

## **Employer-Employee Relations Policy**

**Scope: CITYWIDE**

**Policy Contact**

Department of Human Resources

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**Regulatory References**

California Government Code Sections 3500

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Employer-Employee Relations Policy

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**Supersedes**

Employer-Employee Relations Policy

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## **POLICY STATEMENT**

This policy is enacted pursuant to California Government Code Sections 3500 et seq., to establish orderly procedures to promote full communication between the City and its employees by providing a reasonable method of resolving disputes regarding wages, hours, and other terms and conditions of employment between the City and its employee organizations.

Nothing contained herein shall be deemed to supersede the provisions of existing State law, the City Charter, ordinances, resolutions and rules which establish and regulate the merit and civil service system, or which provide for other methods of administering employer-employee relations. This Resolution is intended, instead, to strengthen merit, civil service, and other methods of administering employer-employee relations through the establishment of uniform and orderly methods of communications between employees and the City.

## **PURPOSE**

It is the purpose of this policy to promote the improvement of personnel management and employer-employee relations within the City by providing a uniform basis for recognizing the right of its employees to join organizations of their own choice and be represented by such organizations in their employment relationship with the City.

## **POLICY**

### **1. Authority of City Manager**

The City hereby declares, as a matter of policy, that the City Council and its members will deal with employee organizations and their representatives solely through the City Manager except when otherwise expressly provided for by the terms of this Resolution.

### **2. Representation Units**

The representation units set forth in Appendix A attached hereto are the appropriate units for representation by recognized employee organizations.

### **3. Recognized Employee Organizations**

a. An employee organization that wishes to be certified as the recognized employee organization for a designated representation unit for which unit no employee organization has been certified shall file a recognition petition with the Employee Relations Officer.

1. Petition – The petition shall be signed by the organization’s duly authorized officers, and shall contain the following information and documentation:

- 1) The name and mailing address of the organization.
  - 2) The names and titles of its officers.
  - 3) Designation of those persons, not exceeding three in number, and their addresses, to whom notice sent by regular mail will be deemed sufficient notice on the organization for any purpose.
  - 4) A statement that the organization does not discriminate or restrict membership or participation based on race, color, creed, national origin, or sex.
  - 5) A statement that the employee organization has, as one of its primary purposes, representing employees in their employment relations with the City.
  - 6) A statement that the employee organization agrees to comply with the provisions of this Resolution.
  - 7) A copy of its constitution and bylaws, if any.
  - 8) Identification of the representation unit for which petitioner seeks certification as the recognized employee organization.
  - 9) Proof of employee approval of thirty percent (30%) or more of the employees within such representation unit.
2. The Employee Relations Officer shall give written notice of such petition to the petitioner, to the employees involved and to any employee organization that has filed a written request for receipt of such notice to him. Within thirty (30) days of the date of such notice, other employee organizations may file a challenging petition seeking to become the recognized employee organization within such representation unit.
- b. Election
1. Calling of Election – The Employee Relations Officer shall, whether or not a challenging petition is filed, request the State Conciliation Service to call and conduct a secret ballot election in accordance with its own procedures and regulations and pursuant to the election procedures as herein below set forth. If a challenging petition is filed, and is accompanied by proof of employee approval equal to at least ten percent (10%) of the employees within the representation unit, the State Conciliation Service shall include such challenging employee organization on the ballot.

2. Election Procedures – Whenever the State Conciliation Service calls an election pursuant hereto, it shall include the choice of no organization on the ballot. Employees entitled to vote in a representational election shall be those employees within the representation unit whose name appeared on the payroll immediately prior to the date of the election. An employee organization shall be certified by the Employee Relations Officer as the recognized employee organization within the representation unit if:
  - 1) That employee organization has received the vote of a numerical majority of all the employees eligible to vote in the unit of which the election is held, or,
  - 2) More than fifty percent (50%) of the total number of employees in the unit eligible to vote have voted in the election, and the employee organization receives a numerical majority of all votes cast in the election, or,
  - 3) In an election involving three or more choices, where none of the choices receives a majority of the ballot votes cast, and where more than fifty percent (50%) of the total number of employees in the unit eligible to vote have voted in the election, a run-off election shall be conducted between the two choices receiving the largest number of ballot votes cast; the rules governing an initial election being applicable to a run-off election.
3. Decertification Procedures – A decertification petition may be filed with the Employee Relations Officer by employees or an employee organization to determine whether or not a recognized employee organization continues to represent a majority of the employees in the representation unit. Such petition must be accompanied by proof of employee approval equal to at least thirty percent (30%) of the employees within the representation unit. The time periods for a petition to be filed with the Employee Relations Officer are: a) after the first full year of recognition if no written agreement has been negotiated; b) within the period commencing ninety (90) and ending sixty (60) days immediately prior to the expiration date of a written agreement; or c) any time after a written agreement has been in effect for five years or more. When such a valid petition has been filed, the State Conciliation Service shall be requested to conduct an election to determine whether or not the incumbent recognized employee organization shall be decertified, and where filed by an employee organization, whether such organization shall be recognized. Such election shall be in accordance with the procedures and regulations of the State Conciliation Service, and the election procedures as hereinabove set forth.

4. In the event that the State Conciliation Service is unable to or unwilling to provide any of the services required of it by paragraphs 2 and 3 above, the American Arbitration Association, or another impartial third party agreed to by the City and the concerned employee organization(s), shall perform said services.
5. Costs of conducting elections, if any, shall be borne equally by the City and the employee organization(s).
6. Recognized employee organizations shall annually, on or before the anniversary date of recognition, file a written statement with the Employee Relations Officer, indicating changes in items (a) through (g) as they appeared in the recognition petition filed pursuant to paragraph 1 of this Article, or as subsequently amended by a written statement hereunder, or, as appropriate, shall indicate that there has been no change in such information. The statement shall be signed by the duly authorized officers of the recognized employee organization.

#### **4. Meet and Confer**

- a. Upon request, a recognized employee organization shall have the right to meet and confer in good faith regarding matters within the scope of representation with the Employee Relations Officer and/or his designees. Provided, however, that nothing herein shall require meeting and conferring between parties to a Memorandum of Understanding during the term of such Memorandum regarding matters to take effect during such term, except that such parties may meet and confer during such term on a matter within the scope of representation where (a) the matter was not covered by the Memorandum or expressly raised as an issue during the meeting and conferring process out of which such Memorandum arose, and (b) there shall have arisen a significant change in circumstances with respect to such matter, which could not have reasonably been anticipated by both parties at the time they signed such Memorandum.
- b. Employees in classifications not included in supervisory and confidential representation units shall not participate in meeting and conferring or grievance resolution processes pertaining to supervisory and confidential representation unit classifications.
- c. In the absence of express authorization in advance by the Employee Relations Officer, not more than two City employees representing a recognized employee organization requesting such a meeting shall be entitled to attend without loss of compensation or other benefit, nor shall more than a total of three representatives for each recognized employee organization be entitled to attend such meetings.

- d. City employees who shall represent a recognized employee organization at such meeting shall give reasonable advance notice thereof to their immediate supervisor, but in no event shall such notice be given less than one full working day or shift before the meeting; except, however, that the Employee Relations Officer may, in his discretion, waive this requirement for advance notice.
- e. If agreement is reached on matters subject to approval by the City Council or by the Civil Service Board or Retirement Board, the parties shall jointly prepare a written memorandum of such understanding, and the Employee Relations Officer shall present it to the Council or such Board, as appropriate, for determination. If agreement is reached on matters not subject to such approval, the Employee Relations Officer and the recognized employee organization(s) shall, at the request of one of the parties, prepare a written memorandum of such understanding.

## **5. Payroll Deductions**

- a. Only recognized employee organizations shall have the right to have the regular membership dues of its members deducted from employees' paychecks upon the written authorization of each such employee member in such form as will not infringe upon an employee's rights under California Government Code Sec. 3502.
- b. This Article shall not be construed to restrict a recognized employee organization from meeting and conferring with the City regarding additional payroll deductions upon the written authorization of employees in such representation unit.

## **6. Communication with Employees**

- a. Reasonable access to employee work locations shall be granted to officers of recognized employee organizations for the purpose of processing grievances or contacting members of the organization concerning business within the scope of representation. Such officers shall not enter any work location without previous notice to and consent from the Department Head or his designee, and access may be restricted so as not to interfere with departmental operations or with established safety and security requirements.
- b. Campaigning for office, conducting meetings or elections, and other internal employee organization business of a similar nature shall not be carried on during work hours.

## **7. Use of City Facilities**

City buildings and other facilities may be made available for use by City employees

or an employee organization or their representatives in accordance with administrative procedures governing such use.

## **8. Advance Notice**

- a. Except in cases of emergency as provided in this Article, the City Council, the Civil Service Board and the Retirement Board, shall give reasonable written notice to each recognized employee organization affected by any ordinance, rule, resolution or regulation directly relating to matters within the scope of representation proposed to be adopted by the City Council, the Civil Service Board, or the Retirement Board, and shall give such recognized employee organization the opportunity to meet with the City Council, the Civil Service Board, or the Retirement Board. The Council or such Board shall, upon request of the Employee Relations Officer or a recognized employee organization, delay consideration of the matter proposed to be acted upon for such period of time deemed to be reasonable by the Council or such Board, to give the parties an opportunity to meet and confer thereon in order to endeavor to agree upon a joint recommendation to be made to the Council or such Board.
- b. In cases of emergency when the City Council, the Civil Service Board, or the Retirement Board determine that an ordinance, rule, resolution or regulation must be adopted immediately without prior notice or meeting with a recognized employee organization, the City Council, the Civil Service Board, or the Retirement Board shall provide such notice and opportunity to meet at the earliest practicable time following the adoption of such ordinance, rule, resolution, or regulation.

## **9. Employee Organization**

Employee organizations may represent their individual employee members in individual employment relations, including grievances, to the extent required by the Government Code.

## **10. Individual Employees**

Nothing in this Resolution shall be construed to restrict or in any way modify the right of an individual employee to present matters involving his individual employment relationship to the appropriate level of management, provided that any action taken is not inconsistent with the terms of a memorandum or understanding then in effect, and that before any action is taken which could affect the terms and conditions of employment of other employees in the representation unit, such proposed action is communicated to the recognized employee organization for its opinion on the merits and the effect on the proposed action.



## **11. Prohibition Against Discrimination**

- a. No appointing authority or his representative shall discriminate for or against any employee organization, or in any way coerce or influence any employee in his free choice to join or refrain from joining any employee organization.
- b. It is the policy of the City to affirmatively support and encourage equal opportunity of employment for members of racial, religious and other minority groups. If evidence of such discrimination by an employee organization comes to the attention of the Employee Relations Officer, it shall be his duty to refer such evidence to an appropriate legal authority having jurisdiction thereof, if any.

## **12. Application of Labor Code Section 923**

The enactment of this Resolution shall not be construed as making the provisions of Section 923 of the Labor Code applicable to employees or employee organizations.

## **13. Impasse Procedures**

- a. Initiation of Impasse Procedures – Impasse procedures may be invoked after the possibility of settlement by direct discussion has been exhausted. Any party may initiate the impasse procedures by filing with the other party or parties a written request for an impasse meeting, together with a statement of its position on all disputed issues. An impasse meeting shall then be scheduled by the Employee Relations Officer forthwith after the date of filing of the written request for such meeting, with written notice to all parties affected. The purpose of such impasse meeting shall be two-fold:
  1. To permit a review of the position of all parties in a final effort to reach an agreement on the disputed issues; and
  2. If agreement is not concluded, to discuss arrangements for implementing the specific impasse procedure or procedures to which the dispute shall be submitted.
- b. Impasse Procedures – Impasse procedures are as follows:
  1. If the parties so agree, the dispute shall be submitted directly to the City Council for determination.
  2. If they do not so agree with a reasonable period of time, the dispute shall be submitted to mediation. All mediation proceedings shall be private. The mediator shall make no public recommendation, nor take any public position at any time concerning the issues. If the parties are unable to agree on a mediator after a reasonable period of time, they shall select the mediator from a list of three names to

be provided by the State Conciliation Service, or if that body for any reason shall fail to provide such list, by the American Arbitration Association. The recognized employee organization or organizations shall first strike one name, the Employee Relations Officer shall then strike one name, and the name remaining shall be the mediator.

3. If the parties have failed to resolve all their disputes through mediation within fifteen (15) days after the mediator commenced meeting with the parties, the parties may agree to submit the issues in dispute directly to the City Council. In that event the City Council shall finally determine the issues after conducting a public hearing thereon and after such further investigation of the relevant facts as it may deem appropriate.
  4. If the parties fail to agree to submit the dispute directly to the City Council, the disputed issues shall be submitted to fact-finding.
- c. The parties may agree on the appointment of one or more fact-finders. If they fail to so agree, a fact-finding panel of three shall be appointed in the following manner: One member of the panel shall be appointed by the Employee Relations Officer, one member shall be appointed by the recognized employee organization, and those two shall name a third, who shall be the chairman. If they are unable to agree upon a third, they shall select the third member from a list of five names to be provided by the American Arbitration Association, the one to serve to be determined by the alternate striking of names, with the party who is to strike the first name to be determined by chance method.
1. The following constitute the jurisdictional and procedural requirements for fact-finding:
    - 1) Fact-finders shall not have served as mediator in the same impasse under subparagraph (b), and shall not be employees or officers of the City or members of one of the City's employee organizations.
    - 2) Fact-finding is authorized hereunder in connection with all disputed issues that are within the scope of representation.
    - 3) The fact-finder(s) shall, to the extent they are applicable, determine and apply the following standards to the disputed issues in making recommendations:
      - a. City job classifications shall be compared to comparable job classifications in private and public employment in the Sacramento metropolitan area, and in the three California cities next larger and the three California cities next smaller in population than

- Sacramento, to the extent such can be reasonably done.
- b. In determining job comparability, the following factors will be considered: The nature and complexity of the duties involved; the degree of supervision received and exercised; the educational, experience and physical qualifications, and the special skills required; the physical working conditions; and the hazards inherent in the job.
  - c. Comparisons shall be in terms of total compensation and benefits of employment, and, to the extent feasible, shall be measured in monetary terms.
  - d. The comparison data as hereinabove provided for shall, to the extent feasible, be adjusted as appropriate for differences in the cost of living in Sacramento as compared to other cities considered; the benefits of job stability and continuity of employment; difficulty of recruiting qualified applicants; and equitable employment benefit relationships between job classifications in City employment.
  - e. The state of the economy in the Sacramento metropolitan area, and the financial condition and resources of City government, shall be considered.
- 4) The fact-finder(s) shall make written findings of fact and recommendations for the resolution of the issues in dispute, which shall be presented in terms of the standards specified in (3) above. The fact-finder or chairman of the fact-finding panel shall serve such findings and recommendations on the Employee Relations Officer and the designated representative of the recognized employee organization. If these parties have not resolved the impasse within ten (10) days after service of the findings and recommendations upon them, and in no event later than ten (10) days prior to the final date set by law for fixing of the tax rate, the fact-finder or the chairman of the fact-finding panel shall make them public by submitting them to the City Clerk for consideration by the City Council in connection with the Council's legislative determination of the issues.
  - 5) Costs of mediation and fact-finding shall be divided one-half to the City and one-half to the recognized employee organization.

## APPENDIX A - Designation of Representation Units and Unrepresented Classifications

### Represented Units

- I. The Council determines that the following (including special job classifications designated by "Special Manpower Planning") are the appropriate representation units:

A. Building Trades and Craft Unit (Represented Unit 06)

- Blacksmith Welder
- Carpenter
- Electrical Design Technician
- Electrician
- Electrician Supervisor
- Generator Technician
- HVAC Supervisor
- Machinist
- Machinist Helper
- Machinist Supervisor
- Mechanical Maintenance Supervisor
- Painter
- Plumber
- Plumber Apprentice
- Plumbing Supervisor
- Senior Carpenter
- Senior Electrician
- Senior Generator Technician
- Senior Painter
- Senior Plumber
- Stagehand I
- Stagehand II
- Structural Maintenance Supervisor
- Supervising Generator Technician

B. Plant Operator Unit (Represented Unit 04)

- Heating, Ventilation and Air Conditioning (HVAC) Systems Mechanic
- Junior Plant Operator
- Plant Operator
- Senior Heating, Ventilation and Air Conditioning (HVAC) Systems Mechanic

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\*Non-Career, Part-Time or Seasonal Classification

- Senior Plant Operator
- Senior Stationary Engineer
- Stationary Engineer

C. Water and Sewer Unit (Represented Unit 07)

- Assistant Water Cross-Connection Control Specialist
- Utilities Locator
- Utilities Operations and Maintenance Serviceworker Apprentice
- Utilities Operations and Maintenance Leadworker
- Utilities Operations and Maintenance Serviceworker
- Water Cross-Connection Control Specialist

D. Traffic Engineering Unit (Represented Unit 08)

- Traffic Worker I
- Traffic Worker II
- Traffic Worker III
- Traffic Worker Trainee

E. Fire Department Unit (Represented Unit 05)

- Fire Battalion Chief
- Fire Captain
- Fire Engineer
- Fire Investigator I
- Fire Investigator II
- Fire Prevention Officer I
- Fire Prevention Officer II
- Fire Prevention Officer Trainee
- Firefighter
- Senior Fire Prevention Officer

F. Police Department Unit (Represented Unit 02)

- Community Service Officer III
- Community Service Officer I (Limited-Term)\*
- Community Service Officer II (Limited-Term)\*
- Dispatcher I
- Dispatcher II
- Dispatcher III
- Park Safety Ranger

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\*Non-Career, Part-Time or Seasonal Classification

- Park Safety Ranger Assistant
- Park Safety Ranger Supervisor
- Police Officer
- Police Sergeant
- Reserve Community Service Officer\*
- Reserve Dispatcher\*
- Reserve Police Officer I\*
- Reserve Police Officer II\*
- Reserve Police Officer III\*
- Reserve Police Sergeant\*
- Security Officer\*

#### G. Professional Unit (Represented Unit 17)

- Arborist/Urban Forester
- Archivist
- Art Museum Registrar
- Assistant Planner
- Associate Curator of Art
- Associate Planner
- Geographic Information Systems (GIS) Specialist I
- Geographic Information Systems (GIS) Specialist II
- Geographic Information Systems (GIS) Specialist III
- Junior Planner
- Media Production Specialist I
- Media Production Specialist II
- Process Control Systems Specialist
- Public Information Coordinator
- Real Property Agent I
- Real Property Agent II
- Real Property Agent III
- Registrar
- Telecommunications Systems Analyst I
- Telecommunications Systems Analyst II
- Telecommunications Systems Analyst III
- Water Quality Chemist

#### H. Office and Technical Unit (Represented Unit 16)

- 311 Customer Service Agent
- 311 Customer Service Specialist
- Account Clerk I

\*Non-Career, Part-Time or Seasonal Classification

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- Account Clerk II
- Accounting Technician
- Aquatics Recreation Coordinator
- Aquatics Specialist\*
- Architectural Technician I
- Architectural Technician II
- Architectural Technician III
- Arts Program Assistant
- Arts Program Coordinator
- Booking Coordinator
- Building Monitor\*
- Building Inspector I
- Building Inspector II
- Building Inspector III
- Building Inspector IV
- Building Technician
- Cashier
- Central Services Assistant I
- Central Services Assistant II
- Central Services Assistant III
- Claims Collector
- Code Enforcement Officer
- Community Service Representative I
- Community Service Representative II
- Construction Inspector I
- Construction Inspector II
- Construction Inspector III
- Crew Leader, Landscape & Learning\*
- Customer Service Assistant
- Customer Service Representative
- Customer Service Specialist
- Customer Service Trainee
- Department Systems Specialist I
- Department Systems Specialist II
- Development Services Technician I
- Development Services Technician II
- Development Services Technician III
- Electrical Construction Inspector I
- Electrical Construction Inspector II
- Electrical Construction Inspector III
- Engineering Technician I
- Engineering Technician II

\*Non-Career, Part-Time or Seasonal Classification

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- Engineering Technician III
- Events Coordinator
- Fingerprint Clerk
- Fleet Management Technician
- Fleet Service Coordinator
- Forensic Investigator I
- Forensic Investigator II
- Graphics Assistant
- Health Coverage Representative
- Information Technology Support Specialist I
- Information Technology Support Specialist II
- Information Technology Trainee
- Landscape Technician I
- Landscape Technician II
- Lead Forensic Investigator
- Neighborhood Resources Coordinator I
- Neighborhood Resources Coordinator II
- Office Specialist
- Personnel Transactions Coordinator
- Plans Examiner I
- Plans Examiner II
- Plans Examiner III
- Police Clerk I
- Police Clerk II
- Police Clerk III
- Police Records Specialist I
- Police Records Specialist II
- Police Records Specialist III
- Program Coordinator
- Program Coordinator (Adaptive Recreation)
- Program Coordinator (Older Adults)
- Program Developer
- Program Developer (Older Adults)
- Program Leader
- Program Leader (Older Adults)
- Property Assistant
- Recreation Aide\*
- Recreation Aide (Older Adults)\*
- Recreation Leader (Adaptive Recreation)\*
- Senior Central Services Assistant
- Senior Claims Collector
- Senior Department Systems Specialist

\*Non-Career, Part-Time or Seasonal Classification

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- Senior Information Technology (IT) Support Specialist
- Senior Landfill Engineering Technician
- Senior Office Specialist
- Senior Personnel Transactions Coordinator
- Senior Property Assistant
- Senior Recreation Aide\*
- Senior Recreation Aide (Older Adults)\*
- Storekeeper
- Stores Clerk I
- Stores Clerk II
- Traffic Investigator I
- Traffic Investigator II
- Traffic Investigator III
- Utility Services Inspector
- Water Conservation Representative
- Water Conservation Specialist
- Water Quality Laboratory Technician
- Zoning Investigator

I. Operations and Maintenance Unit (Represented Unit 03)

- Animal Care Technician
- Animal Control Officer I
- Animal Control Officer II
- Assistant Code Enforcement Officer
- Building Maintenance Worker
- Community Center Attendant I
- Community Center Attendant II
- Custodian I
- Custodian II
- Electronic Maintenance Technician I
- Electronic Maintenance Technician II
- Electronic Maintenance Technician Trainee
- Instrument Technician I
- Instrument Technician II
- Instrument Technician Trainee
- Integrated Waste Equipment Operator
- Irrigation Technician
- Locksmith
- Maintenance Worker
- Marina and Boating Facilities Attendant
- Meter Reader

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\*Non-Career, Part-Time or Seasonal Classification

- Park Equipment Operator
- Park Maintenance Worker
- Park Maintenance Worker I
- Park Maintenance Worker II
- Park Maintenance Worker III
- Parking Enforcement Officer
- Parking Lot Attendant
- Parking Meter Coin Collector
- Parking Meter Repair Worker
- Registered Veterinary Technician
- Security Guard
- Senior Building Maintenance Worker
- Senior Custodian
- Senior Electronic Maintenance Technician
- Senior Integrated Waste Equipment Operator
- Senior Maintenance Worker
- Senior Parking Lot Attendant
- Senior Telecommunications Technician
- Senior Tree Maintenance Worker
- Senior Tree Pruner
- Street Construction Equipment Operator
- Street Construction Laborer
- Street Construction Laborer Trainee\*
- Survey Technician I
- Survey Technician II
- Telecommunications Technician I
- Telecommunications Technician II
- Telecommunications Technician Trainee
- Traffic Control and Lighting Technician I
- Traffic Control and Lighting Technician II
- Traffic Control and Lighting Technician Trainee
- Tree Maintenance Worker
- Tree Maintenance Worker Trainee
- Tree Pruner I
- Tree Pruner II
- Tree Pruner Trainee
- Utility Worker\*
- Zoo Attendant I
- Zoo Attendant II

\*Non-Career, Part-Time or Seasonal Classification

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## J. General Supervisory Unit (Represented Unit 15)

- 311 Customer Service Supervisor
- Aquatics Recreation Supervisor
- Assistant Box Office Supervisor
- Concrete Construction Leadworker
- Custodial Supervisor
- Customer Service Supervisor
- Enforcement and Collections Supervisor
- Equipment Maintenance Supervisor
- Financial Services Supervisor
- Health Coverage Supervisor
- Instrumentation Supervisor
- Integrated Waste Supervisor
- Meter Reading Supervisor
- Museum Security Supervisor
- Parking Enforcement Supervisor
- Parking Facilities Maintenance Supervisor
- Parking Lot Supervisor
- Parking Meter Collection Supervisor
- Parks Supervisor
- Police Records Supervisor
- Program Supervisor
- Program Supervisor (Older Adults)
- Senior Accounting Technician
- Senior Animal Care Technician
- Senior Animal Control Officer
- Senior Code Enforcement Officer
- Senior Parking Lot Supervisor
- Senior Police Records Supervisor
- Senior Storekeeper
- Senior Engineering Technician
- Street Maintenance Supervisor
- Supervising Building Inspector
- Supervising Code Enforcement Officer
- Supervising Community Center Attendant
- Supervising Construction Inspector
- Supervising Dispatcher
- Supervising Forensic Investigator
- Supervising Plant Operator
- Supervising Police Clerk
- Supervising Property Assistant

\*Non-Career, Part-Time or Seasonal Classification

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- Supervising Surveyor
- Supervising Water Quality Chemist
- Survey Party Chief
- Traffic Control and Lighting Supervisor
- Traffic Supervisor
- Tree Maintenance Supervisor
- Tree Pruner Supervisor
- Utilities Operations and Maintenance Supervisor
- Water Conservation Supervisor

K. Engineering Unit (Represented Unit 11)

- Assistant Architect
- Assistant Civil Engineer
- Assistant Electrical Engineer
- Assistant Mechanical Engineer
- Associate Architect
- Associate Civil Engineer
- Associate Electrical Engineer
- Associate Landscape Architect
- Associate Mechanical Engineer
- Junior Engineer
- Junior Landscape Assistant
- Landscape Assistant
- Telecommunications Engineer I
- Telecommunications Engineer II
- Telecommunications Engineer III

L. Automotive/Equipment Mechanics Unit (Represented Unit 12)

- Equipment Mechanic I
- Equipment Mechanic II
- Equipment Mechanic III
- Equipment Serviceworker
- Fire Service Worker
- General Repair Worker
- Senior Equipment Serviceworker
- Supervising Fire Service Worker
- Vehicle Service Attendant

\*Non-Career, Part-Time or Seasonal Classification

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#### M. Exempt/Management Support (Represented Unit 14)

Titles with “Exempt” or “Ex” are exempt from civil service, at-will classifications.

Represented Unit 14 is a closed unit. All classifications in this unit are duplicated in Represented Unit 10. All new hires, hired on or after December 21, 2019, will be placed in the classifications in Unit 10. Once legacy employees attrit out of the Unit 14, Unit 14 will be dissolved.

- Accountant Auditor
- Administrative Analyst
- Budget Analyst
- Personnel Analyst
- Senior Accountant Auditor
- Senior Budget Analyst
- Senior Deputy City Clerk
- Special Assistant to the City Attorney (Ex)
- Treasury Analyst

#### N. Confidential/Administrative (Represented Unit 10)

Titles with “Exempt” or “Ex” are exempt from civil service, at-will classifications.

- Accountant Auditor
- Administrative Analyst
- Administrative Assistant
- Administrative Assistant (Confidential/Exempt)
- Administrative Technician
- Administrative Technician (Confidential/Exempt)
- Animal Services Coordinator
- Applications Developer
- Budget Analyst
- Deputy City Clerk
- Legal Secretary (Exempt)
- Legal Staff Assistant (Exempt)
- Paralegal (Exempt)
- Paralegal Technical Support (Exempt)
- Payroll Technician
- Personnel Analyst
- Personnel Technician
- Senior Accountant Auditor
- Senior Budget Analyst
- Senior Deputy City Clerk

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\*Non-Career, Part-Time or Seasonal Classification

- Senior Legal Staff Assistant (Exempt)
- Senior Staff Assistant
- Special Assistant to the City Attorney (Exempt)
- Staff Assistant
- Supervising Legal Secretary (Exempt)
- Systems Engineer
- Treasury Analyst
- Treasury Assistant
- Workers' Compensation Claims Assistant I
- Workers' Compensation Claims Assistant II

O. Exempt Management (Represented Unit 01)

(FLSA and Civil Service Exempt Unit/At-Will Classifications)

- 311 Manager
- Administrative Officer
- Animal Care Services Manager
- Arts Administrator
- Arts in Public Places Specialist
- Assistant Camp Sacramento Supervisor
- Auditor
- Banking Operations Manager
- Building Services Manager
- Business Services Manager
- Camp Sacramento Supervisor
- Cannabis Manager
- Chief Animal Control Officer
- Chief Building Inspector
- Chief Building Official
- Chief Investment Officer
- City Housing Manager
- Code and Housing Enforcement Chief
- Code Enforcement Manager
- Contracts and Compliance Specialist
- Convention Center General Manager
- Cultural Services and Creative Economy Manager
- Curator of Art
- Curator of Education
- Curator of History
- Debt Analyst
- Deputy Chief Building Official

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\*Non-Career, Part-Time or Seasonal Classification

- Deputy City Attorney I
- Deputy City Attorney II
- Deputy Convention Center General Manager
- Diversity and Equity Manager
- Economic Development Manager
- Emergency Communications Manager
- Emergency Medical Services Coordinator
- Engineering Manager
- Environmental Health and Safety Manager
- Environmental Health and Safety Officer
- Environmental Health and Safety Specialist
- Equal Employment Manager
- Equal Employment Specialist
- Ethics Program Compliance Officer
- Events Services Manager
- Events Services Supervisor
- Facilities and Real Property Superintendent
- Facilities Manager
- Finance Manager
- Fire Assistant Chief
- Fire Marshal
- Fiscal Policy Analyst
- Fleet Manager
- Graphic Designer
- Historic District Manager
- Homeless Services Manager
- Human Resources Manager
- Information Technology (IT) Manager
- Information Technology (IT) Supervisor
- Integrated Waste Collections Superintendent
- Integrated Waste General Manager
- Integrated Waste General Supervisor
- Integrated Waste Planning Superintendent
- Investigator
- Investment Officer
- Investment Operations Analyst
- Junior Development Project Manager
- Law Office Administrator
- Licensed Land Surveyor
- Marina Manager
- Media and Communications Specialist
- Neighborhood Services Area Manager

\*Non-Career, Part-Time or Seasonal Classification

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- Neighborhood Services Manager
- New Growth Manager
- Operations General Supervisor
- Operations Manager
- Park Maintenance Manager
- Park Maintenance Superintendent
- Park Planning, Design and Development Manager
- Parking Manager
- Permit Services Manager
- Planning Director
- Plant Services Manager
- Police Captain
- Police Lieutenant
- Police Social Services Administrator
- Principal Accountant
- Principal Applications Developer
- Principal Building Inspector
- Principal Engineer
- Principal Fiscal Policy Analyst
- Principal Planner
- Principal Systems Engineer
- Procurement Services Manager
- Program Manager
- Program Specialist
- Public Safety Administrative Manager
- Public Safety Communications Manager
- Recreation General Supervisor
- Recreation Manager
- Recreation Superintendent
- Risk Manager
- Senior Applications Developer
- Senior Architect
- Senior Auditor
- Senior Debt Analyst
- Senior Deputy City Attorney
- Senior Development Project Manager
- Senior Engineer
- Senior Fiscal Policy Analyst
- Senior Investment Officer
- Senior Landscape Architect
- Senior Personnel Analyst
- Senior Planner

\*Non-Career, Part-Time or Seasonal Classification

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- Senior Systems Engineer
- Special Districts Manager
- Special Projects Manager
- Stores Administrator
- Streets Manager
- Supervising Architect
- Supervising Engineer
- Supervising Financial Analyst
- Supervising Landscape Architect
- Support Services Manager
- Training Specialist
- Treasury Manager
- Urban Design Manager
- Utilities Operations and Maintenance Superintendent
- Utilities Operations and Maintenance Manager
- Utility Construction Coordinator
- Veterinarian
- Website Administrator
- Workers' Compensation Claims Manager
- Workers' Compensation Claims Representative
- Workers' Compensation Claims Supervisor

## **Unrepresented Units**

2. The Council designates the following class titles as "unrepresented classifications."

A. Executive Management (Unrepresented Unit 20)

(FLSA and Civil Service Exempt Unit/At-Will Classifications)

- Assistant City Attorney
- Assistant City Auditor
- Assistant City Clerk
- Assistant City Manager
- Assistant to the City Manager
- Budget Manager
- Chief Assistant City Attorney
- Chief Information Officer
- City Attorney
- City Auditor
- City Clerk
- City Manager

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\*Non-Career, Part-Time or Seasonal Classification

- City Treasurer
- Deputy City Manager
- Deputy Fire Chief
- Deputy Police Chief
- Director of Community Development
- Director of Community Response
- Director of Convention and Culture Services
- Director of Economic Development
- Director of Emergency Management
- Director of Finance
- Director of Governmental Affairs
- Director of Human Resources
- Director of Public Safety Accountability
- Director of Public Works
- Director of Utilities
- Director of Youth, Parks & Community Enrichment (YPCE)
- Executive Director, SAC CCOMWP
- Fire Chief
- Human Resources Manager (Benefits & Retirement)
- Human Resources Manager (Employment & Classification)
- Human Resources Manager (Labor Relations)
- Labor Relations Analyst
- Labor Relations Officer
- Media and Communications Officer
- Police Chief
- Principal Budget Analyst (Finance/Budget)
- Supervising Deputy City Attorney

B. Mayor/Council Support (Unrepresented Unit 21)

(FLSA and Civil Service Exempt Unit/At-Will Classifications)

- Administrator of Government Relations
- Chief of Staff to the Mayor
- Council Operations Manager
- Council Representative
- Office of Public Safety and Accountability Analyst
- Office of Public Safety and Accountability Inspector General
- Office of Public Safety and Accountability Specialist
- Senior Advisor to the Mayor
- Senior Council Representative
- Senior Policy Advisor

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\*Non-Career, Part-Time or Seasonal Classification

- Special Assistant to the Mayor

C. Executive Management Support (Unrepresented Unit 22)

(Civil Service Exempt Unit/At-Will Classifications)

- Executive Assistant (City Manager’s Office)
- Executive Assistant (Mayor/Council)
- Mayoral Aide (Mayor/Council)
- Staff Assistant (Mayor/Council)

D. Mayor/Council (Unrepresented Unit 23)

(FLSA and Civil Service Exempt Unit/At-Will Classifications)

- Mayor
- City Council

E. Non-Career (Unrepresented Unit 09)

(Civil Service Exempt Unit/At-Will Classifications)

- Assistant Camp Chef\*
- Assistant Camp Caretaker\*
- Assistant Pool Manager\*
- Cache Logistics Coordinator\*
- Camp Aide\*
- Camp Caretaker\*
- Camp Chef\*
- Camp Host\*
- Camp Program Director\*
- Camp Recreation Leader\*
- Cashier (Aquatics)\*
- Dispatcher Recruit\*
- Events Associate\*
- Events Duty Person\*
- Fire Recruit\*
- Graduate Student Trainee\*
- Lead Events Associate\*
- Lifeguard\*
- Marina Aide\*
- Mayor/Council Intern\*
- Nurse\*

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\*Non-Career, Part-Time or Seasonal Classification

- Nurse (Adaptive Recreation)\*
- Pilot\*
- Police Background Assistant\*
- Police Cadet\*
- Police Recruit\*
- Pool Manager\*
- Public Service Aide\*
- Reserve Police Records Specialist\*
- Reserve Property Assistant\*
- Senior Camp Sacramento Aquatics Leader
- Senior Lifeguard\*
- Student Aide\*
- Student Trainee\*
- Ticket Seller (Exempt)\*
- Youth Aide\*

\*Non-Career, Part-Time or Seasonal Classification

## **DEFINITIONS**

### **Confidential Employee**

An employee who regularly participates in making or regularly has advance knowledge of decisions of the City affecting employee relations.

### **Employee**

Except as otherwise provided for in a collective bargaining agreement, employee is defined as:

- (a) A full-time career employee, or
- (b) an employee who works within one year from each date of employment, in excess of 1,040 hours during a continuous period of employment of more than six (6) months

### **Employee Organization**

As defined in California Government Code Section 3501.

### **Employee Relations Officer**

The City Manager or his duly authorized representative.

### **Impasse**

A deadlock in discussions between a recognized employee organization and the Employee Relations Officer over any matters concerning which they are required to meet and confer in good faith, or over the scope of such subject matter.

### **Management Employee**

An employee having responsibility for formulating, administering, or managing the implementation of City policies and programs.

### **Mediation**

As defined in California Government Code Section 3501.

### **Professional Employee**

An employee engaged in work (a) predominantly intellectual and varied in character as opposed to routine mental, manual, mechanical, or physical work, and (b) involving the consistent exercise of discretion and judgment in its performance, and (c) of such a character that the output produced or the result accomplished cannot be standardized in relation to a given period of time, and (d) requiring knowledge of an advanced type in a field of science or learning customarily acquired by a prolonged course of specialized intellectual instruction and study in an institution of higher learning or a hospital, as distinguished from a general academic education or from an apprenticeship or from training in the performance of routine mental, manual, or physical processes.

### **Proof of Employee Approval**

Demonstrated under this Resolution by (a) an authorization card recently signed by an employee, or (b) employee dues deduction authorizations, using the payroll immediately

prior to the date a petition is filed hereunder, except that deductions for more than one employee organization for the account of any one employee shall not be considered proof of employee approval for more than one employee organization, or (c) a verified authorization petition or petitions recently signed by an employee.

**Recently Signed**

Signed within one hundred eighty (180) days prior to the filing of a petition hereunder.

**Recognized Employee Organization**

As defined in California Government Code Section 3501.

**Scope of Representation**

As defined in California Government Code Section 3504.

**Supervisory Employee**

An employee having responsibility for assigning and directing the work of other employees, or for rewarding or disciplining them, or for adjusting their grievances, or effectively to recommend such action if, in connection with the foregoing, the exercise of such authority is not of a merely routine or clerical nature, but requires the use of independent judgment.