to be paid to an eligible employee shall be determined by the elected appointing authority and will be based on the employee's performance under the previously approved employee performance plan.

7. Overtime:

- a. Increments of Time Reporting: Overtime shall be earned, credited and paid or taken off (compensatory time off) in increments of six (6) minutes. No overtime credit shall be allowed for a period of less than six (6) minutes.
- b. The City shall provide overtime compensation to all employees covered by this resolution as required by the Fair Labor Standards Act (FLSA). Only actual hours worked shall be credited towards computation of FLSA overtime.

c. Compensatory Time Off:

1. Employees working overtime will be eligible to accrue Compensatory Time Off (CTO) in lieu of receiving overtime compensation for each hour of overtime worked. CTO is earned at one and a half (1.5) hours for each hour worked. CTO time-off may be accrued up to a maximum of forty (40) hours.
2. Banked overtime credits shall not exceed 40.0 expanded hours for any non-supervisory employee at any one time.

$$(26.67 \text{ straight time hours} \times 1 \frac{1}{2} = 40)$$

3. Banked overtime credits shall not exceed 60.0 expanded hours for any supervisory employee at any one time.

$$(40 \text{ straight time hours} \times 1 \frac{1}{2} = 60)$$

4. Employees will be paid for all accrued CTO with the final pay period of each calendar year and in the pay period of a general salary increase (GI), at the rate immediately preceding the GI. Should an employee promote to a classification with a higher base hourly rate of pay, all accrued CTO will be paid as compensation to the employee on the pay period of their promotion, at the rate immediately preceding the promotion.
5. An employee wishing to use accrued CTO shall provide the City with reasonable notice of such request. "Reasonable notice" is defined as at least two weeks' notice. If reasonable notice is provided, the employee's request will not be denied unless it would be unduly disruptive to the department to grant the request. A request to use CTO with less than two weeks' notice may still be granted at the discretion of the supervisor or manager responsible for considering the request.

Management retains the sole discretion in granting the request to accrue CTO or to pay it as overtime worked.

8. Acting Pay:

The City Manager, or the appropriate appointing authority for departments not under the City Manager's authority, may assign an employee of the City to perform as the acting department head, assistant department head, bureau head or division head, whenever a vacancy occurs in any of such positions or when the City Manager, or said appointing authority, determines that the incumbent department head, assistant department head, bureau head or division head is unable to perform the duties of their position, and such an assignment is necessary for the efficient and effective operation of the department, bureau or division. During the time the employee is so assigned and is performing in said acting capacity, the employee shall be entitled to receive the compensation designated by the City Manager or the appropriate appointing authority at one of the salary rates fixed and prescribed by this resolution for the position to which said employee is assigned.

9. Paycheck Corrections:

a. Underpayments

1. If an underpayment of 10% of base biweekly pay (8 hours) occurs in an employee's paycheck, a paycheck correction may be requested. Such request must be made to the appointing authority within two business days after receipt of biweekly pay. Otherwise, the correction shall be made in the next regularly issued pay cycle.
2. Departments shall process such requested corrections to Central Payroll within three (3) working days of discovery.

3. Central Payroll will issue a corrected or supplemental paycheck within three (3) working days after receiving the approved request from the department.
4. Changes in salary resulting from step advances or changes in status are excluded from amounts which constitute paycheck corrections for purposes of this Article.

b. Overpayments

1. Employees will be notified prior to the recovery of overpayments requiring a repayment schedule.
2. Recovery of more than 15% of net pay will be subject to a repayment schedule established by Financial Management. Such recovery shall not exceed 15% per biweekly paycheck of disposable income (as defined by State law), except, however, that a mutually agreed-upon acceleration provision may permit faster recovery.
3. Recovery of less than 15% of net pay will be processed in the pay period that the correction is made.

10. Skill Pays

When an employee is regularly assigned and performs the occupational skill, as indicated in the skill and other pay chart herein, said employee shall be paid on a per diem or hourly rate basis, the amount of additional compensation set forth for the described skill. The additional compensation prescribed herein shall be paid to the employee at an hourly rate only if said employee is assigned to regularly perform said occupational skill on a daily basis. If an employee is not regularly assigned to perform said occupational skill on a daily basis, then the additional compensation shall be paid at a per diem rate, and said per diem skill pay shall be paid only for each work day that said employee actually performs said occupational skill, and such employee is not entitled to receive and shall not be paid per diem skill pay for any day that said employee does not work or is absent from work on a permitted absence. The per diem rate shall be the hourly rate times the number of regular hours an employee works in a day.

SKILL AND OTHER PAY CHART

CODE	DESCRIPTION	CLASSIFICATION	AMOUNT	RATE TYPE	BASIS	AUTHORITY
F8	Floor Warden – When attending Floor Warden training, leading Emergency Action Plan training, participating in drills, conducting monthly Floor Warden checklists, or when responding to an emergency as a Floor Warden.	Permanent full-time and Unrepresented Non-Management employees assigned as a Primary or Alternate Floor Warden.	\$8.000	Per Diem Daily	Flat Rate	General City
590	Bilingual – For regular and frequent use of certified oral and/or written bilingual skills.	All classifications in Unrepresented Non-management	\$1.200	Hourly	Flat Rate	General City

B. Paid Time Off Benefits: Same Provisions as applicable to the IAM MOU (Article III)

C. Benefits: Same Provisions as applicable to the IAM MOU (Article IV)

D. Retirement and Workers’ Compensation: Same Provisions as applicable to the IAM MOU (Article V)

E. Other Benefits and Employment Conditions

1. Work Period

Bargaining unit members work a seven-day FLSA workweek (168 recurring hours), except where otherwise indicated. Hours worked shall be accounted for in increments of six (6) minutes.

2. Meal Period

Each employee shall observe a one (1) hour meal period each shift. A shorter meal period may be approved by the Department Head / or designee, if it is determined to be operationally advantageous.

3. Work Schedules

a. Standard Work Schedule

The standard (5/40) work schedule shall be defined as working five (5) eight (8) hour days, Monday through Friday, totaling a forty (40) hour work week. Employees working a standard (5/40) schedule shall have a FLSA workweek designated as beginning at 12:01 AM on Saturday and ending at 12:00 AM the following Saturday.

b. Alternate Work Schedules

1) 9/80 Work Schedule - The City offers the 9/80 alternate work schedule in order to provide a valuable employee benefit, support the City's Employee Commute Trip Reduction Program, and improve City operations by providing work schedule flexibility and enhancing employee morale. The guidelines for 9/80 schedules will be as follows:

- Participation in the 9/80 work schedule is optional. No employee is required, nor will they be compelled to participate.
- Each department has the right to establish rules for administering the 9/80 work schedule and the right to return any employee to the regular eight (8) hour per day schedule.
- A 9/80 consists of a total of eight (8), nine (9) hour days, one (1), eight (8) hour day, four (4) days off, and one (1) additional day off, in a two-week period. Therefore, the employee is working 80 hours over nine (9) days. The additional day off is called the employees Regular Day Off (RDO).
- Employees working a 9/80 work schedule, shall have a FLSA workweek designated as beginning exactly four (4) hours into their eight (8) hour shift on the day of the week which constitutes their alternating regular day off.
- Participation in a 9/80 Work Schedule is a benefit, not a right and is voluntary for employees whose departments have decided to offer the 9/80 work schedule. Employees must meet their department's conditions for being granted a 9/80 work schedule.

- Employees may only request to change their 9/80 work schedule once every six (6) months unless approved by the Department head or designee.

Business Hour Department Schedules – Regular Day Off (RDO)

9/80 work schedules will be limited to four (4) schedules for non-24 hour facilities. They include:

- 1st Friday of the Pay Period as the Regular Day Off
- 2nd Friday of the Pay Period as the Regular Day Off
- 1st Monday of the Pay Period as the Regular Day Off
- 2nd Monday of the Pay Period as the Regular Day Off

Only alternating Fridays or Mondays may be designated as a Regular Day Off. All Tuesdays, Wednesdays and Thursdays are 9- hour workdays. The other alternating Monday or Friday will be considered the eight (8)-hour workday. Once the schedule has been designated, an employee's RDO or 8-hour workday cannot be changed, swapped, or traded unless approved with a request to change the 9/80 schedule as noted above.

With Departmental approval, employees may flex time within the work week with the exception of their Regular Day Off or eight (8) hour workday.

24-Hour or 7 Day Facility Schedule

The 24-hour 9/80 option is reserved for 24-hour facilities whose employees may flex on any days other than Monday or Friday. The 9/80 day off must be taken in conjunction with two consecutive days off. For example, an employee whose regular workweek is Tuesday through Saturday would Flex every other Tuesday or Saturday. Sunday and Monday would be 'regular' days off from work.

Note: A 24-hour facility supervisor may assign an employee to a 'Business Hour Department Schedule' if the employee's regular workweek is Monday – Friday and their regular days off are Saturday and Sunday.

*Use of the 24-Hour Facility Schedule must first be approved by the Department of Human Resources Director.

c. 4/10 Work Schedule

The 4/10 work schedule shall be defined as working four (4) ten (10) hour days each week, totaling a forty (40) hour work week. The assigned 4/10 work schedule must be in compliance with the requirements of FLSA and other applicable laws.

Employees working a 4/10 shall have a FLSA workweek designated as beginning at

12:01 AM on Saturday and ending at 12:00 AM the following Saturday. The 4/10 work schedule shall not reduce service to the public, departmental effectiveness, productivity and/or efficiency or increase overall City costs as determined by the City Manager or the appropriate appointing authority.

d. Other Work Schedules

Other work schedule alternatives may be approved by the Department Head or designee, if it is determined to be operationally advantageous and does not exceed forty (40) hours of scheduled work in the defined FLSA work week. Other approved work schedules shall not reduce service to the public, departmental effectiveness, productivity and/or efficiency or increase overall City costs as determined by the City Manager or the appropriate appointing authority.

e. Work Schedule Approvals

Alternate Work Schedules (work schedules other than the standard 5/40 work schedule) must be approved by the Department Head or designee authority.

f. Alternate Work Schedules and Premium Pay

- 1) Back-up assignments associated with an alternate work schedule are not justification for higher-classification pay unless otherwise specified in this agreement or other personnel policy.
- 2) An alternate work schedule should not increase requirements for overtime pay.

Unrepresented – Non-Management: Listing of Classifications

Occupation Code	Classification
C42NN	Audit Analyst
I71NN	Investigator – City Prosecutor
AE5NN	Investigator – City Manager
D26NN	Office Specialist – Prosecutor
B84NN	Performance Audit Manager
C33AN	Performance Auditor I
C33BN	Performance Auditor II
C33CN	Performance Auditor III
C43NN	Senior Auditor
C43AN	Senior Performance Auditor I
C43BN	Senior Performance Auditor II
EB9NN	Management Assistant
D31NN	Program Specialist – City Manager
F74NN	Program Specialist – City Prosecutor