

**TOWN OF PARADISE  
RESOLUTION NO. 19- 31**

**A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF PARADISE  
APPROVING THE MEMORANDUM OF UNDERSTANDING BETWEEN  
THE TOWN OF PARADISE AND THE TOWN OF PARADISE  
CONFIDENTIAL AND MID-MANAGEMENT ASSOCIATION  
RELATING TO EMPLOYMENT COVERING THE PERIOD FROM  
JULY 1, 2019 TO JUNE 30, 2022**

**WHEREAS**, Resolution No. 81-23 establishes procedures for Employee-Employer relations; and

**WHEREAS**, the Meyers-Millias-Brown Act of the State of California, commencing with Government Code Section 3500, requires certain procedures to be followed regarding Employee-Employer relations; and

**WHEREAS**, the Town Council has directed the Town Manager to meet and confer in good faith with members of the Town of Paradise Confidential and Mid-Management Association, and they have so met.

**NOW, THEREFORE, BE IT RESOLVED** by the Town Council of the Town of Paradise as follows:

**Section 1.** That the attached Memorandum of Understanding (MOU) between the Town of Paradise and the Town of Paradise Confidential and Mid-Management Association is approved for execution by the Town Manager.

**Section 2.** Furthermore, the Town Manager is hereby authorized to make appropriate adjustments to the Town's annual budget, including implementation of necessary administrative changes as may be required, to implement the terms and conditions set forth in the MOU.

**PASSED AND ADOPTED** by the Town Council of the Town of Paradise this 10<sup>th</sup> day of September, 2019.

**AYES:** Greg Bolin, Steve Crowder, Melissa Schuster and Jody Jones, Mayor

**NOES:** None

**ABSENT:** Mike Zuccolillo

**NOT VOTING:** None

**ATTEST:**

*September 13, 2019*

  
Jody Jones, Mayor

By:

  
Dina Volenski, CMC, Town Clerk

**APPROVED AS TO FORM:**

  
Dwight L. Moore, Town Attorney

**MEMORANDUM OF UNDERSTANDING  
BETWEEN  
THE TOWN OF PARADISE  
AND  
THE TOWN OF PARADISE CONFIDENTIAL & MID-MANAGEMENT  
ASSOCIATION**



**JULY 1, 2019 THROUGH JUNE 30, 2022**

**ADOPTED BY TOWN COUNCIL SEPTEMBER 10, 2019  
RESOLUTION NUMBER 19-31**

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## **Article I. OPENING**

### **Section 1.01 PREAMBLE**

This Memorandum of Understanding, hereinafter referred to as the "Memorandum" has been prepared pursuant to the terms of Resolution No. 81-23 of the Town of Paradise, hereinafter referred to as the "Town," and the Town of Paradise Confidential and Mid-Management Association, hereinafter referred to as the "Association."

It is agreed that this Memorandum is of no force and effect until ratified and approved by a resolution duly adopted by the Town Council of the Town of Paradise; however, it is agreed that the agreements contained herein are within the authority held by the representatives of the Town and of the Association.

### **Section 1.02 NONDISCRIMINATION**

It is the policy of the Town and the Association not to discriminate against any employee because of race, creed, or religion, physical or mental handicap, sex, color, age, national origin, or veteran's status as defined under any Act of Congress.

### **Section 1.03 RECOGNITION**

For the purpose of bargaining with respect to wages, hours of employment, and other conditions of employment, Town recognizes Association as the sole and exclusive representative of all permanent full-time and permanent part-time employees employed by the Town within the Town of Paradise Confidential and Mid-Management Bargaining Unit "Bargaining Unit." The employees are those assigned to classifications listed in Exhibit "A" hereto.

### **Section 1.04 TOWN ASSOCIATION RELATIONS**

This Memorandum is intended to promote, and shall be so construed and interpreted as to carry out the following general purposes. The Town and Association agree to promote harmonious relations between the parties and other employee groups; establish and maintain an orderly bargaining procedure; work to provide the best possible service to the general public; prompt and fair disposition of all grievances and disputes; and adhere to this Memorandum.

### **Section 1.05 MANAGEMENT RIGHTS**

The Town retains, solely and exclusively, all the rights, powers, and authority exercised or held prior to the execution of this Memorandum, and in addition, shall retain the following Management Rights not in conflict with this Memorandum of Understanding.

To manage and direct its business and personnel; to manage, control, and determine the mission of its departments, building facilities and operations; to create, change, combine or abolish jobs, departments and facilities in whole or in part; to subcontract or discontinue work for economic or operational reasons; to direct the work forces; to increase or decrease the work force and determine the number of employees needed; to hire, transfer, promote and maintain the discipline and efficiency of its employees; to establish work standards, schedules of operation and reasonable work load; to specify or assign work requirements and require overtime; to schedule working hours and shifts; to

adopt rules of conduct and penalties for violation thereof; to determine the type and scope of work to be performed and the services to be provided; to determine the methods, processes, means, and places of providing services and to take whatever action necessary to prepare for and operate in an emergency.

Nothing in this article shall be construed to limit, amend, decrease, revoke or otherwise modify the rights vested in the Town by any law regulating, authorizing or empowering the Town to act or refrain from acting.

### **Section 1.06 AUTHORIZED AGENTS**

For the purpose of administering the terms and provisions of this Memorandum, the following authorized agents have been designated:

- A. Town's principal authorized agent shall be the Town Manager.
- B. Association's principal authorized agent shall be the president or designee of the Association.

### **Section 1.07 MEMBERSHIP LIST**

- A. On or before January 31st of each year, Town shall furnish Association with a list showing the name, employment date, and classification of each employee in this Bargaining Unit.
- B. Upon ten (10) calendar days after a new employee is hired, Town shall provide Association the following information: name of individual, employment date, classification and department.
- C. The Association shall provide to the Town and keep current the names of the designated representative and a list of persons authorized to act on its behalf or receive service in its name.
- D. Town agrees to provide payroll deduction of dues for those employees who authorize such deductions for payment directly to the Association. The Association shall defend, indemnify and hold the Town harmless against any liability or costs accruing from any and all claims which arise from the implementation of this section.

## **Article II. WAGES & WORKING CONDITIONS**

### **Section 2.01 WAGES**

- A. Rates of pay. The hourly, monthly, yearly salary range and effective date for each classification within the Association, including salary steps, shall be as shown on Exhibit A attached hereto and incorporated as an integral part of the Memorandum.
- B. "PERS Swap". In reference to Article V, Section 5.01, Retirement, effective September 27, 2010, employees received an increase in base pay of 7%. At that same time, employees became responsible for paying the full 7% employee paid member contribution.
- C. The Town Manager may grant a new Confidential/Mid-Management employee a beginning salary not to exceed the maximum for the affected class. Such salary should reflect a judgment as to the ability of the employee to achieve expected performance standards within anticipated time frames.
- D. When an employee in the Bargaining Unit is assigned by the department head to work out of class and such assignment is approved by the Town Manager, the employee shall receive, a five



percent (5%) increase for the period of assignment. If the assignment exceeds sixty (60) days in a higher class, the employee shall receive the first step of the classification they have been assigned to, or their 5% out of class pay, whichever is greater, for the duration of the temporary out of class assignment. Out of class assignments shall have no effect upon the timing of the scheduled merit pay increase reviews or the assignment thereof.

- E. Confidential/Mid-Management employees shall be evaluated for salary step adjustments at least annually with any changes normally to be made on the employee's anniversary date. The amount of any one adjustment may not exceed two salary steps and shall be granted at the discretion of the Town Manager. Increases in excess of two salary steps may be granted upon recommendation of the Town Manager and approval of the Town Council. In evaluating confidential/mid-management employees for salary increases, such performance criteria as may be deemed appropriate by the Town Manager shall be employed.
- F. The (F) step added to the pay schedule, the increase in the ten (10) year career performance pay from two and one half (2.5%) percent to five (5%) percent and the addition of the fifteen (15) year two and one half (2.5%) percent career performance pay step are understood and agreed to be settlement in full of any and all claims, grievance and expectations arising out of the Town's past, present and future application of the former Memorandum of Understanding section setting out the conversion rule from the thirty six (36) hour work week back to the normal forty (40) hour work week.
- G. The Association and the Town will continue with progress relating to the "Revenue Sharing" concept when both parties believe the Town's revenue will support the concept.
- H. Effective July 1, 2019, all CMMA employees shall receive: (a) market equity increase as set forth in the attached Exhibit "A" Salary Pay Plan Schedule and (b) a one-time ratification bonus equal to 5% of annualized base salary pay plan rate, including longevity where applicable. Rates shall be based on salary pay plan step on the ratification date.
- I. Effective the first full pay period following July 1, 2020 (July 6, 2020), all CMMA employees shall receive a 3% cost of living increase to the salary pay plan schedule.
- J. Effective the first full pay period following July 1, 2021 (July 05, 2021), all CMMA employees shall receive a 2% cost of living increase to the salary pay plan schedule.

## **Section 2.02      WORK SCHEDULES**

- A. Employees shall be scheduled to work on regular work shifts having regular starting and quitting times. Nothing herein shall be construed as a guarantee of a minimum number of hours of work per day or per week. Nothing herein shall be construed to modify whatsoever a workday or workweek as defined by the Town.
- B. The normal workweek for "full time" employees of the Town shall be forty (40) hours scheduled consecutively Monday through Friday. The Town Manager may authorize a department to establish a schedule of workdays within the regular forty (40) hour workweek consistent with the following options:
  - 1. Five (5) eight (8) hour days
  - 2. Four (4) ten (10) hour days



3. Four (4) nine (9) hour days and one (1) four (4) hour day

Management retains the right to schedule the consecutive workdays other than Monday through Friday to meet the operational needs of the Town. Employees affected by such change will be given, (except in an emergency), fourteen (14) days prior notice of any permanent shift or schedule change.

- C. Employees who are assigned to work less than forty (40) hours per week shall work a schedule of hours arranged by the Town to assure the efficiency and operational needs of Town services.
- D. For the purpose of eligibility of benefits, employees covered by this Memorandum of Understanding as assigned by the Town to thirty-six (36) hours per week [ninety (90%) percent], shall be considered "full time." Workers assigned less than thirty-six (36) hours shall be considered "part time" and have benefits prorated on the normal forty (40) hour week benefits rates.

### **Section 2.03 FLEXTIME**

Employees covered by this memorandum shall work the normal week however the hours worked per day in a normal weekly period may be flexible. The Town Management and the employee may mutually agree, in writing, to a flexible work schedule provided such schedule does not interfere with Town operations or services. Flexible work schedules may be revoked by the Town Manager provided the employee is given at least fourteen (14) days written notice.

Evening meetings and other after hour's assignments shall not be included in the normal workday for employees receiving Administrative Leave.

### **Section 2.04 OVERTIME FAIR LABOR STANDARDS ACT**

All employees not exempt from the Fair Labor Standards Act (FLSA) shall receive overtime pay at time and one half pay for over forty (40) hours in a week. All employees covered by this Memorandum who are not exempt from the overtime provisions of the FLSA may, at the employee's option, receive either pay or compensatory time off (CTO) not exceeding eighty (80) hours.

### **Section 2.05 MID-MANAGEMENT ADMINISTRATIVE LEAVE**

- A. All employees who are designated as Mid-Management and covered by this Memorandum shall be eligible to receive eighty-eight (88) hours per fiscal year of Administrative Leave accrual. Such leave may be taken, only upon advance written approval of the Town Manager, any time after it has been allocated. If any portion of the fiscal year is not worked by an employee (i.e. new hire or termination of employment), a prorated portion of this accrual will be calculated. Accruals shall be booked in July each year, or upon hire, and any unused balance shall be paid out on a regularly scheduled payroll in June each year at the employee's current rate of pay.

### **Section 2.06 DECLARED EMERGENCY COMPENSATION**

In the event of a disaster declaration, employees who are exempt from FLSA shall receive additional compensation at time and a half for hours worked over 40 hours in a work week.

## **Section 2.07            LONGEVITY PAY**

### **A. Eligibility**

1. An employee who has completed ten (10) years of continuous service with the Town shall receive longevity pay incentive equal to five (5%) percent of the employees pay step effective on the employee's anniversary date.
2. An employee who has completed fifteen (15) years of continuous service with the Town shall receive longevity pay incentive equal to seven and one-half (7.5%) percent of the employees pay step effective on the employee's anniversary date.
3. The ten (10) year and fifteen (15) year longevity pay increases are not cumulative. The maximum longevity pay is seven and one half (7.5%) percent.

### **B. Performance**

1. Annually, thirty (30) days before the employee's employment anniversary date, the employee's performance will be evaluated by the employee's supervisor.
2. If the employee's performance is "satisfactory," a career performance pay incentive will be granted for the next year.
3. If the employee's performance is "less than satisfactory," the employee shall not receive a career performance pay incentive for the next year. The denied employee will be eligible for a review in the following year.

## **Section 2.08            UNIFORM, BOOT & TOOL ALLOWANCE**

- A. Field personnel will receive three hundred (\$300) dollars annual boot allowance, for the purchase, use and maintenance of work boots, meeting Town standards, which will be paid annually in July. "Field Personnel" shall include:

- Public Works Manager
- Onsite Sanitary Official
- Building Official/Fire Marshal.

## **Section 2.09            GYM REIMBURSEMENT**

The Town shall provide a gym reimbursement of \$90 per quarter to employees who attend the gym at least 13 times in a quarter beginning on October 1, 2010. Employee shall submit proof of attendance to payroll to be eligible for reimbursement.

## **Article III. PAID LEAVES**

### **Section 3.01            HOLIDAYS**

- A. Employees under this Memorandum shall be eligible to take the following holidays:

New Year's Day	1 dy	January 1st
Martin Luther King's Day	1 dy	3rd Monday January
Presidents Day	1 dy	3rd Monday in February
Memorial Day	1 dy	4th Monday in May



Independence Day	1 dy	July 4th
Labor Day	1 dy	1st Monday in September
Veterans Day	1 dy	November 11th
Thanksgiving	2 dys	Thanksgiving & Pre or Post
Christmas	2 dys	Christmas & Pre or Post

1. Plus any other day proclaimed by the President and/or Governor as a public holiday, day of mourning or day of thanksgiving.
2. A holiday day shall consist of 8.0 hrs of paid time off, or a pro-rated portion for part time workers. If an employee is scheduled to work more than the defined hours of paid time off, such employee may use Floating Holiday, Vacation, CTO or flexible work hours during that workweek to make up the difference.
3. If a holiday falls on a Saturday, the preceding work day shall be observed. If a holiday falls on a Sunday, the following work day shall be observed.
4. If a holiday falls on a non scheduled day, the nearest work day within the same work week shall be observed. Two day holidays shall be observed on consecutive scheduled workdays in conjunction with the actual holiday as it falls on the calendar.

## Section 3.02 SICK LEAVE

- A. General Policy. Sick leave with pay shall be earned by regular full-time, regular part-time and those authorized limited term employees and may be used as herein provided.
- B. Definition. Sick leave means the necessary absence from duty of an employee because of:
  1. The employee's illness or injury.
  2. The employee's exposure to contagious disease.
  3. The employee's dental, eye, and other physical or medical examination or treatment by a licensed practitioner.
  4. Illness or disability caused or contributed to by pregnancy, miscarriage, abortion, childbirth, or recovery from any of the foregoing.
  5. For the serious illness of a person in the employee's "immediate family". As with the employee's own illness or injury, absences may require substantiating sick leave as required by Section 3.03.C "Immediate family" is defined as: A person related by blood, marriage, or adoption who is a spouse, son, daughter, sister, sister-in-law, brother, brother-in-law, mother, father, grandfather or grandmother of either husband or wife, or any other relative residing in the employee's immediate household.
- C. Substantiating Sick Leave. Department heads shall approve sick leave for the purposes mentioned in the above section. However, if in the opinion of the department head, there is a need for substantiating evidence or an investigation in regard to appropriate use of sick leave, he/she may require the employee to submit substantiating evidence including, but not limited to, a physician's certificate. The Town Manager may also require a substantiation of illness.
- D. Transfer of Sick Leave. When a regular employee is transferred to, or appointed to, another Town department, sick leave credit shall be assumed by the new department.
- E. Rate of Accrual. Paid sick leave shall accrue as follows:

1. Eight (8) hours per month for full-time employees.
  2. A regular part-time employee shall accrue sick leave with pay in proportion that his/her hours of service bear to full-time service.
  3. No sick leave credit shall be earned when an employee is on leave without pay.
  4. Effective October 20, 2011, sick leave may be accumulated to a maximum of one thousand and forty (1,040) hours. No sick leave shall be earned beyond one thousand and forty (1,040) hours. Employees with a sick leave balance over the new cap of 1,040 hours at the time of approval of this Memorandum shall have their balance grandfathered; provided however, no new sick leave accumulation shall be earned balance over 1,040 hours by such employees.
- F. Exclusions. No employee shall be entitled to sick leave while absent from duty on account of any of the following causes:
1. Sickness or injury resulting from outside employment (as evidenced by a contract or payroll documents or as adjudicated by the Worker's Compensation Appeals Board).
  2. Injury purposely self-inflicted but not as a result of any job-related condition.
- G. Absence Paid by Worker's Compensation Insurance. Regular employees in this unit shall receive the difference between the Worker's Compensation for the lost time and the employee's sick leave accrued with assurance of no loss of salary as long as a sick leave balance is available (except as provided by the State Labor Code). Employees must send payments received from Worker's Compensation to the Town to avoid double payments as long as regular salary is received from the Town.
- H. Records. Sick leave shall be certified by the department head by way of electronic submittal of timesheets through the time keeping system. The Finance Department shall maintain complete and accurate sick leave records for all employees.
- I. Loss of Sick Leave. Any employee whose continuity of employment with the Town is broken for any reason shall lose his/her entitlement to any sick leave which has been accrued. However, when an employee is re-employed after a break in service resulting from layoff, leave of absence or military leave, such employee shall be credited with any unused or uncompensated sick leave which had accumulated prior to such break in service.

### Section 3.03 VACATION LEAVE

- A. Eligibility. All regular employees who are eligible for benefits under this Memorandum are eligible to earn and accrue vacation leave.
- B. Rate of Accrual. Except as otherwise provided in this section, eligible employees who are in a paid status of eighty (80) hours or seventy-two (72) hours per pay period shall earn vacation leave with pay at the following rate:

- *Confidential employees shall accrue vacation according to the following schedule:*

Years of Service	Vacation Hours Accrued Annually
0 – 4	100 Hours
5 – 9	150 Hours
10 & Over	200 Hours



- *Mid-Management employees shall accrue vacation according to the following schedule:*

Years of Service	Vacation Hours Accrued Annually
0 – 4	120 Hours
5 – 9	135 Hours
10 – 14	176 Hours
15 & Over	200 Hours

- C. Eligible employees who are not in a paid status of full time during a pay period shall be credited with the appropriate prorated accrual based on the above hourly rates and actual hours in a paid status
- D. Vacation Accrual During Probation. New hire probationary employees during the first six (6) months of their probationary period, shall accrue vacation, but shall not take vacation.
- E. Use of Vacation. The time at which an employee may use his/her accrued vacation leave and the amount to be taken at any one time shall be determined by the department head with particular attention to the needs of the Town, but also as far as possible, considering the wishes of the employee. Employees shall not work for any other department of the Town during vacation leave.
- F. Maximum Accumulation. Effective January 1, 2020, an employee may accumulate up to two (2) times the employee's annual vacation rate. No additional vacation shall be earned once an employee has accrued two times the annual accrual limit.
- G. Terminal Vacation Pay. Employees who are separated from the Town shall be entitled to a lump sum payment for vacation leave accumulated as of the last day worked. In case of death, compensation for accrued vacation leave shall be paid in the same manner that salary due to the decedent is paid.
- H. Transfer of Vacation Leave. When an employee is transferred to, or appointed to, another department, the new department shall assume his/her vacation credit.

#### **Section 3.04      BEREAVEMENT LEAVE**

In the event of a death in the immediate family of an employee of the Town, bereavement leave with pay shall be granted upon request not to exceed twenty-four (24) hours of regularly scheduled working hours for each leave.

"Immediate family" is defined as: a person related by blood, marriage, or adoption who is a spouse, son, daughter, sister, sister-in-law, brother, brother-in-law, mother, father, grandchild, grandfather or grandmother of either husband or wife, or any other relative residing in the employee's immediate household. The aforementioned bereavement leave shall not be deducted from or otherwise charted against sick leave or any other accrued leave or vacation.

#### **Section 3.05      FAMILY MEDICAL LEAVE (FMLA)**

The Town will comply with the provisions of the Family Medical Leave Act (FMLA), the California Family Rights Act (CFRA) and other related federal, state and local laws with regards to leaves of absence.

- A. Family Medical Leave Act (FMLA) & California Family Rights Act (CFRA)

1. An employee shall be eligible for FMLA and CFRA leave only if the employee has worked for the Town at least twelve (12) months, including a minimum of one thousand, two hundred fifty (1,250) hours of paid service during the twelve (12) month period immediately preceding the leave.
2. Employees shall exhaust all accrued sick leave, vacation and compensation time off balances. An employee is entitled to use sick leave concurrently if the leave is for the employee's own serious health condition or the leave is needed to care for an FMLA/CFRA qualified family member and would otherwise be approved as sick leave.
3. Employees eligible for such leave may elect to take up to twelve (12) work weeks in a rolling 12 month period of leave for one of the following reasons:
  - a. The birth of a child or to care for a newborn of the employee.
  - b. The placement of a child with an employee in connection with the adoption or foster care of a child.
  - c. Leave to care for a child, parent, spouse or domestic partner who has a serious health condition
  - d. When the employee is unable to work because of his or her own serious medical condition.
  - e. For a "qualifying exigency" arising out of the fact that an employee's spouse, child or parent is on active military duty or has been notified of an impending call or order to active duty in support of a contingency operation involving the U.S. Armed Forces.
  - f. To care for a spouse, child, parent, or "next of kin" servicemember of the U.S. Armed Forces who has a serious injury or illness incurred in the line of duty while on active military duty (up to 26 work weeks to care for an injured service member).
4. The Town will continue to provide group health benefits and will pay the Town's share of the health plan premium during the leave. The employee is responsible for timely payment of his share of the premium.
5. The Town will reinstate the employee to the employee's previously held position or a substantially equivalent one if said position is not available. The employee, however, will lose reinstatement rights to such a position if the employee is unable to perform the essential functions of the job due to physical or mental condition under provisions of the Americans with Disabilities Act.
6. An employee on FMLA is equally subject to layoffs as are others continuously employed by the department.
7. The employee is required to give thirty (30) calendar days notice to the department head that a leave under the FMLA is being requested. If such an advance notice is not practical, the employee shall inform the department head of the need for leave as soon as possible.
8. Leaves shall be applied for in writing to the department head with accompanying documentation and verification by the appropriate medical provider. The request shall



normally be initiated by the employee, but may be initiated by The Town. The Town shall have the right to require that FMLA/CFRA leaves run concurrently.

### **Section 3.06            FLOATING HOLIDAYS**

Floating holidays are to be used at the employee's discretion.

- A. The current floating holiday benefit is 28.0 hours per year or a pro-rated portion for part time workers.
- B. The floating holiday shall be credited at the beginning of each calendar year or upon employment on a prorated basis, and are to be used during the calendar year in which they are credited.
- C. An employee who has a balance at the end of the calendar year will not have the full new year's hours credited, but will have hours topped back up to 28 hours. Example: if 8 hours remaining, will receive 20 hours topped up to total of 28 at the beginning of the calendar year.

### **Section 3.07            NON PAID MEDICAL LEAVE OF ABSENCE**

If a non-paid leave does not qualify under FMLA, the employee may request a non-paid leave of absence for medical reasons in accordance with the following:

- 1. The employee shall have used all accrued sick leave, vacation and compensation time off balances.
- 2. Leaves of fourteen (14) calendar days or less may be granted by the department head. Leaves greater than fourteen (14) days through one hundred twenty (120) days also require the prior approval of the Town Manager. Leaves greater than one hundred twenty (120) days require the prior approval of the Town Council.
- 3. A request for non-paid medical leave under the provisions of this section requires medical verification by the employee's medical provider and must be provided for in writing to the employee's department head.
- 4. The employee may continue in the Town health plans by advancing the full premium during the leave period.
- 5. The Town reserves the right to deny a non-paid leave and to deny the extension of such a leave.
- 6. An employee granted a leave under this provision is expected to return to his normally assigned duties upon the expiration of the leave. He is subject to layoffs as if he were working.
- 7. An employee unable to perform the essential functions of the job under provisions of the Americans with Disabilities Act may not be reinstated to Town employment.

## **Article IV. INSURANCE BENEFITS**

### **Section 4.01            MEDICAL INSURANCE**

- A. All employees must enroll in an available Medical Plan in accordance with PERS and Town regulations. Employee shall pay all administrative fees required by the PERS medical program.

- B. Effective following approval of this Memorandum, the Town agrees to pay monthly a portion of the premiums for a medical plan, up to, but not exceeding the following amounts.

Town Share Cap	
Employee	433.73
Employee plus one	867.45
Employee plus two or more	1,127.69

- C. Any premium cost in addition to the above Town Share Caps shall be paid by employees.

#### **Section 4.02 DENTAL INSURANCE**

Employees may choose to be covered under a Dental plan in accordance with the plan carrier and Town regulations. Effective January 1, 2012 premiums, the Town will share the cost of dental premiums at 80% (employer) – 20% (employee) ratio. The 80%-20% ratio would exist for each of the tiers (employee only, employee plus one, and employee plus family).

#### **Section 4.03 VISION INSURANCE**

Employees may choose to be covered under a Vision plan in accordance with the plan carrier and Town regulations. The Town agrees to pay 80% of the premium for the vision plan.

#### **Section 4.04 DEFERRED COMPENSATION OPTION**

- A. Employees may shift Town share to the medical plan premiums to a Town sponsored deferred compensation program (either ICMA or ING) subject to one of the following conditions:
1. An employee must submit proof of coverage under another health plan, which must be comparable to one of the plans offered under PERS by the Town and a signed health insurance waiver by July 1st and January 1st of each year.
  2. An employee must provide proof of coverage under the employee's retired health plan, which must be comparable to one of the plans offered under PERS by the Town, and a signed health insurance waiver by July 1st and January 1st of each year to qualify for waiver from the Town Health Plan requirements.
- B. Effective the first of the month following ratification, the maximum amount that can be deferred shall be limited to the amount the Town is contributing towards the "employee only" medical rate only.

#### **Section 4.05 LONG-TERM DISABILITY INSURANCE**

The Town shall provide to the employees in the unit long-term disability insurance in the amount of two-thirds (2/3) of base salary and including a rider for future eligibility.

#### **Section 4.06 LIFE INSURANCE**

- A. Town shall provide prepaid life insurance in an amount of one hundred thousand (\$100,000) dollars for each employee in the Bargaining Unit.
- B. If acceptable to the life insurance carrier, the Town shall allow an employee at their cost to buy up to an additional one hundred thousand (\$100,000) dollars of life insurance coverage.



#### **Section 4.07 PUBLIC EMPLOYEE UNEMPLOYMENT INSURANCE**

Town shall provide Public Employee Unemployment Insurance at no cost to employee.

#### **Section 4.08 WORKER'S COMPENSATION**

Town shall provide Worker's Compensation Insurance at no cost to employee.

### **Article V. RETIREMENT BENEFITS**

#### **Section 5.01 RETIREMENT**

- A. Effective February 14, 2011, The Town shall have a Two-Tier Retirement Plan. These tiers shall consist of a 2%@55 and 2%@60 benefit level.
  - 1. The Town shall provide for miscellaneous employees in the Association hired before February 14, 2011, the Public Employees Retirement System (PERS) two percent (2%) at fifty-five (55) retirement. The 2%@55 PERS plan shall also include the fourth level of 1959 Survivor Benefits (Section 21574). The 2%@55 PERS plan shall include the one-year final compensation program (Government Code Section 20042).
  - 2. Town shall provide for Miscellaneous employees in the Association hired on and after February 14, 2011, The Public Employees Retirement System (PERS) plan at two (2%) at sixty (60) retirement. This 2%@60 PERS plan shall also include the fourth level of 1959 Survivor Benefits (Section 21574). This 2%@60 PERS plan shall include a three (3) year final compensation averaging.
- B. "PERS Swap". Effective September 27, 2010, employees shall pay the entire seven percent (7%) of the employee paid member contribution rate toward their respective PERS retirement plan. In consideration of this, and at the same time, the Town shall increase such employees' base pay by seven percent (7%). The Town of Paradise Salary Pay Plan was updated accordingly.
- C. Since the Employee will be paying their employee paid member contribution, it will no longer be necessary for The Town to pay the cost and report the value of EPMC.
- D. The Public Employees Pension Reform Act of 2013 (PEPRA) adds a Third Tier to the Town's Retirement Benefits. All new members hired on or after January 1, 2013, shall be provided The Public Employees Retirement System (PERS) plan at two (2%) at sixty-two (62) retirement. This 2%@62 PERS plan shall include a three (3) year final compensation averaging. Also set forth by PEPRA is the provision that employees in this benefit Tier shall pay fifty percent (50%) of the total normal cost rate.

#### **Section 5.02 RETIREE MEDICAL**

- A. Upon enrollment in the PERS medical program, health plans for employees retiring after enrollment shall be in accordance with PERS medical program regulations.
- B. Employees of the Town, who, immediately upon termination, retire under the PERS retirement plan, and remain in the Town's medical plan, shall have a Town paid contribution towards the

medical plan premium. The contribution shall be under the uneven contribution program in accordance with PERS medical program regulations.

- C. In addition, accumulated sick leave at time of retirement, not used for any other purpose, may be converted to paid health plan premium until the sick leave conversion is exhausted or the retiree reaches sixty-five (65) or the spouse or surviving spouse reaches sixty-five (65). The rate of sick leave conversion shall be fifty (50%) percent of the regular daily rate the employee was receiving at retirement.

## **Article VI. OTHER BENEFITS**

### **Section 6.01 EDUCATION/TUITION REIMBURSEMENT**

EDUCATION REIMBURSEMENT PURPOSE. The parties agree to an education reimbursement program to be jointly administered by representatives of the Association and the Town.

EDUCATION REIMBURSEMENT. Confidential/Mid-Management employees shall receive education reimbursement according to the following parameters:

- A. The Confidential/Mid-Management employees can receive up to four hundred (\$400) dollars per student per fiscal year.
- B. Reimbursement to an individual may not exceed fifty percent (50%) of actual costs for tuition and textbooks.
- C. Approved reimbursement must be for courses related to the job of the employee.
- D. Before reimbursement is given, the employee must submit evidence that a grade 'C' or better has been earned in the course.
- E. The courses approved must be taken on the employee's own time.
- F. In addition, confidential employees shall receive tuition reimbursement as follows:
- G. Course work that is directly related and necessary to the job of an employee, as requested by the department director and approved by the Town Manager, shall be reimbursed at one hundred percent (100%) of actual costs for tuition and textbooks and employee may be given flextime to take course during regular work hours.

### **Section 6.02 COMPUTER LOAN**

The Town will establish a "computer loan fund" of ten thousand (\$10,000) dollars to provide for loans to employees for the purchase of computers. A maximum of three thousand, two hundred and fifty (\$3,250) dollars per loan may be made to an eligible employee. Such loans shall be repaid at an interest rate of three and one-half (3 1/2%) percent over a two (2) year period. Repayment shall be through payroll deduction for a period of two (2) years with all unpaid amounts due and payable in full upon termination.

### **Section 6.03 VEHICLE USAGE**

The positions of Town Engineer, Public Works Manager, Building Official, Onsite Official and Assistant Onsite Sanitary Official shall have reasonable use of assigned vehicles within a seventy-five (75) mile radius of the Town of Paradise at the discretion of the Town Manager.



## **Article VII. SAFETY & PERSONNEL**

### **Section 7.01 SAFETY PROVISIONS**

Town shall make reasonable provisions for the safety of employees in the performance of their work.

### **Section 7.02 PERSONNEL RULES**

Where benefits and working conditions are not specifically described in this Memorandum those provided for by the Town of Paradise Personnel Rules shall apply. If such rules conflict with language contained in this Memorandum, this Memorandum shall have precedent.

In the event of proposed changes to Town Personnel Rules and Regulations, subject to meet and confer, the Association shall be advised in writing, for the purpose of enabling the Town and the Association to meet and consult as soon as possible with respect to any proposed changes.

### **Section 7.03 TERMS OF PROBATION**

- A. Newly hired employees shall have a six (6) month probation period and shall be eligible for a step increase after one (1) year.
- B. An employee promoted to a class with a higher pay range shall have a new merit pay anniversary date effective the date of promotion. Promotional employees shall serve a six (6) month probationary period. An employee who is promoted and who has passed probation in their formerly held lower class, if rejected during the promotional probation period, shall have the right to return to their former class and pay status.
- C. Employees rejected during the probation period shall have no right to appeal the rejection.

### **Section 7.04 SALARY RANGE POLICY**

Disclosure of salaries of individual confidential/mid-management employees shall be made only in accordance with the requirement of the California Public Records Act.

### **Section 7.05 GRIEVANCE PROCEDURE**

#### **A. GRIEVANCE DEFINITIONS**

- 1. Grievance. A grievance is a claimed violation, misapplication, or misinterpretation of a specific provision of this Memorandum which adversely affects the grievant.
- 2. Grievant. A grievant is an employee in the unit who is filing a grievance as defined above. Alleged violations, misapplications, or misinterpretations which affect more than one employee in substantially similar manner may be consolidated at the discretion of management as a group grievance and thereafter represented by a single grievant.
- 3. Day. Day shall mean a calendar day

#### **B. GRIEVANCE PROCESS**

##### **1. Informal Level.**

Within seven (7) days from the event giving rise to a grievance or from the date the employee could reasonably have been expected to have had knowledge of such event,

the grievant shall orally discuss his/her grievance with his/her immediate supervisor. A supervisor shall have seven (7) days to give an answer to the employee.

2. Formal Levels.

- a. Level 1. If a grievant is not satisfied with the resolution proposed at the informal level, he/she may within fourteen (14) days of the receipt of such answer file a formal written grievance with his/her supervisor on a form containing a statement describing the grievance, the section of this Memorandum allegedly violated, and the remedy requested. The supervisor (or designee) shall, within five (5) days thereafter give a written answer to the grievant on the form provided.
- b. Level 2. If the grievant is not satisfied with the written answer from the supervisor, the grievant may within fourteen (14) days from the receipt of such answer, file a written appeal to the department head. Within fourteen (14) days of receipt of the written appeal, the department head or his/her designee shall investigate the grievance which may include a meeting with the concerned parties and give written answer to the grievant.
- c. Level 3. If the grievant is not satisfied with the written answer from the department head, the grievant may, within fourteen (14) days from the receipt of such answer file a written appeal to the Town Manager. Within (14) fourteen days of receipt of the written appeal, the Town Manager or his/her designee, shall investigate the grievance which shall include a meeting with the concerned parties and give written answer to the grievant.
- d. Level 4. If the grievant is not satisfied with the written answer from the Town Manager, the grievant may, within fourteen (14) days from the receipt of such answer, file a written appeal to the Town Council. Within fourteen (14) days of receipt of the written appeal, the Town Manager or his/her designee shall schedule a personnel session with the concerned parties and the Town Council. The Town Council will conduct the hearing and render a decision which shall be final and binding on both parties.

C. GENERAL PROVISIONS

1. If a grievant fails to carry his/her grievance forward to the next level within the prescribed time period, the grievance shall be considered settled based upon the decision rendered at the most recent step utilized.
2. If a supervisor or manager fails to respond with an answer within the given time period, the grievant may appeal his/her grievance to the next higher level.
3. The grievant may be represented by a person of his/her choice at any formal level of this procedure.
4. Time limits and formal levels may be waived by mutual written consent of the parties.
5. Proof of service shall be accomplished by certified mail or personal delivery.



## **Section 7.06            TERMINATION OF MID-MANAGEMENT EMPLOYEES**

In the event a mid-management employee is terminated or asked other than for willful misconduct in office to resign, they will receive, at a minimum, thirty (30) days written notice and cash severance pay in a lump sum equal to one month's pay and pay for unused annual vacation leave, administrative leave, and sick leave in accordance with this MOU and the Town Personnel Rules.

## **Article VIII.            CLOSING**

### **Section 8.01            SAVINGS PROVISION**

If any provisions of this Memorandum are held to be contrary to law by a court of competent jurisdiction, such provisions will not be deemed valid and subsisting except to the extent permitted by law, but all other provisions will continue in full force and effect.

### **Section 8.02            FULL UNDERSTANDING, MODIFICATION AND WAIVER**

This Memorandum sets forth the full and entire understanding of the parties regarding the matters set forth herein, and any other prior or existing understanding or agreements by the parties, whether formal or informal, regarding any such matters are hereby superseded or terminated in their entirety.

No agreement, alteration, understanding, variation, waiver, or modification of any of the terms or provisions contained herein shall in any manner be binding upon the parties hereto unless made and executed in writing by all parties hereto, and if required, approved by the Town Council.

The waiver of any breach, term or condition of this Memorandum by either party shall not constitute a precedent in the future enforcement of all its terms and conditions.

### **Section 8.03            PEACEFUL PERFORMANCE**

The parties to this Memorandum recognize and acknowledge that the services performed by the Town employees covered by this Memorandum are essential to the public health, safety, and general welfare of the residents of this jurisdiction. Association agrees that under no circumstances will the Association recommend, encourage, cause or permit its members to initiate, recognize, participate in, nor will any member of the bargaining unit take part in any strike, sit-down, stay-in, sick-out, slow-down, or picketing (hereinafter collectively referred to as work stoppage), in any office or department of this jurisdiction, nor to curtail any work or restrict any production, or interfere with any operation of the Town. In the event of any such work stoppage by any member of the bargaining unit, the Town shall not be required to negotiate on the merits of any dispute which may have given rise to such work stoppage until said work stoppage has ceased.

### **Section 8.04            IMPLEMENTATION**

The Memorandum shall be of no force or effect until ratified and approved by formal action of the Town Council and the membership of the Confidential/Mid-Management Unit. It is recognized that certain provisions may require ordinance changes in order to be effectuated.

## Section 8.05 TERM OF MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding shall be effective as of July 1, 2019 and shall remain in full force and effect to, and including June 30, 2022. After June 30, 2022, the Memorandum shall terminate. Until the Town and Association agree on the terms for a subsequent memorandum of understanding, or there is completion of impasse procedures as specified in Town Policy and Procedure and/or California Statutes regarding a new memorandum of understanding, the terms of this Memorandum will remain in effect, except for those provisions which have been assigned expiration dates. The Association and the Town shall endeavor to provide notice to the other party well in advance of the expiration date and as timely as possible relative to the Town Budget Adoption.

DATED: Sept 24, 2019

Town Representative:

  
Town Manager

CMMA Representative:

  
Association President



**TOWN OF PARADISE SALARY PAY PLAN**  
**CONFIDENTIAL AND MID-MANAGEMENT ASSOCIATION**  
**Exhibit "A"**

<b>Position Title</b>	<b>Hours/ Week</b>	<b>A Step</b>	<b>B Step</b>	<b>C Step</b>	<b>D Step</b>	<b>E Step</b>	<b>F Step</b>
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**ADMINISTRATIVE ASSISTANT (FORMERLY ADMINISTRATIVE ASSISTANT III)**

*Effective July 1, 2019*

HOURLY	36	19.71	20.70	21.74	22.83	23.97	25.17
BIWEEKLY		1,419.12	1,490.40	1,565.28	1,643.76	1,725.84	1,812.24
MONTHLY		3,074.76	3,229.20	3,391.44	3,561.48	3,739.32	3,926.52
ANNUAL		36,897.12	38,750.40	40,697.28	42,737.76	44,871.84	47,118.24

*Effective July 6, 2020*

HOURLY	36	20.30	21.32	22.39	23.51	24.69	25.92
BIWEEKLY		1,461.60	1,535.04	1,612.08	1,692.72	1,777.68	1,866.24
MONTHLY		3,166.80	3,325.92	3,492.84	3,667.56	3,851.64	4,043.52
ANNUAL		38,001.60	39,911.04	41,914.08	44,010.72	46,219.68	48,522.24

*Effective July 5, 2021*

HOURLY	36	20.71	21.75	22.84	23.98	25.18	26.44
BIWEEKLY		1,491.12	1,566.00	1,644.48	1,726.56	1,812.96	1,903.68
MONTHLY		3,230.76	3,393.00	3,563.04	3,740.88	3,928.08	4,124.64
ANNUAL		38,769.12	40,716.00	42,756.48	44,890.56	47,136.96	49,495.68

**ACCOUNTING TECHNICIAN (FORMERLY FINANCIAL SERVICES ANALYST)**

**Effective July 1, 2019**

HOURLY	36	20.71	21.75	22.84	23.98	25.18	26.44
BIWEEKLY		1,491.12	1,566.00	1,644.48	1,726.56	1,812.96	1,903.68
MONTHLY		3,230.76	3,393.00	3,563.04	3,740.88	3,928.08	4,124.64
ANNUAL		38,769.12	40,716.00	42,756.48	44,890.56	47,136.96	49,495.68

**Effective July 6, 2020**

HOURLY	36	21.33	22.40	23.52	24.70	25.94	27.24
BIWEEKLY		1,535.76	1,612.80	1,693.44	1,778.40	1,867.68	1,961.28
MONTHLY		3,327.48	3,494.40	3,669.12	3,853.20	4,046.64	4,249.44
ANNUAL		39,929.76	41,932.80	44,029.44	46,238.40	48,559.68	50,993.28

**Effective July 5, 2021**

HOURLY	36	21.76	22.85	23.99	25.19	26.45	27.77
BIWEEKLY		1,566.72	1,645.20	1,727.28	1,813.68	1,904.40	1,999.44
MONTHLY		3,394.56	3,564.60	3,742.44	3,929.64	4,126.20	4,332.12
ANNUAL		40,734.72	42,775.20	44,909.28	47,155.68	49,514.40	51,985.44

**TOWN OF PARADISE SALARY PAY PLAN**  
**CONFIDENTIAL AND MID-MANAGEMENT ASSOCIATION**  
**Exhibit "A"**

<b>Position Title</b>	<b>Hours/ Week</b>	<b>A Step</b>	<b>B Step</b>	<b>C Step</b>	<b>D Step</b>	<b>E Step</b>	<b>F Step</b>
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**SENIOR ACCOUNTANT**

*Effective July 1, 2019*

HOURLY	40	30.75	32.29	33.90	35.60	37.38	39.25
BIWEEKLY		2,460.00	2,583.20	2,712.00	2,848.00	2,990.40	3,140.00
MONTHLY		5,330.00	5,596.93	5,876.00	6,170.67	6,479.20	6,803.33
ANNUAL		63,960.00	67,163.20	70,512.00	74,048.00	77,750.40	81,640.00

*Effective July 6, 2020*

HOURLY	40	31.67	33.25	34.91	36.66	38.49	40.41
BIWEEKLY		2,533.60	2,660.00	2,792.80	2,932.80	3,079.20	3,232.80
MONTHLY		5,489.47	5,763.33	6,051.07	6,354.40	6,671.60	7,004.40
ANNUAL		65,873.60	69,160.00	72,612.80	76,252.80	80,059.20	84,052.80

*Effective July 5, 2021*

HOURLY	40	32.30	33.92	35.62	37.40	39.27	41.23
BIWEEKLY		2,584.00	2,713.60	2,849.60	2,992.00	3,141.60	3,298.40
MONTHLY		5,598.67	5,879.47	6,174.13	6,482.67	6,806.80	7,146.53
ANNUAL		67,184.00	70,553.60	74,089.60	77,792.00	81,681.60	85,758.40

**SENIOR MANAGEMENT ANALYST (FORMERLY ADMINISTRATIVE ANALYST)**

*Effective July 1, 2019*

HOURLY	40	30.75	32.29	33.90	35.60	37.38	39.25
BIWEEKLY		2,460.00	2,583.20	2,712.00	2,848.00	2,990.40	3,140.00
MONTHLY		5,330.00	5,596.93	5,876.00	6,170.67	6,479.20	6,803.33
ANNUAL		63,960.00	67,163.20	70,512.00	74,048.00	77,750.40	81,640.00

*Effective July 6, 2020*

HOURLY	40	31.67	33.25	34.91	36.66	38.49	40.41
BIWEEKLY		2,533.60	2,660.00	2,792.80	2,932.80	3,079.20	3,232.80
MONTHLY		5,489.47	5,763.33	6,051.07	6,354.40	6,671.60	7,004.40
ANNUAL		65,873.60	69,160.00	72,612.80	76,252.80	80,059.20	84,052.80

*Effective July 5, 2021*

HOURLY	40	32.30	33.92	35.62	37.40	39.27	41.23
BIWEEKLY		2,584.00	2,713.60	2,849.60	2,992.00	3,141.60	3,298.40
MONTHLY		5,598.67	5,879.47	6,174.13	6,482.67	6,806.80	7,146.53
ANNUAL		67,184.00	70,553.60	74,089.60	77,792.00	81,681.60	85,758.40



**TOWN OF PARADISE SALARY PAY PLAN**  
**CONFIDENTIAL AND MID-MANAGEMENT ASSOCIATION**  
**Exhibit "A"**

<b>Position Title</b>	<b>Hours/ Week</b>	<b>A Step</b>	<b>B Step</b>	<b>C Step</b>	<b>D Step</b>	<b>E Step</b>	<b>F Step</b>
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**ONSITE SANITARY OFFICIAL**

*Effective July 1, 2019*

HOURLY	40	33.12	34.78	36.52	38.35	40.27	42.28
BIWEEKLY		2,649.60	2,782.40	2,921.60	3,068.00	3,221.60	3,382.40
MONTHLY		5,740.80	6,028.53	6,330.13	6,647.33	6,980.13	7,328.53
ANNUAL		68,889.60	72,342.40	75,961.60	79,768.00	83,761.60	87,942.40

*Effective July 6, 2020*

HOURLY	40	34.11	35.82	37.61	39.49	41.46	43.53
BIWEEKLY		2,728.80	2,865.60	3,008.80	3,159.20	3,316.80	3,482.40
MONTHLY		5,912.40	6,208.80	6,519.07	6,844.93	7,186.40	7,545.20
ANNUAL		70,948.80	74,505.60	78,228.80	82,139.20	86,236.80	90,542.40

*Effective July 5, 2021*

HOURLY	40	34.79	36.53	38.36	40.28	42.29	44.40
BIWEEKLY		2,783.20	2,922.40	3,068.80	3,222.40	3,383.20	3,552.00
MONTHLY		6,030.27	6,331.87	6,649.07	6,981.87	7,330.27	7,696.00
ANNUAL		72,363.20	75,982.40	79,788.80	83,782.40	87,963.20	92,352.00

**HOUSING PROGRAM MANAGER (FORMERLY HOUSING PROGRAM SUPERVISOR)**

*Effective July 1, 2019*

HOURLY	40	36.56	38.39	40.31	42.33	44.45	46.67
BIWEEKLY		2,924.80	3,071.20	3,224.80	3,386.40	3,556.00	3,733.60
MONTHLY		6,337.07	6,654.27	6,987.07	7,337.20	7,704.67	8,089.47
ANNUAL		76,044.80	79,851.20	83,844.80	88,046.40	92,456.00	97,073.60

*Effective July 6, 2020*

HOURLY	40	37.66	39.54	41.52	43.60	45.78	48.07
BIWEEKLY		3,012.80	3,163.20	3,321.60	3,488.00	3,662.40	3,845.60
MONTHLY		6,527.73	6,853.60	7,196.80	7,557.33	7,935.20	8,332.13
ANNUAL		78,332.80	82,243.20	86,361.60	90,688.00	95,222.40	99,985.60

*Effective July 5, 2021*

HOURLY	40	38.41	40.33	42.35	44.47	46.69	49.02
BIWEEKLY		3,072.80	3,226.40	3,388.00	3,557.60	3,735.20	3,921.60
MONTHLY		6,657.73	6,990.53	7,340.67	7,708.13	8,092.93	8,496.80
ANNUAL		79,892.80	83,886.40	88,088.00	92,497.60	97,115.20	101,961.60

**TOWN OF PARADISE SALARY PAY PLAN**  
**CONFIDENTIAL AND MID-MANAGEMENT ASSOCIATION**  
**Exhibit "A"**

<b>Position Title</b>	<b>Hours/ Week</b>	<b>A Step</b>	<b>B Step</b>	<b>C Step</b>	<b>D Step</b>	<b>E Step</b>	<b>F Step</b>
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**PUBLIC WORKS MANAGER**

*Effective July 1, 2019*

HOURLY	40	36.56	38.39	40.31	42.33	44.45	46.67
BIWEEKLY		2,924.80	3,071.20	3,224.80	3,386.40	3,556.00	3,733.60
MONTHLY		6,337.07	6,654.27	6,987.07	7,337.20	7,704.67	8,089.47
ANNUAL		76,044.80	79,851.20	83,844.80	88,046.40	92,456.00	97,073.60

*Effective July 6, 2020*

HOURLY	40	37.66	39.54	41.52	43.60	45.78	48.07
BIWEEKLY		3,012.80	3,163.20	3,321.60	3,488.00	3,662.40	3,845.60
MONTHLY		6,527.73	6,853.60	7,196.80	7,557.33	7,935.20	8,332.13
ANNUAL		78,332.80	82,243.20	86,361.60	90,688.00	95,222.40	99,985.60

*Effective July 5, 2021*

HOURLY	40	38.41	40.33	42.35	44.47	46.69	49.02
BIWEEKLY		3,072.80	3,226.40	3,388.00	3,557.60	3,735.20	3,921.60
MONTHLY		6,657.73	6,990.53	7,340.67	7,708.13	8,092.93	8,496.80
ANNUAL		79,892.80	83,886.40	88,088.00	92,497.60	97,115.20	101,961.60

**TOWN CLERK**

*Effective July 1, 2019*

HOURLY	40	36.56	38.39	40.31	42.33	44.45	46.67
BIWEEKLY		2,924.80	3,071.20	3,224.80	3,386.40	3,556.00	3,733.60
MONTHLY		6,337.07	6,654.27	6,987.07	7,337.20	7,704.67	8,089.47
ANNUAL		76,044.80	79,851.20	83,844.80	88,046.40	92,456.00	97,073.60

*Effective July 6, 2020*

HOURLY	40	37.66	39.54	41.52	43.60	45.78	48.07
BIWEEKLY		3,012.80	3,163.20	3,321.60	3,488.00	3,662.40	3,845.60
MONTHLY		6,527.73	6,853.60	7,196.80	7,557.33	7,935.20	8,332.13
ANNUAL		78,332.80	82,243.20	86,361.60	90,688.00	95,222.40	99,985.60

*Effective July 5, 2021*

HOURLY	40	38.41	40.33	42.35	44.47	46.69	49.02
BIWEEKLY		3,072.80	3,226.40	3,388.00	3,557.60	3,735.20	3,921.60
MONTHLY		6,657.73	6,990.53	7,340.67	7,708.13	8,092.93	8,496.80
ANNUAL		79,892.80	83,886.40	88,088.00	92,497.60	97,115.20	101,961.60



**TOWN OF PARADISE SALARY PAY PLAN**  
**CONFIDENTIAL AND MID-MANAGEMENT ASSOCIATION**  
**Exhibit "A"**

<b>Position Title</b>	<b>Hours/ Week</b>	<b>A Step</b>	<b>B Step</b>	<b>C Step</b>	<b>D Step</b>	<b>E Step</b>	<b>F Step</b>
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**HUMAN RESOURCES & RISK MANAGER**

*Effective July 1, 2019*

HOURLY	36	39.37	41.34	43.41	45.58	47.86	50.25
BIWEEKLY		2,834.64	2,976.48	3,125.52	3,281.76	3,445.92	3,618.00
MONTHLY		6,141.72	6,449.04	6,771.96	7,110.48	7,466.16	7,839.00
ANNUAL		73,700.64	77,388.48	81,263.52	85,325.76	89,593.92	94,068.00

*Effective July 6, 2020*

HOURLY	36	40.55	42.58	44.71	46.95	49.30	51.77
BIWEEKLY		2,919.60	3,065.76	3,219.12	3,380.40	3,549.60	3,727.44
MONTHLY		6,325.80	6,642.48	6,974.76	7,324.20	7,690.80	8,076.12
ANNUAL		75,909.60	79,709.76	83,697.12	87,890.40	92,289.60	96,913.44

*Effective July 5, 2021*

HOURLY	36	41.36	43.43	45.60	47.88	50.27	52.78
BIWEEKLY		2,977.92	3,126.96	3,283.20	3,447.36	3,619.44	3,800.16
MONTHLY		6,452.16	6,775.08	7,113.60	7,469.28	7,842.12	8,233.68
ANNUAL		77,425.92	81,300.96	85,363.20	89,631.36	94,105.44	98,804.16

**COMMUNITY DEVELOPMENT MANAGER (COMMUNITY DEVELOPMENT MANAGER/ASSISTANT PLANNER)**

*Effective July 1, 2019*

HOURLY	40	40.35	42.37	44.49	46.71	49.05	51.50
BIWEEKLY		3,228.00	3,389.60	3,559.20	3,736.80	3,924.00	4,120.00
MONTHLY		6,994.00	7,344.13	7,711.60	8,096.40	8,502.00	8,926.67
ANNUAL		83,928.00	88,129.60	92,539.20	97,156.80	102,024.00	107,120.00

*Effective July 6, 2020*

HOURLY	40	41.56	43.64	45.82	48.11	50.52	53.05
BIWEEKLY		3,324.80	3,491.20	3,665.60	3,848.80	4,041.60	4,244.00
MONTHLY		7,203.73	7,564.27	7,942.13	8,339.07	8,756.80	9,195.33
ANNUAL		86,444.80	90,771.20	95,305.60	100,068.80	105,081.60	110,344.00

*Effective July 5, 2021*

HOURLY	40	42.39	44.51	46.74	49.08	51.53	54.11
BIWEEKLY		3,391.20	3,560.80	3,739.20	3,926.40	4,122.40	4,328.80
MONTHLY		7,347.60	7,715.07	8,101.60	8,507.20	8,931.87	9,379.07
ANNUAL		88,171.20	92,580.80	97,219.20	102,086.40	107,182.40	112,548.80