Memorandum of Understanding

Between

AFSCME Local 829

Burlingame Association of Middle Managers
(BAMM)

And

The City of Burlingame

January 2016 to December 31, 2019

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Memorandum of Understanding
BETWEEN
AFSCME Local 829 BAMM
AND
City of Burlingame

1. Preamble

This Memorandum of Understanding is entered into by the City of Burlingame, hereinafter designated as the "City", and the American Federation of State, County and Municipal Employees, Council 57, Local 829 Burlingame Association of Mid-Management Unit, AFL CIO, hereinafter designated as the "Union", as a mutual agreement of those wages, hours and other terms and conditions of employment which are to be in effect during the term of this Memorandum of Understanding, for those employees working in classifications in the representative unit referred to in Exhibit A hereof of this Memorandum of Understanding.

2. Recognition

The City of Burlingame recognizes, as provided in the City's Employer Employee Relations Resolution, the American Federation of State, County and Municipal Employees, Council 57, Local 829 Burlingame Association of Mid-Management Unit, AFL CIO, as the majority representative employee organization for the employees assigned to the classifications listed in Exhibit A, as well as such classifications as may be added to this representation unit by the City during the term of this Memorandum of Understanding.

3. No Discrimination

The City agrees not to discriminate against any employee because of membership in the Union or because of any activities on behalf of the Union. Union activities shall not interfere with the normal operation of the City. Neither the City nor the Union shall discriminate for or against any employee or applicant for employment on account of actual or perceived race, color, religious creed, national origin, ancestry, citizenship status, physical disability, mental disability, medical condition (cancer-related or genetic characteristics), marital status, registered domestic partner status, gender, gender identity or gender expression, age (40 or over), sex, or sexual orientation (including heterosexuality, homosexuality, or bisexuality).

4. Union Security

4.1 Maintenance of Membership

All employees who are members of AFSCME and who are tendering periodic dues through dues deductions from their paycheck, and all employees who become members of AFSCME and who tender periodic dues through dues deductions from their paycheck, shall continue to pay dues for the duration of this MOU and each subsequent MOU thereafter.

For a period of 60 calendar days prior to the expiration of the current MOU, any employee who is a member of AFSCME and who tenders periodic dues shall have the right to withdraw from the Union by discontinuing membership dues deduction. Said withdrawal shall be communicated by the employee during that period of time in writing to the Union and to the Human Resources Director; such written

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communication shall be delivered by certified mail and must be postmarked during the 60-calendar day period.

4.2 Payroll Deduction

The Union may have the regular dues of its members within the representation unit deducted from employees' paychecks under procedures prescribed by the City for such deductions. Dues deductions shall be made only upon signed authorization from the employee upon a form furnished by AFSCME and distributed by the City, and shall continue until: (1) such authorization is revoked, in writing, by the employee pursuant to the provisions of this MOU, Section 4.1 Maintenance of Membership; or (2) the transfer of the employee out of the representation unit.

The Union shall notify the City at least 30 days in advance of any change in its dues.

Employees may authorize dues deductions only for the organization certified as the recognized employee organization of the unit to which the employees are assigned.

If, after all other involuntary and insurance premium deductions are made in any pay period, the balance is not sufficient to pay the deduction of Union dues required by this section, no such deduction shall be made for the current pay period.

The provisions of Section 4.1 Maintenance of Membership and Section 4.2 Payroll Deduction above shall not apply during periods that an employee is separated from the representation unit, but shall be reinstated upon the return of the employee to the representation unit. For the purpose of this section, the term separation includes transfer out of the representation unit, layoff, and leave of absence without pay.

4.3 AFSCME P.E.O.P.L.E.

Employees may voluntarily elect to have contributions deducted through payroll at a minimum of $2.00 per month, deducted from their pay checks under the procedures prescribed by the City for the Public Employees Organized to Promote Legislative Equality Fund (PEOPLE of AFSCME). Such deductions shall be made only upon signed authorization from the employee and shall continue until such authorization is revoked in writing.

4.4 Union Obligations

The Union will supply the City with deduction authorization forms and/or membership applications as well as other informational materials it wishes to be distributed to new employees.

The Union shall refund to the City any amount paid to it in error upon presentation of supporting evidence.

4.5 City Obligations

Any new employees hired into positions covered by this Memorandum of Understanding shall be provided by the City an "Employee Authorization for Payroll Deduction" form.

All dues deductions shall be transmitted to Council 57 in an expeditious manner.

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All transmittal checks shall be accompanied by documentation that denotes the employee's name, employee ID number, amount of deduction, job title and designation of union member.

The City shall hand out agreed upon Union materials.

4.6 Hold Harmless

The Union shall indemnify, defend, and hold the City harmless against any and all claims, demands, suits, orders, or judgments, or other forms of liability that arise out of or by reason of this Union Security section, or any action taken or not taken by the City under this section. This includes, but is not limited to, the City Attorney's fees and costs.

4.7 Use of Facilities

The Union may, with the prior approval of the City Manager, or his/her designee, use City facilities during non-work hours for meetings of City employees provided space is available, and provided that such meetings are not used for organizational activities or membership drives of City employees.

4.8 Equipment

The use of City equipment other than items normally used in the conduct of business meetings, such as desks, chairs and blackboards, is strictly prohibited, the presence of such equipment in approved City facilities notwithstanding.

4.9 Bulletin Boards

The Union may use portions of City bulletin boards under the following conditions:

- A copy of all materials posted on bulletin boards must be provided in advance to the Human Resources Director. All materials must be dated and must identify the organization that published them.
- The City reserves the right to determine where bulletin boards shall be placed.
- Materials cannot be of a political nature and cannot be derogatory in any manner.

4.10 List of Employees

The City shall furnish the Union with the names, classifications, and date of hire of employees assigned to classifications in the bargaining unit. However, the City shall not be required to provide such information in any format other than one already utilized by the City.

The City shall notify the Union of the name, classification, and date of hire of each new employee appointed to a position covered by this MOU. Notice shall be provided to the Union within 30 days of hire.

4.11 Right to Representation

Any Union Member who is required to meet with a supervisor or management official and who reasonably expects that the meeting may involve questioning leading to potential disciplinary action shall have the right to have a steward or authorized Union representative present at the meeting. Such representation, however, shall include no more than one City employee in addition to the employee being disciplined. The limitations of this section shall apply to employees on paid release time and not to Union staff or witnesses who may be necessary to the meeting.

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5. Advance Notice

Except in cases of emergency, the Union shall be given reasonable advance written notice of any ordinance, policy, administrative procedure, resolution, rule or regulation directly relating to matters within the scope of representation (wages, benefits, hours and working conditions) proposed to be adopted by the City and shall be given the opportunity to meet and confer with management representatives prior to any change, adoption and/or roll out.

6. Stewards and Official Representatives

6.1 Access by Representatives

Reasonable access to employee work locations shall be granted officers of recognized employee organizations and their officially designated representatives for the purpose of contacting members of the bargaining unit concerning business within the scope of representation. Such officers or representatives shall not enter any work location without the consent of the Department Head or the City Manager or his/her designee. Access shall be restricted so as not to interfere with the normal operations of the department or with established or security requirements.

6.2 Activities Prohibited

Solicitation of membership and activities concerned with the internal management of an employee organization such as collecting dues, holding membership meetings, campaigning for office, conducting elections and distributing literature shall not be conducted during on-duty hours.

6.3 Designation of Representatives

The Union shall be allowed to designate in writing to the City Manager or his/her designee a reasonable number of Stewards not to exceed four unless prior authorization is received by the Human Resources Director. Stewards shall be granted release time without loss of time or pay for the purposes of investigating and handling grievances. Steward release time shall be scheduled by mutual agreement between the employee and the employee's immediate supervisor.

6.4 Steward Release Time for Bargaining

The City will provide paid release time for a maximum of four Union Officers and/or Union Stewards for their participation in contract negotiations.

6.5 New Employee Orientation

As part of the City's new employee orientation program or at the earliest time available, the Union shall have 15 minutes to provide information and answer questions of new employees who are employed in classifications that are covered by this MOU.

7. Personnel File

7.1 Personnel Records

If there has been no recurrence of conduct forming the basis of a letter or record of disciplinary action, after one year the employee may request that a letter be placed in the file reflecting the correction of conduct. Placement of such letter into the employee's personnel file must be approved by the Department Head.

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7.2 Access to Personnel File

An employee or, upon presentation of an original signed written authorization from an employee, an employee's representative shall have access to the employee's personnel file.

8. Salary

8.1 Salary Increases

Effective the first pay period in January 2016:	3.0% Salary Increase for all classifications.
Effective the first pay period in January 2017:	3.0% Salary Increase for all classifications.
Effective the first pay period in January 2018:	3.0% Salary Increase for all classifications.
Effective the first pay period in January 2019:	3.0% Salary Increase for all classifications.

8.2 Acting Pay

When an employee is assigned in writing to temporarily replace another employee in a higher classification for 15 consecutive workdays or more, the employee shall receive a 5.0% salary differential.

9. Benefits

9.1 Medical Plans

9.1.1 PERS Health

Regular or probationary employees have the option of becoming members of the Public Employees Medical and Hospital Care Act ("PERS Health") insurance program.

9.1.2 Flexible Benefits Plan

Under the Flexible Benefit Plan, the City's monthly contribution to PERS to provide health insurance benefits for the individual and the employee's eligible dependents shall be $125.00 per month effective January 1, 2016, and shall adjust in accordance with the Minimum Employer Contribution (MEC) established by the Public Employees Medical and Hospital Care Act.

In addition, the City shall offer an Internal Revenue Code Section 125 Plan that contains the components of benefit allowance, premium conversion, health care reimbursement account, and dependent care reimbursement account.

Effective January 1, 2015, the City shall contribute the below-listed amount per month toward each employee's Section 125 Plan benefit allowance components. All contributions listed below include the PERS required Minimum Employer Contribution (MEC).

- Employee Only: 92.5% of the selected medical plan premium up to a maximum of 92.5% of the Blue Shield HMO rate for Employee only
- Employee plus one: 92.5% of the selected medical plan premium up to a maximum of 92.5% of the Blue Shield HMO rate for Employee plus one
- Employee plus two or more: 92.5% of the selected medical plan premium up to a maximum of 92.5% of the Blue Shield HMO rate for family coverage

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An employee may use any such benefit allowance indicated above toward the cost of the employer-provided PERS health insurance for the employee and eligible dependents. An employee may not use the benefit allowance for other reasons.

Any employee that enrolls in a medical plan that has a higher premium than the City's contribution, as stated above, will pay the difference via pre-tax payroll deductions.

9.1.3 No Medical Plan

Effective July 2, 2012, any employee that demonstrates they have medical insurance from another service will receive $350 per month in lieu of medical benefits. The $350 per month may be put into a deferred compensation, Section 125 Plan, or taken in cash. Any cash payment is subject to normal taxation, per IRS regulations.

9.2 Retiree Medical Plans

9.2.1 Retiree Medical for Employees Hired Prior to March 31, 2008

Employees hired prior to March 31, 2008 who retire prior to January 1, 2015 with a minimum of 5 years of service with the City will receive a retiree medical benefit equivalent to the amount necessary for actual enrollment in single, two-party, or family coverage, up to a maximum dollar amount of the Kaiser family premium rate.

9.2.2 Retiree Medical for Employees Hired Prior to March 31, 2008 and Retire on or after January 1, 2015

Effective January 1, 2015, employees hired prior to March 31, 2008 and who retire on or after January 1, 2015 with 5 years of City service, will receive a retiree medical benefit as follows:

For eligible retirees who are under 65 years of age, the City will contribute up to the Bay Area Region premiums for Blue Shield Access HMO for single retirees and Blue Shield Two-Party for retiree plus one. For eligible retirees who are under age 65, the City will contribute up to the Kaiser Family premium for retiree plus two or more.

Eligible retirees who are 65 years of age or older must enroll in Medicare. The City will contribute up to the Medicare supplement plan premium for the Bay Area Region for Blue Shield Access HMO for Single for single retirees; Blue Shield Two-Party for retiree plus one; or Kaiser Family for retiree plus two or more. If the Blue Shield Access HMO is not available, the third highest CalPERS Medical Plan will be used to determine the City's contribution. For CalPERS Plan Year 2017, that plan will be United Healthcare HMO.

9.2.3 Retiree Medical for Employees Hired On or After March 31, 2008

Employees hired on or after March 31, 2008 and prior to November 1, 2011 will receive a retiree medical benefit based on years of service with the City as follows. All contributions listed below include the PERS required Minimum Employer Contribution (MEC).

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Years of City Service	Monthly Contribution
0 to the end of 9th year of service	Minimum monthly amount as governed by the CalPERS Health System.
10 years to the end of the 14th year of service	100% of the lowest medical premium provided through CalPERS approved medical providers for employee only.
15 years to the end of the 19th year of service	75% of the lowest medical premium provided through CalPERS approved medical providers for employee +1 dependent.
20 years of service or more	100% of the lowest medical premium provided through CalPERS approved medical providers for employee +1 dependent.

9.2.4 Retiree Medical for Employees Hired On or After November 1, 2011

Employees hired on or after November 1, 2011 will receive the following contributions to a Retirement Health Savings Account, based on years of service with the City.

Years of Service	Monthly Contribution
0 to the end of the 5th year of service	0.0%
6 years of service to the end of the 19th year of service	2.0% of base pay
20 years of service or more	2.5% of base pay

9.3 Dental Plan

Effective January 1, 2017, and each calendar year thereafter, the City will reimburse up to $1,900 per year per employee for dental expenses and $1,000 per dependent per year, not to exceed $2,500 cumulative per year for all eligible dependents.

9.4 Vision Plan

Effective January 1, 2017 and each calendar thereafter, the maximum reimbursement for an employee for vision eligible expenses will be $600 annually, not including an eye examination. If an eye examination is performed, the maximum reimbursement is $700. The maximum cumulative reimbursement for vision eligible expenses for dependents shall not exceed $350 per calendar year, including eye examinations.

9.5 Benefits for Regular Part-Time Employees

Part-time position accrual rates will be based on a prorated amount of a full-time equivalent position. Part-time positions will receive a prorated amount of the 80-hour annual administrative leave provided to the full-time exempt employees.

At the end of each fiscal year, the accrual balances will be adjusted to reflect hours worked over the budgeted amount. For example, a one-half (1/2) time employee will accrue 50% of sick, vacation, admin and holiday leave rates, maximum accruals will be based on a prorated amount of a full-time equivalent position.

The City will provide life insurance in the amount of $50,000 for each regular part-time employee.

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Employees may buy long-term disability (if allowed by insurance company) provided they pay the premium. Part-time employees are not eligible to participate in the City's self-funded reimbursement plans because there are no premiums.

9.6 Long-term Disability Insurance

The City will provide Long Term Disability insurance coverage for employees.

9.7 Life Insurance

The City will maintain life insurance coverage of $100,000 for members of the unit. The City will also provide for voluntary, employee-paid additional life insurance coverage through its group plan. This optional benefit will be paid for by employees via regular payroll deductions.

9.8 Deferred Compensation

The City will maintain a matching contribution to deferred compensation of $45.00 per pay period. Deferred compensation is part of the total salary and will be included as such for salary market analysis.

10. Retirement

10.1 CalPERS Retirement Provisions

10.1.1 Classic Employees

The City has implemented the provisions of the PERS 2.5% @ 55 retirement benefit for miscellaneous employees hired before December 31, 2012 (Classic employees).

The City provides the following benefit provisions to Classic employees:

- One Year Final Compensation (GC Section 20042)
- Service Credit for Accrued Sick Leave (GC Section 20965)
- Military Buyback (GC Section 21024)
- Pre-Retirement Optional Settlement 2 Death Benefit (Section 21548)

Employees shall contribute the entire PERS required employee retirement contribution. Classic employees will contribute 1.5% of the employer's contribution to PERS retirement via payroll deduction on a pre-tax basis. The City shall "pick-up" the employer contribution amount that is being paid by the employees through a payroll reduction under IRS Code Section 414(h) (2).

10.1.2 PEPRA Employees

Miscellaneous employees hired after January 1, 2013, who are not considered "Classic employees", shall receive the 2% @ 62 retirement benefit and are subject to the Public Employees' Pension Reform Act (PEPRA) rules.

The City provides the following benefit provisions to PEPRA employees:

- Average of Final Three Years of Compensation
- Cap on Amount of Wages that are Eligible for PERS ($140,424 in 2016 – increases in future years based on CalPERS)
- Service Credit for Accrued Sick Leave

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- Military Buyback
- Pre-Retirement Optional Settlement 2 Death Benefit

11. Sick Leave

11.1 Sick Leave Definition

Sick leave may be used for personal illness, non-industrial disability, and care for an immediate family member and/or health care appointments that cannot be scheduled outside of normal work hours. Sick leave is for actual illness of the employee, the employee's immediately family (see Leave for Sick Family Members section below) or health care appointments. Employees are encouraged to accumulate sick leave in order to protect themselves in the event of an extended illness.

11.2 Sick Leave Accrual

Full-time employees accrue eight hours of sick leave per month (3.69 hours per pay period) for each pay period they are in paid status. The City will suspend sick leave accrual when an employee goes into unpaid status.

11.3 City contracts with CalPERS for the credit of Unused Sick Leave

Upon retirement, unused sick leave will be reported to CalPERS and will be converted to service credit in accordance with CalPERS rules and procedures.

11.4 Maximum Accrual

The maximum accrual of sick leave will be 2,000 hours.

11.5 Leave for Sick Family Members

An employee shall be able to use up to 48 hours of annual accrued sick leave per calendar year to care for an ill immediate family member. The definition of "immediate family" shall be spouse, children, step-children, parents, brothers, sisters, grandparents and registered domestic partner. The birth or adoption of a baby, hospital visits, and bringing the baby home are covered under this section.

11.6 Family Medical Leave

The City will comply with all Federal and State leave provisions. Refer to the FMLA policy for details.

11.7 Catastrophic Leave

The provisions of Catastrophic Leave shall be in accordance with the City's Administrative Procedure entitled Catastrophic Leave.

11.8 Sick Leave Integration

The City will initiate an election process to allow the bargaining unit to decide if it wants to participate in California State Disability Insurance (SDI). Within 90 days of adoption of the MOU by the City, the City will contact the Employment Development Department of the State of California to request a SDI election for the bargaining unit represented by AFSCME Local 829 Burlingame Association of Mid-Management.

If the bargaining unit votes to participate in SDI, the City will integrate sick leave with California State Disability Insurance (SDI) benefits. The integration of sick leave with SDI will not exceed an employee's normal daily wage.

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12. Vacation

12.1 Vacation Accrual Schedule

Anniversary Date	Days Per Year	Hours Per Pay period	Accrual Maximums Days
Hire to 4th	10	3.08	20
5th	15	4.62	30
10th	16	4.93	32
11th	17	5.24	34
12th	18	5.54	36
13th	19	5.85	38
14th	20	6.16	40
15th	21	6.47	42
16th	22	6.78	44
17th	23	7.09	46
25th and over	24	7.39	48

For employees hired by the City on or after January 1, 2011, on an employee's fifth anniversary date of employment with the City of Burlingame, the employee will receive a one-time allotment of 40 hours of vacation in his/her vacation accrual bank.

12.2 Accrual Maximum

Earned vacation time may be accumulated, but the employee shall not be allowed to have an accumulation of more than 2 years' accrual at any time (see table above).

12.3 Eligibility

With Department Head approval, employees are eligible to schedule vacation as soon as it is accrued.

The City will stop vacation leave accruals when an employee goes into an unpaid status.

13. Holiday Pay

13.1 Holidays for Regular full-time employees

Regular full-time employees shall be entitled to observe all authorized holidays at full pay, not to exceed 8 hours for any 1 day.

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Holidays Listed

The following are the authorized holidays:

New Year's Day	January 1st
Martin Luther King's Birthday	3rd Monday in January
Washington's Birthday	3rd Monday in February
Memorial Day	Last Monday in May
Independence Day	July 4th
Labor Day	1st Monday in September
Columbus Day	2nd Monday in October
Veteran's Day	November 11th
Thanksgiving Day	4th Thursday in November
Day after Thanksgiving	4th Friday in November
Christmas Eve	December 24th, ½ day
Christmas Day	December 25th
New Year's Eve	December 31st, ½ day
Two floating holidays per calendar year	

13.2 Employees Assigned to the Public Works Corporation Yard or Park Division

Employees in this unit assigned to the Public Works Corporation Yard or Park Division will observe the holidays of the AFSCME Local 829 Maintenance Unit.

New Year's Day	January 1st
Martin Luther King's Birthday	3rd Monday in January
Washington's Birthday	3rd Monday in February
Memorial Day	Last Monday in May
Independence Day	July 4th
Labor Day	1st Monday in September
Admission Day	September 9th
Columbus Day	2nd Monday in October
Veteran's Day	November 11th
Thanksgiving Day	4th Thursday in November
Day after Thanksgiving	4th Friday in November
Christmas Day	December 25th
Two floating holidays per calendar year	

13.3 Holiday Observance

If a holiday falls on a Sunday, such holiday shall be observed on the Monday following. If a holiday falls on a Saturday, such holiday shall be observed on the preceding Friday.

13.4 Vacation on Holiday

In the event, any of the holidays specified above occurs while an employee is on vacation, the holiday shall not be charged to vacation.

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14. Bereavement Leave

In the event of a death in an employee's immediate family, absence from duty shall be allowed not to exceed 3 days. In the event of the death of a relative who is not a member of the employee's immediate family, absence from duty shall be allowed for 1 day. Such absences shall not be charged to the employee's sick leave balance. For the purposes of this section, "immediate family" means father, mother, step father, step mother, husband, wife, registered domestic partner, son, daughter, step son, step daughter, sister, brother, grandparent, mother-in-law, or father-in-law of the employee.

In addition, upon approval of the Department Head, the City will allow the employee to use up to 2 days of sick leave, vacation leave, or other accrued leave for bereavement.

15. Leave without Pay

The City Manager may grant a regular employee a personal or medical leave of absence without pay or benefits not to exceed 1 year. Requests for such leave shall be in writing and must be approved by the City Manager. Leave requested under this section shall not be routinely denied.

When an employee returns to work after an approved leave, the employee shall be reinstated in the position held at the time the leave was granted.

16. Maternity, Parental and Adoptive Leaves

Employees may use accumulated sick leave for pregnancy related disability when the disability is certified by the employee's physician. Leave without pay shall be provided in accordance with the MOU for purposes of postpartum care of an infant or for the adoption of a child. Employees may request to use up to ten (1 days of accrued sick leave upon the arrival of an adopted child.

The City will comply with all Federal and State Laws pertaining to the birth and adoption of children.

17. Military Leave

Military leave shall be granted in accordance with applicable State and Federal laws.

18. Compensatory Time

BAMM classifications are FLSA exempt and will not receive overtime nor accrue compensatory time.

19. Administrative Leave

BAMM AFSCME 829 Employees are not entitled to overtime; therefore, administrative leave is granted in recognition of the fact that employees work over the normal work periods.

<u>19.1 Administrative Leave Hours</u>

All classifications shall receive 60 hours of administrative leave per fiscal year except for the following classifications who receive 80 hours o administrative leave per fiscal year:

- Recreation Supervisor
- Parks Supervisor

Effective January 1, 2017, all AFSCME BAMM employees employed on January 1, 2017 shall receive a one-time allotment of 15 additional hours of administrative leave except for classifications listed below:

- Recreation Supervisor
- Parks Supervisor

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Effective July 1, 2017, all full-time classifications in the bargaining unit will receive 80 hours of administrative leave per fiscal year.

With the consent and recommendation of the Department Head, an employee may request that the City Manager authorize additional administrative leave, up to a maximum of 16 hours per year. This additional leave may be granted based on:

(1) Excessive hours worked,
(2) The value of the extraordinary effort, and
(3) The performance of the employee.

The City Manager has full discretion in deciding whether to grant additional leave. This provision does not increase the amount of administrative leave time that may be paid out.

The maximum administrative leave balance is 80 hours.

19.2 Administrative Leave Payout

Employees in FLSA exempt classifications may have a maximum of one year of administrative leave on the books and may request administrative leave pay out anytime by submitting the payout request on the timesheet. When administrative leave balances exceed the one-year maximum (80 hours), hours that exceed the one-year maximum will automatically be paid out.

20. Mileage and Use of City Vehicles

The City will provide mileage reimbursement for use of personal vehicles for City business. Mileage will be reimbursed at the IRS mileage rate.

21. Safety Shoes and Uniform Allowance

21.1 Safety Shoes

Effective July 1, 2016, the City shall reimburse each employee required to wear safety shoes, as determined by each department safety committee, up to three hundred dollars ($300) per fiscal year.

21.2 Uniform Allowance

The Police Services Manager will receive an annual uniform allowance of up to $850. Effective the first pay period in January 2017, the annual uniform allowance will be divided into 26 pay periods and paid bi-weekly.

22. Safety Equipment

The City shall continue to supply employees with safety equipment required by the City and/or CAL-OSHA. All employees furnished such equipment shall use the equipment, and their use shall only be for the purposes and uses specified under applicable safety rules and regulations.

23. Probationary Period

23.1 Probationary Period

The probationary period for employees promoted into higher-level classifications within the BAMM unit will be 6 months. The probationary period for new hires is one year.

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23.2 Extension

The City may extend the probationary period for an equal period of time in case of absence of 30 days or more for extended sick or accident leave or by mutual agreement with AFSCME.

24. Grievance Procedure

24.1 Definitions:

- "Days" as used herein shall be days when the City Hall of the City of Burlingame is open for business.
- "Grievance" is any dispute over the interpretation or application of any provision of this Memorandum by any employee adversely affected thereby.
- "Grievant" is an individual employee or employee organization adversely affected by any dispute over the interpretation or application of any provision of this Memorandum.

24.2 Steps:

Step 1 – Supervisor or Manager

Grievant shall discuss the grievance with his/her appropriate management personnel within 15 days of actual or constructive knowledge of the existence of the grievance. If the issue is not resolved, grievant shall be entitled to proceed to Step 2.

Step 2 – Department Head

Within 10 days of the conclusion of the Step 1 meeting, grievant shall file with his/her Department Head a written grievance setting forth the following:

a) Name
b) Classification
c) Supervisor
d) Section or Sections of the Memorandum allegedly violated
e) Remedy sought
f) Union

Within 10 days of receipt of the written grievance, the Department Head will meet with the grievant and his/her representative to reach a satisfactory resolution.

Step 3 – City Manager

If the grievance is not resolved at Step 1 or Step 2, it may be appealed to the City Manager within 10 days of the receipt of the Department Head's response at Step 2. Said appeal shall be in the form of a written request to proceed to Step 3, along with the written grievance. The City Manager or designee shall respond to the grievance within 10 days of receipt of the written appeal. The decision of the City Manager shall be final.

24.3 Failure to Pursue

Grievant

Any failure by grievant to purse his/her grievance within the time limits to the next step shall be a voluntary abandonment of the grievance, and grievant shall not thereafter be entitled to

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pursue said grievance. Such settlement in favor of the City shall not prejudice the rights of the Union or other employees to pursue a similar grievance, provided all other requirements of this Memorandum are met.

City
Any failure by the City to respond within the time limits set forth shall entitle grievant to pursue his/her grievance to the next step.

24.4 Representation and Release Time
Grievant shall be entitled to be represented by his/her Union and/or his/her attorney at any grievance meeting or discussion described in any one of the steps of the grievance procedure; provided, however, in no event shall more than one City employee, in addition to grievant, attend such grievance meetings. Neither grievant nor his/her representative shall suffer loss of pay for attending the meetings described in the steps of the grievance procedure.

Except for grievance meetings described in the steps of the grievance procedure, neither grievant nor any representative of grievant shall be entitled to use regular work time to process the grievance.

25. Concerted Activities
It is agreed and understood that there will be no strike, work stoppage, slow down or refusal to perform job functions during the term of the Memorandum.

26. City Rights
The City hereby retains and reserves unto itself, without limitation, all powers, rights, authority, duties and responsibilities conferred upon and vested in it by the Constitution of the United States, the Constitution of California, the laws of the United States, the laws of California, the ordinances and resolutions of the City of Burlingame and shall be limited only by the express and specific terms of this Memorandum.

27. Effect of Agreement
This Memorandum shall supersede any prior Memoranda of Understanding, rules, regulations or ordinances in direct conflict with the provisions hereof.

28. Modification
City agrees not to alter, amend, or reduce and existing benefit during the term of this agreement without meeting and conferring regarding such change.

29. Total Agreement
This Memorandum constitutes a full and complete agreement by the parties and contains all of the matters upon which the parties reached agreement. Any matter not contained in this Memorandum has not been agreed upon and, if raised in negotiations, was dropped by the party raising it as part of a good faith attempt to reach agreement.

30. Separability of Provisions
Should any section, clause or provision of this Memorandum be declared illegal by final judgment of a court of competent jurisdiction, such invalidation of such section, clause or provision shall not invalidate the remaining portions hereof, and such remaining portions shall remain in full force and effect for the

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duration of this Memorandum. In the event of such invalidation, the parties agree to meet and confer concerning substitute provisions for provisions rendered or declared illegal.

31. Term

Except as specifically provided herein, this Memorandum shall remain in effect for those employees employed in the classifications which comprise the AFSCME Local 829, Burlingame Association of Mid-Management bargaining unit for the period from January 2016 to December 31, 2019.

FOR THE CITY

Leslie Loomis

Glenn Beltheimer

12/6/16

Date

FOR AFSCME LOCAL 829 BAMM

Christine Spencer

Kathy von Mayrhauser

12-1-16

Date

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Exhibit A – Salaries

CG
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Exhibit B – Alternative Work Schedule

POLICY

The Alternative Work Schedule Policy provides an opportunity for eligible employees to work 40-hour work weeks in less than the traditional five days per week. Alternative work schedules will be offered to the extent the practice does not negatively impact business operations or service to the community. Additionally, alternative work schedules will be offered in a way that will not materially increase the costs of serving the community of Burlingame. If a current employee is working a traditional 5/40-work week and his/her individual circumstance is not conducive to an alternative work schedule, the supervisor and manager will assess if the employee can keep his/her traditional 5/40 schedule. Such an assessment will involve looking at the needs of the City, public, employee and workgroup.

ELIGIBILITY

The policy applies to full-time, regular employees whose shifts are traditionally scheduled Monday through Friday in the time period from 7AM - 7PM.

WORK SCHEDULE

The standard alternative work schedule under this policy is referred to as a 9/80 work schedule. This provides that employees work nine hours per day, four days per week, plus one eight-hour day once every two weeks. If approved by the City Manager, departments may implement other alternative work schedules such as a 4/10.

WORK WEEK

The standard work week is defined as 40 hours per week and will start at 12:01 pm on Monday.

HOLIDAYS

Holidays will retain their value of eight hours per day. For example, if a holiday falls on what would otherwise be a 9-hour workday, the employee must either use one hour of vacation, administrative or floating holiday leave to be compensated for the additional hour. The employee, with the Department Head's approval, may also elect to work one additional hour another day within the work week to make-up for this hour.

PROGRAM CRITERIA:

The success of this program is based on the premise that City services will be maintained and will not deteriorate due to the implementation of an alternative work program. Prior to implementing such a program, each department will be required to submit standards to the City Manager that will be used to measure the program impacts. Such standards should include some measurement of:

- ✓ Productivity
- ✓ Quality of Service and Impact on Key-Indicators regarding Service
- ✓ Sick Leave Usage
- ✓ Complaints from the public or other City departments regarding staff unavailability

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- ✓ If service hours are extended into the evening, usage during the later hours
- ✓ Proportion of work that has either fallen to others (not on alternative work schedule) or not being done in a timely manner
- ✓
- ✓ Economic Impact – including increase in overtime
- ✓ Employee Morale

Additionally, when designing a program for a specific unit or division, the following will need to be addressed:

- ✓ Adequate phone and counter coverage to provide services
- ✓ Cross-training to ensure all City services are maintained each day
- ✓ Sufficient supervision of the work group
- ✓ Coverage during peak vacation seasons
- ✓ Maintenance of services that require interdepartmental support
- ✓ Employee safety

.

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DATE: **Date**
TO: **Employee Name, Employee Job Title**
FROM: **DH Name, Director Title**
SUBJECT: **Alternative Work Schedule Agreement**

This agreement constitutes a program for an alternative work schedule. However, as the Department Head, I reserve the right to discontinue the flex work schedule with a minimum of ten (10) days' advanced notification. Additionally, the City may make temporary adjustments to your alternative work schedule due to work demands. The City will give you a minimum of five (5) days advanced notification.

1. Effective _____, your new work schedule will be as follows:

   Week #1 (sample – use your actual)
   Monday through Thursday (7:30 a.m. – 5:00 p.m.) with a ½ hour lunch break. Friday (8:00 a.m. – 5:00 p.m.), with a 1 hour lunch break. **Total Work Hours: 44**

   Week #2 (sample – use your actual)
   Monday through Thursday (7:30 a.m. – 5:00 p.m.) with a ½ hour lunch break. Friday (scheduled 9/80 day off). **Total Work Hours: 36**

2. **Holidays:** If a holiday falls on your scheduled 9/80 day off, you will receive 8 hours of floating holiday. The days will be referred to as AWS Floater Days. All AWS floater days accrued in a calendar year must be used no later than January 31 of the following calendar year. You will not be allowed to carry-over, bank or accrue the AWS floater days. There is no cash value attached to an AWS floater day. You are not entitled to payment for any AWS floater days unused at the time of resignation or termination of City employment.

3. **Other Leave Days Affected by 9/80 Day Off:** If you take a day of vacation leave, sick leave, administrative leave or other benefit leave, you must use the number of hours which corresponds to your alternative work schedule. As an example, you will use 9 hours of sick leave if you are absent due to illness on a scheduled 9-hour workday and 8 hours of sick leave if you are absent due to illness on a scheduled 8-hour workday.

4. **Vacation and Sick Leave Accrual:** You will continue to accrue vacation leave, sick leave and other forms of leave at the rate specified in your employee MOU benefit agreement.

5. **Temporary Work Schedule Change:** Temporary changes in your alternative work schedule must be pre-approved by the Department Head and require a minimum five (5) days advance notification. Additionally, due to work demands the Department Head may make temporary changes to your Alternative Work Schedule with a minimum five (5) days advance notice.

6. **Vacation and Other Leave Requests:** In order to minimize the impact of reduced staffing days, every attempt should be made to plan vacations and other leaves during your four (4) day work week. Special circumstances may be granted allowing overlapping of schedules only with prior approval of the Department Head. You are highly encouraged, although not mandated to schedule dental, doctor and other personal appointments on your 9/80 day off.

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7. **Employee Request to Discontinue Flex Work Schedule:** You are required to commit to the prescribed alternative work schedule agreement. If you no longer choose to continue with the agreement, you will need to request that the agreement be terminated. Such a request needs to be submitted to me in writing with a minimum of thirty (30) days prior to the desired date of change. Any early termination of the agreement is subject to my approval.

8. **Extended Work Week:** By agreeing to the Flex Work Schedule, you will be required to work one 44 hour and one 36-hour work week for a total of 80 hours in a regular two-week pay period. ***if for FLSA exempt employee, use the following** As a mid-manager and member of the Mid-Management Bargaining Unit, you do not accrue overtime, and will not be additionally compensated above and beyond the work week(s) as defined in this document. Mid-Management leave will continue to be accrued and dispersed as described in your Mid-Management MOU.

9. **Work Expectations**: You enter into this agreement knowing that there will be no modification to your workload or job expectations to accommodate an alternative work schedule. As such, if the City determines that this program is detrimental to your performance or negatively impacting job expectations, it may be terminated with a ten (10) day minimum notice.

10. **Paychecks:** Paychecks will not be released early to employees who are off on Fridays as a result of the Alternative Work Schedules. Employees on this program are strongly encouraged to register for direct deposit. On payday, paychecks will be available on Friday morning in the employee's department.

My signature below signifies that I agree to all the listed conditions and understand that the City reserves the right to discontinue this program with 10 days advanced notification.

_____

Name

_____

Date

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SIDE LETTER OF AGREEMENT

BETWEEN
CITY OF BURLINGAME
AND
AFSCME LOCAL 829 BAMM

EMPLOYEE BENEFITS COMMITTEE

September 23, 2016

Mission and Objectives

The City of Burlingame's Employee Benefits Committee will be established to bring insight and awareness of the various benefits that the City offers its employees. The EBC will take a thoughtful and methodic approach that meets both the needs of employees and the City; as well as, considering the financial impacts for both the City and employees. The primary objectives of the Committee are:

- Explore alternate health insurance plans and other benefits
- Contain the cost of the City of Burlingame's Employee Benefit Plans
- Work together in the development and maintenance of a benefits package that is flexible and meets the needs of City employees.
- Work together in educating City employees about their current benefits package and any changes to the plans
- Work together in eliciting feedback from City employees regarding their benefits package.

Scope

The Committee shall act in an advisory only capacity. This Committee does not have decision making authority and is not a forum for collective bargaining. Any proposed benefits changes that result from the Committee process will be presented to the City Manager's Office for consideration.

Any proposed benefits changes will be presented to the designated bargaining representatives in accordance with the City's obligations under the relevant collective bargaining agreements and state law.

The Committee will be represented by 2 members of each collective bargaining unit and employees of the Human Resources Department. The Committee will meet as needed.

Responsibilities of Committee Members

Commit to attending and participating in Committee meetings.

Express your thoughts and opinions in a group setting while respecting the thoughts and opinions of others.

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Represent the committee to co-workers by sharing information, raising awareness and asking for feedback about the plan and various benefit issues.

Represent your co-workers to the committee by conveying questions or issues raised by your colleagues.

Make Committee information available to City employees through awareness and education.

Guidelines

Attendance and participation are vital to the process.

Be respectful of the thoughts and opinions of others.

Avoid situations that may constitute a conflict of interest.

Respect your coworker's right to confidentiality.

FOR THE CITY

FOR AFSCME LOCAL 829 BAMM

CG
12-1-14

Side Letter of Agreement
Between
The City of Burlingame
And
AFSCME Local 829 BAMM Unit

September 23, 2016

Representatives for the City of Burlingame and representatives for AFSCME Local 829 BAMM have agreed to the following:

- Effective on January 1, 2017 the following classifications shall be moved from the bargaining unit represented by AFSCME Local 829 Burlingame Association of Mid-Management to the bargaining unit represented by AFSCME Local 829 Maintenance Unit.
    - Street & Sewer Supervisor
    - Water Operations Supervisor
    - Water Quality Supervisor
  - The above classifications shall continue to receive, until they are transferred to the bargaining unit represented by AFSCME Local 829 Maintenance Unit, the following benefits:
    - All benefits and rights specified in the AFSCME Local 829 BAMM MOU.
    - They shall continue to receive the following benefits in accordance with the established past practices:
      - Standby Pay
      - On-Call Pay
      - Call Back Pay
      - Weekend Duty Pay
      - Over Time Compensation
    - Upon transfer to the bargaining unit represented by AFSCME Local 829 Maintenance Unit, the above classifications shall receive all rights and benefits specified in the AFSCME Local 829 Maintenance Unit.
      - There shall be no impact on an employee's seniority or benefits based on the employee's date of hire or based on the years of service with the City of Burlingame.
      - Incumbents in the classifications that will be transferred to AFSCME Local 829, who have administrative leave hours on the books, will be paid out for the accrued hours. The employees in the above classifications will maintain a separate vacation selection process and calendar.

- Employees who are incumbents in the classifications listed below shall continue to receive overtime compensation, standby pay, call back pay and/or on-call pay in accordance with established practices until December 31, 2016.
    - Assistant Water Superintendent
    - Assistant Street & Sewer Superintendent

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- Fleet Manager
- Assistant Facilities Superintendent

- The classifications listed above shall not be eligible for overtime compensation, standby pay, call back pay and/or on-call pay effective January 1, 2017.

FOR THE CITY

Leslie Loomis

Glenn Berkheimer

Date: 12/6/16

FOR AFSCME LOCAL 829 BAMM

Tina Acree, AFSCME Business Agent

Christine Granucci

Tim McAuliffe

Mike Heathcote

Tim Barry

Donald Chang

Kathy VonMayrhauser

Date: 12-1-16

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CITY OF BURLINGAME
AFSCME/BAMM
EFFECTIVE 01/01/2016

The salaries listed below are estimates. Actual salary may vary slightly due to rounding at time of payroll system implementation

CLASS	TITLE	UNIT	A	B	C	D	E
B103	CODE COMPLIANCE OFFICER	Monthly	6,619.21	6,948.74	7,297.37	7,660.33	8,044.78
		BiWeekly	3,055.02	3,207.11	3,368.02	3,535.54	3,712.98
		Hourly	38.19	40.09	42.10	44.19	46.41
B106	SENIOR ACCOUNTANT	Monthly	6,478.33	6,817.41	7,180.37	7,555.27	7,954.04
		BiWeekly	2,990.00	3,146.49	3,314.02	3,487.05	3,671.10
		Hourly	37.37	39.33	41.43	43.59	45.89
B201	POLICE SERVICES MANAGER	Monthly	8,223.98	8,635.18	9,066.95	9,520.29	9,996.30
		BiWeekly	3,795.68	3,985.47	4,184.74	4,393.98	4,613.68
		Hourly	47.45	49.82	52.31	54.92	57.67
B420	PARKS SUPERVISOR	Monthly	7,180.37	7,545.71	7,925.39	8,324.16	8,837.55
		BiWeekly	3,314.02	3,482.63	3,657.87	3,841.92	4,078.87
		Hourly	41.43	43.53	45.72	48.02	50.99
B421	ASSISTANT PARKS SUPERVISOR	Monthly	6,727.17	7,063.53	7,416.71	7,787.54	8,176.92
		BiWeekly	3,104.85	3,260.09	3,423.10	3,594.25	3,773.96
		Hourly	38.81	40.75	42.79	44.93	47.17
B430	PARKS SUPERVISOR/CITY ARBORIST	Monthly	7,354.68	7,734.35	8,116.42	8,519.96	9,045.31
		BiWeekly	3,394.47	3,569.70	3,746.04	3,932.29	4,174.76
		Hourly	42.43	44.62	46.83	49.15	52.18
B500	ASSISTANT WATER SUPERINTENDENT	Monthly	7,956.43	8,355.21	8,773.09	9,212.45	9,670.93
		BiWeekly	3,672.20	3,856.25	4,049.12	4,251.90	4,463.51
		Hourly	45.90	48.20	50.61	53.15	55.79
B501	WATER SUPERVISOR	Monthly	7,039.48	7,392.89	7,763.01	8,149.84	8,555.79
		BiWeekly	3,248.99	3,412.10	3,582.93	3,761.47	3,948.83
		Hourly	40.61	42.65	44.79	47.02	49.36
B503	WATER QUALITY SUPERVISOR	Monthly	7,039.48	7,392.89	7,763.01	8,149.84	8,555.79
		BiWeekly	3,248.99	3,412.10	3,582.93	3,761.47	3,948.83
		Hourly	40.61	42.65	44.79	47.02	49.36
B601	SENIOR CIVIL ENGINEER	Monthly	10,041.05	10,542.50	11,072.61	11,624.22	12,209.25
		BiWeekly	4,634.33	4,865.77	5,110.44	5,365.02	5,635.04
		Hourly	57.93	60.82	63.88	67.06	70.44
B602	CITY ENGINEER	Monthly	10,544.89	11,079.78	11,614.66	12,211.64	12,820.54
		BiWeekly	4,866.87	5,113.75	5,360.61	5,636.14	5,917.17
		Hourly	60.84	63.92	67.01	70.45	73.96
B605	ELECTRICAL SUPERVISOR	Monthly	7,469.30	7,808.38	8,204.76	8,608.32	9,040.53
		BiWeekly	3,447.37	3,603.87	3,786.81	3,973.07	4,172.55
		Hourly	43.09	45.05	47.34	49.66	52.16
B606	FLEET MANAGER	Monthly	7,777.33	8,171.34	8,577.27	9,004.71	9,453.63
		BiWeekly	3,589.54	3,771.39	3,958.74	4,156.02	4,363.21
		Hourly	44.87	47.14	49.48	51.95	54.54
B607	ASSISTANT STREET & SEWER SUPERINTENDENT	Monthly	7,956.43	8,355.21	8,773.09	9,212.45	9,670.93
		BiWeekly	3,672.20	3,856.25	4,049.12	4,251.90	4,463.51
		Hourly	45.90	48.20	50.61	53.15	55.79

B608	STREET & SEWER SUPERVISOR	Monthly	7,039.48	7,392.89	7,763.01	8,149.84	8,555.79
		BiWeekly	3,248.99	3,412.10	3,582.93	3,761.47	3,948.83
		Hourly	40.61	42.65	44.79	47.02	49.36
B610	MANAGEMENT ANALYST	Monthly	7,111.12	7,435.87	7,810.77	8,197.61	8,608.32
		BiWeekly	3,282.06	3,431.94	3,604.97	3,783.51	3,973.07
		Hourly	41.03	42.90	45.06	47.29	49.66
B700	RECREATION SUPERVISOR	Monthly	7,037.09	7,402.43	7,743.91	8,149.84	8,555.79
		BiWeekly	3,247.89	3,416.51	3,574.11	3,761.47	3,948.83
		Hourly	40.60	42.71	44.68	47.02	49.36
B710	RECREATION SUPERINTENDENT	Monthly	8,357.60	8,787.41	9,219.62	9,687.64	10,186.71
		BiWeekly	3,857.35	4,055.73	4,255.21	4,471.22	4,701.56
		Hourly	48.22	50.70	53.19	55.89	58.77
B801	LIBRARIAN III	Monthly	7,168.43	7,526.61	7,889.56	8,297.90	8,703.84
		BiWeekly	3,308.51	3,473.82	3,641.34	3,829.80	4,017.16
		Hourly	41.36	43.42	45.52	47.87	50.21
B803	LIBRARY CIRCULATION SUPERVISOR	Monthly	5,654.50	5,921.95	6,201.33	6,526.09	6,826.96
		BiWeekly	2,609.77	2,733.21	2,862.15	3,012.04	3,150.91
		Hourly	32.62	34.17	35.78	37.65	39.39
B805	LIBRARY SERVICES MANAGER	Monthly	8,357.60	8,785.02	9,219.62	9,682.87	10,184.32
		BiWeekly	3,857.35	4,054.63	4,255.21	4,469.01	4,700.46
		Hourly	48.22	50.68	53.19	55.86	58.76
B900	ASSISTANT FACILITIES SUPERINTENDENT	Monthly	7,956.43	8,355.21	8,773.09	9,212.45	9,670.93
		BiWeekly	3,672.20	3,856.25	4,049.12	4,251.90	4,463.51
		Hourly	45.90	48.20	50.61	53.15	55.79

CITY OF BURLINGAME
AFSCME/BAMM
EFFECTIVE 01/01/2017

The salaries listed below are estimates. Actual salary may vary slightly due to rounding at time of payroll system implementation

CLASS #	TITLE	UNIT	A	B	C	D	E
B103	CODE COMPLIANCE OFFICER	Monthly	6,817.79	7,157.20	7,516.30	7,890.14	8,286.13
		BiWeekly	3,146.67	3,303.32	3,469.06	3,641.60	3,824.37
		Hourly	39.33	41.29	43.36	45.52	47.80
B106	SENIOR ACCOUNTANT	Monthly	6,672.68	7,021.93	7,395.78	7,781.92	8,192.66
		BiWeekly	3,079.70	3,240.89	3,413.44	3,591.66	3,781.23
		Hourly	38.50	40.51	42.67	44.90	47.27
B201	POLICE SERVICES MANAGER	Monthly	8,470.70	8,894.24	9,338.95	9,805.90	10,296.19
		BiWeekly	3,909.56	4,105.03	4,310.29	4,525.80	4,752.09
		Hourly	48.87	51.31	53.88	56.57	59.40
B420	PARKS SUPERVISOR	Monthly	7,395.78	7,772.08	8,163.15	8,573.89	9,102.68
		BiWeekly	3,413.44	3,587.11	3,767.61	3,957.18	4,201.24
		Hourly	42.67	44.84	47.10	49.46	52.52
B421	ASSISTANT PARKS SUPERVISOR	Monthly	6,928.98	7,275.44	7,639.21	8,021.17	8,422.23
		BiWeekly	3,197.99	3,357.90	3,525.79	3,702.08	3,887.18
		Hourly	39.97	41.97	44.07	46.28	48.59
B430	PARKS SUPERVISOR/CITY ARBORIST	Monthly	7,575.32	7,966.38	8,359.91	8,775.56	9,316.66
		BiWeekly	3,496.30	3,676.79	3,858.42	4,050.26	4,300.00
		Hourly	43.70	45.96	48.23	50.63	53.75
B500	ASSISTANT WATER SUPERINTENDENT	Monthly	8,195.12	8,605.86	9,036.28	9,488.83	9,961.06
		BiWeekly	3,782.36	3,971.94	4,170.59	4,379.46	4,597.41
		Hourly	47.28	49.65	52.13	54.74	57.47
B601	SENIOR CIVIL ENGINEER	Monthly	10,342.28	10,858.78	11,404.79	11,972.95	12,575.53
		BiWeekly	4,773.36	5,011.74	5,263.75	5,525.98	5,804.09
		Hourly	59.67	62.65	65.80	69.07	72.55
B602	CITY ENGINEER	Monthly	10,861.24	11,412.18	11,963.10	12,577.99	13,205.16
		BiWeekly	5,012.88	5,267.16	5,521.43	5,805.23	6,094.69
		Hourly	62.66	65.84	69.02	72.57	76.18
B605	ELECTRICAL SUPERVISOR	Monthly	7,693.38	8,042.63	8,450.91	8,866.57	9,311.74
		BiWeekly	3,550.79	3,711.98	3,900.42	4,092.26	4,297.73
		Hourly	44.38	46.40	48.76	51.15	53.72
B606	FLEET MANAGER	Monthly	8,010.65	8,416.48	8,834.59	9,274.85	9,737.24
		BiWeekly	3,697.23	3,884.53	4,077.50	4,280.70	4,494.11
		Hourly	46.22	48.56	50.97	53.51	56.18
B607	ASSISTANT STREET & SEWER SUPERINTENDENT	Monthly	8,195.12	8,605.86	9,036.28	9,488.83	9,961.06
		BiWeekly	3,782.36	3,971.94	4,170.59	4,379.46	4,597.41
		Hourly	47.28	49.65	52.13	54.74	57.47
B610	MANAGEMENT ANALYST	Monthly	7,324.45	7,658.94	8,045.09	8,443.53	8,866.57
		BiWeekly	3,380.52	3,534.90	3,713.12	3,897.02	4,092.26
		Hourly	42.26	44.19	46.41	48.71	51.15
B700	RECREATION SUPERVISOR	Monthly	7,248.21	7,624.51	7,976.23	8,394.34	8,812.46
		BiWeekly	3,345.33	3,519.00	3,681.34	3,874.31	4,067.29
		Hourly	41.82	43.99	46.02	48.43	50.84

B710	RECREATION SUPERINTENDENT	Monthly	8,608.32	9,051.04	9,496.21	9,978.27	10,492.31
		BiWeekly	3,973.07	4,177.40	4,382.87	4,605.36	4,842.61
		Hourly	49.66	52.22	54.79	57.57	60.53
B801	LIBRARIAN III	Monthly	7,383.48	7,752.41	8,126.25	8,546.83	8,964.96
		BiWeekly	3,407.76	3,578.04	3,750.58	3,944.69	4,137.67
		Hourly	42.60	44.73	46.88	49.31	51.72
B803	LIBRARY CIRCULATION SUPERVISOR	Monthly	5,824.14	6,099.61	6,387.37	6,721.87	7,031.77
		BiWeekly	2,688.06	2,815.21	2,948.02	3,102.40	3,245.43
		Hourly	33.60	35.19	36.85	38.78	40.57
B805	LIBRARY SERVICES MANAGER	Monthly	8,608.32	9,048.58	9,496.21	9,973.35	10,489.85
		BiWeekly	3,973.07	4,176.27	4,382.87	4,603.09	4,841.47
		Hourly	49.66	52.20	54.79	57.54	60.52
B900	ASSISTANT FACILITIES SUPERINTENDENT	Monthly	8,195.12	8,605.86	9,036.28	9,488.83	9,961.06
		BiWeekly	3,782.36	3,971.94	4,170.59	4,379.46	4,597.41
		Hourly	47.28	49.65	52.13	54.74	57.47

CITY OF BURLINGAME
AFSCME/BAMM
EFFECTIVE 01/01/2018

The salaries listed below are estimates. Actual salary may vary slightly due to rounding at time of payroll system implementation

CLASS #	TITLE	UNIT	A	B	C	D	E
B103	CODE COMPLIANCE OFFICER	Monthly	7,022.32	7,371.92	7,741.79	8,126.84	8,534.71
		BiWeekly	3,241.07	3,402.42	3,573.13	3,750.85	3,939.10
		Hourly	40.51	42.53	44.66	46.89	49.24
B106	SENIOR ACCOUNTANT	Monthly	6,872.86	7,232.59	7,617.65	8,015.38	8,438.44
		BiWeekly	3,172.09	3,338.12	3,515.84	3,699.41	3,894.67
		Hourly	39.65	41.73	43.95	46.24	48.68
B201	POLICE SERVICES MANAGER	Monthly	8,724.82	9,161.06	9,619.12	10,100.08	10,605.08
		BiWeekly	4,026.84	4,228.18	4,439.60	4,661.57	4,894.65
		Hourly	50.34	52.85	55.49	58.27	61.18
B420	PARKS SUPERVISOR	Monthly	7,617.65	8,005.24	8,408.04	8,831.10	9,375.76
		BiWeekly	3,515.84	3,694.73	3,880.64	4,075.89	4,327.27
		Hourly	43.95	46.18	48.51	50.95	54.09
B421	ASSISTANT PARKS SUPERVISOR	Monthly	7,136.85	7,493.70	7,868.39	8,261.80	8,674.90
		BiWeekly	3,293.93	3,458.63	3,631.56	3,813.14	4,003.80
		Hourly	41.17	43.23	45.39	47.66	50.05
B430	PARKS SUPERVISOR/CITY ARBORIST	Monthly	7,802.58	8,205.37	8,610.71	9,038.83	9,596.16
		BiWeekly	3,601.19	3,787.10	3,974.17	4,171.77	4,429.00
		Hourly	45.01	47.34	49.68	52.15	55.36
B500	ASSISTANT WATER SUPERINTENDENT	Monthly	8,440.98	8,864.04	9,307.37	9,773.49	10,259.89
		BiWeekly	3,895.84	4,091.09	4,295.71	4,510.84	4,735.33
		Hourly	48.70	51.14	53.70	56.39	59.19
B601	SENIOR CIVIL ENGINEER	Monthly	10,652.55	11,184.54	11,746.94	12,332.13	12,952.79
		BiWeekly	4,916.56	5,162.10	5,421.66	5,691.75	5,978.21
		Hourly	61.46	64.53	67.77	71.15	74.73
B602	CITY ENGINEER	Monthly	11,187.08	11,754.54	12,321.99	12,955.33	13,601.32
		BiWeekly	5,163.27	5,425.17	5,687.07	5,979.38	6,277.53
		Hourly	64.54	67.81	71.09	74.74	78.47
B605	ELECTRICAL SUPERVISOR	Monthly	7,924.18	8,283.91	8,704.43	9,132.56	9,591.09
		BiWeekly	3,657.32	3,823.34	4,017.43	4,215.03	4,426.66
		Hourly	45.72	47.79	50.22	52.69	55.33
B606	FLEET MANAGER	Monthly	8,250.97	8,668.97	9,099.63	9,553.10	10,029.35
		BiWeekly	3,808.14	4,001.07	4,199.83	4,409.12	4,628.93
		Hourly	47.60	50.01	52.50	55.11	57.86
B607	ASSISTANT STREET & SEWER SUPERINTENDENT	Monthly	8,440.98	8,864.04	9,307.37	9,773.49	10,259.89
		BiWeekly	3,895.84	4,091.09	4,295.71	4,510.84	4,735.33
		Hourly	48.70	51.14	53.70	56.39	59.19
B610	MANAGEMENT ANALYST	Monthly	7,544.19	7,888.71	8,286.44	8,696.84	9,132.56
		BiWeekly	3,481.93	3,640.94	3,824.51	4,013.93	4,215.03
		Hourly	43.52	45.51	47.81	50.17	52.69
B700	RECREATION SUPERVISOR	Monthly	7,465.65	7,853.24	8,215.51	8,646.17	9,076.84
		BiWeekly	3,445.69	3,624.57	3,791.78	3,990.54	4,189.31
		Hourly	43.07	45.31	47.40	49.88	52.37

B710	RECREATION SUPERINTENDENT	Monthly	8,866.57	9,322.57	9,781.10	10,277.62	10,807.08
		BiWeekly	4,092.26	4,302.72	4,514.35	4,743.52	4,987.88
		Hourly	51.15	53.78	56.43	59.29	62.35
B801	LIBRARIAN III	Monthly	7,604.99	7,984.98	8,370.04	8,803.24	9,233.90
		BiWeekly	3,509.99	3,685.38	3,863.09	4,063.03	4,261.80
		Hourly	43.87	46.07	48.29	50.79	53.27
B803	LIBRARY CIRCULATION SUPERVISOR	Monthly	5,998.86	6,282.60	6,578.99	6,923.53	7,242.73
		BiWeekly	2,768.71	2,899.66	3,036.46	3,195.48	3,342.80
		Hourly	34.61	36.25	37.96	39.94	41.78
B805	LIBRARY SERVICES MANAGER	Monthly	8,866.57	9,320.03	9,781.10	10,272.55	10,804.55
		BiWeekly	4,092.26	4,301.55	4,514.35	4,741.18	4,986.71
		Hourly	51.15	53.77	56.43	59.26	62.33
B900	ASSISTANT FACILITIES SUPERINTENDENT	Monthly	8,440.98	8,864.04	9,307.37	9,773.49	10,259.89
		BiWeekly	3,895.84	4,091.09	4,295.71	4,510.84	4,735.33
		Hourly	48.70	51.14	53.70	56.39	59.19

CITY OF BURLINGAME
AFSCME/BAMM
EFFECTIVE 01/01/2019

The salaries listed below are estimates. Actual salary may vary slightly due to rounding at time of payroll system implementation

CLASS #	TITLE	UNIT	A	B	C	D	E
B103	CODE COMPLIANCE OFFICER	Monthly	7,232.99	7,593.08	7,974.04	8,370.65	8,790.75
		BiWeekly	3,338.30	3,504.50	3,680.33	3,863.37	4,057.27
		Hourly	41.73	43.81	46.00	48.29	50.72
B106	SENIOR ACCOUNTANT	Monthly	7,079.05	7,449.56	7,846.18	8,255.84	8,691.60
		BiWeekly	3,267.25	3,438.26	3,621.31	3,810.39	4,011.51
		Hourly	40.84	42.98	45.27	47.63	50.14
B201	POLICE SERVICES MANAGER	Monthly	8,986.57	9,435.89	9,907.70	10,403.08	10,923.23
		BiWeekly	4,147.65	4,355.03	4,572.78	4,801.42	5,041.49
		Hourly	51.85	54.44	57.16	60.02	63.02
B420	PARKS SUPERVISOR	Monthly	7,846.18	8,245.40	8,660.28	9,096.04	9,657.03
		BiWeekly	3,621.31	3,805.57	3,997.05	4,198.17	4,457.09
		Hourly	45.27	47.57	49.96	52.48	55.71
B421	ASSISTANT PARKS SUPERVISOR	Monthly	7,350.96	7,718.51	8,104.44	8,509.66	8,935.14
		BiWeekly	3,392.75	3,562.39	3,740.51	3,927.53	4,123.91
		Hourly	42.41	44.53	46.76	49.09	51.55
B430	PARKS SUPERVISOR/CITY ARBORIST	Monthly	8,036.66	8,451.54	8,869.03	9,310.00	9,884.05
		BiWeekly	3,709.23	3,900.71	4,093.40	4,296.92	4,561.87
		Hourly	46.37	48.76	51.17	53.71	57.02
B500	ASSISTANT WATER SUPERINTENDENT	Monthly	8,694.21	9,129.96	9,586.59	10,066.70	10,567.68
		BiWeekly	4,012.71	4,213.83	4,424.58	4,646.17	4,877.39
		Hourly	50.16	52.67	55.31	58.08	60.97
B601	SENIOR CIVIL ENGINEER	Monthly	10,972.12	11,520.08	12,099.34	12,702.10	13,341.38
		BiWeekly	5,064.06	5,316.96	5,584.31	5,862.51	6,157.56
		Hourly	63.30	66.46	69.80	73.28	76.97
B602	CITY ENGINEER	Monthly	11,522.69	12,107.18	12,691.65	13,343.99	14,009.35
		BiWeekly	5,318.16	5,587.93	5,857.69	6,158.76	6,465.86
		Hourly	66.48	69.85	73.22	76.98	80.82
B605	ELECTRICAL SUPERVISOR	Monthly	8,161.91	8,532.43	8,965.57	9,406.54	9,878.83
		BiWeekly	3,767.03	3,938.04	4,137.95	4,341.48	4,559.46
		Hourly	47.09	49.23	51.72	54.27	56.99
B606	FLEET MANAGER	Monthly	8,498.50	8,929.04	9,372.62	9,839.69	10,330.24
		BiWeekly	3,922.39	4,121.10	4,325.82	4,541.40	4,767.80
		Hourly	49.03	51.51	54.07	56.77	59.60
B607	ASSISTANT STREET & SEWER SUPERINTENDENT	Monthly	8,694.21	9,129.96	9,586.59	10,066.70	10,567.68
		BiWeekly	4,012.71	4,213.83	4,424.58	4,646.17	4,877.39
		Hourly	50.16	52.67	55.31	58.08	60.97
B610	MANAGEMENT ANALYST	Monthly	7,770.51	8,125.37	8,535.04	8,957.74	9,406.54
		BiWeekly	3,586.39	3,750.17	3,939.25	4,134.34	4,341.48
		Hourly	44.83	46.88	49.24	51.68	54.27
B700	RECREATION SUPERVISOR	Monthly	7,689.62	8,088.84	8,461.98	8,905.55	9,349.14
		BiWeekly	3,549.06	3,733.31	3,905.53	4,110.26	4,314.99
		Hourly	44.36	46.67	48.82	51.38	53.94

B710	RECREATION SUPERINTENDENT	Monthly	9,132.57	9,602.24	10,074.53	10,585.95	11,131.29
		BiWeekly	4,215.03	4,431.81	4,649.78	4,885.82	5,137.52
		Hourly	52.69	55.40	58.12	61.07	64.22
B801	LIBRARIAN III	Monthly	7,833.14	8,224.53	8,621.14	9,067.34	9,510.92
		BiWeekly	3,615.29	3,795.94	3,978.99	4,184.92	4,389.66
		Hourly	45.19	47.45	49.74	52.31	54.87
B803	LIBRARY CIRCULATION SUPERVISOR	Monthly	6,178.83	6,471.08	6,776.36	7,131.24	7,460.01
		BiWeekly	2,851.77	2,986.65	3,127.55	3,291.34	3,443.08
		Hourly	35.65	37.33	39.09	41.14	43.04
B805	LIBRARY SERVICES MANAGER	Monthly	9,132.57	9,599.63	10,074.53	10,580.73	11,128.68
		BiWeekly	4,215.03	4,430.60	4,649.78	4,883.41	5,136.31
		Hourly	52.69	55.38	58.12	61.04	64.20
B900	ASSISTANT FACILITIES SUPERINTENDENT	Monthly	8,694.21	9,129.96	9,586.59	10,066.70	10,567.68
		BiWeekly	4,012.71	4,213.83	4,424.58	4,646.17	4,877.39
		Hourly	50.16	52.67	55.31	58.08	60.97