



# MEMORANDUM OF UNDERSTANDING

BETWEEN

CITY OF MANHATTAN BEACH

AND

MANHATTAN BEACH MID-MANAGEMENT EMPLOYEES  
ASSOCIATION

July 1, 2025 – June 30, 2028

## Contents

PREAMBLE .....	1
ARTICLE 1: RECOGNITION AND EFFECTIVE DATES .....	1
ARTICLE 2: AT-WILL AND CLASSIFIED EMPLOYEE DESIGNATION .....	1
ARTICLE 3: HOURS OF WORK AND WORK SCHEDULE .....	1
ARTICLE 4: COMPENSATION .....	2
ARTICLE 5: TOOL, BOOT, AND UNIFORM ALLOWANCES .....	4
ARTICLE 6: HEALTH INSURANCE AND BENEFITS PLANS .....	5
ARTICLE 7: RETIREMENT BENEFITS .....	7
ARTICLE 8: GENERAL LEAVE .....	8
ARTICLE 9: HOLIDAYS .....	10
ARTICLE 10: ADDITIONAL BENEFITS AND LEAVE PROGRAMS .....	12
ARTICLE 11: GRIEVANCE PROCEDURE .....	14
ARTICLE 12: DISCIPLINE .....	15
ARTICLE 13: ASSOCIATION RIGHTS .....	17
ARTICLE 14: NON-DISCRIMINATION .....	18
ARTICLE 15: CHANGES TO JOB DESCRIPTIONS .....	18
ARTICLE 16: MANAGEMENT RIGHTS .....	18
ARTICLE 17: RELEASE TIME .....	19
ARTICLE 18: SAVINGS CLAUSE .....	20
EXHIBIT A - SALARY SCHEDULES .....	22

## MB MID-MANAGEMENT EMPLOYEES ASSOCIATION MOU

### **PREAMBLE**

This Memorandum of Understanding ("MOU" or "Agreement") is prepared between representatives of the City of Manhattan Beach ("City") and the Manhattan Beach Mid-Management Employees Association ("MBMEA" or "Association"). Full consideration has been given to salaries, employee benefits and other terms and conditions of employment.

### **ARTICLE 1: RECOGNITION AND EFFECTIVE DATES**

This MOU shall become effective July 1, 2025 and will continue in effect through June 30, 2028. The MBMEA is the officially recognized exclusive representative for all classifications listed in Exhibit A, as well as any future mid-management, professional and supervisory classifications created during the term of the MOU, unless such classification qualifies as a confidential classification as defined by the City's Employer-Employee Relations Resolution. This MOU represents the full and complete understanding between the parties related to the subject matter set forth herein.

The parties agree that the City has the right to reopen labor negotiations during the term of this MOU regarding updating the City's personnel rules and any City policies, subject to bargaining and mutual agreement.

### **ARTICLE 2: AT-WILL AND CLASSIFIED EMPLOYEE DESIGNATION**

"At-will" employees are non-classified employees who have no property interest to continued employment and are not covered under the City's Civil Service System. "Classified" employees have property interest to continued employment, and are placed under the City's Civil Service System.

An employee in the classification of Principal Civil Engineer who was employed by the City prior to January 1, 2018 is designated to be "Classified".

All other classifications within the MBMEA as well as all employees hired into Principal Civil Engineer on or after January 1, 2018 are considered "at-will" positions. The City will ensure that employees who are selected to promote from a "classified" position to an "at-will" position will be advised, prior to their promotion, that their status will change upon promotion.

### **ARTICLE 3: HOURS OF WORK AND WORK SCHEDULE**

1) **FLSA Exempt Status:** All employees are exempt from the FLSA's overtime compensation requirements.

2) **Hours of Work:**

As management, professional, and supervisory employees, all individuals are normally expected to work a minimum of forty hours per workweek as well as any additional hours that may be required to fulfill the responsibilities and work assignments of the position. The City may require employees to record hours actually worked, regardless of FLSA exempt/non-exempt status. The City will fulfill its meet and confer obligations regarding the procedure for recording time.

3) **Work Schedule:**

All employees are assigned to work a 9/80 or 4/10 work schedule. Employees may request a different work schedule, which is subject to department head approval. Any changes to an employee's work schedule are subject to meet and confer during the term of the MOU. In addition, the parties agree that the City reserves the right to modify the employee's regular day off (for employee's working a 4/10 or alternating regular day off for employees working a 9/80) to the Friday of its choosing without meeting and conferring.

4) **Partial Day Absences:**

As stated above, exempt employees are normally expected to work a minimum of forty (40) hours per workweek as well as any additional hours that may be required to fulfill the responsibilities and work assignments of the position. Exempt employees must use accrued leave to cover any absence of four (4) hours or more. The intent of the partial day absence rule is to allow for some flexibility for exempt employees, while still recognizing the principle of public accountability. Public accountability means that employees are expected to work their regular work schedule, and should not regularly be absent for less than four hours per day. If an employee needs to occasionally (which the parties agree should be infrequent) be absent for less than four hours on a working day, the employee will not have to use leave, but will be expected to complete their work.

**ARTICLE 4: COMPENSATION**

1) **Salary:**

The salary ranges established for classifications covered by this MOU are identified in Exhibit A. The salary ranges attached include the following salary increases:

- a) Effective the first day of the pay period following July 1, 2025, employees shall receive a base salary increase of 5.0%.
- b) Effective the first day of the pay period following July 1, 2026, employees shall receive a base salary increase of 4.5%.

As of the beginning of the pay period following July 1, 2026, steps 1-3 will be eliminated, and the remaining steps will be renumbered to 1-9, as shown in Exhibit A. Effective the same date, employees who are in step 1, 2 or 3 on the salary schedule will move to the "new" step 1. These employees will be eligible for their annual merit increase effective in January of 2027, in accordance with the "Movement Within the Salary Range" provision in number 4 below.

- c) Effective the first day of the pay period following July 1, 2027, employees shall receive a base salary increase of 4.0%.

2) **Adjustments to the Salary Range:** Adjustments to the salary range for an existing position or the creation of a new classification with an assigned salary range require a recommendation by the City Manager and City Council approval.

3) **Salary Upon Appointment or Promotion:**

At the time of appointment, the appointing authority may recommend any salary step within the salary range that is commensurate with the experience, knowledge, skills, and/or abilities of the individual related to the classification. Salary placement upon appointment at steps 4 through 6 is subject to the approval of the Human Resources Director, or designee. Appointment at step 7 and above requires City Manager approval.

4) **Movement Within the Salary Range:**

All employees will be evaluated on a calendar year basis. Employees are eligible for advancement to the next salary step following each calendar year, provided they have been in their position for more than six months (hired or appointed before July 1 or the prior year). Provided that an employee is demonstrating "meets standards" or above performance, a Personnel Action Form can be processed for the annual salary step increase. The action form must be approved by the employee's Department Head based on the employee's supervisor affirming the employee has demonstrated "meets standards" performance. Annual step increases will be retroactive to the beginning of the first full pay period in January.

5) **Acting Pay:**

Any employee assigned by their Department Head to serve in a position above their classification for a period of three consecutive working days or more (including consecutive working days before and after a weekend) will receive "acting pay" of 5% above the employee's existing base salary for all calendar days in the acting position.

Should the temporary assignment be made beyond 30 consecutive calendar days, payment will be made at the bottom of the range of the higher classification (if the bottom of the range provides greater than a 5% increase). Acting pay must be approved by use of a Personnel Action Form. Acting assignments generally shall not exceed twelve (12) months. Any acting assignment extending beyond twelve (12) months requires City Manager approval. If the position for which the employee is acting is vacant and the Public Employees' Retirement Law limits the reporting of acting pay to 960 hours, the City will limit the reporting of acting pay to 960 hours.

The Parties agree that to the extent permitted by law, Acting Pay is special compensation as defined by CalPERS regulations and shall be reported as such to CalPERS pursuant to Title 2 CCR, Section 571(a)(3) Temporary Upgrade Pay. Acting Pay is only reportable to CalPERS as special compensation for those who qualify as "classic members" and is not reportable for "new members", as defined by the Public Employees' Pension Reform Act of 2013 (PEPRA).

6) **Temporary Assignment Pay:**

Any employee assigned by their department head to perform the full scope of another position at or below their salary range due to a vacancy or leave of absence will receive the following:

## MB MID-MANAGEMENT EMPLOYEES ASSOCIATION MOU

- No additional pay for the first 59 days
- 5% of base salary for performing the work of the other position from day 60 to day 90
- 10% of base salary for performing the work of the other position after 90 days

Employees assigned a portion of the duties of a vacant position or who perform some additional duties of an employee on leave are not eligible for this pay.

### 7) **Certification Pay (CASp) Certification:**

Employees who have a valid Certified Access Specialist (CASp) Certification through the Division of the State Architect (DSA) who have been approved by their Department Head and will be assigned to use the certification in the scope of their job duties will receive 5% of their base salary as certification pay. The parties agree that to the extent permitted by law, Education Incentive Pay is special compensation as defined by CalPERS regulations and shall be reported as such to CalPERS pursuant to Title 2 CCR, Section 571(a)(2) and 571.1(b)(2) as Educational Incentive.

### 8) **Exceptional Performance Bonus:**

The City Manager, at their sole discretion, may grant an “exceptional performance” bonus of up to 5% of base salary to any individual employee to acknowledge superior job performance or for successfully completing a project, program, or effort outside the regular scope of their job.

## **ARTICLE 5: TOOL, BOOT, AND UNIFORM ALLOWANCES**

### 1) **Tool Reimbursement for Equipment Maintenance Supervisor:**

The City will reimburse the Equipment Maintenance Supervisor for the replacement of hand tools and other job-related tools, up to a \$1,000.00 annual allowance. Receipts for such tools must be provided to the City to receive any or all of this allowance. The City agrees to provide adequate storage space for the Supervisor to secure their tools and equipment during the employee’s non-working hours.

### 2) **Uniforms:**

- a) **Equipment Maintenance Supervisor:** The City shall provide the employee with clean and presentable work clothing and/or t-shirts to be laundered and provided through a uniform rental service, as requested by the employee and approved by employee’s supervisor. Any portion of the uniform which is torn, badly stained, or in any way unsuitable in appearance through work activity as determined by the supervisor shall be exchanged and replaced at the discretion of the City. The City will provide for alterations as needed. The employee shall pay for any additional uniform alterations. City uniforms shall not be worn off duty and every effort shall be made to maintain the highest public image of City employees. The City reserves the right to determine the manner in which this work clothing is provided, to select the uniform rental service, and to select the style and color of the work clothing. The option to wear t-shirts or shorts shall be subject to revocation either individually or collectively at any time by the City if deemed in the City’s best interest and such revocation (with at least 90 days’ notice) shall not become the subject of any grievance proceeding.

## MB MID-MANAGEMENT EMPLOYEES ASSOCIATION MOU

- b) **Fire Marshal, Police Support Supervisor, and Police Records Manager:** The City shall provide and pay for the replacement of one (1) class B or C uniform per employee per year or as needed due to damage caused by performing duty-related activities. The method and timing of the uniform replacement will be at the discretion of the Police/Fire Chief. The City will also provide each employee with a Class A dress uniform, which will be replaced only as needed at the discretion of the Police/Fire Chief.

The parties agree that to the extent permitted by law, the value (i.e., the monetary value for the purchase and/or maintenance of uniforms) of the uniforms provided in this article is special compensation as defined by CalPERS regulations and shall be reported as such to CalPERS pursuant to Title 2 CCR, Section 571(a)(5) Uniform allowance. Notwithstanding the previous sentence, for "new members" as defined by the Public Employees' Pension Reform Act of 2013, the uniform allowance will not be reported as compensation earned to CalPERS.

### 3) **Safety Shoe Allowance:**

Employees are eligible to receive safety shoes/boots at the City's expense up to the maximum dollar amount provided for in this MOU, as follows:

- a) **Annual Allowance:** Equipment Maintenance Supervisor, Facilities Supervisor, Maintenance Supervisor, Urban Forester, Wastewater Supervisor, Field Operations Supervisor, Water Compliance Supervisor, Water Supervisor, and Water Superintendent.
- b) **Biennial (Every 2 Year) Allowance :** Building Official, Principal Civil Engineer, Senior Civil Engineer, Senior Plan Check Engineer, Traffic Engineer, Code Enforcement Supervisor, Purchasing Supervisor, Purchasing Analyst, Fire Marshal, Police Support Supervisor, and Police Records Manager.

Upon hire and on or around July 1<sup>st</sup> of each year that the employee is eligible for boot replacement, employees are eligible to receive up to \$350 (either annually or biennially) safety shoes/boots at the City's expense up to the maximum dollar amount provided for in this MOU. Employees may purchase safety shoes/boots and resole, as well as related supplies (e.g. laces, mink oil, orthotics, or socks). If an employee's boots wear out to the point where they are not usable in advance of their next scheduled boot replacement, they can request an earlier replacement, which must be approved by their supervisor. The Finance Department will determine the method for routing and paying invoices provided by the City's vendor, or providing reimbursement if a voucher is not used. Resoling of shoes and any related supplies purchased from the City allowance must be made at the same time as the shoes are purchased and the receipt(s) is provided at the same time as the receipt for the boots. City specifications for safety boots will be determined with the input of the Association President and the appropriate managers/department heads.

## **ARTICLE 6: HEALTH INSURANCE AND BENEFITS PLANS**

- 1) **Medical Insurance:** The City is enrolled in CalPERS Medical in accordance with the Public Employees' Medical and Hospital Care Act (PEMHCA).

## MB MID-MANAGEMENT EMPLOYEES ASSOCIATION MOU

Employees enrolled in a CalPERS medical plan will receive a City contribution to medical insurance of 95% of the premium for the plan selected based upon level of coverage (employee only, two-party, or family), up to a maximum of 95% of the premium for the PERS Platinum plan. Employees will be responsible for paying the remaining 5% of the premium for the plan selected.

If an employee chooses a plan that is more costly than the PERS Platinum plan (should one become available in the future), the employee will pay the difference between the actual premium and 95% of the PERS Platinum premium rate for the selected coverage level.

The City's health insurance contribution will be inclusive of (not in addition to) the PERS statutory minimum per Government Code section 22892.

The City shall pay any administrative fee assessed by PERS on the medical insurance premiums up to 3.3%. Any future administrative fee increases above 3.3% shall be paid by the employee.

### 2) **Opt Out of Medical Insurance :**

Employees, who are able to demonstrate to the City's satisfaction that they have minimum essential coverage as defined by the Affordable Care Act, may opt out of participation in the City's health plan. Pursuant to the Affordable Care Act (ACA) Employer Mandate "affordability" determination, an Eligible Opt-Out Arrangement requires the following for employees who opt-out of employer-provided health coverage and receive cash in lieu:

- a) Employee must provide reasonable evidence that the employee and each member of the employee's expected tax family (individuals the employee expects to claim personal exemption deduction) have or will have minimum essential coverage (other than coverage in the individual market, whether or not obtained through Covered California) during the period of coverage to which the opt-out arrangement applies;
- b) The opt-out payment may not be made if the employer knows or has reason to know that the employee or any other member of the employee's expected tax family does not have or will not have the alternative coverage;
- c) The evidence of alternative coverage must be provided every plan year to which the eligible opt-out arrangement applies; and
- d) The reasonable evidence must be provided no earlier than a reasonable period of time before the plan year begins.

Employees opting out of health insurance completely who would have otherwise been eligible for either single or two-party medical coverage will receive \$2,700 per year (\$103.85 per pay period), paid biweekly as part of payroll. Employees opting out of health insurance who would have otherwise been eligible for family medical coverage (employee plus 2 or more qualified dependents) will receive an opt-out incentive of \$5,400 per year (\$207.69 per pay period), paid biweekly as part of payroll. This opt-out amount is



## MB MID-MANAGEMENT EMPLOYEES ASSOCIATION MOU

taxable income and will not be considered compensation earnable (meaning it does not qualify as “special compensation” under the CalPERS regulations).

- 3) **Dental Insurance:** The City shall contribute \$70.00 per month for each employee to use for dental insurance. Employees may opt out of dental coverage and receive the amount as cash. If received as cash, the payment of the contribution is subject to all applicable federal and state tax withholding/reporting requirements. This contribution cannot be used to pay other benefits on a pre-tax basis.
- 4) **Vision Insurance:** The City will provide vision coverage and pay the full vision care plan premium for employees and eligible dependents through a carrier chosen by the City.
- 5) **Long Term Disability Coverage:** The City will provide coverage and pay the full premium for each employee in accordance with the City’s Long Term Disability Plan.
- 6) **Short Term Disability Coverage:** The City will make available for voluntary participation at the employee’s cost a short term disability plan. However, minimum participation will be required to be able to offer this plan.
- 7) **Life Insurance:** The City will provide coverage and pay the current premium for life insurance for each employee in accordance with the plan and carrier chosen by the City. The current life insurance plan benefit for an employee is 1.5 times the employee’s annual base salary, up to a maximum of \$500,000.
- 8) **Section 125 Flexible Spending Accounts:** The City offers medical and/or dependent care flexible spending accounts. Participation in one or both plans is voluntary and funded by the employee.

### **ARTICLE 7: RETIREMENT BENEFITS**

#### 1) **Retiree Medical Insurance:**

In accordance with the Public Employees’ Medical and Hospital Care Act (PEMHCA), the City shall pay the CalPERS statutory minimum amount on behalf of each employee who retires from the City in accordance with the requirements of PEMHCA.

In addition to the provision of the CalPERS statutory minimum as provided in the previous paragraph, employees who retire from the City and who have a minimum of fifteen (15) years of full-time service with the City of Manhattan Beach shall receive a contribution of \$250.00 per month to be used toward health insurance costs. The retiree will no longer be eligible to receive said contribution at the earliest date one of the following occurs:

- i) The retiree reaches 65 years of age,
- ii) The retiree becomes eligible for Medicare; or
- iii) The retiree passes away.

#### 2) **CalPERS Retirement:**

The City contracts with the California Public Employees’ Retirement System for retirement benefits.

## MB MID-MANAGEMENT EMPLOYEES ASSOCIATION MOU

- a) “Classic” CalPERS Members: Employees who are “classic” members under the CalPERS retirement program receive the following retirement benefits:

2% @ 55 retirement formula and one-year final compensation (Government Code section 20042). Employees contribute the 7% member contribution on a pre-tax basis toward the retirement benefit.

- b) “New Members” under the Public Employee Pension Reform Act (PEPRA): Employees who are “new” members under the CalPERS retirement program receive the following benefits:

2% @ 62 retirement formula and a three-year final compensation period (Government Code section 7522.32(a)). Employees contribute the higher of 7% or one-half the normal cost as identified annually by CalPERS.

- c) Optional Benefits: The City contracts for all retirement benefits with CalPERS. Optional benefits for the miscellaneous CalPERS members include:

- i) Credit for Unused Sick Leave (Government Code Section 20965)
- ii) Third Level of 1959 Survivor Benefits (Government Code Section 21573)
- iii) Military Service Credit as Public Service (Government Code Section 21024)

- 3) Retiree Health Savings Account: Effective the first day of the pay period following July 1, 2025, the City shall contribute \$75 per month (\$34.62 per pay period) to a retiree health savings account for each employee in the bargaining unit.

- 4) Deferred Compensation:

Employees may participate in a 457 deferred compensation program by electing to contribute pre-tax earnings to the plan subject to annual plan limits.

The City will contribute 2.5% of base pay into a 401(a) plan on behalf of “classified employees” as defined in Article 2.

The City will contribute 4.5% of base pay into a 401(a) plan on behalf of “at-will” employees as defined in Article 2. Effective the first day of the pay period following July 1, 2025, this amount shall increase to 4.75%.

## ARTICLE 8: GENERAL LEAVE

- 1) Leave Accrual: General Leave is provided to employees as paid time off from work. Employees begin to accrue General Leave with the first day of employment. All years of full-time service with any public sector agency (including Cities, Counties, school districts, special districts or other agencies approved by the Human Resources Director) will be counted towards years of service for the purpose of calculating the employee’s General Leave accrual. Employees may accumulate up to three years of General Leave accrual. If an employee reaches the General Leave accrual maximum, that employee will not accumulate further leave until such time that the employee’s accrual falls below the maximum amount.

## MB MID-MANAGEMENT EMPLOYEES ASSOCIATION MOU

Accrual rates and maximum accrual levels are as follows:

<u>Tenure</u>	<u>Annual Accrual</u>	<u>Biweekly Accrual</u>	<u>Maximum Accrual</u>
0 – 5 full years	200 hours	7.692 hours	600 hours
> 5 years to 10 full years	240 hours	9.231 hours	720 hours
>10 full years	280 hours	10.769 hours	840 hours

- 2) **Advance of General Leave upon Appointment:** Upon an employee's appointment to a position covered in this bargaining unit, the City Manager may authorize a beginning General Leave balance above zero. If the employee leaves the City prior to having earned the General Leave provided in the starting balance, it will be deducted from the employee's final paycheck.
- 3) **Conversion of Vacation and Sick Leave:** Employees represented by the MBMEA accrue General leave and do not accrue vacation or sick leave. City employees who have been promoted or reclassified to an MBMEA position from a position that accrues vacation and sick leave will have their existing leave accruals converted as follows:

Vacation leave will be converted to General Leave. Sick leave hours will be frozen and may only be used in the following circumstances:

- a) For any illness or non-work related injury that causes an employee to be out for ten (10) consecutive working days or more. An employee may convert used General Leave to sick leave retroactively for absences that eventually meet that criteria.
- b) For any of the following reasons, provided an employee is approved for FMLA and/or CFRA and has exhausted their General Leave:
  - i) An employee's own illness or injury;
  - ii) To bond with a minor child within the first year of the child's birth or placement in connection with foster care or adoption; or
  - iii) To care for a family member (as defined in the bereavement leave section) who has a serious health condition.

Employees who retire from the City with frozen sick leave hours will have their sick leave converted to service credit in accordance with the City's contract with CalPERS.

- 4) **Use of General Leave:** Accrued General Leave may be used as earned for vacation, personal time off or for any reason that would qualify for sick leave pursuant to City policy and consistent with applicable law.

Employees wishing to use General Leave for vacation, personal reasons, and sick leave where advance notice is possible (e.g., prescheduled doctor's appointments or procedures) should request such leave as far in advance as they are able, but usually at least one week in advance of the requested period. Leaves will be scheduled, insofar as possible and practical, at those times requested by each employee. However, approving the use of General Leave is subject to operational feasibility to ensure the continuity of services and shall be solely at the discretion of the employee's supervisor.

## MB MID-MANAGEMENT EMPLOYEES ASSOCIATION MOU

Employees wishing to use General Leave for sick leave purposes in cases where such advanced notice is not possible or practical should inform their supervisor such leave is needed (e.g., "calling in sick" for themselves or a family member). Requests for sick leave will be reviewed and granted consistent with applicable law.

### 5) **Annual Leave Cash-out:**

On or before December 31 of each calendar year, an employee may make an irrevocable election to cash out up to one hundred and twenty (120) hours of accrued General Leave, which will be earned in the following calendar year. On the pay check that corresponds with the pay period which includes December 1 in the following year, the employee will be paid out at the employee's current base rate of pay for the hours the employee irrevocably elected in the prior year, subject to regular payroll taxes. Elections will be made on forms provided by Human Resources and cannot be modified once elected. The employee's General Leave balance cannot be reduced below 80 hours as a result of cashing out leave. Thus, if the employee's leave balance would fall below 80 hours as a result of cashing out leave, the employee will receive cash for their election only for the hours above 80.

### 6) **Payment of Accrued and Unused Leave Upon Separation:** When an employee separates from City employment, General Leave balances shall be paid out at the employee's base rate of pay.

## **ARTICLE 9: HOLIDAYS**

### 1) **Designated Holidays:** The following days shall be recognized and observed as paid holidays:

- New Year's Day (January 1)
- Martin Luther King, Jr. Day (third Monday in January)
- Presidents' Day (third Monday in February)
- Memorial Day (last Monday in May)
- Juneteenth (June 19) (starting in 2026)
- Independence Day (July 4)
- Labor Day (first Monday in September)
- Columbus/Indigenous Peoples' Day (second Monday in October)
- Veteran's Day (November 11)
- Thanksgiving Day (fourth Thursday in November)
- Friday following Thanksgiving Day
- Christmas Eve (half-day holiday)
- Christmas (December 25)
- New Year's Eve (half-day holiday)

### 2) **Observance of Christmas Eve and New Year's Eve (half-day holiday):**

Employees will receive half of their normal work hours as paid holiday leave for Christmas Eve and New Year's Eve.

## MB MID-MANAGEMENT EMPLOYEES ASSOCIATION MOU

Employees who are scheduled to work on Christmas Eve and/or New Year's Eve will be required to work onsite (and may not telework), for half of their normal work hours or until their assigned facility closes, whichever comes first.

While employees may not flex time to work less than a half of their regular work hours, Department Heads may allow employees to "flex" time so that employees are not required to work greater than their normal work shift (For example, if an employee normally has a 9-hour work day starting at 6 a.m. and works at a facility that's open until noon, their supervisor may allow them to "flex" their schedule to start at 7:30 a.m. so that they will not work more than half of their shift). Alternatively, the Department Head has the discretion to allow the employee to leave after working half of their regularly scheduled work hours, prior to the facility closing, if it works for the department's operations and allows adequate coverage. There may be instances where an employee is permitted to leave at the time the facility closes, even if they have not worked half of their normal work hours, subject to the Department Head discretion.

Employees who are not working on either day will be required to utilize accrued General Leave for half of their normal work hours and will receive paid holiday leave for the other half of their normal work hours.

### 3) **Observance of Holidays and Holiday Pay:**

Employees will receive paid holiday leave for each holiday designated above that falls on the employee's regular work day based on the number of hours the employee is scheduled to work on the holiday, provided they are in paid status the day preceding and the day following a scheduled holiday.

If one of the paid holidays falls on a Sunday, the Monday following shall be observed as the holiday. If one of the paid holidays falls on a Saturday, the Friday preceding shall be observed as the holiday.

### 4) **Holiday Leave Bank:**

If a holiday falls on an employee's regularly scheduled day off, they will accrue one day of holiday leave in a holiday bank (8 hours for an employee working a 5/40 schedule, 9 hours for an employee working a 9/80 schedule, and 10 hours for an employee working a 4/10 schedule). The employee may use the hours in the holiday bank as leave time (requesting to use the leave similarly to a request for vacation) except that the hours must be used as leave and cannot be cashed out. There is no cash value associated with these holiday bank hours. The maximum number of hours an employee may have in the holiday bank is forty (40) hours. All employees will be paid for the above mentioned legal holidays.

### 5) **Birthday Holiday:**

Beginning January 1, 2024, each employee will receive one day (equivalent hours to the employee's normal work shift, for example, 9 hours for employees working 9/80 and 10 hours for employees working a 4/10) as a "birthday holiday". The employee may utilize their birthday holiday: 1) on any day in their birthday month; or 2) on any day within the pay period of, immediately before, or immediately after their birthday. The birthday holiday should be requested in the same manner vacation is requested and is subject to supervisor approval. The birthday holiday is non-cashable and cannot be carried forward if it is not used in the specific time period.

## **ARTICLE 10: ADDITIONAL BENEFITS AND LEAVE PROGRAMS**

- 1) **Vehicle Allowance:** Employees are eligible for a vehicle allowance according to the applicable City policy.

Employees who were receiving auto allowance as of February 1, 2022, will continue to receive the auto allowance at the same level/amount, even if their classification is not included in the latest version of the policy, provided that they remain in the position they were in as of February 1, 2022. If these “grandfathered” employees are appointed, promoted, or reclassified to another classification, they will lose their “grandfathered” vehicle allowance. Thereafter, these formerly “grandfathered” employees will only be eligible for a vehicle allowance if their new classification is authorized to receive a vehicle allowance.

- 2) **Tuition Reimbursement Program:**

All employees shall be eligible to participate in the City’s tuition reimbursement program as outlined in the applicable City policy. The current maximum annual reimbursement amount for tuition and books is \$3,000.

- 3) **Bereavement Leave:**

Employees may use up to forty (40) hours of paid bereavement leave per calendar year for grieving, receiving counseling, making arrangements or carrying out last wishes as a result of a death of a member of the employee’s immediate family. For bereavement leave purposes, immediate family members include spouse, registered domestic partner, parent, brother, sister, child, mother-in-law father-in-law, sister-in-law, brother-in-law, foster child, foster parent, grandparent and grandchild. This bereavement leave will not be charged to the employee’s accrued leave balances. If an employee experiences the death of more than one immediate family member, the employee may request an exception to use an additional 40 hours of bereavement leave, subject to verification and approval of the Human Resources Department. An employee may request to use their own paid and accrued leave time for additional bereavement leave beyond 40 hours. If an employee’s work schedule is such that 40 hours of leave does not include a minimum of 5 working days (e.g. an employee working a 4/10 schedule), they are entitled to use their paid leave time (General Leave) for additional bereavement leave up to 5 working days (not subject to supervisor discretion).

- 4) **Jury Duty Leave:**

The City will provide up to two (2) weeks (80 hours) paid leave time for employees who are summoned to serve for jury duty in accordance with the following:

- a) Employees are to immediately notify their supervisor when summoned for jury duty and provide the jury summons upon request.
- b) Employees serving jury duty or appearing in court as a result of a jury summons will receive pay for time served, up to a maximum of 80 hours of pay each 12-month period.
- c) Employees will remain on their normal work schedule throughout their jury service and will only be compensated when serving on their regularly scheduled work days.

## MB MID-MANAGEMENT EMPLOYEES ASSOCIATION MOU

- d) Employees who are temporarily released from actual service for one-half (1/2) work day or more will report back to work for the remaining hours in the workday unless the employee has arranged in advance to take leave. If the employee is required to report in the afternoon, they will report to work for the first part of their work day.
- e) Employees will complete their timesheet and provide documentation of time served in the method required by the payroll division of the Finance Department.

### 5) **Catastrophic Leave Program:**

Employees in the unit shall be permitted to donate accrued General Leave to other City employees who have exhausted all paid leaves, who have been granted an unpaid leave and who need to continue to be absent from work because of a catastrophic injury or illness. The value of the leave will be determined based on the donating employee's compensation. It will then be converted to General Leave hours for the donee's use based on the donee's rate of pay. For example, if an employee who earns \$40 per hour donated 10 hours of General Leave to an employee who earns \$30 per hour, the donee would receive \$400 divided by \$30 or 13.333 hours of General Leave. Bargaining unit members may donate General Leave to members outside of the bargaining unit. The value of such leave will be converted to the donee's rate of pay. An employee wishing to donate leave must inform the Human Resources Department of their desire to donate leave, the amount of the donation and the employee to whom they wish to donate.

### 6) **Workers' Compensation and Injury on Duty (IOD) Leave:**

Employees are authorized injury leave when the employee suffers a compensable illness or injury while on duty or arising in and out of the course of employment, which may also qualify for Family and Medical Care Leave. The City will pay the employee's salary for the first seven (7) days of a qualified absence. If the absence continues past seven (7) calendar days, the employee will collect temporary total disability (TTD) payments, which they may supplement with accrued General Leave to remain in full time paid status. The combination of TTD payments and General Leave Usage shall not exceed 100% of the employee's regular salary. Workers' compensation benefits will be administered in accordance with applicable state law per the California Labor Code and current City policy.

### 7) **Parental Leave:**

In the first four (4) weeks following the birth of a child or in connection with the adoption or foster care placement of a child, an employee shall receive up to eighty (80) hours of paid parental leave. This leave runs concurrently with leave provided per the CFRA/FMLA and must be taken consecutively

This leave shall become effective on July 1, 2025 and can only be used for time taken after July 1, 2025.

### 8) **Leave of Absence without Pay:**

If an employee has exhausted all of their leaves, an employee may request a leave of absence without pay, which is subject to City Manager approval. Leave without pay for a protected leave and medical accommodation will be submitted to the Human Resources Department and handled as a reasonable accommodation request. For requested leaves of absence that would not qualify as a reasonable

## MB MID-MANAGEMENT EMPLOYEES ASSOCIATION MOU

accommodation request, the Department Director may recommend to the City Manager to grant an employee a leave of absence without pay for up to one (1) year at their discretion. The City Manager's decision is final and is not grievable.

### **ARTICLE II: GRIEVANCE PROCEDURE**

This grievance procedure is the sole and exclusive manner by which an employee or the Association can challenge any allegations that the City has misinterpreted, misapplied, or violated this MOU in any way. A grievance shall be defined as an allegation by an employee or the Association of a misinterpretation, misapplication, or violation of a particular provision of this MOU.

#### **1) Informal Grievance Procedure (Resolution with Immediate Supervisor and/or Department Head):**

Any employee with a grievance is encouraged to initiate the grievance procedure within thirty (30) calendar days of the date of the incident, or when the employee should reasonably have been made aware of the grievance, by explaining the situation orally or in writing to their immediate supervisor and/or department head. If a disagreement about the MOU interpretation or application still exists following the informal procedure, employees should initiate the following procedure.

#### **2) Formal Grievance Procedure:**

- a) Filing of Grievance and Human Resources Director Decision: The employee or the Association may initiate a formal grievance, in writing, to the Human Resources Director within sixty (60) calendar days of the date of the incident. While employees are encouraged to utilize an informal grievance process, a formal grievance may be filed regardless of if the informal grievance procedure under Step A is utilized. If the employee or the Association so requests, following written submission of the grievance, the Human Resources Director shall meet with the employee and their representative in an effort to resolve the issue. Within thirty (30) calendar days, the Human Resources Director, shall present their decision, in writing, to the employee and/or the Association.
- b) Mediation: Either the employee or the Association may request the grievance be submitted to mediation within fifteen (15) working days of receipt of the Human Resources Director's decision. Upon request to mediate the grievance, the City shall make the formal written request for a mediator from the California State Mediation and Conciliation Service.
- c) City Manager Determination: Within fifteen (15) working days of the Human Resources Director's Decision or the day of mediation (if mediation was requested and did not resolve the grievance), the employee or the Association may request in writing to present the grievance to the City Manager. If such a meeting is requested, the City Manager shall meet with the employee and their representative, or the Association representatives bringing forth the grievance, in an effort to resolve the issue. The meeting with the City Manager is not a hearing, but an informal meeting where the employee or Association will have the chance to explain its position. Within thirty (30) working days of this informal meeting held, the City Manager or designee shall present a decision, in writing, to the employee and the Association, with copies to the Human Resources Director. The City Manager's decision shall be final.



3) **Prescribed Timeframes in Grievance Proceedings:**

The time limits contained herein can be extended by mutual agreement of the parties. Unless such agreement occurs prior to the timeframes prescribed herein, the employee and the Association waive their rights for grievance filing, mediation or appeal if they do not respond within the prescribed timeframes within each step.

**ARTICLE 12: DISCIPLINE**

The disciplinary procedures (including pre-disciplinary procedure and appeal rights) listed in this article only apply to “classified” employees (those listed in Article 2 of this MOU) and do not apply to “at-will” employees. An “at-will” employee may be discharged at any time by the Department Head with City Manager approval with or without cause. While “at-will” employees are not entitled to progressive discipline and do not have any appeal rights, the City may at their discretion utilize any of the disciplinary actions below prior to releasing the employee. Any progressive discipline used related to an “at-will” employee does not change their at-will status or afford them additional job protections, including but not limited to the pre-disciplinary procedure or appeal rights outlined herein.

The City is committed to following the principles of progressive discipline. Disciplinary actions should be designed to fit the nature of the employee’s performance or conduct. The particular action imposed shall depend on the severity of the conduct, the particular factual circumstances involved, the employee’s work history and previous formal disciplinary record, and take into consideration other incidents with comparable circumstances. For purposes of this Article, a working day is defined as a day City Hall is open for business.

1) **Disciplinary actions defined**

- a) **Oral or Written Warning:** An oral or written warning is a tool by supervisors to address performance problems or minor instances of misconduct. An oral or written warning may be initiated at any time. When issuing an oral or written warning, the supervisor or manager will review with the employee the specific deficiency(ies) or misconduct in question, improvement needed, the City’s standards, and the employee’s expected behavior moving forward. The employee should be advised of the action that will be taken should they fail to achieve the improvement outlined within the time period specified. Written warnings will be kept in the supervisory file, rather than the official personnel file, and a copy will be given to the employee. At the supervisor’s discretion, a summary of the behavior leading up to the warning may be incorporated into the employee’s performance evaluation during their next evaluation. Once the performance evaluation is completed for the year and the supervisor determines if the warning should be incorporated into the employee’s performance evaluation, all warnings referenced in the supervisory file shall be discarded.
- b) **Letter of Reprimand:** A Letter of Reprimand is considered the lowest level of formal discipline. A Letter of Reprimand may be used for minor offenses warranting disciplinary action and/or to provide formal notice to an employee that the City will take further disciplinary action unless immediate, real, and consistent improvement in performance is demonstrated. The supervisor or manager issuing the Letter of Reprimand shall meet with the employee to discuss specific improvements required within a defined time period to avoid further disciplinary action where applicable. A copy of the Letter of

## MB MID-MANAGEMENT EMPLOYEES ASSOCIATION MOU

Reprimand will be placed in the employee's official personnel file. A Letter of Reprimand is not appealable, but the employee may attach a written response for the Department Head to review and evaluate. The employee's written response will be placed in the employee's official personnel file.

- c) Suspension: Suspension is the temporary removal of an employee from their duties without pay. A suspension should be commensurate with the offense and may not exceed thirty (30) days.
- d) Reduction in Pay: A Reduction in Pay is a reduction in compensation for a limited and defined period of time. An example of this is a reduction in the employee's step placement for a defined period of time, which does not result in any classification change. The employee remains in their classification and continues to perform their regular and customary duties for the duration of the Reduction in Pay.
- e) Demotion: Demotion is the movement of an employee from their current classification to a classification having a lower salary range. The employee must meet the minimum qualifications of the position to which they are demoting. Demotion is generally utilized as a disciplinary action when the employee has not been able to competently perform required duties of their classification but did not engage in misconduct that would preclude them from City employment. Demotion may also be utilized as progressive disciplinary action. Demotion cannot result in the displacement of an employee who is a member of the MBMEA bargaining unit.
- f) Discharge: Discharge is the involuntary termination of an employee from City employment.

### 2) Pre-Disciplinary Procedure

If a "classified" employee is to be suspended, receive a reduction in pay, be demoted, or discharged, the employee shall receive written notice of the proposed disciplinary action in advance of the imposition of discipline, stating the specific grounds and the particular facts upon which the action is based. The notice will include copies of any known materials, reports or other documents upon which the intended action is based. Electronic copies will be provided upon request.

Within seven (7) calendar days after the employee has been provided with the notice of proposed disciplinary action, the employee shall notify the Department Head or Human Resources Director of their intention to respond in writing or orally to the proposed disciplinary action. The employee's response will be reviewed or heard by the "Skelly Officer" who will be the Department Head or designee who has the authority to modify or eliminate the intended disciplinary action. If the employee elects to respond in writing, the employee must respond within seven (7) calendar days after his/her election to provide a written response. If the employee requests a meeting, it will be scheduled within a reasonable timeframe.

Following the written response or in-person meeting, the Skelly Officer (if a person other than the department head) will issue their written decision to the Department Head. The Department Head or designee will issue the employee a final written notice of discipline in accordance with the Skelly Officer's decision prior to the effective date of the disciplinary action.

### 3) Disciplinary Appeal Process

## MB MID-MANAGEMENT EMPLOYEES ASSOCIATION MOU

- a) A disciplinary action of suspension of three (3) days or less is appealable through the following procedure below:

Step 1: The employee must, within seven (7) calendar days, present the appeal to the Human Resources Director for processing. The employee's appeal must state the specific policy(ies), rule(s), and/or MOU provisions that were allegedly improperly applied and the bases for appealing the imposed disciplinary action and stating the specific resolution desired. The failure of the employee to take this action shall constitute a waiver of the appeal, unless time limits are extended through mutual agreement.

Step 2: Within a reasonable time of receipt of the appeal, the Human Resources Director will set up a meeting between the employee and their representative with the City Manager or designee to review the issues. A written decision will then be rendered within thirty (30) calendar days of the meeting. The decision of the City Manager will be final.

- b) A disciplinary action of suspension of four (4) days or more, reduction in pay, demotion, or discharge is appealable per the appeal procedure below:

The employee may, within ten (10) calendar days of receipt of the disciplinary action, appeal to advisory arbitration. The parties, or their designated representatives, in good faith shall attempt to agree on an arbitrator. If they are unable to agree within a reasonable time, either party may request the State Mediation and Conciliation Service to submit a list of seven (7) arbitrators. The parties shall select the arbitrator by alternately striking names (beginning with the Association) from a list until one name remains. Such person shall then become the arbitrator. The arbitrator so selected shall hold a hearing within a reasonable timeframe at a time and place convenient to the parties.

The arbitrator's decision shall be submitted to the City Manager with copies to all parties. The City Manager may adopt, reject, or modify the arbitrator's decision. The City Manager's decision shall be rendered in writing within thirty (30) calendar days of receipt of the arbitrator's decision. The City Manager's determination constitutes a final administrative action by the City, subject to judicial review pursuant to Code of Civil Procedure Section 1094.5. Costs of the arbitrator shall be borne by the City.

- 4) **Retention of Documents:** At the request of an employee, any written reprimand shall be removed from an employee's personnel file at the time the employee leaves City employment provided the employee has not been disciplined in the last eighteen (18) months.

### **ARTICLE 13: ASSOCIATION RIGHTS**

- 1) **Association Dues:** The Association shall provide written notice to the payroll division of the Finance department when an employee has elected to join or withdraw from the MBMEA, and the corresponding change to the employee's dues deduction. Payroll will set up, remove, or modify the deduction as requested in writing by the MBMEA. Employee requests to cancel or change deductions shall be directed to the Association. Upon the City's request, the Association will confirm the appropriate status (whether dues should be deducted or not) of any employees(s).

## MB MID-MANAGEMENT EMPLOYEES ASSOCIATION MOU

- 2) **Indemnification:** The Association shall indemnify the City from any claims, demands, or other action relating to the City deducting dues from employees who have authorized the deduction.
- 3) **Employee Orientation:** City will provide the Association with ten (10) calendar days advanced notice, or as soon as practicable, of all new employee orientations within the bargaining unit. The Association will select its representative to meet with the new employee and that meeting will be conducted after completion of the City orientation. City representatives will not be present during this meeting. When selecting its representative, the Association will make reasonable efforts to minimize disruption to the department operational needs. The Association will be provided up to thirty (30) minutes to discuss, among other things, the rights and obligations created by the MOU, the role of the Association, and to answer any questions that the employee may have. Alternatively, upon the request of the Association, the Association may provide written materials to be provided to the employee by Human Resources staff during the new hire orientation. The inclusion of said materials are subject to the review and approval of the Human Resources Director.
- 4) **Employee Information:** The City will provide the employee information it has on file, including name, job, title, department, work location, work email and phone numbers for all new hires within the bargaining unit within thirty (30) days of hire. In addition, on a quarterly basis, the City will provide the Association with a digital file containing the same information for all employees in Association-represented classifications.
- 5) **Use of City Email:** The Association may use the City's email system and other digital communication tools (i.e. Microsoft Teams) for association business.

### **ARTICLE 14: NON-DISCRIMINATION**

It is agreed that neither the MBMEA nor the City shall discriminate against any employee because of any protected class identified by law.

### **ARTICLE 15: CHANGES TO JOB DESCRIPTIONS**

During the term of the MOU, if the City wishes to modify any job description for any classification in the unit, it may do so. However, the Association shall have the right (within fourteen (14) calendar days of receiving notice of the change of the job description) to request to meet and confer promptly over any terms and conditions of employment related to the change. If the Association does not respond within the 10 calendar days, the City may move forward with revising the job description.

### **ARTICLE 16: MANAGEMENT RIGHTS**

The City need not meet with the representatives of the Association to consider and decide:

- a) Issues of public policy;
- b) The merits, necessity, or organization of any department, service, or activity provided by the City pursuant to law or ordinance;

## MB MID-MANAGEMENT EMPLOYEES ASSOCIATION MOU

- c) Matters which relate to the management of the City or the direction of its work force, including the right to direct employees, to hire, promote, transfer, assign, or retain employees, or suspend, demote, discharge, or take other proper disciplinary action against employees, maintain the efficiency of the operation of the City Government, and take any actions necessary to meet conditions of an emergency nature, subject to the rules and regulations of the City. The City Manager need not meet with the representatives of any recognized employee organization to consider the personal grievance of an individual employee or group of employees until the procedure for the resolution of grievances provided for in this MOU has been completed.
- d) If the City proposes a work schedule change for a member of the unit by informing the Association, and if the Association has no objection, the schedule change can go into effect on the date the parties agree.

### **ARTICLE 17: RELEASE TIME**

In addition to any release time association representatives are entitled to under the law, the City will allow a maximum of two (2) association representatives a reasonable amount of time (during work hours) to process employee grievances, subject to approval by each employee's supervisor. When notifying their supervisor, the association representative(s) will not be required to disclose the identity of the employee(s) involved in the grievance or details of the grievance discussions.

Independent of association representatives processing grievances, representatives may be released for City-wide issues (such as issues of mutual interest of the City and the association, labor-management meetings, providing representation to members at administrative interviews, meetings in which an employee will be questioned about work-related conduct, or interactive process meetings) with approval of the Human Resources Director or designee. If release time to attend a meeting has been approved by the Human Resources Director, the employee should provide their immediate supervisor with the approximate start and end time (or anticipated end time if not known) of the need to attend to association business. Association representatives shall notify their supervisor as soon as they are aware they will need release time and no later than two working days in advance of the meeting unless the meeting is scheduled with less than two (2) working days' notice. If a request for release time cannot be accommodated because of scheduled work activities or deadlines, the supervisor will offer an alternative time/times or the employee may find another representative who is available at the designated time. Unless expressly permitted by law or otherwise authorized by the Human Resource Director or their designee, other association business shall not be conducted during an employee's work hours.

In the eight (8) months prior the expiration of this MOU, the City will allow a reasonable grace period for all employees to travel to and from up to two (2) MBMEA membership meetings that MBMEA schedules during the lunch hour. In addition, the City will allow a reasonable grace period for employees to travel to and from MBMEA's annual membership meeting, also scheduled for the lunch hour. While MBMEA agrees to schedule these meetings during the lunch hour, the City recognizes that employees may need additional time to travel to and from an in-person meeting.

## MB MID-MANAGEMENT EMPLOYEES ASSOCIATION MOU

If a City facility or room is requested to conduct association business, a request must be made per the room reservation protocol for the room to determine if the room/facility is available for use.

The association will provide written notification to the Human Resources Director or their designee of the names and positions of the association representatives and any changes to their employee representatives.

### **ARTICLE 18: SAVINGS CLAUSE**

If any provision of this MOU is for any reason held to be illegal or unconstitutional, such decision shall not affect the validity of the remaining portions of this MOU.

## MB MID-MANAGEMENT EMPLOYEES ASSOCIATION MOU

This MOU was ratified by the Manhattan Beach Mid-Management Employees Association and then approved by the City Council of the City of Manhattan Beach on June 3, 2025.

### MBMEA

BY \_\_\_\_\_

Erika King  
President

BY \_\_\_\_\_

Ted Faturros  
Vice President

BY \_\_\_\_\_

Tikneshea Hicks  
Secretary

BY \_\_\_\_\_

Dru Leonard  
Treasurer

BY \_\_\_\_\_

Vicky Barker  
Chief Labor Negotiator

### CITY OF MANHATTAN BEACH

BY \_\_\_\_\_

Lisa Jenkins  
Human Resources Director

BY \_\_\_\_\_

Stephanie Swofford  
Human Resources Manager

BY \_\_\_\_\_

Peter J. Brown  
Chief Labor Negotiator

# MB MID-MANAGEMENT EMPLOYEES ASSOCIATION MOU

## EXHIBIT A - SALARY SCHEDULES

The following is a list of the classifications represented by the MBMEA and their monthly salary schedules.

**Effective 07/12/2025**

Classifications	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12
Accountant	7,459	7,646	7,836	8,033	8,232	8,439	8,650	8,865	9,087	9,315	9,547	9,786
Accounting Supervisor	8,791	9,010	9,236	9,467	9,703	9,947	10,197	10,450	10,711	10,979	11,254	11,534
Applications Analyst	8,367	8,576	8,790	9,010	9,235	9,466	9,702	9,945	10,192	10,448	10,709	10,976
Budget and Financial Analyst	8,367	8,576	8,790	9,010	9,235	9,466	9,702	9,945	10,192	10,448	10,709	10,976
Building Official	12,804	13,125	13,453	13,789	14,134	14,487	14,849	15,220	15,601	15,990	16,392	16,800
City Engineer	14,856	15,227	15,609	15,999	16,398	16,808	17,228	17,661	18,101	18,554	19,019	19,492
Code Enforcement Supervisor	8,367	8,576	8,790	9,010	9,235	9,466	9,702	9,945	10,192	10,448	10,709	10,976
Crime Analyst	7,459	7,646	7,836	8,033	8,232	8,439	8,650	8,865	9,087	9,315	9,547	9,786
Cultural Arts Manager	9,978	10,226	10,484	10,746	11,015	11,291	11,571	11,861	12,157	12,461	12,772	13,090
Emergency Preparedness Administrator	9,978	10,226	10,484	10,746	11,015	11,291	11,571	11,861	12,157	12,461	12,772	13,090
Environmental Programs Administrator	9,978	10,226	10,484	10,746	11,015	11,291	11,571	11,861	12,157	12,461	12,772	13,090
Equipment Maintenance Supervisor	8,367	8,576	8,790	9,010	9,235	9,466	9,702	9,945	10,192	10,448	10,709	10,976
Facilities Supervisor	8,367	8,576	8,790	9,010	9,235	9,466	9,702	9,945	10,192	10,448	10,709	10,976
Field Operations Manager	12,195	12,500	12,811	13,131	13,460	13,796	14,140	14,495	14,858	15,228	15,610	16,000
Field Operations Supervisor	9,204	9,434	9,668	9,912	10,160	10,413	10,672	10,939	11,213	11,492	11,780	12,074
Fire Marshal	12,195	12,500	12,811	13,131	13,460	13,796	14,140	14,495	14,858	15,228	15,610	16,000
Geographic Information Systems Administrator	9,978	10,226	10,484	10,746	11,015	11,291	11,571	11,861	12,157	12,461	12,772	13,090
Geographic Information Systems Analyst	8,367	8,576	8,790	9,010	9,235	9,466	9,702	9,945	10,192	10,448	10,709	10,976
Grants and Financial Analyst	8,367	8,576	8,790	9,010	9,235	9,466	9,702	9,945	10,192	10,448	10,709	10,976
Information Systems Manager	12,195	12,500	12,811	13,131	13,460	13,796	14,140	14,495	14,858	15,228	15,610	16,000
Maintenance Supervisor	8,367	8,576	8,790	9,010	9,235	9,466	9,702	9,945	10,192	10,448	10,709	10,976
Management Analyst	7,459	7,646	7,836	8,033	8,232	8,439	8,650	8,865	9,087	9,315	9,547	9,786
Planning Manager	12,195	12,500	12,811	13,131	13,460	13,796	14,140	14,495	14,858	15,228	15,610	16,000
Police Records Manager	9,978	10,226	10,484	10,746	11,015	11,291	11,571	11,861	12,157	12,461	12,772	13,090
Police Support Supervisor	7,832	8,027	8,228	8,433	8,644	8,860	9,081	9,308	9,541	9,781	10,024	10,276
Principal Civil Engineer	12,195	12,500	12,811	13,131	13,460	13,796	14,140	14,495	14,858	15,228	15,610	16,000
Purchasing Analyst	7,459	7,646	7,836	8,033	8,232	8,439	8,650	8,865	9,087	9,315	9,547	9,786
Purchasing Manager	9,978	10,226	10,484	10,746	11,015	11,291	11,571	11,861	12,157	12,461	12,772	13,090
Purchasing Supervisor	8,577	8,791	9,010	9,236	9,467	9,703	9,947	10,197	10,450	10,711	10,979	11,254
Recreation Manager	9,978	10,226	10,484	10,746	11,015	11,291	11,571	11,861	12,157	12,461	12,772	13,090
Revenue Services Manager	9,978	10,226	10,484	10,746	11,015	11,291	11,571	11,861	12,157	12,461	12,772	13,090
Revenue Services Supervisor	8,577	8,791	9,010	9,236	9,467	9,703	9,947	10,197	10,450	10,711	10,979	11,254
Senior Accountant	7,832	8,027	8,228	8,433	8,644	8,860	9,081	9,308	9,541	9,781	10,024	10,276
Senior Business Services Analyst	8,791	9,010	9,236	9,467	9,703	9,947	10,197	10,450	10,711	10,979	11,254	11,534
Senior Civil Engineer	9,978	10,226	10,484	10,746	11,015	11,291	11,571	11,861	12,157	12,461	12,772	13,090
Senior Management Analyst	8,367	8,576	8,790	9,010	9,235	9,466	9,702	9,945	10,192	10,448	10,709	10,976
Senior Plan Check Engineer	9,978	10,226	10,484	10,746	11,015	11,291	11,571	11,861	12,157	12,461	12,772	13,090
Senior Planner	9,978	10,226	10,484	10,746	11,015	11,291	11,571	11,861	12,157	12,461	12,772	13,090
Senior Recreation Manager	12,195	12,500	12,811	13,131	13,460	13,796	14,140	14,495	14,858	15,228	15,610	16,000
Senior Recreation Supervisor	8,577	8,791	9,010	9,236	9,467	9,703	9,947	10,197	10,450	10,711	10,979	11,254
Solid Waste Administrator	9,978	10,226	10,484	10,746	11,015	11,291	11,571	11,861	12,157	12,461	12,772	13,090
Technology Systems Engineer	9,978	10,226	10,484	10,746	11,015	11,291	11,571	11,861	12,157	12,461	12,772	13,090
Traffic Engineer	10,475	10,737	11,006	11,281	11,564	11,852	12,149	12,452	12,764	13,083	13,410	13,745
Urban Forester	8,367	8,576	8,790	9,010	9,235	9,466	9,702	9,945	10,192	10,448	10,709	10,976
Utilities Manager	12,195	12,500	12,811	13,131	13,460	13,796	14,140	14,495	14,858	15,228	15,610	16,000
Wastewater Supervisor	8,367	8,576	8,790	9,010	9,235	9,466	9,702	9,945	10,192	10,448	10,709	10,976
Water Compliance Supervisor	8,577	8,791	9,010	9,236	9,467	9,703	9,947	10,197	10,450	10,711	10,979	11,254
Water Superintendent	10,475	10,737	11,006	11,281	11,564	11,852	12,149	12,452	12,764	13,083	13,410	13,745
Water Supervisor	8,367	8,576	8,790	9,010	9,235	9,466	9,702	9,945	10,192	10,448	10,709	10,976



# MB MID-MANAGEMENT EMPLOYEES ASSOCIATION MOU

**Effective 07/11/2026**

<b>Classifications</b>	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>	<b>Step 5</b>	<b>Step 6</b>	<b>Step 7</b>	<b>Step 8</b>	<b>Step 9</b>
Accountant	8,394	8,602	8,819	9,039	9,264	9,496	9,734	9,977	10,226
Accounting Supervisor	9,893	10,140	10,395	10,656	10,920	11,193	11,473	11,760	12,053
Applications Analyst	9,415	9,651	9,892	10,139	10,393	10,651	10,918	11,191	11,470
Budget and Financial Analyst	9,415	9,651	9,892	10,139	10,393	10,651	10,918	11,191	11,470
Building Official	14,410	14,770	15,139	15,517	15,905	16,303	16,710	17,130	17,556
City Engineer	16,719	17,136	17,564	18,003	18,456	18,916	19,389	19,875	20,369
Code Enforcement Supervisor	9,415	9,651	9,892	10,139	10,393	10,651	10,918	11,191	11,470
Crime Analyst	8,394	8,602	8,819	9,039	9,264	9,496	9,734	9,977	10,226
Cultural Arts Manager	11,230	11,511	11,799	12,092	12,395	12,704	13,022	13,347	13,679
Emergency Preparedness Administrator	11,230	11,511	11,799	12,092	12,395	12,704	13,022	13,347	13,679
Environmental Programs Administrator	11,230	11,511	11,799	12,092	12,395	12,704	13,022	13,347	13,679
Equipment Maintenance Supervisor	9,415	9,651	9,892	10,139	10,393	10,651	10,918	11,191	11,470
Facilities Supervisor	9,415	9,651	9,892	10,139	10,393	10,651	10,918	11,191	11,470
Field Operations Manager	13,722	14,066	14,417	14,776	15,147	15,527	15,913	16,312	16,720
Field Operations Supervisor	10,358	10,617	10,882	11,152	11,431	11,718	12,009	12,310	12,617
Fire Marshal	13,722	14,066	14,417	14,776	15,147	15,527	15,913	16,312	16,720
Geographic Information Systems Administrator	11,230	11,511	11,799	12,092	12,395	12,704	13,022	13,347	13,679
Geographic Information Systems Analyst	9,415	9,651	9,892	10,139	10,393	10,651	10,918	11,191	11,470
Grants and Financial Analyst	9,415	9,651	9,892	10,139	10,393	10,651	10,918	11,191	11,470
Information Systems Manager	13,722	14,066	14,417	14,776	15,147	15,527	15,913	16,312	16,720
Maintenance Supervisor	9,415	9,651	9,892	10,139	10,393	10,651	10,918	11,191	11,470
Management Analyst	8,394	8,602	8,819	9,039	9,264	9,496	9,734	9,977	10,226
Planning Manager	13,722	14,066	14,417	14,776	15,147	15,527	15,913	16,312	16,720
Police Records Manager	11,230	11,511	11,799	12,092	12,395	12,704	13,022	13,347	13,679
Police Support Supervisor	8,812	9,033	9,259	9,490	9,727	9,970	10,221	10,475	10,738
Principal Civil Engineer	13,722	14,066	14,417	14,776	15,147	15,527	15,913	16,312	16,720
Purchasing Analyst	8,394	8,602	8,819	9,039	9,264	9,496	9,734	9,977	10,226
Purchasing Manager	11,230	11,511	11,799	12,092	12,395	12,704	13,022	13,347	13,679
Purchasing Supervisor	9,652	9,893	10,140	10,395	10,656	10,920	11,193	11,473	11,760
Recreation Manager	11,230	11,511	11,799	12,092	12,395	12,704	13,022	13,347	13,679
Revenue Services Manager	11,230	11,511	11,799	12,092	12,395	12,704	13,022	13,347	13,679
Revenue Services Supervisor	9,652	9,893	10,140	10,395	10,656	10,920	11,193	11,473	11,760
Senior Accountant	8,812	9,033	9,259	9,490	9,727	9,970	10,221	10,475	10,738
Senior Business Services Analyst	9,893	10,140	10,395	10,656	10,920	11,193	11,473	11,760	12,053
Senior Civil Engineer	11,230	11,511	11,799	12,092	12,395	12,704	13,022	13,347	13,679
Senior Management Analyst	9,415	9,651	9,892	10,139	10,393	10,651	10,918	11,191	11,470
Senior Plan Check Engineer	11,230	11,511	11,799	12,092	12,395	12,704	13,022	13,347	13,679
Senior Planner	11,230	11,511	11,799	12,092	12,395	12,704	13,022	13,347	13,679
Senior Recreation Manager	13,722	14,066	14,417	14,776	15,147	15,527	15,913	16,312	16,720
Senior Recreation Supervisor	9,652	9,893	10,140	10,395	10,656	10,920	11,193	11,473	11,760
Solid Waste Administrator	11,230	11,511	11,799	12,092	12,395	12,704	13,022	13,347	13,679
Technology Systems Engineer	11,230	11,511	11,799	12,092	12,395	12,704	13,022	13,347	13,679
Traffic Engineer	11,789	12,084	12,385	12,696	13,012	13,338	13,672	14,013	14,364
Urban Forester	9,415	9,651	9,892	10,139	10,393	10,651	10,918	11,191	11,470
Utilities Manager	13,722	14,066	14,417	14,776	15,147	15,527	15,913	16,312	16,720
Wastewater Supervisor	9,415	9,651	9,892	10,139	10,393	10,651	10,918	11,191	11,470
Water Compliance Supervisor	9,652	9,893	10,140	10,395	10,656	10,920	11,193	11,473	11,760
Water Superintendent	11,789	12,084	12,385	12,696	13,012	13,338	13,672	14,013	14,364
Water Supervisor	9,415	9,651	9,892	10,139	10,393	10,651	10,918	11,191	11,470

# MB MID-MANAGEMENT EMPLOYEES ASSOCIATION MOU

**Effective 07/10/2027**

<b>Classifications</b>	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>	<b>Step 5</b>	<b>Step 6</b>	<b>Step 7</b>	<b>Step 8</b>	<b>Step 9</b>
Accountant	8,730	8,946	9,172	9,401	9,635	9,876	10,123	10,376	10,635
Accounting Supervisor	10,289	10,546	10,811	11,082	11,357	11,641	11,932	12,230	12,535
Applications Analyst	9,792	10,037	10,288	10,545	10,809	11,077	11,355	11,639	11,929
Budget and Financial Analyst	9,792	10,037	10,288	10,545	10,809	11,077	11,355	11,639	11,929
Building Official	14,986	15,361	15,745	16,138	16,541	16,955	17,378	17,815	18,258
City Engineer	17,388	17,821	18,267	18,723	19,194	19,673	20,165	20,670	21,184
Code Enforcement Supervisor	9,792	10,037	10,288	10,545	10,809	11,077	11,355	11,639	11,929
Crime Analyst	8,730	8,946	9,172	9,401	9,635	9,876	10,123	10,376	10,635
Cultural Arts Manager	11,679	11,971	12,271	12,576	12,891	13,212	13,543	13,881	14,226
Emergency Preparedness Administrator	11,679	11,971	12,271	12,576	12,891	13,212	13,543	13,881	14,226
Environmental Programs Administrator	11,679	11,971	12,271	12,576	12,891	13,212	13,543	13,881	14,226
Equipment Maintenance Supervisor	9,792	10,037	10,288	10,545	10,809	11,077	11,355	11,639	11,929
Facilities Supervisor	9,792	10,037	10,288	10,545	10,809	11,077	11,355	11,639	11,929
Field Operations Manager	14,271	14,629	14,994	15,367	15,753	16,148	16,550	16,964	17,389
Field Operations Supervisor	10,772	11,042	11,317	11,598	11,888	12,187	12,489	12,802	13,122
Fire Marshal	14,271	14,629	14,994	15,367	15,753	16,148	16,550	16,964	17,389
Geographic Information Systems Administrator	11,679	11,971	12,271	12,576	12,891	13,212	13,543	13,881	14,226
Geographic Information Systems Analyst	9,792	10,037	10,288	10,545	10,809	11,077	11,355	11,639	11,929
Grants and Financial Analyst	9,792	10,037	10,288	10,545	10,809	11,077	11,355	11,639	11,929
Information Systems Manager	14,271	14,629	14,994	15,367	15,753	16,148	16,550	16,964	17,389
Maintenance Supervisor	9,792	10,037	10,288	10,545	10,809	11,077	11,355	11,639	11,929
Management Analyst	8,730	8,946	9,172	9,401	9,635	9,876	10,123	10,376	10,635
Planning Manager	14,271	14,629	14,994	15,367	15,753	16,148	16,550	16,964	17,389
Police Records Manager	11,679	11,971	12,271	12,576	12,891	13,212	13,543	13,881	14,226
Police Support Supervisor	9,164	9,394	9,629	9,870	10,116	10,369	10,630	10,894	11,168
Principal Civil Engineer	14,271	14,629	14,994	15,367	15,753	16,148	16,550	16,964	17,389
Purchasing Analyst	8,730	8,946	9,172	9,401	9,635	9,876	10,123	10,376	10,635
Purchasing Manager	11,679	11,971	12,271	12,576	12,891	13,212	13,543	13,881	14,226
Purchasing Supervisor	10,038	10,289	10,546	10,811	11,082	11,357	11,641	11,932	12,230
Recreation Manager	11,679	11,971	12,271	12,576	12,891	13,212	13,543	13,881	14,226
Revenue Services Manager	11,679	11,971	12,271	12,576	12,891	13,212	13,543	13,881	14,226
Revenue Services Supervisor	10,038	10,289	10,546	10,811	11,082	11,357	11,641	11,932	12,230
Senior Accountant	9,164	9,394	9,629	9,870	10,116	10,369	10,630	10,894	11,168
Senior Business Services Analyst	10,289	10,546	10,811	11,082	11,357	11,641	11,932	12,230	12,535
Senior Civil Engineer	11,679	11,971	12,271	12,576	12,891	13,212	13,543	13,881	14,226
Senior Management Analyst	9,792	10,037	10,288	10,545	10,809	11,077	11,355	11,639	11,929
Senior Plan Check Engineer	11,679	11,971	12,271	12,576	12,891	13,212	13,543	13,881	14,226
Senior Planner	11,679	11,971	12,271	12,576	12,891	13,212	13,543	13,881	14,226
Senior Recreation Manager	14,271	14,629	14,994	15,367	15,753	16,148	16,550	16,964	17,389
Senior Recreation Supervisor	10,038	10,289	10,546	10,811	11,082	11,357	11,641	11,932	12,230
Solid Waste Administrator	11,679	11,971	12,271	12,576	12,891	13,212	13,543	13,881	14,226
Technology Systems Engineer	11,679	11,971	12,271	12,576	12,891	13,212	13,543	13,881	14,226
Traffic Engineer	12,261	12,567	12,880	13,204	13,532	13,872	14,219	14,574	14,939
Urban Forester	9,792	10,037	10,288	10,545	10,809	11,077	11,355	11,639	11,929
Utilities Manager	14,271	14,629	14,994	15,367	15,753	16,148	16,550	16,964	17,389
Wastewater Supervisor	9,792	10,037	10,288	10,545	10,809	11,077	11,355	11,639	11,929
Water Compliance Supervisor	10,038	10,289	10,546	10,811	11,082	11,357	11,641	11,932	12,230
Water Superintendent	12,261	12,567	12,880	13,204	13,532	13,872	14,219	14,574	14,939
Water Supervisor	9,792	10,037	10,288	10,545	10,809	11,077	11,355	11,639	11,929