

# Olivehurst Public Utility District



## Agenda Item Staff Report

Meeting Date: March 18, 2021

### Item description/summary:

**Consider approval of the MOU between OPUD and the Fire Department Association (Representing Olivehurst Firefighters) see attached.** This item has been discussed at many committees and Board meetings. OPUD legal counsel has reviewed and made all the legal edits to this MOU that will update it to the current standards with other labor MOU's the District has. The Board and Association completed negotiations earlier in the year and with the MOU legal update it is ready for Board approval.

### Fiscal Analysis:

This MOU was considered in the 2021/2022 budget.

### Employee Feedback

Positive

### Sample Motion:

Move to approve the MOU between OPUD and the Fire Department Association.

Prepared by:

John Tillotson, P.E., General Manager

**MEMORANDUM OF UNDERSTANDING**

**BETWEEN**

**OLIVEHURST PUBLIC UTILITY DISTRICT**

**AND**

**OLIVEHURST PUBLIC UTILITY DISTRICT  
FIRE DEPARTMENT ASSOCIATION**

**January 1, 2021 through December 31, 2023**

## **Table of Contents**

Article I. RECITALS

Article II. DUES DEDUCTIONS

Article III. SCHEDULE AND HOURS

Article IV. HOLIDAYS

Article V. COMPENSATION

Article VI. EMT CERTIFICATION AND REQUIREMENT

Article VII. VACATION

Article VIII. SICK LEAVE

Article IX. BEREAVEMENT LEAVE

Article X. LAYOFFS

Article XI. HEALTH AND WELFARE, PENSIONED HEALTH AND WELFARE AND PENSION

Article XII. UNIFORM ALLOWANCE

Article XIII. LONGEVITY WAGE PLAN

Article XIV. MANAGEMENT RIGHTS

Article XV. NON-PRECEDENCE

Article XVI. ZIPPER CLAUSE, EFFECTIVE DATE, AND TERMINATION DATE

Article XVII. MISCELLANEOUS

**OLIVEHURST PUBLIC UTILITY DISTRICT**  
**ASSOCIATION**

THIS AGREEMENT made and entered into this 1st day of January, 2021, and effective as of the initial date of the Term hereof, by and between OLIVEHURST PUBLIC UTILITY DISTRICT, hereinafter referred to as the District, and Olivehurst Public Utility District Fire Department Association; hereafter referred to as the Union, on behalf of the Association. The agreement relates and applies **to all** employees within the unit.

**ARTICLE I – UNIT OF REPRESENTATION AND RECOGNITION**

The Association is a duly created and recognized Unit of Representation within the employee ranks of the District. Union is a recognized employee representative of employees in the Association of Representation. Union has been accorded exclusive or majority representation status.

For purposes of this Agreement, the Unit is comprised of the following positions:

- Captain
- Engineer
- Firefighter

## **ARTICLE II – DUES DEDUCTIONS**

Section 1. Dues Deductions – During the term of this Agreement, the District shall deduct from the first pay check of each month the monthly Union Dues (But not assessments or fines), provided earnings after legal deductions are sufficient to cover such monthly Union dues (but not assessment or fines), of each employee who has authorized dues deductions as certified by the Union. All amounts deducted by the District shall be remitted by the District to the Financial Secretary, Olivehurst Public Utility District Fire Department Association. The District shall also furnish to the Union, with each remittance, a list showing the name and Social Security Number of each employee whose monthly dues are included in the remittance and the amount thereof.

The Union will provide the District with information regarding the amount of dues deductions and the list of the employees who have affirmatively consented to or authorized dues deductions. To the extent required by the Government Code, or otherwise required by law, the District will rely on the information provided by the Union in processing dues deductions for Union employees. The Union is responsible for providing the District with timely information regarding changes to Union employees' dues deductions. The District will direct all inquiries about union membership or dues deduction to the Union.

## **ARTICLE III – SHIFTS, HOURS, OVERTIME AND WORKING RULES**

### Section 1. Shifts:

- (a) The District and Association agree to continue the current shift schedule for Firefighters by A, B, & C shifts working two 24 hour shifts (48 hours total) on and four 24 hour shifts (96 hours total) off and D shift working Monday through Thursday from 0800 to 1600 and Friday from 0800-0800. The scheduled start time will begin at 0800.
- (b) Revised: The District and Association agree to continue the current shift schedule for Firefighters by A, B, & C shifts working two 24 hour shifts (48 hours total) on and four 24 hour shifts (96 hours total) off and D shift working Monday, Wednesday, Thursday,

and Friday from 0800 to 1600 and Tuesday from 0800-0800. The scheduled start time will begin at 0800.

- (c) The D shift Firefighter's schedule is subject to change depending upon the needs of the Department. In order to lessen the burdens on the budget, the D shift Firefighter will work all vacation days and sick days taken by the other shift Firefighters. Furthermore, all Fair Labor Standards Act (FLSA) for Firefighters will apply (e.g. hours worked and overtime provisions, etc.) unless modified by other provisions in this MOU. The District also reserves the right to review this shift schedule on a periodic basis in order to address any potential inequities or problems. Any modifications to this schedule are subject to meet and confer.

Section 2. Fair Labor Standards Act (FLSA): The District shall comply with the Fair Labor Standards Act (FLSA) and agrees to meet with Association in order to discuss sections of the Act which affect the agreed upon wages, hours, and other terms and conditions of employment.

Section 3. Overtime Compensation:

- (a) Firefighters will be on a Fair Labor Standards Act (FLSA) 14-day work schedule and be paid every two (2) weeks. Overtime hours worked will be compensated at one and one-half (1 ½) times the employee's straight time rate of pay.
- (b) The Fire Chief shall be responsible for preparing and assigning the normal work schedule for Department personnel. In addition to overtime, as required by FLSA, Firefighters shall be compensated at their overtime rate for all hours worked that is not part of their normal schedule (see Article VI, Section 6.1).
- (c) It is understood that leave time taken by an employee shall continue to be counted as time worked for FLSA purposes.

- (d) Incidental overtime of less than fifteen (15) minutes in a non-recurrent extension of the work day/shift is non-compensable in any form.
- (e) Employees shall be compensated for one (1) full hour when working beyond the incidental overtime period (Article V, 5.1D) as a result of a dispatched incident.
- (f) Employees shall be compensated for two (2) hours call back when called in for duties other than emergency calls. This includes covering for other departments in the District (examples include, but not limited to, changing cylinders at the plant, instructing classes, investigations, inspections, administrative meetings, etc.), as approved by the Chief.
- (g) C.T.O. – Compensatory Time Off – Employees shall have the option of overtime cash payment or C.T.O., all of which shall be at the time and one-half (1 ½) rate. The maximum accrual rate for C.T.O. shall be 48 hours effective the last day of the last pay period payable in December of each year. Timecards not specified will be paid overtime cash pay. It is also agreed that in each section, only one employee in such section may use C.T.O. at the same time, unless approved by the General Manager.

Section 4. Overtime Scheduling: The District agrees to a rotating list for scheduling personnel for overtime shifts. This rotating list shall be maintained by the Fire Chief or designee. There shall be a separate list for “Volunteer” and “Full-Time” overtime. The District agrees to meet and confer prior to changing this policy.

Section 5. Court Appearances: Fire personnel will be compensated for required, job-related off-duty court appearances at one and one-half (1 ½) times the hourly rate of pay, for a period of four (4) hours or for hours actually worked, whichever is greater.

Section 6. Staffing Errors: An employee who reports to work on an overtime shift and is released from duty because of a staffing error will be compensated for four (4) hours at one and one-half (1 ½) times the hourly rate of pay.

Section 7. Scheduled Off-Duty Training: Fire personnel will be compensated for scheduled, off-duty training that is required by the Department and approved by the Fire Chief. Fire personnel will be compensated for a period of two (2) hours or for hours actually in attendance, whichever is greater.

Section 8. Strike Team Assignments: Fire personnel will be compensated at the current State negotiated pay rate OR the District current negotiated pay rate, whichever is higher, portal-to-portal while on a Strike Team Assignment.

#### **ARTICLE IV – HOLIDAYS**

Section 1. Holiday: In lieu of the paid holidays available to non-unit members on designated days, shift employees shall accrue a total of 120 hours of holiday time per year. The employee will accrue 4.62 hours per pay period of holiday time. Employees shall request to use holiday time in accordance with the procedure set forth in Article VII, Section 2, below. Holiday time MUST be used by the end of the calendar year and does NOT carry over from year-to-year. At the end of the year, employees will have the option to cash out accrued, unused holiday time. Unit members assigned to work on a designated holiday shall not be entitled to additional time-off or compensation for working the holiday shift.

#### **ARTICLE V – WAGES**

##### Section 1. Salary:

- (a) The pay scale is provided in Exhibit A to this agreement.
- (b) Step increase shall be based upon satisfactory performance. Employees shall be evaluated on an Employee Performance Report on each employee's anniversary date. Each



employee receiving a satisfactory Employee Performance Report shall, upon approval of the Board of Directors, receive a merit increase in salary and shall be advanced to the next higher step of such employee's salary range.

Section 2. COLA: Effective July 1, 2021, , the District agrees to increase Steps 1-5 of the Pay Scale for all unit members by a cost of living adjustment equal to the Consumer Price Index for All Urban Consumers, using the index for the period ending the preceding May 31. The amount of adjustment shall further be limited to not more than **3.5%** and not less than **0.0%**. Additional COLA, similarly computed, will be effective on July 1, **2021**, July 1, **2022** and July 1, **2023**

Section 3. Performance Review/Merit Increase:

- (a) Merit increases shall be based upon satisfactory performance. Employees shall be evaluated on an Employee Performance Report (EPR) on each employee's anniversary date until an employee reaches the maximum salary step for such employee's salary range.
- (b) Each employee shall, upon receipt of a satisfactory EPR and the approval of the Board of Directors, receive a merit increase in salary and shall be advanced to the next higher step of the employee's salary range.
- (c) If the salary increase is withheld because of a below-standard or unsatisfactory evaluation, and the employee remains employed, second consideration must be given within six (6) months of the anniversary date and at least every six (6) month period thereafter or until the employee receives the merit increase or is terminated.
- (d) An employee who is denied a step increase shall have the right to grieve such denial with his/her immediate supervisor pursuant to Article XVIII.

1. The scoring within the EPR reflects the direct observations of the supervisor preparing the EPR and such scores shall not, in and of themselves, be subject to the Grievance Procedure;

(e) The District agrees to meet with the Association in order to review and propose changes to the existing employee evaluation system.

Section 4. Educational Incentive Pay

Maximum educational incentive that may be obtained is 15% of base pay per employee. New certificates must be earned off duty. Employees possessing both an AA/AS and BA/BS will be paid at the highest certificate amount (4%). To receive educational incentive pay as set forth herein, employees must provide proof of having completed the degree(s) or certificate(s).

<u>Education/Certificate</u>	<u>Amount</u>
BA/BS	4%
AA/AS	2%
Fire Science/Fire Technology Certificate	2%
Fire Officer Certificate or Company Officer Coursework Completed	2%
Fire Driver/Operator Certificate or Fire Apparatus Driver/Operator Pump Coursework Completed	2%
Rescue Systems 1	1%
Rescue Systems 2	1.5%

HazMat Technician Certificate	1%
HazMat Specialist Certificate	1.5%
Swift Water Rescue Technician Certificate	1%
Swift Water Rescue Specialist Certificate	1.5%
Tactical EMS/Tactical Combat Casualty Care	1%
Low Angle Rope Rescue Operations	1%
Trench Rescue Technician	1%
Confined Space Rescue Technician	1%

**Section 5. Bilingual Pay Incentive**

Where the District finds there is a need for bilingual skills, employees who have been certified as possessing and utilizing those bilingual skills on duty shall receive bilingual pay in the amount of five percent (2%) of their hourly rate of pay. The District shall determine what bilingual skills are needed and the number of employees to be certified. To be eligible for bilingual pay, the employee must be determined to be verbally proficient, and if necessary for the assignment, proficient in the written language.

**Section 6. Salary Survey Cities**

When conducting salary surveys, the departments in Marysville, Linda, Sutter and Wheatland shall be based on Total Compensation including top step of base salary.

**ARTICLE VI – EMERGENCY MEDICAL TECHNICIAN (EMT) CERTIFICATION**

**REQUIREMENT**

**Section 1.** All employees are required to have and maintain an EMT-Basic certification. This shall be a condition of employment.

## **ARTICLE VII – VACATIONS**

### **Section 1. Firefighter Leave:**

Employees shall accrue 224 hours of vacation (Firefighter Leave) each year. New hires shall not accrue vacation until they have passed probation. Once a new hire passes probation the new hire will be awarded the prorated share of vacation they would have accrued had they not been excluded by probation. The maximum accrual shall be 280 hours, after which accrual shall stop

### **Section 2. Firefighter Leave Scheduling Procedure:**

(a) The following shall govern when an employee may take time off on Firefighter Leave for vacation purposes:

1. An employee wishing to use accrued Firefighter Leave time must request leave from the Fire Chief in writing, ten (10) days in advance. Short term leaves (less than one week) may be approved by the Chief with less notice, subject to departmental workload and scheduling needs. To the extent possible, an employee's preference for leave will be honored. Leaves may be taken at any time during the year, subject to departmental workload and scheduling needs. Firefighter Leave will be authorized, in advance, by the Fire Chief in accordance with employees' requests, provided it is consistent with the needs of the Department and the District.
2. To the extent possible, requests will be honored in the order requests are received. If conflicting requests are submitted simultaneously, the Chief will make a decision based on the Department needs.
3. Employees will not be granted leaves longer than five (5) working days unless it is determined by the Fire Chief that the employee's extended absence will not

conflict with work schedules. Absences longer than five (5) working days for personnel must be approved by the General Manager.

4. The Fire Chief will not authorize requests for leaving, including his/her own, which conflict with staffing requirements of the Department. Such conflicts include, but are not limited to, inadequate employees to cover shifts and workloads, inability to cover the vacationing employee's workload, and failure to meet staffing requirements imposed by regulatory authorities.
- (b) The parties agree that as Department staff levels increase, it may be necessary to increase the number of employees who can be granted leave for vacation purposes at the same time. The parties agree to meet and confer at such time that the staff increases make such a change feasible.

Section 3. Shift Trades: Each employee may be allowed to trade time for shift(s) for which they are able to secure another qualified employee to work in their place, provided that the substitution is approved by the Fire Chief and does not impose any fiscal impact to the District.

### **ARTICLE VIII – SICK LEAVE**

Section 1. Employees shall earn and be entitled to twelve (12) hours per month, totaling six (6) days (or 144 hours) per year of sick leave with pay per year worked.

Section 2. Unused sick leave shall be cumulative from year to year. The maximum accrual for sick leave shall be 1,000-hours.

Section 3. For an absence in excess of 3 days, the District may require the employee to file a physician's certificate or a personal affidavit clearing the employee to return to work. Securing of the certificate shall be at the employee's expense, unless the District requires such certificate from a physician of the District's, rather than the employee's, choosing. An employee absent for 30 days or more on sick leave or other authorized medical leave may be required to file a physical fitness report every 30 days, certified by a physician of the District's choice. If a physician is chosen by the

District, the District will pay the physician's fees.

Section 4. As an additional recognition for employees who spend a working career with the District and who leave the District's employ in good standing, upon retirement or death of an employee (or in the instance of death, the employee's estate) who is at least 53 years of age and who has at least 15 years of continuous service for the District shall be paid a sum equal to 25% of his/her accrued sick leave. Such payment shall be computed on the basis of the employee's regular hourly wage at the time of such retirement or death. Additional recognition payment as described in this section shall not be paid for an employee who is terminated for just cause.

Section 5. If an employee is injured on the job, for the day of injury only, time off required for medical attention or recuperation ordered by the employee's physician, shall not be charged to the employee's accrued time.

Section 6. Sick leave shall not accrue during any period of unpaid leave, including leave taken pursuant to the Workers' Compensation laws. If unpaid leave is supplemented with paid sick leave or vacation leave, then accruals of sick leave and vacation shall apply to the extent of use of such paid leave.

#### **ARTICLE IX – BEREAVEMENT LEAVE**

Section 1. Death of Member in Employee's Immediate Family – The immediate family is defined as a person related by blood or marriage who is a husband, wife, son, daughter, sister, brother, mother, father, grandmother, grandfather, grandchild, mother-in-law, father-in-law, sister(brother)-in-law, or son(daughter)-in-law. Each such absence shall be charged to bereavement leave and shall not exceed 3 days, or 5 days for out-of-state death. If such absence requires additional time away from work, the employee has the option to charge additional leave time with pay to his/her sick leave or annual vacation leave, to the extent that such leave time has been accumulated by the employee.

#### **ARTICLE X – BASIS FOR LAYOFF AND SEVERANCE PAY**

Section 1. In the event of reduction of force for any reason, employees so laid off shall be laid off in accordance with seniority in the classification to which their positions are allocated or in higher classifications. **Prior to any layoff of full-time benefitted employees, all seasonal, temporary and**

**part-time employees shall be let go first, in the classification proposed for layoff.**

Section 2. No regular employee shall be discharged from the District without being given at least two (2) weeks' notice and severance pay, nor shall such employee leave his/her employment without giving a similar notice to the District.

Section 3. In the event of reduction of force for any reason, employees who may be laid off shall be afforded opportunities to move to other available, qualified positions within the District. If previous position(s) become available within 36 months of separation, the laid off employee(s) will be afforded the opportunity for immediate rehire, bypassing the District hiring process, so long as the employee has maintained required education, certifications and physical abilities.

Section 4. This Article will not apply to an employee who is discharged for just cause.

## **ARTICLE XI – HEALTH & WELFARE, PENSIONED HEALTH & WELFARE & PENSION**

### Section 1. Health & Welfare:

- (a) Effective July 1, 2021, or upon ratification of this agreement, whichever occurs later, the District shall contribute the following amounts monthly toward the medical, dental and vision insurance premium cost for all eligible employees enrolled in the OPUD-sponsored medical plan. **If this amount is increased for any management employee, then it shall be increase for this unit as well.**

Employee Only **\$1,500**

Employee plus one dependent **\$1,600**

Employee plus two or more dependents **\$2,000**

- (b) Health and Welfare insurance shall be provided through a carrier or carriers chosen by the District.
- (c) Employees who do not use all of the above maximum coverage amounts shall receive NO

additional compensation as a result thereof.

- (d) Employees choosing to opt out of the District's Group Health Plan must furnish evidence of equivalent coverage for themselves and all dependents from another source, and only then will receive \$600/mo. in compensation. Any employee opting out will be subject to the rules of the District's insurance plan should he/she seek to re-enter the Plan. For an employee opting out of medical, but wishing to retain dental and/or vision coverage, the cost of the coverage shall be subtracted from the \$600. **If this amount is increased for any management employee, then it shall be increase for this unit as well.**

Section 2. Pension:

- (a) Time to Make Election: Within 30 days of the execution of this Memorandum of Understanding, presently employed unit members employees shall elect to either continue in their 457 Plan or join the OE-3 Pension Plan, subject to the terms and conditions of the OE-3 Plan. This election shall be permanent. All newly hired employees shall make their permanent election upon hire. There is no opt-out incentive or cash in lieu for employees who decline to participate in either the 457 Plan or OE-3 Pension Plan.
- (b) Section 457 Plan: District shall pay into an employee 457 deferred compensation fund 12% of the employee's base hourly rate. Additionally, the District will match up to **2.5%, in total**, of any employee contribution. The investments available under the deferred compensation fund shall be designated by the employees and the District from time to time by majority vote of the employees, reasonably approved by the District. The terms of the Deferred Compensation Plan shall be consistent with the requirements of law.

Section 3. Life Insurance: Subject to minimum participation restriction implemented by the insurance broker(s), the District will provide \$50,000 in life insurance for each employee. The cost of the premiums will be the responsibility of the District. There is no Opt Out incentive associated with an employee not wishing to use this benefit. If any aspect of the documentation process results in an impediment to coverage, the District will attempt to resolve the issue and request meet and confer as necessary.

**ARTICLE XII – UNIFORM COSTS**



Section 1. Uniforms:

- (a) The District agrees to provide uniforms, in the amount of \$500.00, annually for all Association members. All uniforms purchased shall comply with the most current regulations and specifications as identified in the Department's Policies and Procedures Manual.
- (b) Safety boots will be purchased by the Department and may be retained by the Department upon separation of service.
- (c) Uniform nametag and shirt collar insignias will be provided to each employee upon initial hire. Shirt collar insignias will also be provided upon promotion to another rank or position.
- (d) Uniform badges will be issued by the Department. Any other badge ordered/purchased by fire personnel must be of a style approved by the Fire Chief. Two badges will be provided to each employee upon initial hire or promotion. One badge is to be used with the employee's Class B shirt and one badge with the Class B jacket or one badge used with the Class A shirt and one badge with the Class A jacket.
- (e) The District agrees to meet with Association members to review the current uniform specifications.

Section 2. Uniforms – Class A: The District will provide each full-time employee a one-time payment of \$350.00 to purchase a Class A uniform.

**ARTICLE XIII – LONGEVITY WAGE PLAN**

Section 1. The longevity rate per years of service will be as follows:

- (a) 5 years of service = 2% of base wage
- (b) 10 years of service = 4% of base wage

- (c) 15 years of service = 6% of base wage
- (d) 20 years of service = 8% of base wage
- (e) 25 years of service = 10% of base wage
- (f) 30 years of service = 12% of base wage
- (g) 35 years of service = 14% of base wages
- (h) 40 years of service = 16% of base wages

## **ARTICLE XIV – MANAGEMENT RIGHTS**

Section 1. Retention of Rights. The Union recognizes that the District has, and will continue to retain in all respects, whether exercised or not, the unilateral and exclusive right to operate, administer, and manage its public services and its work force performing those services.

Section 2. Exclusive Rights. The exclusive rights of the District shall include, but not be limited to, the right to determine the organization of District governance and the purpose and mission of its constituent agencies; to set standards and levels of service to be offered to the public, and through its management officials, to exercise control and discretion over its organization and operations; to establish and enforce administrative regulations and work rules in addition to and not inconsistent with the specific provisions of this Memorandum of Understanding; to direct its employees; to take disciplinary action; to lay off its employees; to determine the procedures and standards of selection for employment and promotions; to determine whether goods or services shall be purchased or contracted for; to determine the methods, means and personnel by which the District's services are to be provided, purchased or contracted including the right to schedule and assign work and overtime; and to otherwise act in the interest of efficient service to the District and the public. The District retains its rights to assign and place volunteers in accordance with District policy. To the extent required by law, the District agrees to meet and confer on the impact of the exercise of any such rights upon represented employees prior to implementation.

Section 3. Contracting Out. The District agrees to meet and confer, upon request of the Union, over the impact to Union members of any decision by the District to contract-out bargaining unit work to a non-District enterprise or agency.

## **ARTICLE XV – NON-PRECEDENCE**

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

## **ARTICLE XVI – ZIPPER CLAUSE, EFFECTIVE DATE AND TERMINATION DATE**

**Except as otherwise specifically provided herein, this Memorandum of Understanding fully and completely incorporates the understanding of the parties hereto and constitutes the sole and entire agreement between the parties on any and all matters subject to negotiations.**

**Neither party shall, during the term of this Memorandum of Understanding, make demands to the other with respect to any matter; provided that nothing herein shall prohibit the parties from changing the terms of this Memorandum of Understanding by mutual agreement.**

## **ARTICLE XVII– MISCELLANEOUS**

Section 1. Fitness Evaluations (Wellness): The District and Association agree to work cooperatively during the term of this MOU to develop a long-term wellness program for safety personnel.

### Section 2. Fire Job Classification:

- (a) The District recognizes that the Association has a vital interest in the content of fire job specifications, including minimum qualifications and promotional patterns, for the Fire Department personnel represented by the Association.
  
- (b) The District agrees to notify the Association anytime the District proposes to modify job classifications. The District agrees to meet and confer with the Association over such proposed changes, if the Association requests such negotiations within two (2) weeks of notification by the District.

On its own initiative, the Association may, at any time, notify the District General Manager that

it requests to meet and confer with the District over the Association's

## **ARTICLE XVIII – GRIEVANCE PROCEDURE**

**Section 1. Definition:** A grievance is defined as an alleged violation, misinterpretation or misapplication of the provisions of this Memorandum of Understanding, or other rules and regulations adopted by the City Council which govern personnel practices and working conditions.

**Section 2. Representation:** Employees may request Union representation at any level of this procedure. Employees shall be granted a reasonable amount of paid release time from work to participate in this process. Retaliation against an employee for filing a grievance is prohibited.

**Section 3. Procedure:** Every attempt shall be made by the parties to resolve the grievance at the lowest level. The time limits specified in this procedure may be extended by mutual written agreement between the Grievant, his or her representative, and the District.

- (a) **Step I – Immediate Supervisor:** Within thirty (30) calendar days following knowledge of the event or action on which the grievance is based, the employee shall notify his/her immediate supervisor either orally or in writing of the nature of the grievance. Within eighteen (18) calendar days of being notified of the grievance, the supervisor shall meet with the Grievant and investigate the grievance. Within seven (7) calendar days of this meeting, the supervisor shall issue a decision on the grievance.
- (b) **Step II – Department Head:** If the grievance is not resolved in Step I, the Grievant may appeal the decision to the department head by notifying the department head in writing within eighteen (18) calendar days of receiving the supervisor's decision. Within thirty (30) calendar days of receiving written notice of the appeal, the department head shall meet with the Grievant and investigate the alleged grievance. Within seven (7) calendar days of this meeting, the department head shall provide the Grievant a written decision.
- (c) **Step III – General Manager:** If the grievance is not resolved in Step II, the Grievant may

appeal the decision to the General Manager by notifying the General Manager in writing within eighteen (18) calendar days of receiving the department head's written decision. Within thirty (30) calendar days, the General Manager shall meet with the Grievant and investigate the alleged grievance. Within eighteen (18) calendar days of this meeting, the General Manager shall issue a decision on the grievance. The decision of the General Manager shall be final and cannot be appealed.

#### **ARTICLE XIV – NO STRIKE – NO LOCK OUT**

The Association, its officers, agents, representatives, and/or members agree that during the term of this Agreement, they will not cause or condone any strike, walkout, slow down, sick out, or any other job action by withholding or refusing to perform services. Any employee who participates in any conduct in violation of this section may be subject to termination by the District.

The District agrees that it shall not lockout its employees during the term of this Agreement. The term "lockout" is hereby defined so as not to include the discharge, suspension, termination, layoff, failure to recall, or return to work of employees of the District in the exercise of its rights as set forth in any of the provisions of this Agreement or applicable ordinance or law.

#### **ARTICLE XX – SAVINGS CLAUSE**

If any of the provisions contained in this Memorandum of Understanding are determined to be unlawful, then only such provision(s) shall be deleted from this Memorandum of Understanding, which will otherwise remain in full force and effect. Upon the issuance of a decision declaring any portion of this Memorandum of Understanding to be unlawful, unenforceable, unconstitutional, or not applicable, the parties agree to meet and confer immediately concerning only those portions.

**SIGNATURE CLAUSE**

The terms and conditions of this Memorandum of Understanding are executed on the 1<sup>st</sup> day of January, by the Association representatives, whose signatures appear below, on behalf of their respective organizations.

This MOU shall be effective upon ratification by the Olivehurst Public Utility District Fire Department Association and The Olivehurst Public Utility District, and shall expire on December 31, 2023. MOU Salary Schedule shall be effective upon ratification by the Olivehurst Fire Department Association and The Olivehurst Public Utility District, and shall be examined for re-negotiation on December 31, 2022.

**Olivehurst Public Utility District**

\_\_\_\_\_  
John Tillotson, General Manager

**Olivehurst Public Utility District  
Board of Directors**

\_\_\_\_\_  
John Floe, Board President

**Olivehurst Public Utility District  
Fire Department Association**

\_\_\_\_\_  
Association Representative

## EXHIBIT A

**With \$14 Per Hour Minimum Wage Adjustment  
Additional 1.043219%**

**1ST YEAR - 3%**

<b>POSITION</b>	<b>STEP 1</b>	<b>STEP 2</b>	<b>STEP 3</b>	<b>STEP 4</b>	<b>STEP 5</b>
Firefighter	\$14.42	\$15.14	\$15.90	\$16.69	\$17.53
Engineer	\$16.00	\$16.80	\$17.64	\$18.52	\$19.44
Captain	\$19.20	\$20.16	\$21.17	\$22.23	\$23.34

**2ND YEAR - 1%**

<b>POSITION</b>	<b>STEP 1</b>	<b>STEP 2</b>	<b>STEP 3</b>	<b>STEP 4</b>	<b>STEP 5</b>
Firefighter	\$14.56	\$15.29	\$16.06	\$16.86	\$17.70
Engineer	\$16.16	\$16.97	\$17.82	\$18.71	\$19.64
Captain	\$19.39	\$20.36	\$21.38	\$22.45	\$23.57

**3RD YEAR - 1%**

<b>POSITION</b>	<b>STEP 1</b>	<b>STEP 2</b>	<b>STEP 3</b>	<b>STEP 4</b>	<b>STEP 5</b>
Firefighter	\$14.71	\$15.44	\$16.21	\$17.02	\$17.87
Engineer	\$16.32	\$17.14	\$17.99	\$18.89	\$19.84
Captain	\$19.58	\$20.56	\$21.59	\$22.67	\$23.80

**Firefighter Position will start at Step 2 to meet minimum wage increases**