

**MEMORANDUM OF UNDERSTANDING  
BETWEEN  
OLIVEHURST PUBLIC UTILITY DISTRICT AND  
MEMBERS OF THE MANAGEMENT & PROFESSIONAL  
EMPLOYEES ASSOCIATION**

**PREAMBLE**

On the date hereinafter subscribed, authorized representatives of the Olivehurst Public Utility District, hereafter called District, and the members of the Olivehurst Public Utility District Management & Professional Employees Association (MPEA) made and entered into this Memorandum of Understanding, hereinafter referred to as “Agreement.” This Agreement is intended to promote harmonious employer/employee relations, and to establish rates of pay, hours of work and other terms and conditions of employment for the Management and Professional employees of OPUD.

This Agreement supersedes and replaces all previous agreements on these points by and between Olivehurst Public Utility District and any of the parties executing this Agreement.

**TERM**

This Agreement shall have a term of three (3) years commencing on July 1, 2021 to June 30, 2024. Notwithstanding the foregoing, upon termination of this Agreement the terms and conditions hereof in effect during the last year shall continue in force and effect until replaced by a succeeding agreement.

**Article I. WAGES**

**Section 1.01** Effective July 1, 2021, the District shall implement a one-time cost of living increase in the amount of 4.5%. Effective July 1, 2022, and again on July 1, 2023, the District shall implement a cost of living increase equal to the Consumer Price Index All Urban Consumers (CPI-U), West B/C. The COLA adjustment shall be based on the 12 months ending May 31, of each year during the years specified above. The amount of adjustment shall further be limited to not more than 3.5% and not less than 1%. It is understood that the data from the agreed upon Index may not be available until after the anniversary date, in which case, the effective change in cost of living shall be made effective, retroactively, to July 1 of each year.

**Section 1.02** A one percent (1%) wage increase shall be granted for Bi-Lingual certification.

**Article II. LONGEVITY SALARY PLAN**

**Section 2.01** The longevity rate per years of service will be as follows:

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

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

**Article III. MEDICAL/DENTAL/OPTICAL INSURANCE BENEFITS**

**Section 3.01** OPUD shall contribute up to the following amounts monthly towards the medical, dental and vision insurance premium cost for all eligible employees enrolled in the OPUD-sponsored medical plan:

Employee Only	\$1,800.00
Employee plus one dependent	\$1,900.00
Employee plus two or more dependents	\$2,300.00

**Section 3.02** In no case shall the OPUD contribution toward any employee’s medical, dental and vision insurance premiums exceed the total premium amount.

**Section 3.03** Health and Welfare insurance shall be provided through a carrier or carriers chosen by the District.

**Section 3.04** Employees who do not use all of the above maximum coverage amounts shall receive NO additional compensation as a result thereof.

**Section 3.05** 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/month 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. The District shall not separately provide coverage for an employee who is already receiving benefits through his/her spouse or domestic partner’s insurance coverage.

**Article IV. LIFE INSURANCE**

**Section 4.01** Beginning with an effective coverage date of April 1, 2012, 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 wishing to use this benefit.

**Article V.**     **PENSION** The following options are available, subject to subsection 5.04 below:

**Section 5.01** Effective December 1, 2021, pursuant to the OE3 Plan's Funding Improvement Plan and Rehabilitation Plan, the District shall pay into the OE3 Pension Trust nineteen and 96/100 (19.96%) percent of each covered employee's base hourly rate. In order to accomplish this increased contribution and maintain parity between the retirement contributions that District makes for all of its employees, effective December 1, 2021:

- (i) District shall reduce each existing covered employee's hourly pay by the amount of the incremental contribution required by the OE3 Pension Trust Rehabilitation Plan that exceeds District's customary 14.5% retirement contribution amount (including 2.5% employee contribution), presently 5.46%. Should the amount of the incremental contribution required by the OE3 Pension Trust Rehabilitation Plan increase or decrease above or below the 5.46% present amount, District shall adjust each covered employee's hourly pay to match the revised incremental contribution amount.
- (ii) Simultaneously, District shall adjust the amount it pays to the OE3 Pension Trust by the same amount, presently 5.46%. Should the amount of the incremental contribution required by the OE3 Pension Trust Rehabilitation Plan increase or decrease above or below the 5.46% present amount, District shall adjust the amount it pays to the OE3 Pension Trust to match the revised incremental contribution amount.
- (iii) No covered employee shall observe a decrease in net take-home pay as a result of the above-described procedure.
- (iv) Attached as Exhibit A are adjusted pay scales reflecting the calculations described in paragraphs (a)(i)-(iii) above.

**Section 5.02** 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 desiring to, reasonably approved by the District. The terms of the Deferred Compensation Plan shall be consistent with the requirements of law.

**Section 5.03** District shall require each new employee that is hired to choose whether that employee's retirement contributions shall be made to the Pension Trust Fund for Operating Engineers or the 457 Deferred Compensation Plan.

- (a) In the event that penalties, surcharges, or increased costs arise from changes to the OE3 Plan, the parties shall reopen this MOU and continue to meet and confer regarding the treatment and responsibility for such costs.

**Section 5.04** The salaries of OPUD management and professional employees are set individually by the Board.

**Article VI. VACATIONS**

**Section 6.01** Employees shall accrue vacation in accordance with the table below:

<i>Vacation Accrual Table</i>	
<i>Yrs of Service</i>	<i>Accrual Rate in Days/year</i>
<i>0-1 yrs</i>	<i>10-days</i>
<i>1-2 yrs</i>	<i>11-days</i>
<i>2-3 yrs</i>	<i>12-days</i>
<i>3-4 yrs</i>	<i>13-days</i>
<i>4-5 yrs</i>	<i>15-days</i>
<i>5-9 yrs</i>	<i>16-days</i>
<i>9-13 yrs</i>	<i>17-days</i>
<i>13-17 yrs</i>	<i>18-days</i>
<i>17-20 yrs</i>	<i>19-days</i>
<i>20-25 yrs</i>	<i>20-days</i>
<i>&gt;25 yrs</i>	<i>21-days</i>

**Section 6.02** In the event of termination of an employment, such employee shall be paid for his/her accrued vacation leave.

**Section 6.03** In the event one or more observed holidays fall during an annual vacation leave, the observed holidays shall be observed as such and shall not be charged as vacation leave.

**Section 6.04** Vacation shall not accrue during any period of unpaid leave, including leave taken in accordance with the Workers' Compensation Laws. If unpaid leave is supplemented with paid sick leave or vacation leave, then vacation and sick leave accruals shall only apply to the extent that vacation and sick leave is used.

**Section 6.05** Use a week/Sell a week. To encourage the use of vacation, the District will allow a vacation leave sell-back policy whereby employees with at least 180 hours of accrued vacation may sell back up to one week (40 hours) of leave provided that the leave tendered for sell back is offered in conjunction with the employee taking a week (40 hours) of leave. No more than one week (40 hours) of vacation can be sold per calendar year.

**Section 6.06** It is agreed that accrual of vacation will discontinue at any time an employee achieves 320 hours of accrued vacation.

**Section 6.07** 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 hours they would have accrued had they not been excluded by probation.

**Article VII. ADMINISTRATIVE LEAVE**

**Section 7.01** MPEA members shall receive eight (8) days of administrative leave per calendar year, prorated as necessary for any partial year. Administrative Leave is to be used in the calendar year in which it is accumulated and shall not carry over to succeeding years.

**Article VIII. SICK LEAVE**

**Section 8.01** Employees shall accrue 1-day per month or 12 days per year of sick leave with pay.

**Section 8.02** Unused sick leave shall be cumulative from year to year. However, the limit on sick leave accrual shall be 1000-hours.

**Section 8.03** 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, including a fitness to return to work certificate, issued by the employee's physician, and at the employee's expense. The District may request that such certification(s) be issued 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 8.04** As an additional recognition for employees who spend a working career with the District an employee in good standing, (or in the instance of death, the employee's estate), upon retirement or death, 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 salary wage at the time of such retirement or death. Such payment shall not be made for an employee terminated for cause.

**Section 8.05** 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 sick leave.

**Section 8.06** 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 be reduced to the extent of use of such paid leave.

**Article IX. HOLIDAYS**

**Section 9.01** The following days are recognized as paid holidays by the District:

The 1<sup>st</sup> day of January (New Year's Day)  
The 3<sup>rd</sup> Monday in January (Martin Luther King Day)  
The 3<sup>rd</sup> Monday in February (Presidents' Day)  
The 31<sup>st</sup> day in March (Cesar Chavez Day) *Note 1*  
The last Monday in May (Memorial Day)  
The 4<sup>th</sup> Day of July (Independence Day)  
The 1<sup>st</sup> Monday in September (Labor Day)  
The 11<sup>th</sup> day of November (Veterans' Day) *Note 1*  
The day in November proclaimed as Thanksgiving Day  
The day after Thanksgiving Day  
The 24<sup>th</sup> day of December (Christmas Eve Day)  
The 25<sup>th</sup> day of December (Christmas Day)  
The 31<sup>st</sup> day of December (New Year's Eve Day)

Any day designated as a holiday by proclamation of the Governor of the State of California or the President of the United States when affirmatively made a holiday by Resolution of the Board

*Note 1: If the holiday (Veterans' or Chavez) falls on a Sunday through Tuesday, the holiday will be observed on Monday of that week. If the holiday falls on a Wednesday through Saturday, the holiday will be observed on the Friday of that week.*

**Section 9.02** Employees shall be granted two (2) Floating Holidays in each calendar year, to be used in the year of accumulation. Floating Holidays shall not accrue to succeeding years.

## **Article X. BEREAVEMENT LEAVE**

**Section 10.01** Death of Member in Employee's Immediate Family – The immediate family is defined as a person related by blood, adoption or marriage or any person who has resided in the immediate household of the employee. Each such absence shall be charged to bereavement leave and shall not exceed 3 days, or 5 days for a death necessitating travel in excess of 200-miles. If such absence requires additional time away from work, the employee has the option to charge additional leave time with pay, to the extent that such leave time has been accumulated by the employee.

## **Article XI. OTHER PROVISIONS APPLICABLE TO MANAGEMENT EMPLOYEES**

**Section 11.01** As Management Employees, the undersigned are responsible for the administration and effective control and direction of the District in accordance with the policies established by the Board of Directors and they carry out their functions with substantial discretion. Therefore, said employees are professional and administrative employees and will not be entitled to overtime compensation but will be expected to perform all services needed whenever needed to ensure that the operations of the District's units under their control and direction are carried out to the best of their ability.

**Article XII.** MPEA Members shall receive at least one annual performance appraisal to be conducted by the General Manager of the District and/or their immediate supervisor.

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**AGREED** to this 17<sup>th</sup> day of February 2022, at Olivehurst, California.

OLIVEHURST PUBLIC UTILITY  
DISTRICT

MEMBERS OF THE MANAGEMENT &  
PROFESSIONAL EMPLOYEES ASSOCIATION

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**MANAGEMENT SALARIES**

<b>POSITION</b>	<b>CURRENT BASE SALARY</b>	<b>EFFECTIVE DATE</b>	<b>EXPLANATION OF CHANGE</b>
WWTF Chief Plant Operator	\$101,879.32	Eff 07/01/21	COLA 4.5% 07/01/21
Fire Chief	\$85,286.76	Eff 07/01/21	COLA 4.5% 07/01/21
Water-Parks Dept Manager	\$89,643.96	Eff 07/01/21	COLA 4.5% 07/01/21
Financial Manager	\$109,053.33	Eff 07/01/21	COLA 4.5% 07/01/21
Office Manager-Human Resource Coordinator	\$86,205.29	Eff 07/01/21	COLA 4.5% 07/01/21
/Public Works Engineer	\$71,350.00	Eff 07/01/21	Step 1 COLA 4.5% 07/01/21
/Public Works Engineer	\$76,522.88	Eff 07/01/21	Step 2 COLA 4.5% 07/01/21
Public Works Engineer	\$85,763.97	Eff 07/01/21	Step 3 COLA 4.5% 07/01/21
Public Works Engineer	\$91,981.86	Eff 07/01/21	Step 4 COLA 4.5% 07/01/21
Public Works Engineer	\$98,650.54	Eff 07/01/21	Step 5 COLA 4.5% 07/01/21
Accountant	\$73,817.10	Eff 07/01/21	COLA 4.5% 07/01/21