

CITY OF HUNTINGTON BEACH

MEETING DATE: February 7, 2005

DEPARTMENT ID NUMBER: AS 05-006

Council/Agency Meeting Held: _____	City Clerk's Signature _____
Deferred/Continued to: _____	
<input type="checkbox"/> Approved <input type="checkbox"/> Conditionally Approved <input type="checkbox"/> Denied	
Council Meeting Date: February 7, 2005	Department ID Number: AS 05-006

CITY OF HUNTINGTON BEACH REQUEST FOR COUNCIL ACTION

RECEIVED
CITY CLERK
CITY OF
HUNTINGTON BEACH, CA
2005 JAN 26 P 4: 29

SUBMITTED TO: HONORABLE MAYOR AND CITY COUNCIL MEMBERS
SUBMITTED BY: *Penelope Culbreth Graft*
PENELOPE CULBRETH-GRAFT, CITY ADMINISTRATOR
PREPARED BY: CHARLES THOMAS, ACTING DIRECTOR OF ADMINISTRATIVE SERVICES
Charles Thomas
SUBJECT: APPROVAL OF MEMORANDUM OF UNDERSTANDING BETWEEN THE CITY AND THE HUNTINGTON BEACH MUNICIPAL EMPLOYEES' ASSOCIATION

Resolution No. 2005-12

Statement of Issue, Funding Source, Recommended Action, Alternative Action(s), Analysis, Environmental Status, Attachment(s)

Statement of Issue:

Should the City and the Huntington Beach Municipal Employees' Association enter into a new Memorandum of Understanding covering the period of December 21, 2003 through June 30, 2006?

Funding Source:

Funding included in the Fiscal Year 2004/2005 budget and to be included in the Fiscal Year 2005/2006 budget. The total annual cost to implement the Memorandum of Understanding with the Huntington Beach Municipal Employees' Association is \$1,102,000 in Fiscal Year 2004/05 and \$873,605 in Fiscal Year 2005/06 (MOU term expires June 30, 2006).

Recommended Action:

Adopt Resolution No. *2005-12*, a Resolution of the City Council of the City of Huntington Beach approving and implementing the Memorandum of Understanding between the City of Huntington Beach and the Huntington Beach Municipal Employees' Association for the period of December 21, 2003 through June 30, 2006.

Alternative Action(s):

Do not approve the Resolution for employees of the Huntington Beach Municipal Employees' Association and direct staff accordingly.

REQUEST FOR COUNCIL ACTION

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Analysis:

Representatives of the City and the Huntington Beach Municipal Employees' Association have completed the meet and confer process with agreement on a new Memorandum of Understanding (MOU) for the period of December 21, 2003 through June 30, 2006. Proposed wage and benefit changes include the following:

0% wage increase for the period 12/21/03 to 9/30/04

3% wage increase for the period 10/1/04 to 9/30/05

3% wage increase for the period 10/1/05 to 6/30/06

No increase to employee contribution rates for medical, dental, and vision insurance coverage during the term of the agreement

Dental PPO plan annual maximum benefit increase from \$1000 to \$2000

Life and Accidental Death & Dismemberment Insurance coverage increase from \$45,000 to \$50,000

Payment of holiday pay from 8 hours to either 9 or 10 hours when the holiday falls on an employee's scheduled day of work (based on a flexible work schedule of 9/80 or 4/10).

A change in the tuition reimbursement program from \$1,500 per employee per fiscal year to a designated tuition reimbursement cap of \$50,000 for HBMEA employees

Overtime provision paid at a rate of twice the employee's regular rate of pay after thirteen (13) hours of work in a workday

Safety shoe allowance increase from \$185 to \$225

A summary of these and other changes are included as Attachment #1.

Environmental Status: Not Applicable

Attachment(s):

City Clerk's Page Number	No.	Description
3	1	Summary of salary and benefits and other negotiated provisions
7	2	Resolution to Adopt Memorandum of Understanding between the City of Huntington Beach and the Huntington Beach Municipal Employees' Association for December 21, 2003 through June 30, 2006 <i>Res No 2005-12 with Exhibit A below</i>
9	3	Memorandum of Understanding between the City of Huntington Beach and the Huntington Beach Municipal Employees' Association for December 21, 2003 through June 30, 2006

RCA Author: Irma Youssefieh

E-14.2

E-14.3

ATTACHMENT #1

SUMMARY OF SALARY AND BENEFITS AND OTHER NEGOTIATED PROVISIONS FOR THE HUNTINGTON BEACH MUNICIPAL EMPLOYEES' ASSOCIATION (HBMEA)

❖ **Term**

December 21, 2003 through June 30, 2006

❖ **Wages**

0% Increase for the period 12/21/03 to 9/30/04

3% increase for the period 10/1/04 to 9/30/05

3% increase for the period 10/1/05 to 6/30/06

❖ **Health Benefits**

Employee contribution rates shall not increase for medical, dental, and vision insurance coverage during the term of the agreement

Dental PPO plan annual maximum benefit increase from \$1000 to \$2000

Life and Accidental Death & Dismemberment Insurance coverage increase from a \$45,000 level to \$50,000

Employee effective date of coverage change from "first of the month following 30 days of employment" to "first of the month following date of hire"

❖ **Retirement**

Implementation of a Health Savings Account (HSA) for post retirement medical insurance costs (enrollment is voluntary and funded by employee contributions)

City to complete a financial study of all current and proposed retirement programs by May 15, 2005 with a re-opener by no later than June 15, 2005

❖ **Paid Leave**

Payment of holiday pay from eight hours to either nine or ten hours when the holiday falls on an employee's scheduled day of work (based on a flexible work schedule of 9/80 or 4/10). The payment of an eight-hour holiday is maintained if an employee is on an eight hour-five days per week work schedule (5/40)

"Release Time" increase from fifty (50) hours to eight hundred (800) hours for duly authorized representatives of the Association to conduct lawful Association activities.

❖ **Tuition Reimbursement**

A change in the tuition reimbursement program from \$1,500 per employee per fiscal year to a designated tuition reimbursement fund of \$50,000 per fiscal year for HBMEA employees to apply for on a "first come-first serve basis" covering a full refund on tuition, fees, books and supplies based on qualifications for reimbursement. Reimbursement for vocational institution coursework was also added to the program.

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SUMMARY OF SALARY AND BENEFITS AND OTHER NEGOTIATED PROVISIONS FOR THE HUNTINGTON BEACH MUNICIPAL EMPLOYEES' ASSOCIATION (HBMEA)

❖ Overtime

Provision for payment of overtime at a rate of twice the employee's regular rate of pay after thirteen (13) hours of work in a work day

❖ Safety Shoes

Increase in allowance from \$185 to \$225

❖ OTHER

Contract Language Updates (New and/or Clarified)

Allowance of an employee to use earned general leave in the first six months of employment.

Fingerprinting requirement for all employees hired, transferred or promoted to positions with oversight responsibilities for senior citizens

City compliance with State and Federal leave benefit entitlements laws and the allowance of an employee to use earned leaves (sick, general, compensatory time off) during an approved leave of absence

Employee contributions to deferred compensation must be made at the time that an employee is actively employed by the City; therefore, an employee's election to transfer the cash value of earned leave into deferred compensation must be made prior to separation from employment

Bilingual Skill Pay shall be effective the first full pay period following certification

Shorthand Skill Pay shall continue for those employees currently receiving this special pay until they promote or transfer out of any clerical occupational series

Removal of language identifying deferred compensation as a funding mechanism for retirement medical premiums

Acting assignment and/or pay shall: be at least five and one-half percent (5 1/2%) above the employee's regular rate of pay, but shall not be greater than ten percent (10%) for all hours worked in the higher classification; include all special pays for an employee while acting in an exempt classification and that an employee shall receive compensation for hours worked over forty (40) on an hour-for-hour basis paid at straight time or credited to the employee's compensatory time off balance as approved by the department head or designee; not exceed six months unless extraordinary circumstances warrant such

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SUMMARY OF SALARY AND BENEFITS AND OTHER NEGOTIATED PROVISIONS FOR THE HUNTINGTON BEACH MUNICIPAL EMPLOYEES' ASSOCIATION (HBMEA)

extension as recommended and approved by the Human Resources Manager; and, under no circumstances exceed one year nor shall it be considered a reclassification or a promotion.

Court standby and/or court appearance time shall apply to all HBMEA employees who are required to perform court duty in their official capacity with the City

Update Retiree Medical Subsidy Plan to reflect current practice

Update City Personnel Rules by incorporating negotiated Rule changes that are in the MOU

Designation of Federal Labor Standards Act (FLSA) work week for all work schedules

Agreements During Term of Contract

Meet and confer between the City and the HBMEA to:

Develop and implement Voluntary Catastrophic Leave Donation Program Guidelines

Update the Department of Transportation (DOT) Random Alcohol and Controlled Substance Testing Policy in accordance with law

Update the Employee-Employer Relations Resolution to reflect current State law

Establish guidelines for use of "release time" (to conduct lawful Association activities)

Review of designated positions for proposed changes to unit representation

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ATTACHMENT #2

RESOLUTION NO. 2005-12

A RESOLUTION OF THE CITY COUNCIL OF THE
CITY OF HUNTINGTON BEACH APPROVING AND IMPLEMENTING
THE MEMORANDUM OF UNDERSTANDING BETWEEN THE
HUNTINGTON BEACH MUNICIPAL EMPLOYEES' ASSOCIATION (MEA)
AND THE CITY OF HUNTINGTON BEACH FOR 12/20/03 THROUGH 6/30/06

The City Council of the City of Huntington Beach does resolve as follows:

The Memorandum of Understanding between the City of Huntington Beach and the Huntington Beach Municipal Employees' Association ("MEA"), a copy of which is attached hereto as **EXHIBIT "A"** and by reference made a part hereof, is hereby approved and ordered implemented in accordance with the terms and conditions thereof; and the City Administrator is authorized to execute this Agreement. Such Memorandum of Understanding shall be effective for the term December 20, 2003, through June 30, 2006.

PASSED AND ADOPTED by the City Council of the City of Huntington Beach at a regular meeting thereof held on the _____ day of _____, 200__.

Mayor

REVIEWED AND APPROVED:

Penelope Cullin
City Administrator

APPROVED AS TO FORM:

Jennifer M. Smith KC 1/21/05
City Attorney

INITIATED AND APPROVED:

Charles Thomas
Director of Administrative Services

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* ON FILE IN THE CITY CLERK'S OFFICE

Exhibit A to Res. No. 2005-12
E-14.9

ATTACHMENT #3

*Exhibit "A" to
Resolution No. 2005-12*

Memorandum of Understanding

between

**Huntington Beach
Municipal Employees Association**

and

City of Huntington Beach

December 21, 2003 – June 30, 2006

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