# SOUTH COAST AIR QUALITY MANAGEMENT DISTRICT

# MEMORANDUM OF UNDERSTANDING

# TECHNICAL AND ENFORCEMENT AND OFFICE CLERICAL AND MAINTENANCE UNITS

**January 1, 2024 – December 31, 2027**

*Board approval, January 5, 2024*
*Amended, April 5, 2024*
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**MEMORANDUM OF UNDERSTANDING**
**SOUTH COAST AIR QUALITY MANAGEMENT DISTRICT**
**AND**
**TEAMSTERS LOCAL 911**
**CONCERNING THE EMPLOYEES IN THE TECHNICAL AND ENFORCEMENT AND OFFICE CLERICAL AND MAINTENANCE UNITS**

## ARTICLE 1

RECOGNITION

Section 1. Pursuant to the provisions of the Employee Relations Resolution of the South Coast Air Quality Management District (hereinafter called "South Coast AQMD") and applicable State law, the Teamsters Local 911 (hereinafter the "Union") was certified on April 25, 1996, by the Executive Officer as the exclusive bargaining representative of employees in the Office Clerical and Maintenance and Technical and Enforcement Units (hereinafter referred to as "Units") established in the Employee Relations Resolution.

The term "employee" or "employees" as used herein shall refer to employees employed by South Coast AQMD in the Office Clerical and Maintenance and Technical and Enforcement Units in the employee classifications comprising these Units as listed in Appendices A-B, as well as such classes as may be added hereinafter to said Units by the Executive Officer.

Section 2. Exclusive Recognition. South Coast AQMD agrees that it shall recognize the Union as the exclusive representative of the employees in said Units for the purpose of meeting its obligations under the Meyers-Milias-Brown Act, Government Code Section 3500 et seq., and Employee Relations Resolution when South Coast AQMD rules, regulations, or laws affecting wages, hours, or other terms and conditions of employment are amended or changed.

Section 3. Employee Rights. The parties mutually recognize and agree to protect the rights of all employees hereby to join or participate in protected Union activities or to refrain from joining or participating in protected Union activities in accordance with the Employee Relations Resolution and Government Code Sections 3500 and 3511.

**ARTICLE 2**

NONDISCRIMINATION

Section 1. South Coast AQMD and the Union agree that they shall not discriminate against any employee because of race, color, sex, age, national origin, political or religious opinions or affiliations, religion, marital status, disability, or sexual orientation. South Coast AQMD and the Union shall reopen any provision of this Agreement for the purpose of complying with any final order of a federal or State agency or court of competent jurisdiction requiring a modification or change in any provision or provisions of this Agreement in compliance with State or federal antidiscrimination laws.

Whenever the masculine gender is used in this Memorandum of Understanding (MOU), it shall be understood to include the feminine gender.

**ARTICLE 3**

SALARIES

Section 1. Salaries during the term of this contract are listed in Appendices A (Technical & Enforcement) and B (Office Clerical & Maintenance). The salaries listed in Appendices A and B apply the following percentage increases and effective dates:

Beginning the pay period encompassing January 1, 2024, a 6% increase shall be applied to Salary Steps 1-8.

Beginning the pay period encompassing July 1, 2024, a 0.5% increase shall be applied to Salary Steps 1-8.

Beginning the pay period encompassing July 1, 2024, a 2.5% increase shall be applied to Salary Steps 6-8.

Beginning the pay period encompassing January 1, 2025, a 4.5% increase shall be applied to Salary Steps 1-8.

Beginning the pay period encompassing January 1, 2026, a 3% increase shall be applied to Salary Steps 1-8.

Beginning the pay period encompassing January 1, 2026, a 2.5% increase shall be applied to Salary Steps 7-8.

Beginning the pay period encompassing January 1, 2027, a 3% increase shall be applied to Salary Steps 1-8.

Beginning the pay period encompassing July 1, 2027, a 2.5% increase shall be applied to Salary Step 8.

**ARTICLE 3**

SALARIES

Section 2. Subject to Salary Resolution Section 12(e), the employee's step advancement pay will be implemented on the employee's Anniversary Date, in accordance with Section 15 of the of the Salary Resolution, unless the Deputy Executive Officer or the employee's department notifies Human Resources of the need to deny or defer the step advancement pay.

**ARTICLE 4**

WORKING OUT-OF-CLASS

Section 1. South Coast AQMD may work employees out of classification. No employee shall be worked out of class for more than 180 consecutive calendar days per assignment. With approval from Human Resources, a working out-of-class assignment may be extended up to an additional 60 consecutive calendar days. Employees who have completed a working out-of-class assignment shall not be eligible for another working out-of-class assignment in the same job classification for 90 calendar days. It is not South Coast AQMD's intent to work employees out-of-class as defined below without appropriate compensation. If an employee works out-of-class for more than 80 work hours, the employee shall receive the pay for the classification worked beginning with the first day of the working-out-of-class assignment.

Section 2. For purposes of this Article, working out-of-class means that an employee is assigned, by management and with Executive Officer approval, to perform significant distinguishing duties of the higher classification a majority of the time in a vacant position allocated to his or her division or in a substitute position to replace an employee on long-term leave of absence (but not to replace employees on vacation leave). To the extent practicable, working out-of-class opportunities will be advertised within the organizational unit having the vacancy, and the qualifications of employees who respond will be considered prior to working out-of-class appointment being made.

Section 3. Any employee assigned and receiving the compensation of higher-level classification under the provisions of this Article shall not receive any other compensation or continuous service credit as provided for under Sections 19 and 20 of South Coast AQMD's *Salary Resolution*. Under no circumstances shall a working out-of-class assignment be considered a temporary appointment.

Section 4. Any employee assigned to working-out-of-class status must meet the minimum requirements for the higher-level classification at the time of appointment. Human Resources must review and approve all working out-of-class assignments prior to an out-of-class appointment being made. Human Resources shall notify the Union of each working out-of-class assignment approved within the Teamsters represented bargaining units,

**ARTICLE 4**

WORKING OUT - OF CLASS

including the name of the employee selected for the assignment and the date the assignment began.

Section 5. Employees who believe they have been assigned by management to perform the significant distinguishing duties of a higher classification a majority of the time, excluding vacation replacement assignments, who have not been placed in a working-out-of-class status with working-out-of-class pay as authorized under this provision, may file a written request with the Designated Deputy over Human Resources for review of the assigned duties.

Human Resources will have 3 weeks to review requests. At the end of the 3-week period, employees may either be returned to duties within their classification or, if Human Resources determines requirements for working out of class pay are met and the Executive Officer approves the assignment, they will begin earning the pay of the higher classification after working for 80 hours in the assignment.

**ARTICLE 5**

WORK WEEK

Section 1. The work week shall consist of four 10-hour days within a 7 calendar day period. Work days will be Tuesday through Friday except that management may designate alternative work days for individual employees when operational needs require it.

This work schedule shall be applied to all employees unless specifically exempted by management.

Employees may choose, subject to management approval, to start work as early as 6:00 a.m. and to end work as late as 7:30 p.m.

Employees shall be entitled to two paid 15-minute rest breaks (one during the first half of the shift and one during the second half of the shift) and a 30-minute unpaid meal period in a work day. The meal period must be scheduled to begin between the fourth hour of the shift and the sixth hour of the shift. Management reserves the right to schedule rest breaks and meal period times within the time frames described above. Rest breaks or meal periods may be scheduled outside of these time frames upon mutual agreement of the employee and management. A 60-minute unpaid meal period may be allowed upon mutual agreement of employee and management.

Section 2. Employees exempted for a medical condition from the 4/10 work schedule referenced above will work a minimum of four 8-hour days per week. Management has the discretion, based on operational needs, to permit an employee to have a work schedule consisting of five 8-hour days within a 7 calendar day period. Those working a 4/8 schedule may apply earned leave time (vacation, compensatory time, sick leave, etc.) to receive up to full pay for an 80-hour pay period. Nothing contained herein shall be construed as

**ARTICLE 5**

WORK WEEK

guaranteeing to any employee a minimum number of hours per day, days per week, weeks per year, or any other guarantee of work.

Section 3. South Coast AQMD shall give an employee reasonable advance notice of any change in the employee's regular work week.

NOTE: Reasonable advance notice shall be defined as 10 business days' written notice to the affected employee for any change in the employee's regular work week, except in cases of emergency.

**ARTICLE 6**

OVERTIME
(Compensatory Time)

Section 1. All employees shall be entitled to compensatory time for all paid hours in excess of 40 hours within the employee's work week. Compensatory time shall be earned at the rate of 1-1/2 hours of compensatory time for each 1 hour of overtime worked. Time paid for but not worked during the employee's regular work week shall be counted toward the computation of overtime. Compensatory time for overtime worked shall be accumulated in 1/4 hour per day increments. If an employee works less than 1/4 hour per day of overtime, the employee shall not receive compensatory time.

Section 2. Accumulated compensatory time not taken off in the calendar year in which it was earned may be carried over indefinitely to subsequent calendar years.

Section 3. Payment Upon Termination. Upon termination from South Coast AQMD service, an employee shall, in accordance with the law, be paid a lump sum payment for his or her unused, accumulated compensatory time off; however, no payment shall be made for unused compensatory time exceeding 240 hours. Such lump sum payment shall be computed by multiplying the employee's unused compensatory time (up to 240 hours) by his or her regular hourly rate at date of termination.

Section 4. Usage of Compensatory Time Off Previously Earned.

a. Accumulated compensatory time off may be taken by an employee upon reasonable notice and prior approval of management.

b. Accumulated compensatory time shall be taken off by an employee when directed by management, but only when an employee has accumulated more than 40 hours of compensatory time and subject to the following: On each occasion when an employee has accumulated more than 40 hours of compensatory time, management may direct the employee to reduce his or her accumulated compensatory time balance to as low as 20 hours, either by taking time off or receiving paid

**ARTICLE 6**

OVERTIME
(Compensatory Time)

overtime at the straight time rate. Once directed to reduce his or her compensatory time balance, the employee shall choose to either take compensatory time off or receive paid overtime at the straight time rate.

Should the employee in this status elect to take compensatory time off, management will give an employee at least 10 days' notice prior to the date compensatory time is directed by management to be taken.

In approving and directing compensatory time off, management will, as far as practicable, attempt to accommodate employee convenience to the degree possible in light of the operational requirements of the division.

Section 5. All employees who work more than 10 hours in any 24-hour period (or more than 8 hours if working an 8-hour-per-day schedule) shall be entitled to compensatory time for those excess hours. Said compensatory time shall be earned at the rate of 1-1/2 hours of compensatory time for each 1 hour worked past 10 in a day (or 8 if working a 5/8 schedule). This compensatory time shall be granted irrespective of the hours paid or worked within the employee's work week and his/her status under the FLSA except that no more than 240 hours of compensatory time may be accumulated by persons subject to the FLSA.

Section 6. Employees working on a holiday shall receive, in addition to regular pay for that day, time-and-one-half (1-1/2) compensatory time or time-and-one-half (1-1/2) pay for all holiday hours worked, at the employee's option. Their compensation shall be irrespective of the number of hours the employee worked during that week.

**ARTICLE 7**

OVERTIME
(Paid Overtime)

Section 1. An employee, at the time of request, may opt to be paid for any overtime worked at the rate of 1-1/2 times his or her hourly rate, minus any bonuses, or may have said time added to his or her compensatory time balance at the rate of 1-1/2 hours of compensatory time for every 1 hour of overtime worked.

Section 2. Employees may opt to be paid overtime for all hours worked in excess of 40 in 1 week, whether required or voluntary overtime work. "Hours worked" will be calculated as provided for by the FLSA, 29 U.S.C. S 201, et seq., and shall include fixed holidays. Hours worked also includes time for which persons are compensated but do not actually work, including but not limited to sick leave, vacation and floating holidays.

Section 3. Any employee required to work on Sunday shall receive overtime pay at 1-1/2 times their regular rate of pay for all hours worked on that day regardless of the number of days or hours worked in the work week. This

**ARTICLE 7**

OVERTIME
(Paid Overtime)

will be the case irrespective of how many hours of accumulated overtime the employee had on the books prior to the Sunday he was required to work.

Section 4. Nothing herein is intended to limit or restrict the authority of South Coast AQMD to require any employee to perform overtime work.

Section 5. Notwithstanding Sections 1 and 2 above, all employees who work more than 10 hours in any 24-hour period (or more than 8 hours if working an 8-hour-per-day schedule), may opt to be paid for those excess hours. Payment shall be at the rate of 1-1/2 times the regular rate of pay for employees subject to the FLSA. This payment shall be granted irrespective of the hours paid or worked within the employee's workweek.

Section 6. Employees working on a holiday shall receive, in addition to regular pay for that day, time-and-one-half compensatory time or time-and one-half pay for all holiday hours worked, at the employee's option. Their compensation shall be irrespective of the number of hours the employee worked during that week.

Section 7. South Coast AQMD shall utilize good management practices in assigning overtime work and, as part of such practices, shall consider such factors as the appropriate staff and classification level for performing the work, assigning overtime within the group that regularly performs the work, equitable distribution of overtime among staff, and operational needs.

**ARTICLE 8**

DIFFERENTIAL FOR NIGHT SERVICE

(*Salary Resolution*, Section 23, "Differential for Night Service")

Section 1. Differential For Night Service.

a. For purposes of this section only:

(1) An evening shift is a regularly established work shift at least 1/2 of which falls between the hours of 4 p.m. and 11 p.m.

(2) A night shift is a regularly established work shift at least 1/2 of which falls between the hours of 9 p.m. and 8 a.m.

b. A $2.00-per-hour bonus shall be paid to employees for each hour they work during an evening or night shift, except as otherwise provided herein.

**ARTICLE 9**

STANDBY PAY

(*Salary Resolution*, Section 24, "Standby Pay")

Section 1. Standby Pay. When authorized, a $3.00-per-hour payment will be paid to any person assigned regularly scheduled periods of standby service at off-duty times.

Employees who are required to stand by must be available to return to duty with minimal delay, which may or may not require travel to South Coast

**ARTICLE 9**

STANDBY PAY

AQMD headquarters or another location. Employees on standby shall not be considered to be inconvenienced or have their normal activities restricted if they are required to be available to respond to phone calls or text messages by mobile phone, or are required to be available to respond to pages or emails.

When an employee on standby service is required to return to duty, the employee shall receive Call-Back pay, in accordance with Article 10.

Section 1.1. Assignment. Assignment of standby service at off-duty times shall be on a voluntary basis. If no volunteers are available for standby service in a department for at least 30 days, South Coast AQMD and the Union will meet to discuss options to resolve the lack of standby service in that department.

Section 2. Off-Hours Standby Complaint and Breakdown Assignment Program Policy. For the term of this agreement, Engineering and Compliance will maintain the *Off-Hours Standby Complaint and Breakdown Assignment Policy* agreed to on August 20, 1999.

**ARTICLE 10**

CALL-BACK PAY

(*Salary Resolution*, Section 25, "Call-Back Pay")

Section 1. Call-Back Pay.

a. Whenever employees are unexpectedly ordered to return to duty because of unanticipated work requirements, such return to duty shall be deemed to be a call back if the order to return to duty is given to the employee following termination of his or her normal work shift and departure from the work location, and such return occurs within 24 hours of when the order is given but not less than 2 hours before the established starting time of the employee's next regular shift. An employee on standby service shall receive Call-Back pay when required to return to duty, in accordance with Section 1.b below.

b. Any employee in a full-time permanent position shall receive call back pay as follows:

(1) If the order to return to work requires travel to South Coast AQMD headquarters or to another location to do the work,

(a) a minimum payment equal to 4 hours of pay at time-and-one-half (1-1/2) the employee's regular rate, or

(b) a minimum payment equal to 4 hours of compensatory time at time-and-one-half (1-1/2) to be added to his or her balance.

(2) If the order to return to work does not require travel to South Coast AQMD headquarters or to another location to do the work,

**ARTICLE 10**

CALL-BACK PAY

(a) a minimum payment equal to 2 hours of pay at time-and-one-half (1-1/2) the employee's regular rate, or

(b) a minimum payment equal to 2 hours of compensatory time at time-and-one-half (1-1/2) to be added to his or her balance.

(3) If the total number of hours worked during the return to duty exceeds the minimum payment, the employee shall receive compensation at time-and-one-half (1-1/2) for all hours worked. As an alternative, the employee may opt to receive compensatory time hours at time-and-one-half (1-1/2) the employee's regular rate for all hours worked. The compensatory time and overtime

provisions of this section shall apply regardless of the compensatory time balance of the employee prior to being called back.

The term "regular rate" shall be as defined by the FLSA.

c. Whenever an employee is unexpectedly ordered by his or her supervisor to return to duty as provided above, but such return occurs less than 2 hours before the established starting time of the employee's next regular shift, it shall be deemed an early shift start, and the employee shall be compensated at overtime rates for any overtime worked as a direct result thereof.

Section 2. Off-Hours Standby Complaint and Breakdown Assignment Program Policy. For the term of this agreement, Engineering and Compliance will maintain the *Off-Hours Standby Complaint and Breakdown Assignment Program* policy agreed to on August 20, 1999.

**ARTICLE 11**

(*Administrative Code*, Section 110)

MILEAGE ALLOWANCE

Section 1. Mileage Permittee.
A mileage permittee is any person traveling on South Coast AQMD business in his or her own private vehicle who claims mileage reimbursement. Such person's eligibility for mileage permittee status is established by the approval of the mileage claim by his or her director.

Section 2. Rules for Filing Mileage Claims.
The Chief Financial Officer is hereby authorized to establish procedures governing the preparation, filing, and payment of mileage and parking reimbursement claims.

Section 3. Mileage Permittee Insurance Requirements.
The mileage permittee's act of signing a mileage/parking reimbursement claim signifies that he or she has the automobile insurance or bond coverage required by the State of California. To so falsely state coverage will be grounds for disciplinary action.

**ARTICLE 11**

MILEAGE ALLOWANCE

Section 4. Mileage Rates.
Beginning January 1, 2000, the rate shall be adjusted annually by the Chief Financial Officer based on the Internal Revenue Service Standard Mileage Rate.

Section 5. Mileage Eligibility for Reimbursement.
Mileage permittees will be allowed to claim reimbursement for only the business mileage traveled each day in excess of that from their home to their designated headquarters and return. However, if a mileage permittee does not report to his or her headquarters location during the business day while conducting South Coast AQMD business which requires driving, he or she will be entitled to full reimbursement for actual miles traveled on business

that day; i.e., no deduction will be made for the home-to-headquarters round trip. For purposes of mileage reimbursement, a headquarters location will be established for each mileage permittee by his or her director. Reimbursement will not be made if a South Coast AQMD pool car is available and the mileage permittee elects to drive his or her own private vehicle.

Section 6. Extra Trip Mileage. Whenever a mileage permittee is ordered to return to his or her duties from home after regular working hours, mileage will be allowed from and return to home.

Section 7. Mileage on Weekends and Other Non-Work Days.
Mileage permittees working on weekends or holidays or on their regularly scheduled day off under a 4/10 work schedule may claim mileage reimbursement for the round trip from home to their work site, as well as any other mileage claimable under Section 5 above.

With the approval of the respective Deputy Executive Officer, mileage may also be claimed by permittees attending South Coast AQMD-approved functions (such as seminars) on weekends, holidays, or a regularly scheduled day off under a 4/10 work schedule even if they are not in a paid status on these days. For these employees, mileage shall be computed as if the mileage permittee were in a paid status.

Section 8. Reimbursement for Parking.
South Coast AQMD employees required to drive on South Coast AQMD business shall be entitled to reimbursement for actual expenses incurred for parking as a necessary part of official travel.

**ARTICLE 12**

TRAVEL EXPENSES

(*Administrative Code*, Section 120)

Section 1. Travel Expenses.
Expenses for travel shall be reimbursed in accordance with South Coast AQMD Administrative Code, Section 120.

**ARTICLE 13**

HAZARD PAY

Section 1. With the exceptions noted in Sections 4 and 5 below, employees who are assigned by management to assist in a specific hazardous assignment, as determined by management, shall receive a daily bonus for such work for the number of days actually assigned to the hazardous assignment during a pay period as follows:

| | |
|---|---|
| 1 day or any portion thereof | $20.00 |
| 2 days | $40.00 |
| 3 days | $60.00 |
| 4 days | $80.00 |
| 5 days | $100.00 |
| 6 days | $120.00 |
| 7 days | $140.00 |
| 8 days | $160.00 |
| 9 days | $180.00 |
| 10 days | $200.00 |

The hazard pay shall not constitute a part of the employee's base rate, but shall be a bonus for performing hazardous duties. Hazard pay shall be considered part of the regular rate for purposes of computing overtime.

Section 2. The bonus in Section 1 will be applied only when inspections or sampling activity occurs in an area where the wearing of South Coast AQMD-issued half-face or full-face air-purifying respirator is mandatory because concentrations of toxic materials may be at such a high level that there would be adverse health effects experienced by the employee without the use of such equipment.

Section 3. In no event will the bonus be paid to Inspectors conducting routine inspections such as floating roof tank inspections or other inspections, which are normally assigned as part of a regular assignment except as provided in Section 2.

Section 4. Employees in the Monitoring & Analysis Division assigned to a field source test team will receive $20 per day effective July 6, 1992, those days that they actually participate in source tests.

Section 5. Effective February 24, 1997, employees in the Technical and Enforcement Unit participating on-scene in emergency response technical assistance activities during an Airborne Hazardous Materials Incident dispatched pursuant to the Governing Board-adopted policy will receive a $20-per-day hazard pay bonus.

**ARTICLE 14** (*Salary Resolution*, Section 28, "Holidays")

HOLIDAYS

Section 1. For the term of this Agreement, South Coast AQMD- paid holidays shall be:

a. July 4 (Independence Day)
b. The first Monday in September (Labor Day)
c. November 11 (Veteran's Day)
d. The fourth Thursday and the following Friday in November (Thanksgiving)
e. December 25 (Christmas)
f. January 1 (New Year's Day)
g. The third Monday in January (Martin Luther King, Jr.'s Birthday)
h. The third Monday in February (Presidents' Day)
i. The last Monday in May (Memorial Day)
j. June 19 (Juneteenth)

On each September 1 during the term of this Agreement, South Coast AQMD employees shall be granted 10 hours of floating holiday time (or 8 hours of floating holiday time if working an 8-hour-per-day schedule) in lieu of celebrating Admissions Day. On each February 1 during the term of this Agreement, South Coast AQMD employees shall be granted 10 hours (or 8 hours if working a 4/8 or a 5/8 schedule) of floating holiday time in lieu of celebrating Abraham Lincoln's birthday.

Whenever any employee is unable to take such time off as provided by this section regarding floating holidays, such time may be carried over into the next succeeding calendar year during which year such time off must be taken or it is lost. However, if a pay period bridges two calendar years, an employee will have until the end of that pay period to take off floating holiday time before it is lost.

Section 2. Paid Leave. Any employee who is employed on a biweekly basis shall be entitled to paid leave for holidays as defined by above, as follows:

a. 40-hour-per-week employees and employees exempted for a medical condition from the 4/10 work schedule who are regularly scheduled to work a minimum of four 8-hour days per week:

    (1) Any employee working a 4/10 work schedule shall receive 10 hours of holiday pay for each said holiday.

    (2) Any employee working a 4/8 or a 5/8 work schedule shall receive 8 hours of holiday pay for each said holiday.

(3) Whenever an employee's regularly scheduled day off falls on a holiday, he or she shall be granted 10 hours of holiday earned time (8 hours if working a 4/8 or a 5/8 schedule).

b. Part-time Employees. Any part-time employee employed on a biweekly basis shall be allowed paid leave for each said holiday in the manner set forth in this Section, but in an amount equal to the fraction of 10 hours or 8 hours equivalent to the basis for compensating said position.

c. Holiday Earned.

(1) Whenever any employee is unable to take such time off as provided by section 2a.(3) above, such time may be accrued for up to 140 hours. Holiday earned accrual will resume at the beginning of the pay period immediately following the pay period in which the balance falls below 140.

Beginning January 1, 2018, or as soon as practicable, accrued holiday earned time will be tracked separately from accrued compensation time. Within 60 days from the effective date of the MOU, an employee may transfer up to 70 holiday earned hours accrued and unused during the previous 26 pay periods from the employee's compensation time balance to the employee's holiday earned balance.

(2) From the effective date of the MOU until March 31, 2018, any employee who has held a permanent full-time position for 26 consecutive pay periods shall have the option of selling back to South Coast AQMD up to 70 hours of holiday earned leave time accrued, and not used, during the previous 26 pay periods. Once an employee has sold back any amount of holiday earned leave time, the employee may not do so again for another 26 pay periods.

Beginning April 1, 2018, any employee who has held a permanent full-time position for 26 consecutive pay periods shall have the option of selling back to South Coast AQMD up to 40 hours of holiday earned leave time accrued, and not used, during the previous 26 pay periods. Once an employee has sold back any amount of holiday earned leave time, the employee may not do so again for another 26 pay periods.

d. Holiday Time Payoff. Any employee about to leave the service of South Coast AQMD shall be allowed a leave of absence of accumulated holiday time which has not been taken, calculated according to the provisions of this section. In place of this leave, a lump sum payment may be made to the employee. This payment shall be calculated by multiplying the employee's unused holiday time by his or her regular hourly rate at the date of termination.

**ARTICLE 15** (*Salary Resolution*, Article 9, "Vacations")

VACATIONS

Section 1. Vacation Anniversary Date.

a. Full-time employees and employees exempted from the 4/10 work schedule for a medical condition who are regularly scheduled to work a minimum of four 8-hour days per week shall earn and be credited with vacation at the rate of .03846 hours for each hour of active service, exclusive of overtime, during their first year of service. Employees shall be granted neither vacation time off nor a vacation payoff at termination during this 1st year of service.

b. For purposes of this article, an employee's vacation anniversary shall be the same as his or her continuous service date subject to adjustment within a pay period. This adjustment is necessary for determining a vacation accrual rate for persons having 4 or more years of continuous South Coast AQMD service. In these cases, when a continuous service date occurs within a pay period, the vacation anniversary date for that year only shall be the 1st day of the pay period.

Section 2. Vacation—One or More Years' Service.

a. Persons employed full time on a biweekly basis who have been in continuous service for more than 1 year shall accrue and be credited with vacations in accordance with the following tables:

| | | Accrual Rate | |
|---|---|---|---|
| Year | Annual Accrual In Hours | Per Paid Hour (exclusive of overtime) | Per Pay Period |
| 1-4 | 80 | .03846 | 3.08 |
| 5-9 | 120 | .05770 | 4.62 |
| 10 | 128 | .06157 | 4.93 |
| 11 | 136 | .06544 | 5.24 |
| 12 | 144 | .06923 | 5.54 |
| 13 | 152 | .07308 | 5.85 |
| 14-20 | 160 | .07694 | 6.16 |
| 21 or more | 182 | .08750 | 7.00 |

b. Notwithstanding any other provisions of this Agreement, any employee who was employed by South Coast AQMD on July 1, 1976, who on June 30, 1976, was an employee of a county and on the basis of his or her service was entitled to more vacation days than provided in Article 15, shall not have his or her vacation entitlement days reduced thereby.

Section 3. Hourly Employees.
Any employee who is employed by South Coast AQMD at least 3/4 time, over 60 hours per pay period, exclusive of overtime, shall accrue and be credited with vacation at the 2-week 80-hour rates. Each year thereafter he or

**ARTICLE 15**

VACATIONS

she continues to be employed at least 3/4 time, he or she shall be entitled to vacation in accordance with the 2-week 80-hour vacation accrual rate.

Section 4. Vacation Upon Termination.

a. Any person who leaves the service of South Coast AQMD, who immediately prior to such separation shall have been in South Coast AQMD service for 1 year or more, shall be entitled to leaving vacation. Payment for such leaving vacation shall be made in a lump sum and shall be based on the number of working hours earned.

b. The lump sum payment upon termination shall be computed by multiplying the employee's unused vacation hours by his or her regular hourly rate at the date of termination.

Section 5. Time of Taking Vacations.
Vacations may be taken in the year in which they are earned or in subsequent years. An employee may have more than 360 hours of accrued vacation through the end of the last pay period beginning in December. Employees whose vacation accrual balances exceed 360 hours by the end of the last pay

period beginning in December may not accrue additional vacation until balances are lowered to 360 hours. Vacation accrual will resume at the beginning of the pay period immediately following the pay period in which the balance falls to 360 or less. Employees will be paid for all accrued vacation time at termination.

A Technical and Enforcement employee who has 360 hours of current and deferred vacation will be allowed to sell back up to 40 hours of vacation providing the employee has taken off at least 80 hours of vacation in the prior 12 months.

An Office Clerical and Maintenance employee who has 180 hours of current and deferred vacation will be allowed to sell back up to 40 hours of vacation, providing the employee has taken off at least 40 hours in the prior 12 months.

Once an employee has sold back vacation time, the employee may not do so again for another 26 biweekly pay periods.

Section 6. Vacations shall be taken at such time as authorized by the appointing authority.

**ARTICLE 16**

FRINGE BENEFIT ADMINISTRATION

Section 1. Administration. South Coast AQMD reserves the right to select the insurance carrier or administer any fringe benefit programs that now exist or may exist in the future during the term of this MOU.

**ARTICLE 16**

FRINGE BENEFIT ADMINISTRATION

Section 2. Selecting and Funding. In the administration of the fringe benefit programs, South Coast AQMD shall have the right to select any insurance carrier or other method of providing coverage to fund the benefits provided under the terms of this MOU, provided that the benefits to the employees shall be no less than those in existence as of the implementation of this Agreement.

Section 3. Changes. If, during the term of this MOU, any change of insurance carrier or method of funding coverage for any benefits provided hereunder occurs, South Coast AQMD shall meet and confer with the Union prior to any change of insurance carrier or method of funding coverage.

Section 4. Labor-Management Insurance Committee. A labor-management committee will be established to review medical, dental, vision, and life insurance benefit choices and premium costs and to provide recommendations to Human Resources. The committee will consist of 2 members from each bargaining unit, each union's bargaining representative, 2 confidential employee representatives, 2 management representatives, the Designated Deputy over Human Resources, and Human Resources' benefits manager and benefits analyst. The committee will meet quarterly and will provide recommendations to Human Resources on possible plan improvements and enhancements. Any benefit plan recommendations developed will be given full consideration by Human Resources in providing plans that meet South Coast AQMD employee needs at cost effective rates. Plan changes resulting from committee recommendations will not open the contract to renegotiation of any provision.

Section 5. Skill-Based Pay. Employees hired after January 1, 2006, are not eligible to receive monthly skill-based pay. They are, however, eligible for bilingual pay in accordance with prevailing policy.

Bilingual pay is a flat-rate of $25 per pay period, not part of the base pay, if there was use of a language skill at least once by the employee during the pay period. Eligibility and approval for bilingual pay is set forth in the South Coast AQMD Skill-Based Pay Plan.

**ARTICLE 17**

GROUP INSURANCE (Health, Dental, Life and Vision Insurance)

Section 1. Medical-Hospital Insurance.
South Coast AQMD will pay a monthly contribution to each group medical/hospital insurance plan administered by South Coast AQMD, by an employee organization, or any other organization so designated by South Coast AQMD for each full-time permanent employee who elects to enroll in such a plan.

Dental Insurance.
Where consistent with the eligibility requirements below, South Coast AQMD shall pay each full-time permanent employee's dental premium and dependent dental coverage.

**ARTICLE 17**

GROUP INSURANCE
(Health, Dental, Life and Vision Insurance)

Life Insurance.
Where consistent with the eligibility requirements below, South Coast AQMD shall pay each full-time permanent employee's premium for a term life insurance policy with a value of $10,000. Any represented employee contribution for this additional coverage will be determined in accordance with Section 2 of Article 17 of the MOU.

Eligible Employees.
The contribution provided for in this section shall be made only on behalf of each employee who actually enrolls in such plan and who is a full-time permanent employee or a permanent employee who has been exempted for a medical condition from the 4/10 schedule and who is regularly scheduled to work a minimum of four 8-hour days per week.

Such contribution shall be made to only 1 medical/hospital plan per employee. No contribution shall be made on behalf of any employee if he or she has not been in a pay status at least 1 day the prior month.

Eligible Dependents.
Eligible dependents for insurance coverages described here are legal spouses, children, and stepchildren who meet eligibility criteria set by insurance providers.

Domestic partners of eligible bargaining unit employees and domestic partners' children are eligible for health insurance coverages described here, subject to South Coast AQMD domestic partner certification requirements and eligibility requirements for dependents set by insurance providers.

Section 2. The total monthly contribution to be paid by South Coast AQMD for health, dental, life and vision insurance for employees shall be an amount not to exceed $2,062.00.

Section 3. Employees may select from among medical, dental, life and vision insurance plans currently available, which include Kaiser, Blue Shield, PMI Dental, Delta Dental, Canada Life, and Medical Eye Services.

Any unused portion of the monthly contribution amount remaining after premiums have been paid for vision (if selected), medical, dental, and life insurance will be reimbursed as cash to the employee.

Any amount necessary to fund insurance coverage in excess of amounts listed above for each contract year shall be the responsibility of the individual employee.

South Coast AQMD is authorized to deduct any amount necessary to maintain coverage of health, dental, life, and vision insurance in excess of the amounts listed above for each contract year by deducting the difference from the employee's biweekly pay warrant.

**ARTICLE 17**

GROUP INSURANCE
(Health, Dental, Life and Vision Insurance)

South Coast AQMD agrees to an open enrollment period for the medical, dental, life, and vision insurance plans referenced above.

Section 4. Once eligibility for the plan is established, South Coast AQMD agrees to provide 1 long-term disability (LTD) plan option for employees to purchase at their own expense.

Section 5. The parties agree to establish a committee to explore having employees represented by Teamsters Local 911 participate in the Health Reimbursement Arrangement (HRA) adopted by the Governing Board on December 4, 2009. The committee will consist of two members of the OCM Unit, two members of the T&E Unit, as well as representatives from Human resources, Finance, and District Counsel. Any agreements regarding participation in the HRA will be incorporated into this MOU.

Section 6. No earlier than August 1, 2024, August 1, 2025, August 1, 2026, and August 1, 2027, the
parties agree to a reopener of Article 17, Section 2 of the MOU for purposes of discussing potential health insurance premium increases effective January 1, 2025, January 1, 2026, January 1, 2027, and January 1, 2028, respectively.

**ARTICLE 18**

STATE DISABILITY INSURANCE

South Coast AQMD shall continue to provide State Disability insurance for nonindustrial illness or injury. Said agreement shall provide for the integration of South Coast AQMD leave time with State Disability benefits, at the option of the employee.

Employees shall not be entitled to receive more than 100% of pay when leave time and State Disability benefits are combined.

Employees charging partial-pay sick leave as discussed in Article 22(3)f shall not be prevented from receiving up to 100% of salary when combining SDI benefits, partial-pay sick leave, and a sufficient amount of other leave time.

**ARTICLE 19**

DEFERRED COMPENSATION

Section 1. South Coast AQMD shall offer regular full-time employees the opportunity to participate in a Section 457 Deferred Compensation Plan. The same opportunity will also be offered to regular employees exempted for a medical condition from the 4/10 schedule who are regularly scheduled to work a minimum of four 8-hour days per week.

Section 2. Effective Pay Period 1 of 2023 (which has a Pay Date of January 4, 2023), for employees choosing to participate, South Coast AQMD shall fund a 1:1 matching contribution up to $300 per calendar

**ARTICLE 19**

DEFERRED COMPENSATION

year. The maximum annual total contribution made to the plan for each employee shall be as stipulated by law.

**ARTICLE 20**

IRS SECTION 125 PROGRAM

IRS Section 125.
AQMD will establish an IRS Section 125 Program, which permits employees, under existing law, to use pre-tax dollars for premium conversion, medical reimbursements, and/or dependent care expenses. The maximum amount of pay that can be redirected, tax free, to a flexible spending account for health care reimbursement is the maximum allowed by federal law for each calendar year.

**ARTICLE 21**

RETIREMENT

Section 1. Effective July 8, 1991, for employees who are active members of the San Bernardino County Employees' Retirement Association (SBCERA) and who were hired prior to July 1, 1979, South Coast AQMD will pick up, on employees' behalf, payment of 11.34 percent of the employee contribution rates established for South Coast AQMD by SBCERA's actuary. For employees hired on or after July 1, 1979, South Coast AQMD will pick up, on employees' behalf, payment of 6.49 percent of the employee contribution rates established for South Coast AQMD by SBCERA's actuary. The remaining portion of an employee's contribution rate will be withheld from the employee's pay. Beginning December 13, 1999, employee retirement contributions will be withheld on a pretax basis, within Internal Revenue Service requirements.

Beginning January 2, 2006, employees in the Technical and Enforcement Unit will contribute an additional 3.25% of "pensionable" (as defined by SBCERA) earnings toward retirement and South Coast AQMD's contribution will be reduced by this amount.

All new employees hired on or after July 1, 2012, shall pay the full General Membership Contribution Rate for their retirement through SBCERA.

A new employee hired on or after January 1, 2013, who was a prior member of SBCERA or another public retirement system and established reciprocity with SBCERA, or had a break in service of less than six months, shall pay their full General Membership Contribution Rate for their retirement through SBCERA. The employee's rate is established by SBCERA, and varies depending upon age of entry into the pension system.

Pursuant to the California Public Employee Pension Reform Act of 2013, a new employee hired on or after January 1, 2013, who is being employed for the first time by any public employer, had a break in service of more than six months, or was employed by another public employer but not

subject to reciprocity with SBCERA, shall pay the employee contribution rate as determined by SBCERA. (As of January 1, 2013, the rate is 7.75%, and is subject to change as determined by SBCERA's actuary according to the most recently completed valuation.)

For employees in either unit hired after January 1, 2006, only the portion of the agency's contribution toward benefits that is taken as cash is "pensionable," i.e., is considered "compensation earnable" for retirement purposes.

Section 1.5. Effective the start of the pay period encompassing July 1, 2015, T&E members will contribute an additional 1.08% towards the employee retirement contribution rate and will receive a 1.08% increase to base salary.

Effective the start of the pay period encompassing July 1, 2016, T&E members will contribute an additional 1.08% and will receive a 1.08% increase to base salary. Effective the start of the pay period encompassing July 1, 2017, T&E members will contribute an additional 1.08% and will receive a 1.08% increase to base salary. T&E members who have 30 years or more of retirement service credit with SBCERA, were hired on or after July 1, 2012, and those employees hired on or after the implementation of PEPRA are not eligible to receive these increases to base salary and are not required to make the additional contribution described above. At the time a T&E member reaches 30 years of SBCERA service credit, the salary increases to base salary previously received pursuant to this Section 1.5 shall be terminated and the employee's base salary will be adjusted accordingly.

Effective the start of the pay period encompassing July 1, 2015, OCM members will contribute an additional 2.163% towards the employee retirement contribution rate and will receive a 2.163% increase to base salary. Effective the start of the pay period encompassing July 1, 2016, OCM members will contribute an additional 2.163% and will receive a 2.163% increase to base salary. Effective the start of the pay period encompassing July 1, 2017, OCM members will contribute an additional 2.163% and will receive a 2.163% increase to base salary. OCM members who have 30 years or more of retirement service credit with SBCERA, were hired on or after July 1, 2012, and those employees hired on or after the implementation of PEPRA are not eligible to receive these increases to base salary and are not required to make the additional contribution described above. At the time an OCM member reaches 30 years of SBCERA service credit, the salary increases to base salary previously received pursuant to this Section 1.5 shall be terminated and the employee's base salary will be adjusted accordingly.

Section 2. Effective July 1, 1991, for those employees who are active members of the Los Angeles County Employees' Retirement Association (LACERA), employee contribution rates shall be 6.05 percentage points less than those determined in the most recent actuarial study. Irrespective

**ARTICLE 21**

RETIREMENT

of the employee contribution rate determined after applying this 6.05 percentage point reduction, those employees with less than 30 years' retirement service credit shall pay a minimum of $1 per month in employee retirement contributions. Beginning January 2, 2006, employees in the Technical and Enforcement unit will contribute an additional 3.25% of "pensionable" (as defined by LACERA) earnings toward retirement and South Coast AQMD's contribution will be reduced by this amount.

Section 3. Notwithstanding the provisions of Sections 1 and 2 above, it is the intent of the parties that there should be no increases in employee contributions to retirement based on actuarial studies in effect on July 8, 1991.

Section 4. A retirement contribution equivalency payment shall be made to certain employees who are members of the Los Angeles County Employees' Retirement Association. This payment shall be made only to those employees who as of July 1, 1983, paid no retirement contributions by virtue of having been credited with 30 years of retirement service credit. These employees shall receive each biweekly pay period an equivalency payment equal to 3% of base salary. It is understood by the parties that this equivalency payment is in addition to base salary and not a part of it.

Section 5. In accordance with Internal Revenue Code, Section 3121 (b)(7)(f), employees who are not members of an South Coast AQMD-sponsored retirement system will be subject to the full FICA tax effective for services rendered after July 1, 1991. In the event the IRS Section 312(b)(7)(f) makes regular employees of South Coast AQMD subject to full FICA tax, the parties agree to reopen this section for the purpose of meeting and conferring.

Section 6. The Executive Officer will recommend the South Coast AQMD Board adopt a resolution that would enable full-time regular employees currently not paying Medicare taxes to elect, on a voluntary basis, to pay such taxes. With the Board's approval, Medicare tax withholding and South Coast AQMD's payment of its portion of the tax would begin as soon as administratively feasible, but no sooner than one year after the date the Board approves the resolution. The parties understand that, once a decision is made to have Medicare taxes deducted, that decision is irrevocable.

**ARTICLE 22**

LEAVES OF ABSENCE FOR SICKNESS OR INJURY

(*Salary Resolution*, Section 44, "Injuries in the Course of Employment")

Section 1. Injuries in the Course of Employment.

a. Applicability of This Section. The provisions of this Section shall apply only to those industrial injury cases which the Workers'

**ARTICLE 22**

LEAVES OF ABSENCE FOR SICKNESS OR INJURY

Compensation Appeals Board determines to be compensable and only for such period of time as the Workers' Compensation Laws of the State of California require payment for temporary disability and shall cease when a person leaves South Coast AQMD service other than by disability retirement.

b. Compensation and Benefits - Leaves of One Year or Less.

(1) Any employee who is absent as a result of an industrial injury deemed compensable the Workers' Compensation Appeals Board shall receive compensation equal to the difference between his or her salary and the sum of the benefits prescribed by the Workers' Compensation Laws of the State of California and earnings from other employment, the total of which shall not exceed 65% of the base salary. Employees shall be eligible to receive such compensation above the benefits prescribed by Workers' Compensation Laws of the State of California and earnings from other employment for a period of one year from the date of injury.

(2) An employee who is granted a disability retirement allowance as a result of a compensable industrial injury before one year from the date of injury shall receive compensation equal to the difference between (1) his or her base salary, and (2) the sum of his or her retirement allowance, plus benefits provided under the Workers' Compensation Laws of the State of California plus earnings from other employment, when such sum totals less than his or her base salary.

(3) The benefits provided under the Workers' Compensation Laws of the State of California referred to in c.(1) and (2) above shall not include payments made for hospital, surgical, and medical expenses or payments received as a result of permanent injury awards.

(4) No deductions will be made from any vacation time, sick leave, or overtime previously accumulated by the employee while the employee is absent on a compensable industrial injury leave and for a period of time as defined in paragraph (1) above, except to the extent that the employee chooses to supplement his or her payments under paragraph (1) above with the charging of leave time. Such charging of leave time shall not be permitted to the extent that it results in the payment of more than 100% of salary or conflicts with section d below.

c. Compensation and Benefits – After 1 Year. An employee who is compelled to be absent as the result of a compensable industrial injury after 1 year from the date of injury may elect one of the following:

(1) To receive only those benefits provided under the Workers' Compensation Laws of the State of California.

(2) To receive the difference between sick leave pay which he or she would be entitled to receive pursuant to Section 3 below if his or her injuries had not arisen out of or in the course of if his or her employment and Workers' Compensation Benefits, plus earnings from other employment. Election of this alternative means that full deductions will continue to be made. When sick leave has been exhausted, the employee may elect to receive alternative (1) or (3).

(3) To use any previously earned vacation, full-pay sick leave, or overtime, in order to receive payment equal to the difference between his or her salary and Workers' Compensation Benefits, plus earnings from other employment.

Election of this alternative means that full deductions will continue to be made. Upon expiration of all such benefits, the employee may elect to receive alternative (1) or (2) above.

d. Crediting Previously Used Vacation, Sick Leave, or Overtime. In the event an employee is absent due to an injury and the absence is charged to any previously earned vacation, sick leave, or accumulated overtime, and subsequently the injury is determined to be compensable by the Workers' Compensation Appeals Board, such vacation, sick leave, or overtime shall be restored to the employee in accordance with subsection b(4). However, if full restoration of leave time were to result in an employee owing South Coast AQMD money, that employee shall have the option of choosing a partial restoration of leave time. The purpose of the partial leave time restoration shall be to remove the employee's potential debt, if possible, without resulting in any additional payment to him or her. When different types of leave time are restored, restoration of each type of leave time shall be based on the percentage relationships among the various types of leave time charged during the period under consideration.

e. Limitations on Earning and Carry-over of Vacation, Sick Leave and Overtime. Employees who are absent under provisions of subsection c(1) of this section shall not earn any vacation or sick leave for the duration of such absence.

f. Leave With Pay for Medical Treatment. Leave with pay for medical treatment may be permitted for short periods of time when temporary disability payments pursuant to this section of the Labor Code are not made.

Section 2. The employee shall notify South Coast AQMD by Registered Mail of his or her address if changed from the address in the employee's personnel record or if changed at any time during this leave of absence. The employee shall give South Coast AQMD reasonable notice in advance of the date of his or her return to work and shall, upon return to work, be

assigned to his or her former position or a comparable position. Employee shall be physically able to perform the duties of his or her former position or comparable position in order to be returned to work, but South Coast AQMD shall make reasonable effort to place the employee in a position in which the employee is capable of performing to the same standard as other employees in that classification.

(*Salary Resolution*, Section 43, "Leave for Sickness or Injury")

Section 3. Leave For Sickness or Injury.

a. Eligibility for Sick Leave.

(1) Except as provided in this section, any person holding a position created by this MOU shall be considered eligible for sick leave as provided hereby, and may utilize such sick leave when compelled to be absent because of disability resulting from sickness, injury, or pregnancy.

b. Sick Leave at Full Pay - General Provisions.

(1) Effective February 24, 1997, all full-time eligible employees and eligible employees exempted for a medical condition from the 4/10 work schedule who are regularly scheduled to work a minimum of four 8-hour days per week shall accrue 3.8462 working hours of sick leave at full pay for each pay period of continuous service, as long as the 4-day work week is in effect. In the event a 5-day work week is established, the accrual rate will be 3.6924 hours of sick leave per pay period. Other less than full-time employees shall earn a pro-rated amount based on the number of hours they are regularly scheduled to work per pay period.

(2) Effective February 24, 1997, for the first 12 months of any industrial or non-industrial leave of absence, employees will continue to accrue sick leave benefits at the rate of 3.8462 hours per pay period (3.6924 if a 5-day work week is established). In the case of all other leaves of absence, sick leave accrual rate for represented employees will be earned on each hour of paid time only, exclusive of overtime. Employees who are on industrial or non-industrial leave of absence beyond 12 months shall accrue sick leave on each hour of paid time only, exclusive of overtime.

(3) For the purpose of this section, an employee's continuous service shall be deemed to begin on the 1st day of the pay period in the event his or her actual continuous service begins on or before the 7th day of the pay period, and shall be deemed to

begin on the 1st day of the following pay period in the event his or her actual continuous service begins on or after the 8th day of the pay period.

(4) For employees hired before July 1, 1980, sick leave at full pay may be accumulated to a maximum of 1,920 hours. Employees in the Office Clerical and Maintenance Unit hired after July 1, 1980, may accumulate sick leave at full pay to a maximum of 960 hours. Employees in the Technical and Enforcement Unit hired after September 1, 1980, may accumulate sick leave at full pay to a maximum of 960 hours.

(5) Sick leave at full pay shall be deemed used in the reverse order in which it was earned; that is, the most recently earned sick leave time shall be used first.

c. Sick Leave at Full Pay - Special Provisions.

(1) In addition to other authorized uses, an employee may use accrued sick leave at full pay for:

(a) Non-emergency medical or dental care, or

(b) Any personal reason that does not interfere with the public service mission of South Coast AQMD to a maximum of 4 working days per 26-pay-period year beginning with pay period #2.

(2) Upon termination from South Coast AQMD service, an employee who has at least 5 years of continuous service and who holds a permanent full-time position or who has been exempted from the 4/10 work schedule for a medical condition and who is regularly scheduled to work a minimum of four 8-hour days per week shall receive a lump sum payment for accumulated sick leave at full pay to a maximum of 720 hours. Such lump sum shall be computed by multiplying the hourly rate at the date of termination by the sick leave balance which results from the sum of:

(a) All unused sick leave at full pay accumulated prior to January 1, 1971; plus

(b) 1/2 of all unused sick leave at full pay accumulated on or after January 1, 1971.

Employees in the Office Clerical and Maintenance Unit hired after July 1, 1980, and employees in the Technical and Enforcement Unit hired after September 1, 1980, shall receive a lump sum payment calculated in the same manner as other

employees, except payment shall be made only upon a nondeferred retirement. A nondeferred retirement shall be defined as a retirement for which the employee's effective date of retirement immediately follows his or her termination from South Coast AQMD service.

(3) When an employee with at least 5 years of continuous service who holds a permanent full-time position or who has been exempted for a medical condition from the 4/10 work schedule who is regularly scheduled to work a minimum of four 8-hours days per week is granted a maternity leave of absence, she may elect to receive all or part of the benefits set forth in c(2) above as if said employee were terminating.

(4) Any employee who is reinstated pursuant to these rules shall be entitled to have restored to him or her any previously earned and unused full-pay sick leave not previously paid for pursuant to the above.

(5) Any employee who has held a permanent full-time position for 26 pay periods and has not used more than 20 hours of his or her accrued sick leave during the 26 pay periods constituting a payroll year shall have the option of selling back to South Coast AQMD 40 hours of unused sick leave and carrying over the remainder of accrued sick leave earned. For purposes of this section, the payroll year shall be understood to begin with the pay period applicable to the first pay day in January and end with the pay period applicable to the last pay day in December. Prior to the start of the payroll year, but no earlier than December 1, employees will be notified of the start date of the first pay period for the next payroll year and the requirements to remain eligible to sell-back up to 40 hours of unused sick leave for the next payroll year. In order to be eligible for such a sell-back, the employee must have earned 96 hours of sick leave during the payroll year.

In order to be eligible to sell back sick leave time, the employee must notify South Coast AQMD of his or her intention no later than February 15 of each year with respect to sick time accrued the previous year. Said notification shall be made in the manner prescribed by management.

d. Limitation on Sick Leave.

(1) When an employee has exhausted all sick leave benefits to which he or she may be entitled under paragraphs a through c, and in the event that he or she does not return to work, he or she shall not be

entitled to sick leave benefits, except as may be provided in paragraph e.

(2) A person who is compelled to be absent because of sickness or injury, or for non-emergency medical or dental care, may elect to take time off on vacation or compensatory time from overtime or holidays worked rather than sick leave.

(3) No compensation shall be paid under this Section for any period in excess of the time such person has been in South Coast AQMD service.

(4) Sick leave compensation for persons employed on an hourly basis shall be computed on a 5-day work week basis of 40 hours, unless such person actually works more than 5 days per week (40 hours).

e. Continuous Absences Due to Illness or Injury.

(1) In addition to the sick leave benefits to which an employee is entitled under paragraphs a through d of this section, the Executive Officer may grant to an employee on continuous absence because of sickness or injury, if said employee has exhausted all sick leave benefits to which said employee is otherwise entitled, no more than 2 additional years of benefits as provided for in paragraphs a through d above; provided, however, no compensation shall be paid under this section for any period of time in excess of the time such person has been in South Coast AQMD service. In exercising his or her discretion, the Executive Officer may require a medical reevaluation of the employee's medical condition.

(2) A person on a continuous absence because of sickness or injury whose leave begins in one calendar year and extends into the next calendar year shall continue to receive compensation for any remaining sick leave in the next calendar year until such sick leave has been exhausted. Such person shall not be allowed additional sick leave, except as provided in paragraphs (1) and (2) in this subsection.

f. Part-Pay Sick Leave. Notwithstanding any other provisions of this MOU, any employee who was employed by South Coast AQMD on July 1, 1976, who on June 30, 1976, was an employee of a county and on the basis of his or her service was entitled to part-pay sick leave, shall be entitled to the same amount of part-pay sick leave as he or she was entitled to on June 30, 1976.

g. Employees in their probationary period shall be entitled to take sick leave on the same basis as other employees.

**ARTICLE 22**

LEAVES OF ABSENCE FOR SICKNESS OR INJURY

Section 4. Leaves of Absence for Non-Industrial Illness, Injury, or Pregnancy. All employees who have completed their probationary period and in the event of non-industrial illness, injury, or pregnancy may be granted a leave of absence without pay for a period of up to 12 calendar months. South Coast AQMD may require medical evidence of such non-industrial illness, injury, or pregnancy necessitating such leave of absence. South Coast AQMD agrees that such time off may be extended in writing by mutual agreement between South Coast AQMD and the employee. In order to remain on leave of absence for non-industrial illness, injury, or pregnancy, the employee may be called upon to present South Coast AQMD with a licensed physician's certificate verifying that such non-industrial illness, injury, or pregnancy is continuing to disable the employee from performing his or her duties.

In addition, the employee is required to notify South Coast AQMD by Registered Mail of his or her address within 60 calendar days if there is a change of address from the last address in South Coast AQMD's personnel files. Any employee returning to work shall give South Coast AQMD reasonable advance notice of the date of return to work and such employee shall be assigned, upon return to work, to his or her former position or to a comparable position. South Coast AQMD shall not be required to reinstate any employee who is physically unable to perform the necessary duties of such position, but South Coast AQMD shall make reasonable effort to place the employee in a position in which the employee is capable of performing to the same standard as other employees in that classification.

(*Salary Resolution*, Section 47, "Proof of Absence")

Section 5. Proof of Absence. Any employee absent due to sickness, injury, pregnancy, quarantine, non-emergency medical, or dental care, or on any of the leaves provided for in Article 23 may be required, before such absence is authorized or payment is made, to furnish a doctor's certificate or other proof satisfactory to his or her appointing authority that his or her absence was due to such causes. South Coast AQMD shall not unreasonably require medical certification as proof of absence.

**ARTICLE 23**

OTHER LEAVES OF ABSENCE

Section 1. Bereavement Leave. Apart from full-pay sick leave provisions, any employee employed in a full-time permanent position who is compelled to be absent from duty because of the death of his or her father, mother, stepfather, stepmother, stepsibling, mother-in-law, father-in-law, sister or sister-in-law, brother or brother-in-law, spouse, child or stepchild, grandmother or grandmother-in-law, grandfather or grandfather-in-law, grandchild, or domestic partner (subject to South Coast AQMD domestic partner certification requirements) shall in any fiscal year, for each occurrence, be allowed up to five (5) working days of bereavement leave, of which three (3) working days shall be paid at regular pay. If out of

**ARTICLE 23**

OTHER LEAVES OF ABSENCE

town travel is required, up to four (4) working days shall be paid at regular pay. Any remaining bereavement leave taken for a family member shall be unpaid; however, the employee may choose to use any available leave hours for this time off.

Employees are not required to take bereavement leave on consecutive days. Any bereavement leave taken shall be completed within six (6) months of the family member's date of death.

South Coast AQMD may require documentation, satisfactory to South Coast AQMD, of such absence within ninety (90) days of the first day of bereavement leave. South Coast AQMD shall maintain the confidentiality of any documentation of a family member's death.

Section 2. Employee Organizational Leave. South Coast AQMD agrees to permit not more than 1 employee of South Coast AQMD in any calendar year to take leave without pay or benefits of any kind for a period of up to 1 calendar year to work for the Union. The employee must give management reasonable advance notice of his or her intent to take such leave and shall give South Coast AQMD reasonable notice of not less than 2 calendar weeks of the date upon which the employee intends to return to South Coast AQMD employment. The employee must return to work for South Coast AQMD by not later than 1 calendar year from the date of taking the leave of absence, or he or she shall be deemed to have resigned. The employee shall be returned to his or her former position or a comparable position.

Section 3. Examinations. Any employee shall be allowed time necessary to be absent from work at his or her regular pay to participate in examinations for positions within South Coast AQMD.

Section 4. Jury Duty. Effective February 14, 1997, employees in full-time positions and employees exempted for a medical condition from the 4/10 work schedule who are regularly scheduled to work a minimum of four 8-hour days per week ordered to serve on a jury shall be allowed the necessary time to be absent from work for a maximum of 8 work days (i.e., two 4-day work weeks) per calendar year at their regular pay, provided they deposit with South Coast AQMD any fees received for jury service time that falls on a regularly scheduled work day. Employees required by the court to perform jury service for more than 8 work days in a calendar year may present a hardship request to the Designated Deputy over Administrative & Human Resources to receive pay for the additional service days.

Section 5. Military Leave. Any employee who has minimum of one 1 year of service shall be allowed a military leave of absence with pay in accordance with the policy below and with applicable provisions of law, including, but not limited to, those contained in this MOU and the California Military and Veterans Code.

**ARTICLE 23** Temporary Duty.

OTHER LEAVES OF ABSENCE

Any employee who is a member of the reserve corps of the Armed Forces, National Guard, or Naval Militia shall be entitled to temporary military leave of absence for the purpose of active duty in accordance with federal and State law. Employees meeting the above one year employment requirement shall be entitled to receive their regular salary or compensation for the first 30 calendar days of any such temporary leave, in addition to their military pay, as provided for in the Military and Veterans Code. Pay for such purpose shall not exceed 30 days in any one fiscal year and shall be paid only for the employee's regularly scheduled workdays.

Employees eligible to receive the 30 calendar day military leave compensation as stipulated by law shall, in addition, receive the difference between their regular South Cost AQMD salary and their military salary starting on the 31st calendar day of military leave. This additional compensation shall continue for up to 690 calendar days of active military service beyond the 30 days provided for in this section. During this 690-day period, South Coast AQMD will continue vacation, sick leave, holiday, salary step advance, and other benefits as if there were no interruption of South Coast AQMD service on the part of the employee. These provisions apply to employees who have been employed by South Coast AQMD for at least one year immediately prior to the date such leave begins.

Pay under this subsection shall only be paid once, for a maximum of 720 days for each leave, and shall only be paid for the employee's regularly scheduled work days.

This compensation provision applies only to active military duty and does not include an employee's attendance at weekend reserve meetings or drills. Employees must use their own time to attend such meetings.

Should the meetings unavoidably conflict with an employee's regular working hours, the employee may use vacation or holiday leave, leave without pay, or other leave time, except for regular sick leave. Employees who are called in for a medical examination to determine physical fitness for military duty may also use vacation leave, leave without pay, or other leave time. The 30-day compensation provision also applies to an employee on military leave other than temporary military leave who is ordered into active military duty or is inducted, enlists, or is otherwise called into active military duty.

A copy of military orders must accompany the request-for-leave form. Employees should note that the Accidental Death and Dismemberment (AD&D) policy contains a war exclusion. Employees who are eligible for

military leave compensation will be placed on a leave of absence with right of return to their positions or to comparable positions.

Section 6. Witness Leave. Full-time permanent employees required to be absent from work by a subpoena properly issued by a court or an agency or commission legally empowered to subpoena witnesses, which subpoena compels their presence as a witness, except as a party or as an expert witness, shall be allowed the time necessary to be absent from work at their regular pay to comply with such subpoena, provided they deposit their fees received for such service with South Coast AQMD.

Full-time permanent employees required by ordinance, rule, or charter to be absent from work to represent themselves at an administrative proceeding at which their individual employment or pay status is at issue, shall be allowed the time necessary to be absent from work at their regular pay.

"Time necessary to be absent from work," as used in this section, does not include any time during which the employee is "on call" or his or her presence in a proceeding is not required.

Section 7. Catastrophic Leave. Effective January 11, 1998, employees may request paid catastrophic leave for personal emergencies once they have exhausted all their own available paid leave time (with the exception of organ donations).

If approved, paid leave time will be drawn from a combined catastrophic leave fund comprised of paid vacation time donated by members of the Technical Enforcement and Office Clerical and Maintenance bargaining units. Donations of leave time shall be permitted from one bargaining group or unrepresented employees to another bargaining group. Catastrophic leave requests must be approved by the joint bargaining unit-management committee established to review catastrophic leave requests.

Effective the last pay period beginning in December 2005, bargaining unit members may donate accrued leave hours (except for sick leave) in excess of 200 hours. Donations may be made twice yearly, during the last pay period that begins in December and during the first pay period that begins in July, or during any other pay period in the year, as needed, with the approval of the Executive Officer. The dollar value of donated hours in the fund will be computed by multiplying the number of hours donated by the employee's current regular hourly pay rate. Employees drawing paid leave time from the fund will draw at their current regular hourly pay rate. The catastrophic leave fund balance may not exceed $50,000.

Section 8. An employee selected to be a bone marrow donor shall utilize up to five days of accrued leave, and for an organ donation up to two weeks (8 business days) of accrued leave, before South Coast AQMD shall pay the employee's regular pay for up to the maximum leave of absence for an organ

**ARTICLE 23**

OTHER LEAVE OF ABSENCE

donation of thirty (30) business days. Payment satisfying the requirements of this section shall come from the South Coast AQMD Catastrophic Leave Fund.

Section 9. In addition to the above provisions, employees shall be entitled to leaves pursuant to the Family and Medical Leave Act, 29 U.S.C. §§ 2601-2654, and/or the California Family Rights Act, Cal. Gov't Code 12945.2.

**ARTICLE 24**

RESTORATION OF SALARY OR EARNED PAID LEAVES OF ABSENCE

(*Salary Resolution*, Section 46, "Restoration of Salary or Earned Paid Leaves of Absence")

Section 1. Restoration of Salary or Earned Paid Leaves of Absence.

a. In the event employees are ordered to absent themselves from the job based on probable cause and it is subsequently determined by a finding of the Executive Officer or designee that cause did not exist for the ordered absence, employees shall have restored to them any paid leaves of absence against which such absence may have been charged, and they shall be granted a retroactive leave of absence with pay for the time during which they were prohibited from performing the duties of their positions, less any compensation paid to them by South Coast AQMD during such ordered absence.

b. In the event an employee is reduced, suspended, and/or discharged and upon appeal the Hearing Officer does not sustain such reduction, suspension, and/or discharge, the employee shall be entitled to his or her base rate of salary, vacation, and sick leave as if such unsustained reduction, suspension, or discharge had not been invoked. However, in no event shall an employee be entitled to any salary or credit for vacation and sick leave for any period of time covered by a suspension sustained by the Hearing Officer, or for any period of time waived by the employee as a condition to the granting of a continuance of his or her hearing.

c. If during absences for which employees are paid pursuant to this section, they earned any money which they would not have earned had they continued to perform the duties of their positions, such sums shall be deducted from the salary otherwise payable to them pursuant to this Section.

**ARTICLE 25**

SAFETY AND HEALTH

Section 1. South Coast AQMD and the employees of South Coast AQMD agree to comply with all applicable federal and State laws, which relate to health and safety.

Section 2. South Coast AQMD will make every reasonable effort to provide and maintain a safe and healthy place of employment.

**ARTICLE 25**

SAFETY AND HEALTH

Section 3. In accordance with law, South Coast AQMD will provide safety equipment where required by law or regulations for the safe performance of assigned duties. Employees to whom such equipment is issued will wear or use the equipment when required and each will be responsible for the equipment issued. Employees shall adhere to South Coast AQMD rules regarding the use, maintenance, and replacement of safety equipment. Employees requiring such equipment will notify South Coast AQMD and South Coast AQMD will provide the necessary equipment.

Employees required to wear safety shoes will receive an allowance for a single expenditure of up to either 1) $110 per year or 2) $155 per 2-year period. Employees in Administrative Office units required to wear safety shoes will receive an allowance for a single expenditure of up to $200 per year.

Section 4. The parties agree to eliminate smoking from all areas inside South Coast AQMD facilities and to designate smoking areas outside South Coast AQMD facilities, as determined by management.

**ARTICLE 26**

(*Administrative Code*, Section 162, "Employee Parking")

EMPLOYEE PARKING

South Coast AQMD shall, consistent with its present practice, provide free employee parking at South Coast AQMD owned and leased facilities.

**ARTICLE 27**

TRAINING

Section 1. Management and the Union recognize the importance of training employees covered by this Agreement. Management agrees to continue divisional in-service training programs that management considers effective and of significant value to South Coast AQMD and to employees covered by this Agreement. Management agrees to make information concerning any new in-service training programs available to employees and, upon request, to the Union.

Section 2. Tuition Reimbursement. The objective of the program is to aid employees in career development within the scope of South Coast AQMD service.

The Executive Officer, or designee, shall administer South Coast AQMD's Tuition Reimbursement Program. Tuition reimbursement will apply to any class taken to qualify for a degree, if that degree is pursued to meet the minimum requirements for another classification for which the employee plans to apply. Classes that are job related or of benefit to South Coast AQMD will be reimbursed whether or not they apply to a degree. Applications for tuition reimbursement must be reviewed and approved by the employee's director.

An employee of South Coast AQMD, who has been appointed to a full-time permanent position, is eligible to apply for tuition reimbursement. Employees

**ARTICLE 27**

TRAINING

must successfully pass courses with a grade of "C" or better (or a "pass", if a "pass/no pass" system) in order to be reimbursed. Employees eligible for tuition reimbursement shall be entitled to receive a maximum of $5,000 per calendar year. Under no condition will the amount exceed $5,000 per calendar year. The necessary financing for reimbursement of employees shall be determined by South Coast AQMD's Board in the annual budget.

Section 3. Individual employees may request approval to attend specific job-related seminars or courses relevant to their professional development for the mutual benefit of the employee and South Coast AQMD. Such requests must be submitted in writing through the employee's immediate supervisor and are subject to approval by the employee's Designated Deputy and the Designated Deputy over Administrative and Human Resources.

**ARTICLE 28**

EMPLOYEE PAYCHECKS

Section 1. The Union acknowledges that South Coast AQMD administers the payroll system on behalf of employees. The Union further acknowledges that errors may occur in the processing of warrants and that South Coast AQMD is limited to correct such errors by the system so implemented.

Section 2. Pay Period. The Union acknowledges that South Coast AQMD has implemented a biweekly pay system that provides 26 paydays within a calendar year. The Union further acknowledges that paydays will be alternate Wednesdays, 10 calendar days after the close of each pay period.

Section 3. Underpayments and Errors. Within limitations set forth in Section 1 above, management will endeavor to rectify, as far as practicable, a significant underpayment or error on an employee's payroll warrant. Such correction shall be made within 3 calendar days of issuance of warrant, exclusive of Saturdays, Sundays, Mondays, and legal holidays, upon request of the affected employee through the payroll section of South Coast AQMD.

Management will endeavor, within the limitations set forth in Section 1, to rectify significant underpayments or errors on an employee's payroll warrant issued for extraneous pay, such as overtime, special bonus, etc., within 1 calendar day of issuance of warrant, exclusive of Saturdays, Sundays,

Mondays, and legal holidays, upon request by the affected employee through the payroll section of South Coast AQMD.

Section 4. Management will attempt to make termination payoffs on the next regular payday following termination, but no later than 15 business days from the date of termination.

**ARTICLE 29**

SOUTH COAST AQMD RIGHTS

Section 1. South Coast AQMD reserves, retains, and is vested with, solely and exclusively, all rights of management which have not been expressly abridged by specific provision of this MOU or by law, to manage South Coast AQMD, as such rights existed prior to the execution of this MOU. The sole and exclusive rights of management, as they are not abridged by this Agreement or by law, shall include (but not be limited to) the following rights:

To manage South Coast AQMD generally and to determine the issues of policy

To determine the existence or nonexistence of facts which are the basis of the management decision

To determine the necessity and organization of any service or activity conducted by South Coast AQMD and expand or diminish services

To determine the nature, manner, means, technology, and extent of services to be provided to the public

To determine methods of financing

To determine types of equipment or technology to be used

To determine and/or change the facilities, methods, technology, means, and size of the work force by which South Coast AQMD operations are to be conducted

To determine and change the number of locations, relocations, and types of operations, processes, and materials to be used in carrying out all South Coast AQMD functions, including (but not limited to) the right to contract for or subcontract any work or operation of South Coast AQMD without prejudice to the right of the Union to meet and confer regarding the impact and effect of such decision

To assign work and schedule employees in accordance with requirements as determined by South Coast AQMD and to establish and change work schedules and assignments, in accordance with Article 5 of this MOU

To relieve employees from duties for lack of work or similar nondisciplinary reasons

To establish and modify productivity and performance programs and standards

To discharge, suspend, demote, or otherwise discipline employees for proper cause

**ARTICLE 29**

To determine job classifications and to reclassify employees

SOUTH COAST AQMD RIGHTS

To hire, transfer, promote, and demote employees for nondisciplinary reasons in accordance with this MOU and applicable Resolutions and Codes of South Coast AQMD

To determine policies, procedures and standards for selection, training, and promotion of employees

To establish employee performance standards including, but not limited to, quality and quantity standards, and to require compliance therewith

To maintain order and efficiency in its facilities and operations

To establish and promulgate and/or modify rules and regulations

To maintain order and safety in South Coast AQMD which are not in contravention with this Agreement

To take any and all necessary action to carry out the mission of South Coast AQMD in emergencies

Section 2. Except in emergencies, or where South Coast AQMD is required to make changes in its operations because of the requirements of law, whenever the exercise of management's rights shall impact on employees of the bargaining units, South Coast AQMD agrees to meet and confer with representatives of the Union regarding the impact of the exercise of such rights, unless the matter of the exercise of such rights is provided for in this MOU or in Personnel Rules, Salary Resolution, and Administrative Code, which are incorporated into this Agreement. By agreeing to meet and confer with the Union as to the impact and the exercise of any of the foregoing South Coast AQMD rights, management's discretion in the exercise of these rights shall not be diminished.

Section 3. Contracting Out. Should South Coast AQMD decide to permanently contract out any work presently being performed by bargaining unit employees resulting in any displacement of South Coast AQMD employees, South Coast AQMD shall meet and confer with the Union over the impact of such contracting out and discuss placement of those employees displaced by such permanent contracting out.

**ARTICLE 30**

EMPLOYEE ORGANIZATIONAL RIGHTS AND RESPONSIBILITY

Section 1. Dues Deduction. South Coast AQMD shall make deductions in accordance with Article 46. South Coast AQMD shall submit such funds to the Union with Article 46. South Coast AQMD shall submit such funds To the Union within 10 days following the deductions.

**ARTICLE 30**

EMPLOYEE ORGANIZATIONAL RIGHTS AND RESPONSIBILITY

Section 2. Indemnification. The Union agrees to hold South Coast AQMD harmless and indemnify South Coast AQMD against any claims, causes of action of lawsuits arising out of the deductions or transmittal of such funds to the Union, except the intentional failure of South Coast AQMD to transmit moneys deducted from employees to the Union pursuant to this Article.

Section 3. Financial Statement. The Union agrees to make available to South Coast AQMD, within 60 days of the end of the Union's fiscal year, a detailed written financial report of its financial transactions in the form of a balance sheet and an operating statement, certified as to accuracy by its president and treasurer or corresponding principal officer or by a certified public accountant. A U.S. Department of Labor's Labor Management-2 report shall be deemed to meet this requirement.

**ARTICLE 31**

EMPLOYEE LIST AND NEW HIRE ORIENTATION

Section 1. Pursuant to Government Code sections 3555-3559, South Coast AQMD shall provide the Union with the name, job title, department, work location, work, home, and personal cellular telephone numbers on file, personal email addresses on file, and home address of any newly hired employee in its bargaining unit within 30 days of the date of hire or by the first pay period of the month following hire, whichever is sooner.

Section 2. Pursuant to Government Code sections 3555-3559, South Coast AQMD shall provide the Union with the name, job title, department, work location, work, home, and personal cellular telephone numbers on file, personal email addresses on file, and home address of all employees in its bargaining unit at least every 120 days.

Section 3. Temporary Employees. South Coast AQMD may use workers supplied by a temporary employment agency to meet short-term work needs. Workers supplied by temporary employment agencies are employees of the temporary employment agency and not of South Coast AQMD. Temporary employment agency employees who are assigned work performed by classes within the Technical & Enforcement and the Office Clerical & Maintenance bargaining units, except as noted below, shall be limited to a length of service with South Coast AQMD of up to 6 months, with the option of one 6-month extension at management's discretion. Temporary employment agency employees may be re-assigned to perform different work throughout their service, but this will not extend the length of service beyond the one-year maximum.

Temporary employment agency workers may be used to perform the duties of a regular employee on long-term leave for the entire duration of such leave and, therefore, the parties agree that the limitations set forth in this agreement will not apply in those situations.

In April and October of each calendar year, Human Resources shall provide to the Union a list of the names of temporary employees performing

**ARTICLE 31**

EMPLOYEE LIST AND NEW HIRE ORIENTATION

Teamsters represented bargaining unit work, work assignment (including if it is filling in for a permanent employee), and the start date.

Section 4. New Hire Orientation. As part of the onboarding process, new hires will be provided release time to attend a new hire orientation by the Union. The scheduling of the new hire orientation will be by mutual agreement between the Union and Human Resources.

**ARTICLE 32**

UNION VISITATION RIGHTS

Section 1. Authorized Union representatives may be given access to work locations during working hours to conduct grievance investigations and observe working conditions. An authorized representative desiring access to a work location hereunder shall state the purpose of his or her visit and request the Director of Administrative and Human Resources' authorization at least 24 hours before the intended visit, unless the parties mutually agree to waive notice. While at South Coast AQMD facilities, the Union representative shall agree to observe the same security, conduct, and safety rules and regulations of South Coast AQMD as other visitors and shall not unduly interfere with the performance of work by any employee or group of employees. The Union shall give the Designated Deputy over Administrative and Human Resources and other affected designated deputies a written list of all authorized representatives, which list shall be kept current by the Union. Access to work locations will only be granted to Union representatives on the current list. Locations where Union representatives may be granted permission to enter shall include, and be limited to, all South Coast AQMD property locations where employees are employed.

**ARTICLE 33**

BULLETIN BOARDS

Section 1. South Coast AQMD will furnish bulletin board space on 1 existing bulletin board at each facility where there are 5 or more employees who are represented by the Union. At headquarters, South Coast AQMD will furnish enclosed, locked bulletin board space on each floor.

The bulletin boards shall be used for the following subjects only:

a. Union recreational, social, and related Union news bulletins

b. Scheduled Union meetings

c. Information concerning Union elections and the results thereof

d. Reports of official Union business, including Union newsletters or reports of committees or the Board of Directors

e. Any other written material which first has been approved and initialed by the designated South Coast AQMD representative at each facility.

**ARTICLE 33**

BULLETIN BOARDS

The designated South Coast AQMD representative must either approve or disapprove a request for posting within 24 hours, excluding Saturdays, Sundays, and legal holidays, from the receipt of the material and the request to post it.

The designated South Coast AQMD representative shall not unreasonably withhold permission to post.

Human Resources will provide Chief Stewards keys to enclosed Union bulletin boards. Chief Stewards will be responsible for submitting all postings to Human Resources for approval as to appropriateness one workday in advance. Human Resources will make every effort to expedite approval when an emergency posting is requested. Misuse of bulletin boards will result in loss of the Union steward's privilege to possess a bulletin board key.

**ARTICLE 34**

STEWARDS

Section 1. South Coast AQMD agrees to recognize five stewards selected by the Union for each Bargaining Unit, one of which in each Bargaining Unit will be appointed by the Union to act as chief steward to be the primary Union contact at South Coast AQMD for management on labor-management issues.

Stewards shall recognize that they have regular full-time duties as employees of South Coast AQMD and shall conduct themselves in accordance with the requirements imposed upon all employees of South Coast AQMD.

The Union shall have the responsibility to notify South Coast AQMD in writing of the names of its duly authorized stewards and chief stewards. South Coast AQMD shall have no obligation to recognize or deal with any employee as a steward or chief steward unless he or she has been designated by the Union in writing.

While on South Coast AQMD time, the duties of the stewards shall be limited to assisting an employee, upon request of the employee, in filing and processing a grievance.

Stewards shall spend only the time necessary to expeditiously carry out their functions as stewards and shall not unduly restrict or interfere with the performance of their own duties.

Stewards may leave their immediate work locations to perform these duties; however, stewards shall first obtain permission from their immediate supervisor to leave the area and shall inform the supervisor of the reason for their leaving the area. The supervisor shall be responsible for maintaining time records of the amount of time stewards spend in the performance of their steward duties.

**ARTICLE 34**

STEWARDS

The Union and South Coast AQMD agree to review the amount of time spent by stewards in the performance of their duties on a biannual basis, to determine whether the stewards are observing the provisions of this Article. Upon entering a work location, a steward shall inform the supervisor in charge of the area of the nature of his or her business.

The steward shall minimize the amount of interference with South Coast AQMD work in the performance of his or her duties.

At any time, South Coast AQMD may request to consult with the Union regarding the application of this procedure.

Stewards shall not log compensatory time, overtime, or premium pay time for time spent performing any function as a steward.

Stewards shall represent employees on grievable matters within their assigned office only. In cases when someone other than the Union is representing a grievant, or the grievant is a steward, and the grievance is directly related to the MOU provisions, a member of the Union's Board for the applicable bargaining unit may attend the grievance hearing.

Steward Training. Union stewards will be allowed one South Coast AQMD-paid day per year to attend Union-provided training on the duties and responsibilities of Union stewards. The Union agrees to permit 5 members of South Coast AQMD management to attend the same steward training session.

**ARTICLE 35**

NO STRIKE – NO LOCKOUT PROVISION

Section 1. Prohibited Conduct.

a. The Union, its officers, agents, representatives, and/or members agree that during the term of this Agreement they will not cause or condone any strike, walkout, slowdown, sick-out, or any other job action by withholding or refusing to perform services.

b. South Coast AQMD agrees that it shall not lock out its employees during the term of this Agreement.

c. Any employee who willfully participates in any conduct prohibited in paragraph a. above shall be terminated by South Coast AQMD.

d. If the Union fails, in good faith, to perform all responsibilities listed below in Section 2.a, South Coast AQMD may pursue such legal remedies as may be available under the Employee Relations Resolution and the law.

**ARTICLE 35**

NO STRIKE-
NO LOCKOUT
PROVISION

Section 2. Union Responsibility.

a. In the event the Union, its officers, agents, representatives, or members engage in any of the conduct prohibited in Section 1.a above, the Union shall, upon written notice sent to the Principal Authorized Agents of the Union, immediately instruct persons engaging in such conduct that their conduct is in violation of this MOU and they must immediately cease engaging in conduct prohibited in Section 1.a above and return to work.

b. If the Union performs all of the responsibilities set forth in Section 1.a above in good faith, the Union, its officers, agents, and/or representatives shall not be liable for damages for prohibited conduct performed by employees covered by this Agreement who are in violation of Section 1 above.

**ARTICLE 36**

GRIEVANCE AND
HEARING OFFICER
PROCEDURE

Section 1. Definition of a Grievance. A grievance shall be defined as a timely complaint by an employee or group of employees or the Union concerning the interpretation or application of specific provisions of this MOU or of the Rules and Regulations governing personnel practices or working conditions of South Coast AQMD. *Line grievances* involve complaints relating to actions or decisions by line supervisors. *Administrative grievances* relate to actions or decisions by other than line supervisors, e.g., by Human Resources or Finance staff.

No employee shall suffer any reprisal because of filing or processing of a grievance or participating in the grievance procedure.

On group grievances, a maximum of two employees may represent employees involved.

Grievance matters by employees represented by the Union must be reviewed and processed by the Union prior to submission to the grievance procedure.

Employees shall have the right of representation by a Union steward at the 1st through the 3rd steps of the line grievance process, and at the 1st and 2nd steps of the administrative grievance process.

The parties agree that no settlement of any grievance shall in any manner whatsoever change, alter, or amend specific provisions of this Agreement or any provisions of the Personnel Rules and Regulations of South Coast AQMD.

**ARTICLE 36**

GRIEVANCE AND HEARING OFFICER PROCEDURE

Section 2. Business Days. Business days means calendar days exclusive of Saturdays, Sundays, Mondays, and legal holidays recognized by South Coast AQMD.

Section 3. Time Limits for Filing Written Formal Grievances. Every effort should be made to resolve grievances informally before formal action is taken. However, any delay in completing the informal grievance process shall not extend the time for filing a formal grievance. The time limits for filing written formal grievances shall be strictly construed, but may be extended by mutual agreement evidenced by a written request signed by a duly authorized representative of South Coast AQMD and the grieving party. Failure of the grieving party to comply with any of the time limits set forth hereunder shall constitute a waiver and bar further processing of the grievance. Failure of South Coast AQMD to comply with the time limits set forth in this Article shall automatically move the grievance to the next level in the Grievance and Hearing Officer Procedure. The grieving party may request the assistance of the Union in presenting a grievance at any level of review or may represent himself or herself. Grievances shall be presented on South Coast AQMD time.

Section 4.

a. Step 1. Line Grievance. Immediate Supervisor. An employee must first attempt to resolve a line grievance by meeting and discussing the grievance with his or her immediate supervisor without undue delay. Every effort shall be made to find an acceptable solution to the grievance by these means at the most immediate level of supervision. The immediate supervisor shall render a decision in writing regarding the merits of the grievance and return it to the grievant within five business days after meeting with the grievant. An employee who fails to meet with his or her immediate supervisor shall forfeit the grievance. In order that this procedure may be responsive, all parties involved shall expedite this process. In no case may more than 20 business days elapse between the date of the alleged incident giving rise to the grievance or the date the grievant knew or should have reasonably become aware of the facts giving rise to the grievance, and the filing of a written grievance with the Designated Deputy or management-level designee. Should the grievant fail to file a written grievance on a form, to be mutually agreed to by South Coast AQMD and the Union, within 20 business days from the date of the incident giving rise to the grievance, the grievance shall be barred and waived.

b. Step 1. Administrative Grievance. Designated Deputy over Administrative and Human Resources. Administrative grievances must be filed in writing with the Designated Deputy over Administrative and Human Resources within 20 business days of the alleged incident giving rise to the grievance or of the date the grievant knew or should reasonably have become aware of the facts giving rise to the grievance. The Designated Deputy over Human Resources shall

render a decision in writing within 10 business days of hearing the grievance. If the grievance is not resolved at this step, it may be referred to the Management Grievance Committee within 10 business days.

c. Step 2. Line Grievance. Designated Deputy. If the grievance is not resolved through Step 1 and a written grievance is filed within the time limits set forth above, the grievant shall meet and discuss the grievance with the respective Designated Deputy or management-level designee. The Designated Deputy or management-level designee shall render a decision in writing regarding the merits of the grievance and return it to the grievant within 10 business days after hearing the grievance. If the grievance is not resolved at this step, it may be referred to the Management Grievance Committee within 10 business days.

d. Step 3. Line Grievance.
Step 2. Administrative Grievance.
Management Grievance Committee. If the grievance is not resolved in the above steps within 10 business days from receipt of the written response, the written grievance may be referred to the Management Grievance Committee. The Committee shall consist of four management representatives designated by the Executive Officer. If the grievance is not submitted to the Management Grievance Committee, it shall be barred and waived. The parties agree that the Management Grievance Committee shall meet monthly to hear all grievances unresolved at either b. or c. above which are filed by the 15th day of each calendar month. The Management Grievance Committee will convene subsequent to the 15th day of each month, at times mutually agreed upon, in an attempt to resolve all grievances eligible for hearing each month.

The Committee will render its decision on the same day or, if additional information is needed, a decision will be rendered by the next meeting date or on a date mutually agreed by the parties. In the event the decision of the Management Grievance Committee does not, in the view of the grievant, resolve the matter, the grievance may be referred to the next step of the grievance procedure (Hearing Officer) within 10 business days.

e. Hearing Officer's Report and Recommendations in Specific Unresolved Grievances. If a grievance arising from discharge, suspension, demotion, promotion, individual application of salaries or layoff procedure, classification questions not requiring any additional appropriations by the governing body, individual application of transfer procedures, and/or employee medical evaluations is not resolved in d. above, the grievant and the Union may request the Executive Officer, or his or her duly authorized representative, to appoint a Hearing Officer to hear evidence and make recommendations to the governing body of South Coast AQMD regarding the resolution of such grievances. The

grievant and the Union must request the appointment of the Hearing Officer within 10 business days from the date the grievant has received the decision of the Management Grievance Committee. Failure of the grievant and the Union to request the appointment of a Hearing Officer within the time limits set forth above constitutes a waiver and bars the grievance, and the grievance will be considered settled on the basis of the last management grievance response. It is understood that the Union shall determine whether an issue shall be taken to a Hearing Officer for adjudication, although an individual employee may pursue an issue to a hearing without agreement by the Union. In such case, the cost of the Hearing Officer shall be borne equally by the grievant and South Coast AQMD.

f. Within 10 business days after receipt of a request for the appointment of the Hearing Officer, the Executive Officer, or the Designated Deputy over Administrative and Human Resources, shall attempt to reach voluntary agreement with the grievant and the Union as to the appointment of a Hearing Officer. Failing to reach voluntary agreement within 10 business days of receipt of the request for the appointment of a Hearing Officer, the Executive Officer or his or her duly authorized representative shall obtain a list from the American Arbitration Association of 15 persons who are qualified to serve as Hearing Officer in Step d. of the grievance procedure. Upon receipt of the list of 15 Hearing Officers from the American Arbitration Association, the parties shall meet to select a Hearing Officer from the list. The list of 15 shall serve as the list of persons to be used by South Coast AQMD and the Union for the term of the Agreement, unless otherwise agreed to by both parties.

g. The hearing shall be conducted in accordance with the Voluntary Labor Arbitration Rules of the American Arbitration Association in cases involving disciplinary action, and the Hearing Officer shall use the standard of proper cause in determining the propriety of South Coast AQMD's conduct. The Hearing Officer shall not hear witnesses or take evidence out of the presence of the other party. The Hearing Officer shall be bound by the expressed terms and conditions of the MOU, as well as the Personnel Rules and Regulations of South Coast AQMD, in determining the validity of South Coast AQMD's action, and shall not have the authority to recommend any additions or subtractions from the MOU or any provisions of the Personnel Rules and Regulations of South Coast AQMD. The Hearing Officer shall be strictly bound by the time limits set forth in this grievance procedure.

h. In the conduct of the hearing, the Hearing Officer, once chosen, shall hold the hearing to make findings of fact and recommendations to the parties within 30 calendar days of the Hearing Officer's appointment. The Hearing Officer shall be bound to render his or her findings and recommendations within 30 calendar days of the close of the hearing.

**ARTICLE 36**

GRIEVANCE AND HEARING OFFICER PROCEDURE

The Hearing Officer shall submit his or her findings and recommendations in writing to South Coast AQMD, the grievant, and the Union. The Hearing Officer's recommendations made thereafter shall be final and binding upon the grievant, the Union and South Coast AQMD, except that the findings and recommendations of the Hearing Officer shall not be binding upon South Coast AQMD if said recommendation requires any legislative action or appropriation of funds by the governing body to enforce or carry out the Hearing Officer's recommendation. If within 60 days of receiving notice of the recommendation of the Hearing Officer requiring legislative action or the appropriation of funds by the governing body of South Coast AQMD, such legislative action or appropriation of funds is not taken and the Hearing Officer's decision is given no force and effect, the grievant and the Union may then resort to a court of competent jurisdiction to pursue whatever other legal remedies are available to it under the provisions of this MOU.

i. The cost of obtaining a panel of Hearing Officers from the American Arbitration Association and all costs of the hearing, including the cost of the Hearing Officer, shall be equally borne by South Coast AQMD, the grieving party and the Union. Only if the Union wishes a copy of the hearing transcript will the Union be responsible for paying 50% of court reporter costs. Each party shall bear the cost of its own attorney's fees.

**ARTICLE 37**

SOLE AND ENTIRE MOU

Section 1. It is the intent of the parties hereto that the provisions of this MOU shall supersede all prior agreements and memoranda of agreement, or contrary *Salary Resolution, Personnel Rules*, or *Administrative Code* provisions of South Coast AQMD, oral or written, expressed or implied, between the parties, and shall govern their entire relationship and shall be the sole source of any and all rights which may be asserted hereunder. This MOU is not intended to conflict with federal or State law.

Section 2. It is understood and agreed that there exists within South Coast AQMD, in written form, *Personnel Rules, Salary Resolution*, and *Employee Relations Resolution* and/or an *Administrative Code* adopted by South Coast AQMD. Including specific modifications resulting from this MOU, these Resolutions and/or Code shall be incorporated by this reference into this MOU and shall remain in full force and effect during the term of this MOU. During the term of this MOU, no new provision or amendment to these Resolutions and/or Code, which is not in accordance with this MOU, or which directly affects the wages, hours, terms, and conditions of employment of employees covered by this MOU, shall be adopted and/or implemented by South Coast AQMD, except upon agreement with the Union regarding any such changes or modifications of these Resolutions and/or Code.

**ARTICLE 38**

WAIVER OF BARGAINING DURING TERM OF THIS AGREEMENT

Section 1. The parties mutually agree that during the term of this MOU, they will not seek to negotiate or bargain concerning wages, hours and terms of employment whether or not covered by this MOU or in the negotiations leading thereto and irrespective of whether or not such matters were discussed or were even within the contemplation of the parties hereto during the negotiations leading to this MOU. Regardless of the waiver contained in this Article, the parties may, by mutual agreement, in writing, agree to meet and confer about any matter during the term of this MOU.

**ARTICLE 39**

EMERGENCY WAIVER PROVISION

Section 1. In the event of circumstances beyond the control of South Coast AQMD, such as acts of God, fire, flood, insurrection, civil disorder, national emergency, or similar circumstances, provisions of this MOU or the *Personnel Rules* or *Resolutions* of South Coast AQMD which restrict South Coast AQMD's ability to respond to these emergencies shall be suspended for the duration of such emergency. After the emergency is declared over, the Union shall have the right to meet and confer with South Coast AQMD regarding the impact on employees of the suspension of these provisions in the MOU and any *Personnel Rules* and policies.

**ARTICLE 40**

AUTHORIZED AGENTS

For the purpose of administering the terms and provisions of this MOU, principal authorized agents shall be:

1. Representing management:

   A. John Olvera
   DEO, Administrative & Human Resources
   21685 Copley Drive, Diamond Bar, CA 91765-4182
   Telephone No.: (909) 396-2309

2. The Teamsters Local 911 principal authorized agent shall be:

   Ray Whitmer
   Secretary-Treasurer, Teamsters Local 911
   9900 Flower Street, Bellflower, CA 90706
   Telephone No.: (562) 595-4518, ext. 104

**ARTICLE 41**

SEPARABILITY PROVISION

Section 1. Should any provision of this MOU be found to be inoperative, void, or invalid by a court of competent jurisdiction, all other provisions of this MOU shall remain in full force and effect for the duration of this MOU.

**ARTICLE 42**

RENEGOTIATION

The parties shall commence renegotiations under the terms of this Agreement, no later than September 1, 2027.

**ARTICLE 43**

SUCCESSOR AGREEMENT

Section 1. This Agreement shall be binding upon the successors and assigns of South Coast AQMD and the Union.

**ARTICLE 44**

TERM OF MOU

Section 1. The term of this MOU shall commence on January 1, 2024, and shall continue for the period through December 31, 2027.

Section 2. All contract changes except salary adjustments are to be effective the beginning of the first pay period following the adoption of this Agreement by South Coast AQMD's Governing Board, unless otherwise stated.

**ARTICLE 45**

PERSONNEL SYSTEM PROCEDURE

Section 1. Employee-Initiated Classification Studies.

a. Purpose. The purpose of this Article is to establish and implement a procedure whereby employees may request classification studies of their positions and duties in order to determine whether their duties and positions are properly classified.

b. Intent. It is the intent of the parties that this Article be included only to inform employees of the established procedure to follow when requesting a classification study on their own behalf, and to further inform them of the parties' understanding on the acknowledgment of such studies.

c. Procedure. The request for reclassification by an employee must be submitted in writing, on the classification study request form provided by Human Resources, to the Director of Administrative and Human Resources, including a statement from the employee on how the employee's duties have changed. When Human Resources receives the completed request for reclassification form, it shall acknowledge receipt

of same in writing and shall inform the requester within thirty days as to whether duties have changed sufficiently to warrant a study. Human Resources will request employees to complete Position Description Forms and will make every effort to assure supervisors and management staff complete their portions of the form in a timely manner. Human Resources will have the authority to approve, when circumstances warrant, beginning a study prior to receipt of supervisor and management portions of the form. Human Resources shall have a period of 90 calendar days from receipt of the completed employee portion of the Position Description Form to render a finding, unless the classification study requires further time, up to an additional 60 calendar days. Should Human Resources need the additional period of time of up to 60 days, it shall notify the employee in writing of its need for the additional period of time. If extenuating circumstances (e.g., the inability to gather needed information, consultant schedules beyond the control of South Coast AQMD, etc.) necessitate extensions to this schedule, the parties agree to revise the schedule to accommodate the extenuating circumstance. If the employee is not satisfied with the response from Human Resources to the employee's request for reclassification, the employee may file a grievance subject to the grievance procedures set forth in this MOU.

If there is a recommendation by Human Resources for a change in classification, the matter shall be referred to South Coast AQMD's Board.

Section 2. Voluntary Transfer Procedure.

a. List of Vacant Positions. Human Resources will post a list of vacant positions that the divisions have requested to be filled. The notice will contain the class title and any specialty designation, division, section/location, immediate supervisor, and last date for filing a transfer request. The list will be updated Friday of each week to incorporate the requests (requisitions) received during that week. It will be posted on Tuesday morning in Human Resources and on the main bulletin board in the Headquarters building, and will be telefaxed to each field office.

b. Filing Period. A transfer request may be filed at any time and will be active for a period of six calendar months. The filing period for transfers will close after the vacant position has been posted on the Transfer List for five business days. Interested employees will have until 5 p.m. Friday of that week to file a Request for Transfer form in Human Resources. If there is an South Coast AQMD holiday during the week, the filing period will be extended until 5 p.m. of the fifth business day.

c. Eligibility. Transfer candidates must have passed probation in their classification and have a current performance appraisal on file with a "satisfactory" rating or better.

d. Lateral Transfer. To be considered for transfer outside the employee's current class, an employee must meet the minimum requirements for the class.

e. Rule of the List. Transfer applicants who are eligible for consideration will be listed in alphabetical order. The appointing authority must offer to interview all transfer applicants eligible pursuant to this procedure, and may select any transfer candidate on the list.

f. Reasons for Nonselection. Transfer candidates will be notified by the appointing authority in writing of the outcome of the interviews. If a transferee is selected, no explanation need be given to the other transfer applicants. If a transferee is not selected, the appointing authority must provide job-related reasons for nonselection in writing to each transfer applicant. South Coast AQMD's grievance process shall not apply to nonselection for transfer.

g. Absence During the Filing or Interview Period. If the employee is absent on approved leave during the filing period or when interviews are scheduled, the appointing authority may not make a selection until the affected employee has had an opportunity to be interviewed, provided that the appointing authority is not required to delay the selection more than 1 calendar week. It is the intent of this section that the appointing authority accommodate the approved absences of transfer applicants, but that the selection process not be delayed more than one week due to such absences.

h. Medical Fitness and Other Requirements. Candidates selected for transfer must be able to pass any job-related medical or other requirements (i.e., breathing apparatus, etc.) specified for the class. It is the responsibility of the transfer applicant to read the class specification for minimum requirements and other requirements.

i. Transfer Review Period. Candidates selected from a transfer list will serve a six-month Transfer Review Period. If the transferee is deemed not to have performed satisfactorily, he/she will be returned to his/her former position or a similar position with no loss in continuous service time or pay. If the former position or a similar position does not exist at the time, a temporary over-allocation will be authorized until a vacancy occurs or other arrangements can be made. During the Transfer Review Period, employees will receive reviews of their performance every two months. The Transfer Review Period does not apply when the transfer is to a position performing the same duties. This determination is to be made at the time the employee is accepted for transfer.

**ARTICLE 45**

PERSONNEL SYSTEM PROCEDURE

Section 3. Involuntary Transfer. In cases of involuntary transfers, the least senior employee who possesses the necessary qualifications to perform the assignment as determined by management will be transferred, except in cases of supervisory classes who may be transferred from one position to another without regard to seniority as long as they continue to receive the same compensation and benefits. It is not the intent of this provision to use transfers as a punitive or disciplinary action.

Section 4. Education. Education will not be scored on the basis of recency. No additional credit for education above the minimum requirements will be given.

Section 5. Examination Procedures.

a. Description of Exam Content and Scoring Criteria. Each promotional recruitment bulletin will contain a summary of the testing process to be used including a description of the general content of examination elements, weights, and scoring criteria. The purpose of this information will be to assist employees in completing the application package fully and in preparing for the other portions of the examination process (i.e., written test, writing skills test, oral examination).

b. Ties. There will be no ties in final scores in promotional examinations. Ties will be broken in favor of continuous service time with South Coast AQMD. In the event a tie still exists, the subsequent tie breaking will be done by alpha order that corresponds to pay period. (Pay period 1 = A; pay period 2 = B, etc.)

c. Posting of Eligible Lists. Eligible lists are public records and will be posted by Human Resources on the internal website for South Coast AQMD staff. Upon request by the Union, Human Resources will provide an electronic copy of any eligible list maintained by Human Resources. Cutoff scores for placement on eligible lists shall be made solely at the discretion of management, and are not grievable. Eligible lists shall be posted with names listed in the order of their rank, and shall include the number of those who participated in the process and the cutoff score that was used to determine inclusion on the eligible list.

d. Life of Eligible Lists. The maximum life of a promotional Eligible List is six months and may not be extended. A promotional Eligible List will expire if a request for certification from the list is not submitted for a period of 60 business days. The appointing authority will fill all vacant positions from existing eligible lists, except that a vacant position may be held vacant if the appointing authority provides reasons acceptable to the Deputy Executive Officer for retaining the vacancy. The Union will be notified of positions which are to be held vacant and reasons why in writing within 10 business days.

e. Eligibility During the Life of the List. An applicant must meet the minimum requirements of the class at the time the application is filed, except that South Coast AQMD may permit qualification during the life of the Eligible List in recruitments that are open continuously and/or have few qualified candidates available. If an open recruitment will include eligibility during the life of the list, it will be so stated in the job announcement bulletin. Eligibility during the life of the Eligible List will not be permitted in promotional recruitments.

Section 6. Qualifications Appraisal Panel (QAP) Interview Procedures.

a. Outside Raters. On promotional examinations, South Coast AQMD will attempt to
obtain at least two raters from outside of South Coast AQMD service and one rater from outside of the affected division who is at least one classification level above the class for which the exam is being conducted.

b. Technical Experts. On promotional examinations, South Coast AQMD will attempt to obtain all raters from within the technical field appropriate for the position being tested.

c. Hiring Interview Questions. The appointing authority will use a structured interview format when conducting hiring interviews. The questions and answers will be job-related, and ratings will be based on criteria identified in the job analysis. The rating criteria will be developed prior to the interviews, and each candidate who is not selected will be advised of the basis for non-selection.

Section 7. Certification Procedures.

Certification of candidates from an Eligible List to the appointing authority will be made as follows:

a. Rule of Five. To establish an Eligible List, candidates are ranked according to score from an examination procedure. Certification will be made on the basis of the top five names on the Eligible List for the first vacancy, plus one additional name for each additional vacancy. If there are multiple vacancies, the appointing authority will make selections for each successive position from the five names currently at the top of the list.

b. Banding Method. To establish an Eligible List, candidates are banded into groups according to score. Certification will be made from bands on the Eligible List, starting with Band 1. Additional band(s) may be certified for additional vacancies.

Certification using the Banding Method may only be applied to entry-level recruitment processes. The parties may, by mutual agreement, use the banding method for certification in other recruitment processes.

c. If a certified candidate referred to the appointing authority declines a request for an interview for a specific vacancy, the appointing authority will be referred a replacement candidate(s), in accordance with the applicable certification process.

Section 8. Probationary Period. Effective February 14, 1997, all newly hired employees and all employees appointed to a supervisory class shall serve a one-year probationary period. In addition, employees appointed to Air Quality Inspector or Air Quality Inspector I positions shall serve a one-time one-year probationary period in one of the two classes. All other probationary periods for bargaining unit members, including promotions to nonsupervisory positions, shall be six months in duration.

Section 9. Layoffs and Reductions.

a. Layoffs. The appointing authority may layoff or reduce an employee when necessary:

1. For reasons of economy or lack of work; or

2. Where there are more employees than positions in any class within South Coast AQMD.

Employees who are to be laid off or reduced will be so notified 30 days in advance of the action.

b. Employment Status and Layoff. Layoffs and reductions shall be made by class of position. In each class of position in which there is to be a layoff or reduction, employees shall be laid off according to employment status in the following order:

First – Temporary
Second – Probationary
Third – Regular

Temporary employees shall be laid off according to the needs of the service as determined by the appointing authority. Probationary employees in the class shall be laid off or reduced according to seniority in South Coast AQMD service.

c. Order of layoff/reduction of regular employees. In case there are two or more regular employees in the class from which layoff or reduction is to be made, such employees shall be laid off or reduced on the basis of their length of South Coast AQMD service, except that employees with less than satisfactory performance appraisal ratings will be laid off or reduced before employees with satisfactory or better ratings. Only annual performance appraisals received and time-stamped in Human Resources 90 days or more prior to the date employees are notified of South Coast AQMD's intention to lay the

off or reduce them in classification will be used in determining the order of layoffs and reductions.

d. Reemployment List. The names of persons laid off or reduced in accordance with these Rules shall be entered upon a reemployment list in the inverse of order specified for layoff. Such list shall be used by the appointing authority when a vacancy arises in the same or lower class of position, before certification is made from an Eligible List. When a vacancy occurs, the appointing authority shall appoint the person highest on the reemployment list who is available.

Names of persons laid off or reduced in lieu of layoff shall be carried on a reemployment list for a one-year period, except that the names of persons appointed to regular positions of the same level as that from which laid off shall, upon such appointment, be dropped from the list. Persons reduced or reemployed in a lower class or reemployed on a temporary basis shall be continued on the list of the higher position for a one-year period. Persons appointed from a layoff list shall continue to have the same anniversary date they had prior to termination.

e. Ties in Layoff/Reduction. In case of a tie affecting two or more employees the order of layoff or reduction shall be based on a lottery, with employees being laid off or reduced in the order of the numbers drawn.

f. Exception to Order of Layoff. Where the appointing authority deems it to be in the best interest of the service, he or she may retain an employee who has specific qualifications, despite the order of the layoff provided above, if the appointing authority determines:

1. Such action is in the best interest of the service;
2. The employee retained has such special qualifications;
3 The employee laid off does not have such special qualifications; and
4. Such special qualifications are important in the performance of the work of South Coast AQMD.

g. Reductions. Appointing authorities may, at their discretion, if they deem it in the best interest of South Coast AQMD, make reductions, in lieu of
layoff, to positions at lower levels in the same or related series or positions in other series for which the employee to be reduced has demonstrated by having previously passed probation in that classification that he or she possesses the skills and aptitudes required in the position to which he or she is to be reduced, thereby causing layoffs only in the lower ranks. When employees are reduced pursuant to this section, they shall be reduced to a lower-level classification based on those factors contained in the layoff rules, including seniority

**ARTICLE 45**

PERSONNEL SYSTEM PROCEDURE

with South Coast AQMD. If there are reductions in the lower classification, employees who have already been reduced once shall again be reduced based on the layoff rules, including seniority with South Coast AQMD, to an appropriate lower classification. This process shall continue until all reductions in force have been made.

h. Short-Term Layoffs. Notwithstanding any other provision of these Rules, short-term layoffs for periods not to exceed 15 consecutive work days, may be made in any order for reasons approved by the appointing authority.

Section 10.

Recruiting and Development Committee

The Recruitment and Development Committee will continue to meet on at least on a quarterly basis to discuss various matters relating to recruitment and professional development, including but not limited to: testing methods, training programs, reclassification studies, and personnel system procedures. The Committee consists of up to 2 members from each Teamsters bargaining unit, the union's business representative, and HR staff from the Recruitment and Labor Relations/Benefits units.

**ARTICLE 46**

UNION SECURITY

Section 1. South Coast AQMD agrees to distribute during its New Employee Orientation process information materials provided by the Union.

Section 2. Agency Shop.

a. All employees covered by this Agreement and all employees subsequently hired must, as a condition of employment, either become and remain members of the Union in good standing for the term of this agreement or pay to the Union an agency fee equal to Union dues. Unit members must authorize payroll deductions for their dues payment, agency fee or charitable contribution.

If the agency shop arrangement in Section 2 is unenforceable as a matter of law during the term of this MOU, the parties shall reopen this Article.

b. Dues, agency fees and charitable contributions shall be deducted by South Coast AQMD from the first pay warrant of each month. Dues and agency fees shall be remitted to the Union no later than 10 days from the pay date.

South Coast AQMD shall provide the Union, on a quarterly basis, with a list of the names of all employees employed in the Teamster bargaining units.

c. The parties agree that the obligations herein are a condition of continued employment for Unit members. The parties further agree that the failure of any Unit member to remain a member in good standing of the Union or to pay an agency fee to the Union during the term of this Agreement shall constitute, generally, just and reasonable cause for termination.

d. No Unit member shall be required to join the Union or to make an agency fee payment if the Unit member is an actual verified member of a bona fide religion, body, or sect which has historically held conscientious objections to joining or financially supporting employee organizations; this exemption shall not be granted unless and until such Unit member has verified the specific circumstances. Such employee must, instead, arrange with the Union to satisfy his/her obligation by donating the equivalent amount to one of the non-labor, non-religious charitable funds listed in section i. below.

e. Except for collective bargaining, charitable contributors shall have no right to Union representation or right to Union membership, although, a charitable contributor may apply for Union membership during the term of the agreement. In such case, the charitable contributor must become and remain a dues-paying member during the remaining term of the agreement. In the event a charitable contributor becomes a dues-paying member of the Union, full membership status will not exist unless and until the individual has: 1) been a dues-paying member for six months, 2) paid an amount equal to six months of dues, or 3) paid the Union an amount equal to six months of dues through a combination of 1) and 2).

f. Whenever a Unit member shall be delinquent in the payment of dues or fees, the Union shall give the Unit member written notice thereof and 15 days to cure the delinquency; a copy of said notice shall be forwarded to the Designated Deputy over Administrative and Human Resources. In the event the Unit member fails to cure said delinquency, the Union shall request, in writing, that South Coast AQMD initiate termination proceedings. The termination proceedings shall be governed by applicable State laws and are specifically excluded from the Grievance Procedure Agreement or termination procedures.

g. South Coast AQMD shall not deduct moneys specifically earmarked for a Political Action Committee or other political activities unless such deduction is affirmatively, separately and specifically authorized in writing by the Unit member.

h. The Union will defend, indemnify, and hold harmless South Coast AQMD from any loss, liability, or cause of action arising out of the operation of this Article. The indemnity obligation is more fully set forth as follows:

**ARTICLE 46**

UNION SECURITY

Union will defend, indemnify, and hold harmless South Coast AQMD from any loss, liability, or cause of action arising out of the operation of this Article.

Upon commencement of any such legal action, South Coast AQMD shall have the right to decide and determine whether any claim, liability, suit, or
judgment made or brought against South Coast AQMD because of such action shall or shall not be compromised, resisted, defended, tried, or appealed. Any such decision on the part of South Coast AQMD shall not diminish the Union's indemnification obligations under this Agreement.

South Coast AQMD, immediately upon receipt of notice of such legal action, shall inform the Union of such action; provide the Union with all information, documents, and assistance necessary for South Coast AQMD's defense or settlement of such action; and fully cooperate with the Union in providing all necessary witnesses, experts, and assistance necessary for said defense.

i. Charitable contributions shall be made to one of the following:

American Lung Association
United Way
American Cancer Society
City of Hope

**ARTICLE 47**

USE OF SOUTH COAST AQMD VEHICLES

Section 1. Use of available South Coast AQMD fleet vehicles shall be provided to groups of four or more employees who carpool for commute purposes to and from work. Vehicles shall be returned to the Automotive Services area each morning and shall become part of South Coast AQMD's vehicle fleet for the use and conduct of South Coast AQMD business by other employees.

Employees are required to pay a monthly fee to cover the cost associated with utilizing/operating a South Coast AQMD vehicle. This monthly fee shall be computed by multiplying the mileage rate as established under Article 11, Section 4, by the total number of miles driven by the carpool, except that a different monthly fee, as determined by South Coast AQMD, may be charged for vans.

Section 2. Employees with a long-term vehicle assignment shall be authorized to use their assigned South Coast AQMD vehicle to attend training that meets South Coast AQMD requirements for tuition reimbursement. The use of South Coast AQMD vehicles would also be authorized for attendance at professional association meetings. However, in both instances, the use of one's personal vehicle must be impractical.

**ARTICLE 47**

USE OF SOUTH COAST AQMD VEHICLES

Section 3. Vehicle assignments will be made solely at management's discretion and no employee will be entitled by virtue of his or her classification to an assigned vehicle. Assignment of new fleet vehicles by management, as a new or replacement vehicle for an employee, must take into account the following factors: employee's assignment to the South Coast AQMD Emergency Response Team, employee's years of service, mileage and condition of current vehicle assigned, employee's commute distance from home to their work location, employee's request to keep their currently assigned vehicle, and operational needs of the department.

Effective January 1, 2018, Supervising Air Quality Inspectors may be given a long-term vehicle assignment, at management's discretion.

Effective January 1, 2021, Principal Air Quality Instrument Specialists may be given a long-term vehicle assignment, at management's discretion.

**ARTICLE 48**

TELEWORK PROGRAM

Employees in the OCM and T&E Units are eligible to participate in the South Coast AQMD Telework Program set forth in Administrative Policy & Procedure No. 46. The Union is entitled to representation (2 per Unit and the Union Business Agent) on the joint labor/management Telework Committee established to review the Program's effectiveness and to consider changes to the Program.

Field Staff in these Units are subject to the South Coast AQMD Telework Policy for Field Staff, in effect as of October 18, 2022, or may be eligible to participate in Administrative Policy & Procedure No. 46.

All bargaining unit employees are eligible for the telework rideshare stipend under the South Coast AQMD Rideshare Program.

**APPENDIX A**
**TECHNICAL & ENFORCEMENT**
**APPROXIMATE ANNUAL SALARIES, EFFECTIVE JANUARY 1, 2024**

| Position Title | Step 1 | Step 2 | Step 3 | Step 4 | Step 5 | Step 6 | Step 7 | Step 8 |
|---|---|---|---|---|---|---|---|---|
| Air Quality Inspector | $54,991 | $58,024 | $61,223 | $64,589 | $68,155 | $70,199 | $72,305 | $74,475 |
| Air Quality Inspector I | $57,824 | $61,023 | $64,356 | $67,889 | $71,621 | $73,770 | $75,983 | $78,263 |
| Air Quality Inspector II | $72,888 | $76,887 | $81,120 | $85,586 | $90,285 | $92,993 | $95,783 | $98,657 |
| Air Quality Inspector III | $79,753 | $84,119 | $88,752 | $93,618 | $98,750 | $101,713 | $104,764 | $107,907 |
| Air Quality Instrument Specialist I | $66,955 | $70,655 | $74,521 | $78,620 | $82,953 | $85,441 | $88,005 | $90,645 |
| Air Quality Instrument Specialist II | $72,888 | $76,887 | $81,120 | $85,586 | $90,285 | $92,993 | $95,783 | $98,657 |
| Assistant AQ Inst Specialist | $54,991 | $58,024 | $61,223 | $64,589 | $68,155 | $70,199 | $72,305 | $74,475 |
| Assistant Computer Operator | $47,692 | $50,325 | $53,091 | $56,024 | $59,090 | $60,862 | $62,688 | $64,569 |
| Assistant Info Tech Specialist | $52,458 | $55,357 | $58,390 | $61,590 | $64,989 | $66,939 | $68,947 | $71,015 |
| Assistant Programmer | $60,157 | $63,456 | $66,955 | $70,621 | $74,521 | $76,756 | $79,059 | $81,431 |
| Assistant Telecommunications Tech | $55,824 | $58,890 | $62,156 | $65,556 | $69,155 | $71,230 | $73,367 | $75,568 |
| Audio Visual Specialist | $65,456 | $69,055 | $72,854 | $76,854 | $81,086 | $83,519 | $86,024 | $88,605 |
| Computer Operations Supervisor | $58,923 | $62,190 | $65,589 | $69,188 | $73,021 | $75,211 | $77,468 | $79,792 |
| Graphic Arts Illustrator I | $51,125 | $53,958 | $56,924 | $60,057 | $63,356 | $65,257 | $67,215 | $69,231 |
| Graphic Arts Illustrator II | $57,090 | $60,257 | $63,556 | $67,055 | $70,755 | $72,877 | $75,064 | $77,316 |
| Information Tech Specialist I | $55,824 | $58,890 | $62,156 | $65,556 | $69,155 | $71,230 | $73,367 | $75,568 |
| Information Tech Specialist II | $68,289 | $72,055 | $75,987 | $80,187 | $84,586 | $87,123 | $89,737 | $92,429 |
| Information Tech Supervisor | $100,730 | $105,779 | $111,062 | $116,616 | $122,472 | $126,146 | $129,930 | $133,828 |
| Investigator | $85,119 | $89,785 | $94,717 | $99,950 | $105,416 | $108,578 | $111,836 | $115,191 |
| Laboratory Technician | $58,090 | $61,290 | $64,656 | $68,222 | $71,988 | $74,148 | $76,372 | $78,664 |
| Meteorologist Technician | $78,353 | $82,653 | $87,219 | $92,018 | $97,084 | $99,996 | $102,996 | $106,086 |
| Paralegal | $85,119 | $89,785 | $94,717 | $99,950 | $105,416 | $108,578 | $111,835 | $115,191 |
| Principal AQ Instrument Specialist | $88,585 | $93,451 | $98,617 | $104,016 | $109,748 | $113,041 | $116,432 | $119,925 |
| Programmer | $71,821 | $75,787 | $79,953 | $84,352 | $88,985 | $91,654 | $94,404 | $97,236 |
| Programmer Analyst | $84,652 | $89,318 | $94,217 | $99,417 | $104,882 | $108,029 | $111,270 | $114,608 |
| Senior AQ Instrument Specialist | $79,753 | $84,119 | $88,752 | $93,618 | $98,750 | $101,713 | $104,764 | $107,907 |

**APPENDIX A**
**TECHNICAL & ENFORCEMENT**
**APPROXIMATE ANNUAL SALARIES, EFFECTIVE JANUARY 1, 2024**

| Position Title | Step 1 | Step 2 | Step 3 | Step 4 | Step 5 | Step 6 | Step 7 | Step 8 |
|---|---|---|---|---|---|---|---|---|
| Senior Information Tech Specialist | $84,652 | $89,318 | $94,217 | $99,417 | $104,882 | $108,029 | $111,270 | $114,608 |
| Senior Paralegal | $90,585 | $95,584 | $100,816 | $106,382 | $112,214 | $115,581 | $119,049 | $122,620 |
| Senior Public Affairs Specialist | $81,681 | $86,157 | $90,903 | $95,884 | $101,134 | $103,916 | $106,773 | $109,710 |
| Supervising Air Quality Inspector | $90,585 | $95,584 | $100,816 | $106,382 | $112,214 | $115,581 | $119,049 | $122,620 |
| Supervising Graphic Arts Illustrator | $70,534 | $74,419 | $78,495 | $82,825 | $87,379 | $90,000 | $92,700 | $95,481 |
| Supervising Investigator | $90,585 | $95,584 | $100,816 | $106,382 | $112,214 | $115,581 | $119,049 | $122,620 |
| Telecommunications Tech I | $68,289 | $72,055 | $75,987 | $80,187 | $84,586 | $87,123 | $89,737 | $92,429 |
| Telecommunications Tech II | $72,888 | $76,887 | $81,120 | $85,586 | $90,285 | $92,993 | $95,783 | $98,657 |
| Transportation Plan Reviewer | $63,256 | $66,722 | $70,388 | $74,254 | $78,353 | $80,704 | $83,125 | $85,619 |

**APPENDIX A**
**TECHNICAL & ENFORCEMENT**
**APPROXIMATE ANNUAL SALARIES, EFFECTIVE JULY 1, 2024**

| Position Title | Step 1 | Step 2 | Step 3 | Step 4 | Step 5 | Step 6 | Step 7 | Step 8 |
|---|---|---|---|---|---|---|---|---|
| Air Quality Inspector | $55,266 | $58,314 | $61,529 | $64,912 | $68,496 | $70,550 | $72,667 | $74,847 |
| Air Quality Inspector I | $58,113 | $61,328 | $64,678 | $68,228 | $71,979 | $74,139 | $76,363 | $78,654 |
| Air Quality Inspector II | $73,252 | $77,271 | $81,525 | $86,014 | $90,736 | $93,458 | $96,262 | $99,150 |
| Air Quality Inspector III | $80,152 | $84,540 | $89,195 | $94,086 | $99,244 | $102,222 | $105,288 | $108,447 |
| Air Quality Instrument Specialist I | $67,290 | $71,008 | $74,893 | $79,013 | $83,367 | $85,869 | $88,445 | $91,098 |
| Air Quality Instrument Specialist II | $73,252 | $77,271 | $81,525 | $86,014 | $90,736 | $93,458 | $96,262 | $99,150 |
| Assistant AQ Inst Specialist | $55,266 | $58,314 | $61,529 | $64,912 | $68,496 | $70,550 | $72,667 | $74,847 |
| Assistant Computer Operator | $47,930 | $50,576 | $53,357 | $56,304 | $59,386 | $61,167 | $63,002 | $64,892 |
| Assistant Info Tech Specialist | $52,720 | $55,634 | $58,682 | $61,898 | $65,314 | $67,273 | $69,292 | $71,370 |
| Assistant Programmer | $60,457 | $63,773 | $67,290 | $70,975 | $74,893 | $77,140 | $79,454 | $81,838 |
| Assistant Telecommunications Tech | $56,103 | $59,185 | $62,467 | $65,883 | $69,501 | $71,586 | $73,734 | $75,946 |
| Audio Visual Specialist | $65,783 | $69,400 | $73,219 | $77,238 | $81,492 | $83,936 | $86,454 | $89,048 |
| Computer Operations Supervisor | $59,218 | $62,500 | $65,917 | $69,534 | $73,386 | $75,587 | $77,855 | $80,191 |
| Graphic Arts Illustrator I | $51,380 | $54,227 | $57,208 | $60,357 | $63,673 | $65,583 | $67,551 | $69,577 |
| Graphic Arts Illustrator II | $57,376 | $60,558 | $63,874 | $67,391 | $71,109 | $73,242 | $75,439 | $77,702 |
| Information Tech Specialist I | $56,103 | $59,185 | $62,467 | $65,883 | $69,501 | $71,586 | $73,734 | $75,946 |
| Information Tech Specialist II | $68,630 | $72,415 | $76,367 | $80,587 | $85,009 | $87,559 | $90,186 | $92,891 |
| Information Tech Supervisor | $101,234 | $106,307 | $111,618 | $117,199 | $123,084 | $126,777 | $130,580 | $134,497 |
| Investigator | $85,545 | $90,234 | $95,191 | $100,450 | $105,943 | $109,121 | $112,395 | $115,767 |
| Laboratory Technician | $58,381 | $61,596 | $64,979 | $68,563 | $72,348 | $74,519 | $76,754 | $79,057 |
| Meteorologist Technician | $78,745 | $83,066 | $87,655 | $92,478 | $97,569 | $100,496 | $103,511 | $106,617 |
| Paralegal | $85,545 | $90,234 | $95,191 | $100,450 | $105,943 | $109,121 | $112,395 | $115,767 |
| Principal AQ Instrument Specialist | $89,028 | $93,918 | $99,110 | $104,536 | $110,297 | $113,606 | $117,014 | $120,525 |
| Programmer | $72,180 | $76,166 | $80,353 | $84,774 | $89,430 | $92,113 | $94,876 | $97,722 |
| Programmer Analyst | $85,076 | $89,765 | $94,689 | $99,914 | $105,407 | $108,569 | $111,826 | $115,181 |
| Senior AQ Instrument Specialist | $80,152 | $84,540 | $89,195 | $94,086 | $99,244 | $102,222 | $105,288 | $108,447 |

**APPENDIX A**
**TECHNICAL & ENFORCEMENT**
**APPROXIMATE ANNUAL SALARIES, EFFECTIVE JULY 1, 2024**

| Position Title | Step 1 | Step 2 | Step 3 | Step 4 | Step 5 | Step 6 | Step 7 | Step 8 |
|---|---|---|---|---|---|---|---|---|
| Senior Information Tech Specialist | $85,076 | $89,765 | $94,689 | $99,914 | $105,407 | $108,569 | $111,826 | $115,181 |
| Senior Paralegal | $91,038 | $96,062 | $101,320 | $106,914 | $112,775 | $116,159 | $119,644 | $123,233 |
| Senior Public Affairs Specialist | $82,090 | $86,588 | $91,357 | $96,363 | $101,640 | $104,435 | $107,307 | $110,258 |
| Supervising Air Quality Inspector | $91,038 | $96,062 | $101,320 | $106,914 | $112,776 | $116,159 | $119,644 | $123,233 |
| Supervising Graphic Arts Illustrator | $70,886 | $74,791 | $78,887 | $83,240 | $87,816 | $90,450 | $93,164 | $95,959 |
| Supervising Investigator | $91,038 | $96,062 | $101,320 | $106,914 | $112,776 | $116,159 | $119,644 | $123,233 |
| Telecommunications Tech I | $68,630 | $72,415 | $76,367 | $80,587 | $85,009 | $87,559 | $90,186 | $92,891 |
| Telecommunications Tech II | $73,252 | $77,271 | $81,525 | $86,014 | $90,736 | $93,458 | $96,262 | $99,150 |
| Transportation Plan Reviewer | $63,572 | $67,056 | $70,740 | $74,625 | $78,745 | $81,107 | $83,541 | $86,047 |

**APPENDIX A**
**TECHNICAL & ENFORCEMENT**
**APPROXIMATE ANNUAL SALARIES, EFFECTIVE JULY 1, 2024**
*(Increases to steps 6-8)*

| Position Title | Step 1 | Step 2 | Step 3 | Step 4 | Step 5 | Step 6 | Step 7 | Step 8 |
|---|---|---|---|---|---|---|---|---|
| Air Quality Inspector | $55,266 | $58,314 | $61,529 | $64,912 | $68,496 | **$72,314** | **$74,484** | **$76,718** |
| Air Quality Inspector I | $58,113 | $61,328 | $64,678 | $68,228 | $71,979 | **$75,993** | **$78,272** | **$80,621** |
| Air Quality Inspector II | $73,252 | $77,271 | $81,525 | $86,014 | $90,736 | **$95,795** | **$98,669** | **$101,629** |
| Air Quality Inspector III | $80,152 | $84,540 | $89,195 | $94,086 | $99,244 | **$104,777** | **$107,920** | **$111,158** |
| Air Quality Instrument Specialist I | $67,290 | $71,008 | $74,893 | $79,013 | $83,367 | **$88,015** | **$90,656** | **$93,375** |
| Air Quality Instrument Specialist II | $73,252 | $77,271 | $81,525 | $86,014 | $90,736 | **$95,795** | **$98,669** | **$101,629** |
| Assistant AQ Inst Specialist | $55,266 | $58,314 | $61,529 | $64,912 | $68,496 | **$72,314** | **$74,484** | **$76,718** |
| Assistant Computer Operator | $47,930 | $50,576 | $53,357 | $56,304 | $59,386 | **$62,696** | **$64,577** | **$66,514** |
| Assistant Info Tech Specialist | $52,720 | $55,634 | $58,682 | $61,898 | $65,314 | **$68,955** | **$71,024** | **$73,155** |
| Assistant Programmer | $60,457 | $63,773 | $67,290 | $70,975 | $74,893 | **$79,069** | **$81,441** | **$83,884** |
| Assistant Telecommunications Tech | $56,103 | $59,185 | $62,467 | $65,883 | $69,501 | **$73,376** | **$75,577** | **$77,845** |
| Audio Visual Specialist | $65,783 | $69,400 | $73,219 | $77,238 | $81,492 | **$86,035** | **$88,616** | **$91,274** |
| Computer Operations Supervisor | $59,218 | $62,500 | $65,917 | $69,534 | $73,386 | **$77,477** | **$79,801** | **$82,195** |
| Graphic Arts Illustrator I | $51,380 | $54,227 | $57,208 | $60,357 | $63,673 | **$67,223** | **$69,239** | **$71,317** |
| Graphic Arts Illustrator II | $57,376 | $60,558 | $63,874 | $67,391 | $71,109 | **$75,073** | **$77,325** | **$79,645** |
| Information Tech Specialist I | $56,103 | $59,185 | $62,467 | $65,883 | $69,501 | **$73,376** | **$75,577** | **$77,845** |
| Information Tech Specialist II | $68,630 | $72,415 | $76,367 | $80,587 | $85,009 | **$89,748** | **$92,440** | **$95,213** |
| Information Tech Supervisor | $101,234 | $106,307 | $111,618 | $117,199 | $123,084 | **$129,946** | **$133,844** | **$137,860** |
| Investigator | $85,545 | $90,234 | $95,191 | $100,450 | $105,943 | **$111,849** | **$115,205** | **$118,661** |
| Laboratory Technician | $58,381 | $61,596 | $64,979 | $68,563 | $72,348 | **$76,382** | **$78,673** | **$81,033** |
| Meteorologist Technician | $78,745 | $83,066 | $87,655 | $92,478 | $97,569 | **$103,009** | **$106,099** | **$109,282** |
| Paralegal | $85,545 | $90,234 | $95,191 | $100,450 | $105,943 | **$111,849** | **$115,204** | **$118,661** |
| Principal AQ Instrument Specialist | $89,028 | $93,918 | $99,110 | $104,536 | $110,297 | **$116,446** | **$119,940** | **$123,538** |
| Programmer | $72,180 | $76,166 | $80,353 | $84,774 | $89,430 | **$94,415** | **$97,248** | **$100,165** |
| Programmer Analyst | $85,076 | $89,765 | $94,689 | $99,914 | $105,407 | **$111,284** | **$114,622** | **$118,061** |
| Senior AQ Instrument Specialist | $80,152 | $84,540 | $89,195 | $94,086 | $99,244 | **$104,777** | **$107,920** | **$111,158** |

**APPENDIX A**
**TECHNICAL & ENFORCEMENT**
**APPROXIMATE ANNUAL SALARIES, EFFECTIVE JULY 1, 2024**
*(Increases to steps 6-8)*

| Position Title | Step 1 | Step 2 | Step 3 | Step 4 | Step 5 | Step 6 | Step 7 | Step 8 |
|---|---|---|---|---|---|---|---|---|
| Senior Information Tech Specialist | $85,076 | $89,765 | $94,689 | $99,914 | $105,407 | **$111,284** | **$114,622** | **$118,061** |
| Senior Paralegal | $91,038 | $96,062 | $101,320 | $106,914 | $112,775 | **$119,063** | **$122,635** | **$126,314** |
| Senior Public Affairs Specialist | $82,090 | $86,588 | $91,357 | $96,363 | $101,640 | **$107,046** | **$109,990** | **$113,015** |
| Supervising Air Quality Inspector | $91,038 | $96,062 | $101,320 | $106,914 | $112,776 | **$119,063** | **$122,635** | **$126,314** |
| Supervising Graphic Arts Illustrator | $70,886 | $74,791 | $78,887 | $83,240 | $87,816 | **$92,712** | **$95,493** | **$98,358** |
| Supervising Investigator | $91,038 | $96,062 | $101,320 | $106,914 | $112,776 | **$119,063** | **$122,635** | **$126,314** |
| Telecommunications Tech I | $68,630 | $72,415 | $76,367 | $80,587 | $85,009 | **$89,748** | **$92,440** | **$95,213** |
| Telecommunications Tech II | $73,252 | $77,271 | $81,525 | $86,014 | $90,736 | **$95,795** | **$98,669** | **$101,629** |
| Transportation Plan Reviewer | $63,572 | $67,056 | $70,740 | $74,625 | $78,745 | **$83,135** | **$85,629** | **$88,198** |

**APPENDIX A**
**TECHNICAL & ENFORCEMENT**
**APPROXIMATE ANNUAL SALARIES, EFFECTIVE JANUARY 1, 2025**

| Position Title | Step 1 | Step 2 | Step 3 | Step 4 | Step 5 | Step 6 | Step 7 | Step 8 |
|---|---|---|---|---|---|---|---|---|
| Air Quality Inspector | $57,753 | $60,938 | $64,298 | $67,833 | $71,578 | $75,568 | $77,835 | $80,170 |
| Air Quality Inspector I | $60,728 | $64,088 | $67,588 | $71,298 | $75,218 | $79,412 | $81,795 | $84,249 |
| Air Quality Inspector II | $76,549 | $80,749 | $85,194 | $89,884 | $94,819 | $100,106 | $103,109 | $106,202 |
| Air Quality Inspector III | $83,759 | $88,344 | $93,209 | $98,320 | $103,710 | $109,492 | $112,777 | $116,160 |
| Air Quality Instrument Specialist I | $70,318 | $74,203 | $78,264 | $82,569 | $87,119 | $91,976 | $94,735 | $97,577 |
| Air Quality Instrument Specialist II | $76,549 | $80,749 | $85,194 | $89,884 | $94,819 | $100,106 | $103,109 | $106,202 |
| Assistant AQ Inst Specialist | $57,753 | $60,938 | $64,298 | $67,833 | $71,578 | $75,568 | $77,835 | $80,170 |
| Assistant Computer Operator | $50,087 | $52,852 | $55,758 | $58,838 | $62,058 | $65,517 | $67,483 | $69,507 |
| Assistant Info Tech Specialist | $55,093 | $58,138 | $61,323 | $64,683 | $68,253 | $72,058 | $74,220 | $76,447 |
| Assistant Programmer | $63,178 | $66,643 | $70,318 | $74,168 | $78,264 | $82,627 | $85,106 | $87,659 |
| Assistant Telecommunications Tech | $58,628 | $61,848 | $65,278 | $68,848 | $72,628 | $76,678 | $78,978 | $81,348 |
| Audio Visual Specialist | $68,743 | $72,523 | $76,514 | $80,714 | $85,159 | $89,906 | $92,603 | $95,381 |
| Computer Operations Supervisor | $61,883 | $65,313 | $68,883 | $72,663 | $76,689 | $80,963 | $83,392 | $85,894 |
| Graphic Arts Illustrator I | $53,692 | $56,668 | $59,783 | $63,073 | $66,538 | $70,248 | $72,355 | $74,526 |
| Graphic Arts Illustrator II | $59,958 | $63,283 | $66,748 | $70,423 | $74,308 | $78,451 | $80,805 | $83,229 |
| Information Tech Specialist I | $58,628 | $61,848 | $65,278 | $68,848 | $72,628 | $76,678 | $78,978 | $81,348 |
| Information Tech Specialist II | $71,718 | $75,673 | $79,804 | $84,214 | $88,834 | $93,786 | $96,600 | $99,498 |
| Information Tech Supervisor | $105,789 | $111,091 | $116,640 | $122,473 | $128,623 | $135,794 | $139,867 | $144,064 |
| Investigator | $89,394 | $94,294 | $99,475 | $104,970 | $110,710 | $116,882 | $120,389 | $124,000 |
| Laboratory Technician | $61,008 | $64,368 | $67,903 | $71,648 | $75,603 | $79,819 | $82,213 | $84,680 |
| Meteorologist Technician | $82,289 | $86,804 | $91,599 | $96,639 | $101,960 | $107,644 | $110,873 | $114,200 |
| Paralegal | $89,394 | $94,294 | $99,475 | $104,970 | $110,710 | $116,882 | $120,389 | $124,000 |
| Principal AQ Instrument Specialist | $93,034 | $98,145 | $103,570 | $109,240 | $115,260 | $121,687 | $125,337 | $129,097 |
| Programmer | $75,428 | $79,594 | $83,969 | $88,589 | $93,454 | $98,664 | $101,624 | $104,673 |
| Programmer Analyst | $88,904 | $93,804 | $98,950 | $104,410 | $110,150 | $116,291 | $119,780 | $123,373 |
| Senior AQ Instrument Specialist | $83,759 | $88,344 | $93,209 | $98,320 | $103,710 | $109,492 | $112,777 | $116,160 |

**APPENDIX A**
**TECHNICAL & ENFORCEMENT**
**APPROXIMATE ANNUAL SALARIES, EFFECTIVE JANUARY 1, 2025**

| Position Title | Step 1 | Step 2 | Step 3 | Step 4 | Step 5 | Step 6 | Step 7 | Step 8 |
|---|---|---|---|---|---|---|---|---|
| Senior Information Tech Specialist | $88,904 | $93,804 | $98,950 | $104,410 | $110,150 | $116,291 | $119,780 | $123,373 |
| Senior Paralegal | $95,134 | $100,385 | $105,880 | $111,725 | $117,850 | $124,421 | $128,154 | $131,998 |
| Senior Public Affairs Specialist | $85,784 | $90,485 | $95,468 | $100,700 | $106,214 | $111,863 | $114,939 | $118,100 |
| Supervising Air Quality Inspector | $95,134 | $100,385 | $105,880 | $111,725 | $117,850 | $124,421 | $128,154 | $131,998 |
| Supervising Graphic Arts Illustrator | $74,076 | $78,156 | $82,437 | $86,985 | $91,768 | $96,884 | $99,790 | $102,784 |
| Supervising Investigator | $95,134 | $100,385 | $105,880 | $111,725 | $117,850 | $124,421 | $128,154 | $131,998 |
| Telecommunications Tech I | $71,718 | $75,673 | $79,804 | $84,214 | $88,834 | $93,786 | $96,600 | $99,498 |
| Telecommunications Tech II | $76,549 | $80,749 | $85,194 | $89,884 | $94,819 | $100,106 | $103,109 | $106,202 |
| Transportation Plan Reviewer | $66,433 | $70,073 | $73,923 | $77,984 | $82,289 | $86,876 | $89,482 | $92,167 |

**APPENDIX A**
**TECHNICAL & ENFORCEMENT**
**APPROXIMATE ANNUAL SALARIES, EFFECTIVE JANUARY 1, 2026**

| Position Title | Step 1 | Step 2 | Step 3 | Step 4 | Step 5 | Step 6 | Step 7 | Step 8 |
|---|---|---|---|---|---|---|---|---|
| Air Quality Inspector | $59,485 | $62,766 | $66,227 | $69,868 | $73,726 | $77,835 | $80,170 | $82,575 |
| Air Quality Inspector I | $62,550 | $66,011 | $69,616 | $73,437 | $77,475 | $81,795 | $84,249 | $86,776 |
| Air Quality Inspector II | $78,845 | $83,171 | $87,750 | $92,581 | $97,664 | $103,109 | $106,202 | $109,388 |
| Air Quality Inspector III | $86,272 | $90,994 | $96,006 | $101,269 | $106,821 | $112,777 | $116,160 | $119,645 |
| Air Quality Instrument Specialist I | $72,428 | $76,430 | $80,612 | $85,046 | $89,733 | $94,735 | $97,577 | $100,505 |
| Air Quality Instrument Specialist II | $78,845 | $83,171 | $87,750 | $92,581 | $97,664 | $103,109 | $106,202 | $109,388 |
| Assistant AQ Inst Specialist | $59,485 | $62,766 | $66,227 | $69,868 | $73,726 | $77,835 | $80,170 | $82,575 |
| Assistant Computer Operator | $51,590 | $54,438 | $57,430 | $60,603 | $63,920 | $67,483 | $69,507 | $71,592 |
| Assistant Info Tech Specialist | $56,745 | $59,882 | $63,163 | $66,623 | $70,301 | $74,220 | $76,447 | $78,740 |
| Assistant Programmer | $65,073 | $68,642 | $72,428 | $76,393 | $80,612 | $85,106 | $87,659 | $90,289 |
| Assistant Telecommunications Tech | $60,387 | $63,703 | $67,236 | $70,914 | $74,807 | $78,978 | $81,348 | $83,788 |
| Audio Visual Specialist | $70,805 | $74,699 | $78,809 | $83,135 | $87,714 | $92,603 | $95,381 | $98,243 |
| Computer Operations Supervisor | $63,739 | $67,272 | $70,950 | $74,843 | $78,989 | $83,392 | $85,894 | $88,471 |
| Graphic Arts Illustrator I | $55,303 | $58,368 | $61,576 | $64,965 | $68,534 | $72,355 | $74,526 | $76,762 |
| Graphic Arts Illustrator II | $61,756 | $65,181 | $68,751 | $72,536 | $76,538 | $80,805 | $83,229 | $85,726 |
| Information Tech Specialist I | $60,387 | $63,703 | $67,236 | $70,914 | $74,807 | $78,978 | $81,348 | $83,788 |
| Information Tech Specialist II | $73,870 | $77,944 | $82,198 | $86,740 | $91,499 | $96,600 | $99,498 | $102,483 |
| Information Tech Supervisor | $108,963 | $114,424 | $120,140 | $126,147 | $132,481 | $139,867 | $144,064 | $148,385 |
| Investigator | $92,076 | $97,123 | $102,459 | $108,119 | $114,031 | $120,389 | $124,000 | $127,720 |
| Laboratory Technician | $62,838 | $66,299 | $69,940 | $73,798 | $77,872 | $82,213 | $84,680 | $87,220 |
| Meteorologist Technician | $84,757 | $89,408 | $94,347 | $99,539 | $105,018 | $110,874 | $114,200 | $117,626 |
| Paralegal | $92,076 | $97,123 | $102,459 | $108,119 | $114,031 | $120,389 | $124,000 | $127,720 |
| Principal AQ Instrument Specialist | $95,825 | $101,089 | $106,677 | $112,517 | $118,718 | $125,337 | $129,097 | $132,970 |
| Programmer | $77,691 | $81,981 | $86,488 | $91,247 | $96,258 | $101,624 | $104,673 | $107,813 |
| Programmer Analyst | $91,571 | $96,618 | $101,918 | $107,542 | $113,455 | $119,780 | $123,373 | $127,075 |
| Senior AQ Instrument Specialist | $86,272 | $90,994 | $96,006 | $101,269 | $106,821 | $112,777 | $116,160 | $119,645 |

**APPENDIX A**
**TECHNICAL & ENFORCEMENT**
**APPROXIMATE ANNUAL SALARIES, EFFECTIVE JANUARY 1, 2026**

| Position Title | Step 1 | Step 2 | Step 3 | Step 4 | Step 5 | Step 6 | Step 7 | Step 8 |
|---|---|---|---|---|---|---|---|---|
| Senior Information Tech Specialist | $91,571 | $96,618 | $101,918 | $107,542 | $113,455 | $119,780 | $123,373 | $127,075 |
| Senior Paralegal | $97,988 | $103,396 | $109,056 | $115,077 | $121,386 | $128,153 | $131,998 | $135,958 |
| Senior Public Affairs Specialist | $88,357 | $93,199 | $98,333 | $103,721 | $109,400 | $115,219 | $118,388 | $121,643 |
| Supervising Air Quality Inspector | $97,988 | $103,396 | $109,056 | $115,077 | $121,386 | $128,154 | $131,998 | $135,958 |
| Supervising Graphic Arts Illustrator | $76,299 | $80,501 | $84,910 | $89,595 | $94,521 | $99,790 | $102,784 | $105,867 |
| Supervising Investigator | $97,988 | $103,396 | $109,056 | $115,077 | $121,386 | $128,154 | $131,998 | $135,958 |
| Telecommunications Tech I | $73,870 | $77,944 | $82,198 | $86,740 | $91,499 | $96,600 | $99,498 | $102,483 |
| Telecommunications Tech II | $78,845 | $83,171 | $87,750 | $92,581 | $97,664 | $103,109 | $106,202 | $109,388 |
| Transportation Plan Reviewer | $68,426 | $72,175 | $76,141 | $80,323 | $84,757 | $89,482 | $92,167 | $94,932 |

**APPENDIX A**
**TECHNICAL & ENFORCEMENT**
**APPROXIMATE ANNUAL SALARIES, EFFECTIVE JANUARY 1, 2026**
*(Increases to steps 7-8)*

| Position Title | Step 1 | Step 2 | Step 3 | Step 4 | Step 5 | Step 6 | Step 7 | Step 8 |
|---|---|---|---|---|---|---|---|---|
| Air Quality Inspector | $59,485 | $62,766 | $66,227 | $69,868 | $73,726 | $77,835 | **$82,175** | **$84,640** |
| Air Quality Inspector I | $62,550 | $66,011 | $69,616 | $73,437 | $77,475 | $81,795 | **$86,355** | **$88,945** |
| Air Quality Inspector II | $78,845 | $83,171 | $87,750 | $92,581 | $97,664 | $103,109 | **$108,857** | **$112,123** |
| Air Quality Inspector III | $86,272 | $90,994 | $96,006 | $101,269 | $106,821 | $112,777 | **$119,064** | **$122,636** |
| Air Quality Instrument Specialist I | $72,428 | $76,430 | $80,612 | $85,046 | $89,733 | $94,735 | **$100,017** | **$103,017** |
| Air Quality Instrument Specialist II | $78,845 | $83,171 | $87,750 | $92,581 | $97,664 | $103,109 | **$108,857** | **$112,123** |
| Assistant AQ Inst Specialist | $59,485 | $62,766 | $66,227 | $69,868 | $73,726 | $77,835 | **$82,175** | **$84,640** |
| Assistant Computer Operator | $51,590 | $54,438 | $57,430 | $60,603 | $63,920 | $67,483 | **$71,245** | **$73,382** |
| Assistant Info Tech Specialist | $56,745 | $59,882 | $63,163 | $66,623 | $70,301 | $74,220 | **$78,358** | **$80,709** |
| Assistant Programmer | $65,073 | $68,642 | $72,428 | $76,393 | $80,612 | $85,106 | **$89,850** | **$92,546** |
| Assistant Telecommunications Tech | $60,387 | $63,703 | $67,236 | $70,914 | $74,807 | $78,978 | **$83,381** | **$85,883** |
| Audio Visual Specialist | $70,805 | $74,699 | $78,809 | $83,135 | $87,714 | $92,603 | **$97,766** | **$100,699** |
| Computer Operations Supervisor | $63,739 | $67,272 | $70,950 | $74,843 | $78,989 | $83,392 | **$88,042** | **$90,683** |
| Graphic Arts Illustrator I | $55,303 | $58,368 | $61,576 | $64,965 | $68,534 | $72,355 | **$76,389** | **$78,681** |
| Graphic Arts Illustrator II | $61,756 | $65,181 | $68,751 | $72,536 | $76,538 | $80,805 | **$85,309** | **$87,869** |
| Information Tech Specialist I | $60,387 | $63,703 | $67,236 | $70,914 | $74,807 | $78,978 | **$83,381** | **$85,883** |
| Information Tech Specialist II | $73,870 | $77,944 | $82,198 | $86,740 | $91,499 | $96,600 | **$101,985** | **$105,045** |
| Information Tech Supervisor | $108,963 | $114,424 | $120,140 | $126,147 | $132,481 | $139,867 | **$147,665** | **$152,095** |
| Investigator | $92,076 | $97,123 | $102,459 | $108,119 | $114,031 | $120,389 | **$127,100** | **$130,913** |
| Laboratory Technician | $62,838 | $66,299 | $69,940 | $73,798 | $77,872 | $82,213 | **$86,797** | **$89,401** |
| Meteorologist Technician | $84,757 | $89,408 | $94,347 | $99,539 | $105,018 | $110,874 | **$117,055** | **$120,566** |
| Paralegal | $92,076 | $97,123 | $102,459 | $108,119 | $114,031 | $120,389 | **$127,100** | **$130,914** |
| Principal AQ Instrument Specialist | $95,825 | $101,089 | $106,677 | $112,517 | $118,718 | $125,337 | **$132,325** | **$136,294** |
| Programmer | $77,691 | $81,981 | $86,488 | $91,247 | $96,258 | $101,624 | **$107,290** | **$110,508** |
| Programmer Analyst | $91,571 | $96,618 | $101,918 | $107,542 | $113,455 | $119,780 | **$126,458** | **$130,251** |
| Senior AQ Instrument Specialist | $86,272 | $90,994 | $96,006 | $101,269 | $106,821 | $112,777 | **$119,064** | **$122,636** |

**APPENDIX A**

**TECHNICAL & ENFORCEMENT**

**APPROXIMATE ANNUAL SALARIES, EFFECTIVE JANUARY 1, 2026**

*(Increases to steps 7-8)*

| Position Title | Step 1 | Step 2 | Step 3 | Step 4 | Step 5 | Step 6 | Step 7 | Step 8 |
|---|---|---|---|---|---|---|---|---|
| Senior Information Tech Specialist | $91,571 | $96,618 | $101,918 | $107,542 | $113,455 | $119,780 | **$126,458** | **$130,251** |
| Senior Paralegal | $97,988 | $103,396 | $109,056 | $115,077 | $121,386 | $128,153 | **$135,298** | **$139,357** |
| Senior Public Affairs Specialist | $88,357 | $93,199 | $98,333 | $103,721 | $109,400 | $115,219 | **$121,347** | **$124,684** |
| Supervising Air Quality Inspector | $97,988 | $103,396 | $109,056 | $115,077 | $121,386 | $128,154 | **$135,298** | **$139,357** |
| Supervising Graphic Arts Illustrator | $76,299 | $80,501 | $84,910 | $89,595 | $94,521 | $99,790 | **$105,353** | **$108,514** |
| Supervising Investigator | $97,988 | $103,396 | $109,056 | $115,077 | $121,386 | $128,154 | **$135,298** | **$139,357** |
| Telecommunications Tech I | $73,870 | $77,944 | $82,198 | $86,740 | $91,499 | $96,600 | **$101,985** | **$105,045** |
| Telecommunications Tech II | $78,845 | $83,171 | $87,750 | $92,581 | $97,664 | $103,109 | **$108,857** | **$112,123** |
| Transportation Plan Reviewer | $68,426 | $72,175 | $76,141 | $80,323 | $84,757 | $89,482 | **$94,471** | **$97,305** |

**APPENDIX A**
**TECHNICAL & ENFORCEMENT**
**APPROXIMATE ANNUAL SALARIES, EFFECTIVE JANUARY 1, 2027**

| Position Title | Step 1 | Step 2 | Step 3 | Step 4 | Step 5 | Step 6 | Step 7 | Step 8 |
|---|---|---|---|---|---|---|---|---|
| Air Quality Inspector | $61,270 | $64,649 | $68,214 | $71,964 | $75,937 | $80,170 | $84,640 | $87,179 |
| Air Quality Inspector I | $64,426 | $67,991 | $71,704 | $75,640 | $79,799 | $84,249 | $88,945 | $91,614 |
| Air Quality Inspector II | $81,210 | $85,666 | $90,382 | $95,358 | $100,594 | $106,202 | $112,123 | $115,486 |
| Air Quality Inspector III | $88,860 | $93,724 | $98,886 | $104,307 | $110,026 | $116,160 | $122,636 | $126,315 |
| Air Quality Instrument Specialist I | $74,601 | $78,722 | $83,030 | $87,597 | $92,425 | $97,577 | $103,017 | $106,108 |
| Air Quality Instrument Specialist II | $81,210 | $85,666 | $90,382 | $95,358 | $100,594 | $106,202 | $112,123 | $115,486 |
| Assistant AQ Inst Specialist | $61,270 | $64,649 | $68,214 | $71,964 | $75,937 | $80,170 | $84,640 | $87,179 |
| Assistant Computer Operator | $53,138 | $56,071 | $59,153 | $62,421 | $65,837 | $69,507 | $73,382 | $75,584 |
| Assistant Info Tech Specialist | $58,448 | $61,678 | $65,057 | $68,622 | $72,410 | $76,447 | $80,709 | $83,130 |
| Assistant Programmer | $67,025 | $70,702 | $74,601 | $78,685 | $83,030 | $87,659 | $92,546 | $95,322 |
| Assistant Telecommunications Tech | $62,198 | $65,614 | $69,253 | $73,041 | $77,051 | $81,348 | $85,883 | $88,459 |
| Audio Visual Specialist | $72,930 | $76,940 | $81,173 | $85,629 | $90,345 | $95,381 | $100,699 | $103,720 |
| Computer Operations Supervisor | $65,652 | $69,291 | $73,078 | $77,089 | $81,359 | $85,894 | $90,683 | $93,403 |
| Graphic Arts Illustrator I | $56,962 | $60,119 | $63,424 | $66,914 | $70,590 | $74,526 | $78,681 | $81,041 |
| Graphic Arts Illustrator II | $63,609 | $67,137 | $70,813 | $74,712 | $78,834 | $83,229 | $87,869 | $90,505 |
| Information Tech Specialist I | $62,198 | $65,614 | $69,253 | $73,041 | $77,051 | $81,348 | $85,883 | $88,459 |
| Information Tech Specialist II | $76,086 | $80,282 | $84,664 | $89,343 | $94,244 | $99,498 | $105,045 | $108,196 |
| Information Tech Supervisor | $112,232 | $117,857 | $123,744 | $129,931 | $136,456 | $144,064 | $152,095 | $156,658 |
| Investigator | $94,838 | $100,037 | $105,533 | $111,362 | $117,452 | $124,000 | $130,913 | $134,841 |
| Laboratory Technician | $64,723 | $68,288 | $72,038 | $76,012 | $80,208 | $84,680 | $89,401 | $92,083 |
| Meteorologist Technician | $87,300 | $92,090 | $97,178 | $102,525 | $108,169 | $114,200 | $120,566 | $124,183 |
| Paralegal | $94,838 | $100,037 | $105,533 | $111,363 | $117,452 | $124,000 | $130,913 | $134,841 |
| Principal AQ Instrument Specialist | $98,700 | $104,122 | $109,877 | $115,893 | $122,280 | $129,097 | $136,294 | $140,383 |
| Programmer | $80,022 | $84,441 | $89,083 | $93,984 | $99,146 | $104,673 | $110,508 | $113,824 |
| Programmer Analyst | $94,318 | $99,517 | $104,976 | $110,768 | $116,858 | $123,373 | $130,251 | $134,159 |
| Senior AQ Instrument Specialist | $88,860 | $93,724 | $98,886 | $104,307 | $110,026 | $116,160 | $122,636 | $126,315 |

**APPENDIX A**
**TECHNICAL & ENFORCEMENT**
**APPROXIMATE ANNUAL SALARIES, EFFECTIVE JANUARY 1, 2027**

| Position Title | Step 1 | Step 2 | Step 3 | Step 4 | Step 5 | Step 6 | Step 7 | Step 8 |
|---|---|---|---|---|---|---|---|---|
| Senior Information Tech Specialist | $94,318 | $99,517 | $104,976 | $110,768 | $116,858 | $123,373 | $130,251 | $134,159 |
| Senior Paralegal | $100,928 | $106,498 | $112,328 | $118,529 | $125,027 | $131,998 | $139,357 | $143,538 |
| Senior Public Affairs Specialist | $91,008 | $95,995 | $101,282 | $106,832 | $112,682 | $118,676 | $124,988 | $128,425 |
| Supervising Air Quality Inspector | $100,928 | $106,498 | $112,328 | $118,529 | $125,028 | $131,998 | $139,357 | $143,538 |
| Supervising Graphic Arts Illustrator | $78,588 | $82,916 | $87,457 | $92,283 | $97,356 | $102,784 | $108,514 | $111,769 |
| Supervising Investigator | $100,928 | $106,498 | $112,328 | $118,529 | $125,028 | $131,998 | $139,357 | $143,538 |
| Telecommunications Tech I | $76,086 | $80,282 | $84,664 | $89,343 | $94,244 | $99,498 | $105,045 | $108,196 |
| Telecommunications Tech II | $81,210 | $85,666 | $90,382 | $95,358 | $100,594 | $106,202 | $112,123 | $115,486 |
| Transportation Plan Reviewer | $70,479 | $74,341 | $78,425 | $82,733 | $87,300 | $92,167 | $97,305 | $100,224 |

**APPENDIX A**
**TECHNICAL & ENFORCEMENT**
**APPROXIMATE ANNUAL SALARIES, EFFECTIVE JULY 1, 2027**
*(Increase to step 8)*

| Position Title | Step 1 | Step 2 | Step 3 | Step 4 | Step 5 | Step 6 | Step 7 | Step 8 |
|---|---|---|---|---|---|---|---|---|
| Air Quality Inspector | $61,270 | $64,649 | $68,214 | $71,964 | $75,937 | $80,170 | $84,640 | **$89,359** |
| Air Quality Inspector I | $64,426 | $67,991 | $71,704 | $75,640 | $79,799 | $84,249 | $88,945 | **$93,904** |
| Air Quality Inspector II | $81,210 | $85,666 | $90,382 | $95,358 | $100,594 | $106,202 | $112,123 | **$118,374** |
| Air Quality Inspector III | $88,860 | $93,724 | $98,886 | $104,307 | $110,026 | $116,160 | $122,636 | **$129,473** |
| Air Quality Instrument Specialist I | $74,601 | $78,722 | $83,030 | $87,597 | $92,425 | $97,577 | $103,017 | **$108,760** |
| Air Quality Instrument Specialist II | $81,210 | $85,666 | $90,382 | $95,358 | $100,594 | $106,202 | $112,123 | **$118,374** |
| Assistant AQ Inst Specialist | $61,270 | $64,649 | $68,214 | $71,964 | $75,937 | $80,170 | $84,640 | **$89,359** |
| Assistant Computer Operator | $53,138 | $56,071 | $59,153 | $62,421 | $65,837 | $69,507 | $73,382 | **$77,473** |
| Assistant Info Tech Specialist | $58,448 | $61,678 | $65,057 | $68,622 | $72,410 | $76,447 | $80,709 | **$85,208** |
| Assistant Programmer | $67,025 | $70,702 | $74,601 | $78,685 | $83,030 | $87,659 | $92,546 | **$97,705** |
| Assistant Telecommunications Tech | $62,198 | $65,614 | $69,253 | $73,041 | $77,051 | $81,348 | $85,883 | **$90,671** |
| Audio Visual Specialist | $72,930 | $76,940 | $81,173 | $85,629 | $90,345 | $95,381 | $100,699 | **$106,313** |
| Computer Operations Supervisor | $65,652 | $69,291 | $73,078 | $77,089 | $81,359 | $85,894 | $90,683 | **$95,738** |
| Graphic Arts Illustrator I | $56,962 | $60,119 | $63,424 | $66,914 | $70,590 | $74,526 | $78,681 | **$83,067** |
| Graphic Arts Illustrator II | $63,609 | $67,137 | $70,813 | $74,712 | $78,834 | $83,229 | $87,869 | **$92,767** |
| Information Tech Specialist I | $62,198 | $65,614 | $69,253 | $73,041 | $77,051 | $81,348 | $85,883 | **$90,671** |
| Information Tech Specialist II | $76,086 | $80,282 | $84,664 | $89,343 | $94,244 | $99,498 | $105,045 | **$110,901** |
| Information Tech Supervisor | $112,232 | $117,857 | $123,744 | $129,931 | $136,456 | $144,064 | $152,095 | **$160,574** |
| Investigator | $94,838 | $100,037 | $105,533 | $111,362 | $117,452 | $124,000 | $130,913 | **$138,212** |
| Laboratory Technician | $64,723 | $68,288 | $72,038 | $76,012 | $80,208 | $84,680 | $89,401 | **$94,385** |
| Meteorologist Technician | $87,300 | $92,090 | $97,178 | $102,525 | $108,169 | $114,200 | $120,566 | **$127,288** |
| Paralegal | $94,838 | $100,037 | $105,533 | $111,363 | $117,452 | $124,000 | $130,913 | **$138,212** |
| Principal AQ Instrument Specialist | $98,700 | $104,122 | $109,877 | $115,893 | $122,280 | $129,097 | $136,294 | **$143,893** |
| Programmer | $80,022 | $84,441 | $89,083 | $93,984 | $99,146 | $104,673 | $110,508 | **$116,669** |
| Programmer Analyst | $94,318 | $99,517 | $104,976 | $110,768 | $116,858 | $123,373 | $130,251 | **$137,513** |
| Senior AQ Instrument Specialist | $88,860 | $93,724 | $98,886 | $104,307 | $110,026 | $116,160 | $122,636 | **$129,473** |

**APPENDIX A**
**TECHNICAL & ENFORCEMENT**
**APPROXIMATE ANNUAL SALARIES, EFFECTIVE JULY 1, 2027**
*(Increase to step 8)*

| Position Title | Step 1 | Step 2 | Step 3 | Step 4 | Step 5 | Step 6 | Step 7 | Step 8 |
|---|---|---|---|---|---|---|---|---|
| Senior Information Tech Specialist | $94,318 | $99,517 | $104,976 | $110,768 | $116,858 | $123,373 | $130,251 | **$137,513** |
| Senior Paralegal | $100,928 | $106,498 | $112,328 | $118,529 | $125,027 | $131,998 | $139,357 | **$147,126** |
| Senior Public Affairs Specialist | $91,008 | $95,995 | $101,282 | $106,832 | $112,682 | $118,676 | $124,988 | **$131,636** |
| Supervising Air Quality Inspector | $100,928 | $106,498 | $112,328 | $118,529 | $125,028 | $131,998 | $139,357 | **$147,126** |
| Supervising Graphic Arts Illustrator | $78,588 | $82,916 | $87,457 | $92,283 | $97,356 | $102,784 | $108,514 | **$114,564** |
| Supervising Investigator | $100,928 | $106,498 | $112,328 | $118,529 | $125,028 | $131,998 | $139,357 | **$147,126** |
| Telecommunications Tech I | $76,086 | $80,282 | $84,664 | $89,343 | $94,244 | $99,498 | $105,045 | **$110,901** |
| Telecommunications Tech II | $81,210 | $85,666 | $90,382 | $95,358 | $100,594 | $106,202 | $112,123 | **$118,374** |
| Transportation Plan Reviewer | $70,479 | $74,341 | $78,425 | $82,733 | $87,300 | $92,167 | $97,305 | **$102,730** |

# APPENDIX B
## OFFICE CLERICAL & MAINTENANCE
## APPROXIMATE ANNUAL SALARIES, EFFECTIVE JANUARY 1, 2024

| Position Title | Step 1 | Step 2 | Step 3 | Step 4 | Step 5 | Step 6 | Step 7 | Step 8 |
|---|---|---|---|---|---|---|---|---|
| Accounting Technician | $52,542 | $55,440 | $58,497 | $61,713 | $65,120 | $67,074 | $69,087 | $71,159 |
| Administrative Assistant I | $47,320 | $49,931 | $52,669 | $55,567 | $58,624 | $60,383 | $62,194 | $64,060 |
| Administrative Assistant II | $61,354 | $64,719 | $68,287 | $72,022 | $75,960 | $78,049 | $80,196 | $82,401 |
| Air Quality Data Translator | $43,371 | $45,728 | $48,243 | $50,918 | $53,720 | $55,332 | $56,991 | $58,701 |
| Building Supervisor | $66,235 | $69,897 | $73,750 | $77,794 | $82,061 | $84,523 | $87,058 | $89,670 |
| Career Development Intern | $37,425 | $39,168 | $40,910 | | | | | |
| Contracts Assistant | $47,320 | $49,931 | $52,669 | $55,567 | $58,624 | $60,383 | $62,194 | $64,060 |
| Data Technician | $49,867 | $52,606 | $55,504 | $58,529 | $61,777 | $63,630 | $65,538 | $67,505 |
| Deputy Board Clerk I | $48,116 | $50,759 | $53,561 | $56,491 | $59,611 | $61,400 | $63,242 | $65,139 |
| Deputy Board Clerk II | $57,158 | $60,288 | $63,624 | $67,132 | $70,811 | $72,936 | $75,124 | $77,377 |
| District Storekeeper | $50,695 | $53,497 | $56,427 | $59,548 | $62,828 | $64,713 | $66,654 | $68,654 |
| Facilities Services Specialist | $53,338 | $56,268 | $59,388 | $62,637 | $66,076 | $68,058 | $70,099 | $72,202 |
| Facilities Services Tech | $58,306 | $61,522 | $64,897 | $68,464 | $72,253 | $74,421 | $76,654 | $78,954 |
| Fiscal Assistant | $42,575 | $44,900 | $47,383 | $49,963 | $52,733 | $54,315 | $55,944 | $57,622 |
| Fleet Services Supervisor | $54,548 | $57,573 | $60,726 | $64,069 | $67,604 | $69,632 | $71,721 | $73,872 |
| Fleet Services Worker I | $40,919 | $43,180 | $45,536 | $48,052 | $50,695 | $52,216 | $53,782 | $55,396 |
| Fleet Services Worker II | $46,747 | $49,326 | $52,033 | $54,899 | $57,892 | $59,629 | $61,418 | $63,260 |
| General Maintenance Helper | $41,397 | $43,690 | $46,078 | $48,625 | $51,300 | $52,839 | $54,424 | $56,057 |
| General Maintenance Worker | $61,331 | $64,706 | $68,273 | $72,030 | $75,979 | $78,259 | $80,607 | $83,025 |
| Legislative Assistant | $66,368 | $70,037 | $73,873 | $77,946 | $82,153 | $84,411 | $86,733 | $89,118 |
| Mail / Subsc Serv Clerk | $40,919 | $43,180 | $45,536 | $48,052 | $50,695 | $52,216 | $53,782 | $55,396 |
| Mail / Subsc Serv Supervisor | $50,600 | $53,370 | $56,331 | $59,420 | $62,668 | $64,548 | $66,485 | $68,479 |
| Office Assistant | $40,919 | $43,180 | $45,536 | $48,052 | $50,695 | $52,216 | $53,782 | $55,396 |
| Offset Press Operator | $48,848 | $51,555 | $54,389 | $57,382 | $60,535 | $62,351 | $64,221 | $66,148 |
| Payroll Technician | $48,498 | $51,141 | $53,975 | $56,937 | $60,057 | $61,859 | $63,714 | $65,626 |
| Principal Office Assistant | $55,790 | $58,847 | $62,095 | $65,502 | $69,101 | $71,173 | $73,309 | $75,508 |

**APPENDIX B**
**OFFICE CLERICAL & MAINTENANCE**
**APPROXIMATE ANNUAL SALARIES, EFFECTIVE JANUARY 1, 2024**

| Position Title | Step 1 | Step 2 | Step 3 | Step 4 | Step 5 | Step 6 | Step 7 | Step 8 |
|---|---|---|---|---|---|---|---|---|
| Print Shop Duplicator | $42,575 | $44,900 | $47,383 | $49,963 | $52,733 | $54,315 | $55,944 | $57,622 |
| Print Shop Supervisor | $57,892 | $61,076 | $64,452 | $67,986 | $71,712 | $73,863 | $76,079 | $78,361 |
| Purchasing Assistant | $54,676 | $57,669 | $60,853 | $64,197 | $67,732 | $69,764 | $71,857 | $74,012 |
| Purchasing Supervisor | $70,534 | $74,419 | $78,495 | $82,825 | $87,379 | $90,000 | $92,700 | $95,481 |
| Senior Deputy Board Clerk | $62,695 | $66,134 | $69,780 | $73,632 | $77,655 | $79,985 | $82,384 | $84,856 |
| Senior Fiscal Assistant | $47,320 | $49,931 | $52,669 | $55,567 | $58,624 | $60,383 | $62,194 | $64,060 |
| Senior Office Assistant | $45,568 | $48,084 | $50,727 | $53,529 | $56,459 | $58,153 | $59,898 | $61,695 |
| Staff Assistant | $49,007 | $51,714 | $54,548 | $57,542 | $60,726 | $62,548 | $64,424 | $66,357 |
| Stock Clerk | $40,919 | $43,180 | $45,536 | $48,052 | $50,695 | $52,216 | $53,782 | $55,396 |
| Supervising Office Assistant | $50,600 | $53,370 | $56,331 | $59,420 | $62,668 | $64,548 | $66,485 | $68,479 |

# APPENDIX B
## OFFICE CLERICAL & MAINTENANCE
## APPROXIMATE ANNUAL SALARIES, EFFECTIVE JULY 1, 2024

| Position Title | Step 1 | Step 2 | Step 3 | Step 4 | Step 5 | Step 6 | Step 7 | Step 8 |
|---|---|---|---|---|---|---|---|---|
| Accounting Technician | $52,805 | $55,717 | $58,789 | $62,022 | $65,446 | $67,410 | $69,432 | $71,515 |
| Administrative Assistant I | $47,556 | $50,181 | $52,933 | $55,845 | $58,917 | $60,685 | $62,505 | $64,380 |
| Administrative Assistant II | $61,660 | $65,043 | $68,628 | $72,382 | $76,340 | $78,439 | $80,596 | $82,813 |
| Air Quality Data Translator | $43,588 | $45,956 | $48,484 | $51,173 | $53,989 | $55,608 | $57,276 | $58,995 |
| Building Supervisor | $66,566 | $70,246 | $74,119 | $78,183 | $82,471 | $84,945 | $87,494 | $90,119 |
| Career Development Intern | $37,612 | $39,363 | $41,115 | | | | | |
| Contracts Assistant | $47,556 | $50,181 | $52,933 | $55,845 | $58,917 | $60,685 | $62,505 | $64,380 |
| Data Technician | $50,117 | $52,869 | $55,781 | $58,821 | $62,086 | $63,948 | $65,866 | $67,842 |
| Deputy Board Clerk I | $48,356 | $51,013 | $53,829 | $56,773 | $59,909 | $61,707 | $63,558 | $65,465 |
| Deputy Board Clerk II | $57,444 | $60,589 | $63,942 | $67,467 | $71,165 | $73,300 | $75,499 | $77,764 |
| District Storekeeper | $50,949 | $53,765 | $56,709 | $59,845 | $63,142 | $65,036 | $66,987 | $68,997 |
| Facilities Services Specialist | $53,605 | $56,549 | $59,685 | $62,950 | $66,406 | $68,398 | $70,450 | $72,563 |
| Facilities Services Tech | $58,597 | $61,830 | $65,222 | $68,806 | $72,615 | $74,793 | $77,037 | $79,348 |
| Fiscal Assistant | $42,788 | $45,124 | $47,620 | $50,213 | $52,997 | $54,586 | $56,224 | $57,910 |
| Fleet Services Supervisor | $54,821 | $57,861 | $61,030 | $64,390 | $67,942 | $69,980 | $72,079 | $74,242 |
| Fleet Services Worker I | $41,124 | $43,396 | $45,764 | $48,292 | $50,949 | $52,477 | $54,051 | $55,673 |
| Fleet Services Worker II | $46,980 | $49,572 | $52,293 | $55,173 | $58,181 | $59,927 | $61,725 | $63,577 |
| General Maintenance Helper | $41,604 | $43,908 | $46,308 | $48,868 | $51,557 | $53,103 | $54,696 | $56,337 |
| General Maintenance Worker | $61,638 | $65,030 | $68,614 | $72,391 | $76,359 | $78,650 | $81,010 | $83,440 |
| Legislative Assistant | $66,700 | $70,387 | $74,243 | $78,335 | $82,563 | $84,833 | $87,166 | $89,563 |
| Mail / Subsc Serv Clerk | $41,124 | $43,396 | $45,764 | $48,292 | $50,949 | $52,477 | $54,051 | $55,673 |
| Mail / Subsc Serv Supv | $50,853 | $53,637 | $56,613 | $59,717 | $62,982 | $64,871 | $66,817 | $68,821 |
| Office Assistant | $41,124 | $43,396 | $45,764 | $48,292 | $50,949 | $52,477 | $54,051 | $55,673 |
| Offset Press Operator | $49,092 | $51,813 | $54,661 | $57,669 | $60,838 | $62,663 | $64,542 | $66,479 |
| Payroll Technician | $48,740 | $51,397 | $54,245 | $57,221 | $60,357 | $62,168 | $64,033 | $65,954 |
| Principal Office Assistant | $56,069 | $59,141 | $62,406 | $65,830 | $69,446 | $71,529 | $73,675 | $75,885 |

**APPENDIX B**
**OFFICE CLERICAL & MAINTENANCE**
**APPROXIMATE ANNUAL SALARIES, EFFECTIVE JULY 1, 2024**

| Position Title | Step 1 | Step 2 | Step 3 | Step 4 | Step 5 | Step 6 | Step 7 | Step 8 |
|---|---|---|---|---|---|---|---|---|
| Print Shop Duplicator | $42,788 | $45,124 | $47,620 | $50,213 | $52,997 | $54,586 | $56,224 | $57,910 |
| Print Shop Supervisor | $58,181 | $61,382 | $64,774 | $68,326 | $72,071 | $74,232 | $76,459 | $78,753 |
| Purchasing Assistant | $54,949 | $57,957 | $61,158 | $64,518 | $68,070 | $70,113 | $72,216 | $74,383 |
| Purchasing Supervisor | $70,886 | $74,791 | $78,887 | $83,240 | $87,816 | $90,450 | $93,164 | $95,959 |
| Senior Deputy Board Clerk | $63,009 | $66,465 | $70,129 | $74,000 | $78,043 | $80,385 | $82,796 | $85,280 |
| Senior Fiscal Assistant | $47,556 | $50,181 | $52,933 | $55,845 | $58,917 | $60,685 | $62,505 | $64,380 |
| Senior Office Assistant | $45,796 | $48,324 | $50,981 | $53,797 | $56,741 | $58,444 | $60,197 | $62,003 |
| Staff Assistant | $49,252 | $51,973 | $54,821 | $57,829 | $61,030 | $62,860 | $64,746 | $66,689 |
| Stock Clerk | $41,124 | $43,396 | $45,764 | $48,292 | $50,949 | $52,477 | $54,051 | $55,673 |
| Supervising Office Assistant | $50,853 | $53,637 | $56,613 | $59,717 | $62,982 | $64,871 | $66,817 | $68,821 |

**APPENDIX B**

**OFFICE CLERICAL & MAINTENANCE**

**APPROXIMATE ANNUAL SALARIES, EFFECTIVE JULY 1, 2024**

*(Increases to steps 6-8)*

| Position Title | Step 1 | Step 2 | Step 3 | Step 4 | Step 5 | Step 6 | Step 7 | Step 8 |
|---|---|---|---|---|---|---|---|---|
| Accounting Technician | $52,805 | $55,717 | $58,789 | $62,022 | $65,446 | **$69,095** | **$71,168** | **$73,303** |
| Administrative Assistant I | $47,556 | $50,181 | $52,933 | $55,845 | $58,917 | **$62,202** | **$64,068** | **$65,990** |
| Administrative Assistant II | $61,660 | $65,043 | $68,628 | $72,382 | $76,340 | **$80,400** | **$82,611** | **$84,883** |
| Air Quality Data Translator | $43,588 | $45,956 | $48,484 | $51,173 | $53,989 | **$56,998** | **$58,708** | **$60,470** |
| Building Supervisor | $66,566 | $70,246 | $74,119 | $78,183 | $82,471 | **$87,069** | **$89,681** | **$92,372** |
| Career Development Intern | $37,612 | $39,363 | $41,115 | | | | | |
| Contracts Assistant | $47,556 | $50,181 | $52,933 | $55,845 | $58,917 | **$62,202** | **$64,068** | **$65,990** |
| Data Technician | $50,117 | $52,869 | $55,781 | $58,821 | $62,086 | **$65,546** | **$67,513** | **$69,538** |
| Deputy Board Clerk I | $48,356 | $51,013 | $53,829 | $56,773 | $59,909 | **$63,249** | **$65,147** | **$67,101** |
| Deputy Board Clerk II | $57,444 | $60,589 | $63,942 | $67,467 | $71,165 | **$75,133** | **$77,387** | **$79,708** |
| District Storekeeper | $50,949 | $53,765 | $56,709 | $59,845 | $63,142 | **$66,662** | **$68,662** | **$70,722** |
| Facilities Services Specialist | $53,605 | $56,549 | $59,685 | $62,950 | $66,406 | **$70,108** | **$72,211** | **$74,377** |
| Facilities Services Tech | $58,597 | $61,830 | $65,222 | $68,806 | $72,615 | **$76,663** | **$78,963** | **$81,332** |
| Fiscal Assistant | $42,788 | $45,124 | $47,620 | $50,213 | $52,997 | **$55,951** | **$57,629** | **$59,358** |
| Fleet Services Supervisor | $54,821 | $57,861 | $61,030 | $64,390 | $67,942 | **$71,729** | **$73,881** | **$76,098** |
| Fleet Services Worker I | $41,124 | $43,396 | $45,764 | $48,292 | $50,949 | **$53,789** | **$55,402** | **$57,064** |
| Fleet Services Worker II | $46,980 | $49,572 | $52,293 | $55,173 | $58,181 | **$61,425** | **$63,268** | **$65,166** |
| General Maintenance Helper | $41,604 | $43,908 | $46,308 | $48,868 | $51,557 | **$54,431** | **$56,064** | **$57,746** |
| General Maintenance Worker | $61,638 | $65,030 | $68,614 | $72,391 | $76,359 | **$80,616** | **$83,035** | **$85,526** |
| Legislative Assistant | $66,700 | $70,387 | $74,243 | $78,335 | $82,563 | **$86,954** | **$89,345** | **$91,802** |
| Mail / Subsc Serv Clerk | $41,124 | $43,396 | $45,764 | $48,292 | $50,949 | **$53,789** | **$55,402** | **$57,064** |
| Mail / Subsc Serv Supv | $50,853 | $53,637 | $56,613 | $59,717 | $62,982 | **$66,493** | **$68,487** | **$70,542** |
| Office Assistant | $41,124 | $43,396 | $45,764 | $48,292 | $50,949 | **$53,789** | **$55,402** | **$57,064** |
| Offset Press Operator | $49,092 | $51,813 | $54,661 | $57,669 | $60,838 | **$64,229** | **$66,156** | **$68,141** |
| Payroll Technician | $48,740 | $51,397 | $54,245 | $57,221 | $60,357 | **$63,722** | **$65,634** | **$67,603** |
| Principal Office Assistant | $56,069 | $59,141 | $62,406 | $65,830 | $69,446 | **$73,318** | **$75,517** | **$77,783** |

**APPENDIX B**

**OFFICE CLERICAL & MAINTENANCE**

**APPROXIMATE ANNUAL SALARIES, EFFECTIVE JULY 1, 2024**

*(Increases to steps 6-8)*

| Position Title | Step 1 | Step 2 | Step 3 | Step 4 | Step 5 | Step 6 | Step 7 | Step 8 |
|---|---|---|---|---|---|---|---|---|
| Print Shop Duplicator | $42,788 | $45,124 | $47,620 | $50,213 | $52,997 | **$55,951** | **$57,629** | **$59,358** |
| Print Shop Supervisor | $58,181 | $61,382 | $64,774 | $68,326 | $72,071 | **$76,088** | **$78,371** | **$80,722** |
| Purchasing Assistant | $54,949 | $57,957 | $61,158 | $64,518 | $68,070 | **$71,865** | **$74,021** | **$76,242** |
| Purchasing Supervisor | $70,886 | $74,791 | $78,887 | $83,240 | $87,816 | **$92,712** | **$95,493** | **$98,358** |
| Senior Deputy Board Clerk | $63,009 | $66,465 | $70,129 | $74,000 | $78,043 | **$82,394** | **$84,866** | **$87,412** |
| Senior Fiscal Assistant | $47,556 | $50,181 | $52,933 | $55,845 | $58,917 | **$62,202** | **$64,068** | **$65,990** |
| Senior Office Assistant | $45,796 | $48,324 | $50,981 | $53,797 | $56,741 | **$59,905** | **$61,702** | **$63,553** |
| Staff Assistant | $49,252 | $51,973 | $54,821 | $57,829 | $61,030 | **$64,432** | **$66,365** | **$68,356** |
| Stock Clerk | $41,124 | $43,396 | $45,764 | $48,292 | $50,949 | **$53,789** | **$55,402** | **$57,064** |
| Supervising Office Assistant | $50,853 | $53,637 | $56,613 | $59,717 | $62,982 | **$66,493** | **$68,487** | **$70,542** |

# APPENDIX B
## OFFICE CLERICAL & MAINTENANCE
## APPROXIMATE ANNUAL SALARIES, EFFECTIVE JANUARY 1, 2025

| Position Title | Step 1 | Step 2 | Step 3 | Step 4 | Step 5 | Step 6 | Step 7 | Step 8 |
|---|---|---|---|---|---|---|---|---|
| Accounting Technician | $55,181 | $58,224 | $61,435 | $64,813 | $68,391 | $72,204 | $74,370 | $76,601 |
| Administrative Assistant I | $49,696 | $52,439 | $55,315 | $58,358 | $61,569 | $65,001 | $66,951 | $68,960 |
| Administrative Assistant II | $64,435 | $67,970 | $71,716 | $75,640 | $79,775 | $84,018 | $86,329 | $88,703 |
| Air Quality Data Translator | $45,549 | $48,024 | $50,666 | $53,475 | $56,418 | $59,563 | $61,350 | $63,191 |
| Building Supervisor | $69,562 | $73,407 | $77,454 | $81,701 | $86,183 | $90,987 | $93,717 | $96,528 |
| Career Development Intern | $39,305 | $41,135 | $42,965 | | | | | |
| Contracts Assistant | $49,696 | $52,439 | $55,315 | $58,358 | $61,569 | $65,001 | $66,951 | $68,960 |
| Data Technician | $52,372 | $55,248 | $58,291 | $61,468 | $64,879 | $68,496 | $70,551 | $72,667 |
| Deputy Board Clerk I | $50,532 | $53,308 | $56,251 | $59,328 | $62,605 | $66,096 | $68,079 | $70,121 |
| Deputy Board Clerk II | $60,029 | $63,316 | $66,819 | $70,503 | $74,368 | $78,514 | $80,869 | $83,295 |
| District Storekeeper | $53,241 | $56,184 | $59,261 | $62,538 | $65,983 | $69,662 | $71,752 | $73,904 |
| Facilities Services Specialist | $56,017 | $59,094 | $62,371 | $65,782 | $69,394 | $73,263 | $75,461 | $77,724 |
| Facilities Services Tech | $61,234 | $64,612 | $68,157 | $71,903 | $75,882 | $80,113 | $82,517 | $84,992 |
| Fiscal Assistant | $44,713 | $47,155 | $49,763 | $52,472 | $55,382 | $58,469 | $60,223 | $62,029 |
| Fleet Services Supervisor | $57,288 | $60,465 | $63,776 | $67,287 | $71,000 | $74,957 | $77,206 | $79,522 |
| Fleet Services Worker I | $42,974 | $45,349 | $47,824 | $50,466 | $53,241 | $56,209 | $57,896 | $59,632 |
| Fleet Services Worker II | $49,094 | $51,803 | $54,646 | $57,656 | $60,799 | $64,189 | $66,115 | $68,098 |
| General Maintenance Helper | $43,476 | $45,884 | $48,392 | $51,068 | $53,877 | $56,880 | $58,586 | $60,344 |
| General Maintenance Worker | $64,411 | $67,956 | $71,702 | $75,648 | $79,795 | $84,244 | $86,771 | $89,374 |
| Legislative Assistant | $69,702 | $73,554 | $77,584 | $81,860 | $86,279 | $90,867 | $93,366 | $95,933 |
| Mail / Subsc Serv Clerk | $42,974 | $45,349 | $47,824 | $50,466 | $53,241 | $56,209 | $57,896 | $59,632 |
| Mail / Subsc Serv Supv | $53,141 | $56,051 | $59,161 | $62,405 | $65,816 | $69,485 | $71,569 | $73,716 |
| Office Assistant | $42,974 | $45,349 | $47,824 | $50,466 | $53,241 | $56,209 | $57,896 | $59,632 |
| Offset Press Operator | $51,302 | $54,144 | $57,121 | $60,264 | $63,575 | $67,119 | $69,133 | $71,207 |
| Payroll Technician | $50,934 | $53,710 | $56,686 | $59,796 | $63,074 | $66,589 | $68,587 | $70,645 |
| Principal Office Assistant | $58,592 | $61,803 | $65,214 | $68,792 | $72,571 | $76,617 | $78,915 | $81,283 |

**APPENDIX B**
**OFFICE CLERICAL & MAINTENANCE**
**APPROXIMATE ANNUAL SALARIES, EFFECTIVE JANUARY 1, 2025**

| Position Title | Step 1 | Step 2 | Step 3 | Step 4 | Step 5 | Step 6 | Step 7 | Step 8 |
|---|---|---|---|---|---|---|---|---|
| Print Shop Duplicator | $44,713 | $47,155 | $49,763 | $52,472 | $55,382 | $58,469 | $60,223 | $62,029 |
| Print Shop Supervisor | $60,799 | $64,144 | $67,689 | $71,401 | $75,314 | $79,512 | $81,897 | $84,354 |
| Purchasing Assistant | $57,422 | $60,565 | $63,910 | $67,421 | $71,133 | $75,099 | $77,352 | $79,673 |
| Purchasing Supervisor | $74,076 | $78,156 | $82,437 | $86,985 | $91,768 | $96,884 | $99,790 | $102,784 |
| Senior Deputy Board Clerk | $65,844 | $69,456 | $73,284 | $77,330 | $81,555 | $86,102 | $88,685 | $91,346 |
| Senior Fiscal Assistant | $49,696 | $52,439 | $55,315 | $58,358 | $61,569 | $65,001 | $66,951 | $68,960 |
| Senior Office Assistant | $47,857 | $50,499 | $53,275 | $56,218 | $59,294 | $62,601 | $64,479 | $66,413 |
| Staff Assistant | $51,469 | $54,311 | $57,288 | $60,432 | $63,776 | $67,331 | $69,351 | $71,432 |
| Stock Clerk | $42,974 | $45,349 | $47,824 | $50,466 | $53,241 | $56,209 | $57,896 | $59,632 |
| Supervising Office Assistant | $53,141 | $56,051 | $59,161 | $62,405 | $65,816 | $69,485 | $71,569 | $73,716 |

# APPENDIX B
## OFFICE CLERICAL & MAINTENANCE
## APPROXIMATE ANNUAL SALARIES, EFFECTIVE JANUARY 1, 2026

| Position Title | Step 1 | Step 2 | Step 3 | Step 4 | Step 5 | Step 6 | Step 7 | Step 8 |
|---|---|---|---|---|---|---|---|---|
| Accounting Technician | $56,836 | $59,971 | $63,278 | $66,757 | $70,443 | $74,370 | $76,601 | $78,899 |
| Administrative Assistant I | $51,187 | $54,012 | $56,974 | $60,109 | $63,416 | $66,951 | $68,960 | $71,028 |
| Administrative Assistant II | $66,368 | $70,009 | $73,868 | $77,909 | $82,168 | $86,539 | $88,919 | $91,364 |
| Air Quality Data Translator | $46,916 | $49,465 | $52,186 | $55,080 | $58,111 | $61,350 | $63,191 | $65,086 |
| Building Supervisor | $71,648 | $75,610 | $79,778 | $84,152 | $88,768 | $93,717 | $96,528 | $99,424 |
| Career Development Intern | $40,484 | $42,369 | $44,254 | | | | | |
| Contracts Assistant | $51,187 | $54,012 | $56,974 | $60,109 | $63,416 | $66,951 | $68,960 | $71,028 |
| Data Technician | $53,943 | $56,905 | $60,040 | $63,312 | $66,826 | $70,551 | $72,667 | $74,847 |
| Deputy Board Clerk I | $52,048 | $54,907 | $57,939 | $61,108 | $64,484 | $68,079 | $70,121 | $72,225 |
| Deputy Board Clerk II | $61,830 | $65,215 | $68,824 | $72,618 | $76,599 | $80,869 | $83,295 | $85,794 |
| District Storekeeper | $54,839 | $57,870 | $61,039 | $64,415 | $67,963 | $71,752 | $73,904 | $76,121 |
| Facilities Services Specialist | $57,698 | $60,867 | $64,242 | $67,756 | $71,476 | $75,461 | $77,724 | $80,056 |
| Facilities Services Tech | $63,071 | $66,550 | $70,202 | $74,060 | $78,159 | $82,517 | $84,992 | $87,542 |
| Fiscal Assistant | $46,055 | $48,569 | $51,256 | $54,046 | $57,043 | $60,223 | $62,029 | $63,890 |
| Fleet Services Supervisor | $59,007 | $62,279 | $65,689 | $69,306 | $73,130 | $77,206 | $79,522 | $81,908 |
| Fleet Services Worker I | $44,264 | $46,709 | $49,258 | $51,980 | $54,839 | $57,896 | $59,632 | $61,421 |
| Fleet Services Worker II | $50,567 | $53,357 | $56,285 | $59,385 | $62,623 | $66,115 | $68,098 | $70,141 |
| General Maintenance Helper | $44,780 | $47,260 | $49,844 | $52,600 | $55,493 | $58,586 | $60,344 | $62,154 |
| General Maintenance Worker | $66,344 | $69,995 | $73,853 | $77,918 | $82,189 | $86,771 | $89,374 | $92,056 |
| Legislative Assistant | $71,793 | $75,761 | $79,911 | $84,316 | $88,867 | $93,593 | $96,167 | $98,811 |
| Mail / Subsc Serv Clerk | $44,264 | $46,709 | $49,258 | $51,980 | $54,839 | $57,896 | $59,632 | $61,421 |
| Mail / Subsc Serv Supv | $54,735 | $57,732 | $60,936 | $64,277 | $67,790 | $71,569 | $73,716 | $75,928 |
| Office Assistant | $44,264 | $46,709 | $49,258 | $51,980 | $54,839 | $57,896 | $59,632 | $61,421 |
| Offset Press Operator | $52,841 | $55,769 | $58,834 | $62,072 | $65,482 | $69,133 | $71,207 | $73,343 |
| Payroll Technician | $52,462 | $55,321 | $58,387 | $61,590 | $64,966 | $68,587 | $70,645 | $72,764 |
| Principal Office Assistant | $60,350 | $63,657 | $67,170 | $70,856 | $74,749 | $78,915 | $81,283 | $83,721 |

**APPENDIX B**
**OFFICE CLERICAL & MAINTENANCE**
**APPROXIMATE ANNUAL SALARIES, EFFECTIVE JANUARY 1, 2026**

| Position Title | Step 1 | Step 2 | Step 3 | Step 4 | Step 5 | Step 6 | Step 7 | Step 8 |
|---|---|---|---|---|---|---|---|---|
| Print Shop Duplicator | $46,055 | $48,569 | $51,256 | $54,046 | $57,043 | $60,223 | $62,029 | $63,890 |
| Print Shop Supervisor | $62,623 | $66,068 | $69,719 | $73,543 | $77,573 | $81,897 | $84,354 | $86,885 |
| Purchasing Assistant | $59,144 | $62,382 | $65,827 | $69,444 | $73,267 | $77,352 | $79,673 | $82,063 |
| Purchasing Supervisor | $76,299 | $80,501 | $84,910 | $89,595 | $94,521 | $99,790 | $102,784 | $105,867 |
| Senior Deputy Board Clerk | $67,819 | $71,539 | $75,483 | $79,650 | $84,002 | $88,685 | $91,346 | $94,086 |
| Senior Fiscal Assistant | $51,187 | $54,012 | $56,974 | $60,109 | $63,416 | $66,951 | $68,960 | $71,028 |
| Senior Office Assistant | $49,293 | $52,014 | $54,873 | $57,904 | $61,073 | $64,479 | $66,413 | $68,405 |
| Staff Assistant | $53,013 | $55,941 | $59,007 | $62,244 | $65,689 | $69,351 | $71,432 | $73,575 |
| Stock Clerk | $44,264 | $46,709 | $49,258 | $51,980 | $54,839 | $57,896 | $59,632 | $61,421 |
| Supervising Office Assistant | $54,735 | $57,732 | $60,936 | $64,277 | $67,790 | $71,569 | $73,716 | $75,928 |

# APPENDIX B
## OFFICE CLERICAL & MAINTENANCE
## APPROXIMATE ANNUAL SALARIES, EFFECTIVE JANUARY 1, 2026

*(Increases to steps 7-8)*

| Position Title | Step 1 | Step 2 | Step 3 | Step 4 | Step 5 | Step 6 | Step 7 | Step 8 |
|---|---|---|---|---|---|---|---|---|
| Accounting Technician | $56,836 | $59,971 | $63,278 | $66,757 | $70,443 | $74,370 | **$78,516** | **$80,872** |
| Administrative Assistant I | $51,187 | $54,012 | $56,974 | $60,109 | $63,416 | $66,951 | **$70,684** | **$72,804** |
| Administrative Assistant II | $66,368 | $70,009 | $73,868 | $77,909 | $82,168 | $86,539 | **$91,142** | **$93,648** |
| Air Quality Data Translator | $46,916 | $49,465 | $52,186 | $55,080 | $58,111 | $61,350 | **$64,770** | **$66,714** |
| Building Supervisor | $71,648 | $75,610 | $79,778 | $84,152 | $88,768 | $93,717 | **$98,941** | **$101,910** |
| Career Development Intern | $40,484 | $42,369 | $44,254 | | | | | |
| Contracts Assistant | $51,187 | $54,012 | $56,974 | $60,109 | $63,416 | $66,951 | **$70,684** | **$72,804** |
| Data Technician | $53,943 | $56,905 | $60,040 | $63,312 | $66,826 | $70,551 | **$74,484** | **$76,719** |
| Deputy Board Clerk I | $52,048 | $54,907 | $57,939 | $61,108 | $64,484 | $68,079 | **$71,874** | **$74,030** |
| Deputy Board Clerk II | $61,830 | $65,215 | $68,824 | $72,618 | $76,599 | $80,869 | **$85,378** | **$87,939** |
| District Storekeeper | $54,839 | $57,870 | $61,039 | $64,415 | $67,963 | $71,752 | **$75,752** | **$78,024** |
| Facilities Services Specialist | $57,698 | $60,867 | $64,242 | $67,756 | $71,476 | $75,461 | **$79,668** | **$82,058** |
| Facilities Services Tech | $63,071 | $66,550 | $70,202 | $74,060 | $78,159 | $82,517 | **$87,117** | **$89,730** |
| Fiscal Assistant | $46,055 | $48,569 | $51,256 | $54,046 | $57,043 | $60,223 | **$63,580** | **$65,487** |
| Fleet Services Supervisor | $59,007 | $62,279 | $65,689 | $69,306 | $73,130 | $77,206 | **$81,510** | **$83,956** |
| Fleet Services Worker I | $44,264 | $46,709 | $49,258 | $51,980 | $54,839 | $57,896 | **$61,123** | **$62,957** |
| Fleet Services Worker II | $50,567 | $53,357 | $56,285 | $59,385 | $62,623 | $66,115 | **$69,801** | **$71,895** |
| General Maintenance Helper | $44,780 | $47,260 | $49,844 | $52,600 | $55,493 | $58,586 | **$61,853** | **$63,708** |
| General Maintenance Worker | $66,344 | $69,995 | $73,853 | $77,918 | $82,189 | $86,771 | **$91,609** | **$94,357** |
| Legislative Assistant | $71,793 | $75,761 | $79,911 | $84,316 | $88,867 | $93,593 | **$98,571** | **$101,282** |
| Mail / Subsc Serv Clerk | $44,264 | $46,709 | $49,258 | $51,980 | $54,839 | $57,896 | **$61,123** | **$62,957** |
| Mail / Subsc Serv Supv | $54,735 | $57,732 | $60,936 | $64,277 | $67,790 | $71,569 | **$75,559** | **$77,826** |
| Office Assistant | $44,264 | $46,709 | $49,258 | $51,980 | $54,839 | $57,896 | **$61,123** | **$62,957** |
| Offset Press Operator | $52,841 | $55,769 | $58,834 | $62,072 | $65,482 | $69,133 | **$72,987** | **$75,177** |
| Payroll Technician | $52,462 | $55,321 | $58,387 | $61,590 | $64,966 | $68,587 | **$72,411** | **$74,583** |
| Principal Office Assistant | $60,350 | $63,657 | $67,170 | $70,856 | $74,749 | $78,915 | **$83,315** | **$85,814** |

**APPENDIX B**

**OFFICE CLERICAL & MAINTENANCE**

**APPROXIMATE ANNUAL SALARIES, EFFECTIVE JANUARY 1, 2026**

*(Increases to steps 7-8)*

| Position Title | Step 1 | Step 2 | Step 3 | Step 4 | Step 5 | Step 6 | Step 7 | Step 8 |
|---|---|---|---|---|---|---|---|---|
| Print Shop Duplicator | $46,055 | $48,569 | $51,256 | $54,046 | $57,043 | $60,223 | **$63,580** | **$65,487** |
| Print Shop Supervisor | $62,623 | $66,068 | $69,719 | $73,543 | $77,573 | $81,897 | **$86,463** | **$89,057** |
| Purchasing Assistant | $59,144 | $62,382 | $65,827 | $69,444 | $73,267 | $77,352 | **$81,665** | **$84,115** |
| Purchasing Supervisor | $76,299 | $80,501 | $84,910 | $89,595 | $94,521 | $99,790 | **$105,353** | **$108,514** |
| Senior Deputy Board Clerk | $67,819 | $71,539 | $75,483 | $79,650 | $84,002 | $88,685 | **$93,629** | **$96,438** |
| Senior Fiscal Assistant | $51,187 | $54,012 | $56,974 | $60,109 | $63,416 | $66,951 | **$70,684** | **$72,804** |
| Senior Office Assistant | $49,293 | $52,014 | $54,873 | $57,904 | $61,073 | $64,479 | **$68,073** | **$70,116** |
| Staff Assistant | $53,013 | $55,941 | $59,007 | $62,244 | $65,689 | $69,351 | **$73,218** | **$75,414** |
| Stock Clerk | $44,264 | $46,709 | $49,258 | $51,980 | $54,839 | $57,896 | **$61,123** | **$62,957** |
| Supervising Office Assistant | $54,735 | $57,732 | $60,936 | $64,277 | $67,790 | $71,569 | **$75,559** | **$77,826** |

# APPENDIX B
## OFFICE CLERICAL & MAINTENANCE
## APPROXIMATE ANNUAL SALARIES, EFFECTIVE JANUARY 1, 2027

| Position Title | Step 1 | Step 2 | Step 3 | Step 4 | Step 5 | Step 6 | Step 7 | Step 8 |
|---|---|---|---|---|---|---|---|---|
| Accounting Technician | $58,542 | $61,770 | $65,176 | $68,760 | $72,556 | $76,601 | $80,872 | $83,298 |
| Administrative Assistant I | $52,723 | $55,632 | $58,683 | $61,912 | $65,318 | $68,960 | $72,804 | $74,988 |
| Administrative Assistant II | $68,359 | $72,109 | $76,084 | $80,246 | $84,633 | $89,135 | $93,876 | $96,458 |
| Air Quality Data Translator | $48,323 | $50,949 | $53,752 | $56,732 | $59,854 | $63,191 | $66,714 | $68,715 |
| Building Supervisor | $73,798 | $77,878 | $82,171 | $86,677 | $91,431 | $96,528 | $101,910 | $104,967 |
| Career Development Intern | $41,699 | $43,640 | $45,581 | | | | | |
| Contracts Assistant | $52,723 | $55,632 | $58,683 | $61,912 | $65,318 | $68,960 | $72,804 | $74,988 |
| Data Technician | $55,561 | $58,612 | $61,841 | $65,212 | $68,831 | $72,667 | $76,719 | $79,020 |
| Deputy Board Clerk I | $53,610 | $56,555 | $59,677 | $62,941 | $66,418 | $70,121 | $74,030 | $76,251 |
| Deputy Board Clerk II | $63,685 | $67,172 | $70,889 | $74,797 | $78,897 | $83,295 | $87,939 | $90,577 |
| District Storekeeper | $56,484 | $59,606 | $62,870 | $66,347 | $70,001 | $73,904 | $78,024 | $80,365 |
| Facilities Services Specialist | $59,429 | $62,693 | $66,170 | $69,789 | $73,620 | $77,724 | $82,058 | $84,519 |
| Facilities Services Tech | $64,963 | $68,547 | $72,308 | $76,281 | $80,503 | $84,992 | $89,730 | $92,422 |
| Fiscal Assistant | $47,436 | $50,026 | $52,794 | $55,668 | $58,754 | $62,029 | $65,487 | $67,452 |
| Fleet Services Supervisor | $60,777 | $64,147 | $67,660 | $71,385 | $75,323 | $79,522 | $83,956 | $86,474 |
| Fleet Services Worker I | $45,591 | $48,110 | $50,736 | $53,539 | $56,484 | $59,632 | $62,957 | $64,846 |
| Fleet Services Worker II | $52,084 | $54,958 | $57,974 | $61,167 | $64,502 | $68,098 | $71,895 | $74,052 |
| General Maintenance Helper | $46,124 | $48,678 | $51,339 | $54,178 | $57,158 | $60,344 | $63,708 | $65,619 |
| General Maintenance Worker | $68,334 | $72,095 | $76,068 | $80,255 | $84,655 | $89,374 | $94,357 | $97,188 |
| Legislative Assistant | $73,946 | $78,034 | $82,308 | $86,846 | $91,533 | $96,401 | $101,528 | $104,320 |
| Mail / Subsc Serv Clerk | $45,591 | $48,110 | $50,736 | $53,539 | $56,484 | $59,632 | $62,957 | $64,846 |
| Mail / Subsc Serv Supv | $56,377 | $59,464 | $62,764 | $66,205 | $69,824 | $73,716 | $77,826 | $80,161 |
| Office Assistant | $45,591 | $48,110 | $50,736 | $53,539 | $56,484 | $59,632 | $62,957 | $64,846 |
| Offset Press Operator | $54,426 | $57,442 | $60,599 | $63,934 | $67,447 | $71,207 | $75,177 | $77,432 |
| Payroll Technician | $54,036 | $56,980 | $60,138 | $63,438 | $66,915 | $70,645 | $74,583 | $76,821 |
| Principal Office Assistant | $62,160 | $65,567 | $69,185 | $72,982 | $76,991 | $81,283 | $85,814 | $88,389 |

**APPENDIX B**
**OFFICE CLERICAL & MAINTENANCE**
**APPROXIMATE ANNUAL SALARIES, EFFECTIVE JANUARY 1, 2027**

| Position Title | Step 1 | Step 2 | Step 3 | Step 4 | Step 5 | Step 6 | Step 7 | Step 8 |
|---|---|---|---|---|---|---|---|---|
| Print Shop Duplicator | $47,436 | $50,026 | $52,794 | $55,668 | $58,754 | $62,029 | $65,487 | $67,452 |
| Print Shop Supervisor | $64,502 | $68,050 | $71,811 | $75,749 | $79,900 | $84,354 | $89,057 | $91,729 |
| Purchasing Assistant | $60,919 | $64,254 | $67,802 | $71,527 | $75,465 | $79,673 | $84,115 | $86,638 |
| Purchasing Supervisor | $78,588 | $82,916 | $87,457 | $92,283 | $97,356 | $102,784 | $108,514 | $111,769 |
| Senior Deputy Board Clerk | $69,854 | $73,686 | $77,747 | $82,039 | $86,522 | $91,346 | $96,438 | $99,331 |
| Senior Fiscal Assistant | $52,723 | $55,632 | $58,683 | $61,912 | $65,318 | $68,960 | $72,804 | $74,988 |
| Senior Office Assistant | $50,771 | $53,574 | $56,519 | $59,641 | $62,906 | $66,413 | $70,116 | $72,219 |
| Staff Assistant | $54,603 | $57,619 | $60,777 | $64,112 | $67,660 | $71,432 | $75,414 | $77,677 |
| Stock Clerk | $45,591 | $48,110 | $50,736 | $53,539 | $56,484 | $59,632 | $62,957 | $64,846 |
| Supervising Office Assistant | $56,377 | $59,464 | $62,764 | $66,205 | $69,824 | $73,716 | $77,826 | $80,161 |

**APPENDIX B**

**OFFICE CLERICAL & MAINTENANCE**

**APPROXIMATE ANNUAL SALARIES, EFFECTIVE JULY 1, 2027**

*(Increase to step 8)*

| Position Title | Step 1 | Step 2 | Step 3 | Step 4 | Step 5 | Step 6 | Step 7 | Step 8 |
|---|---|---|---|---|---|---|---|---|
| Accounting Technician | $58,542 | $61,770 | $65,176 | $68,760 | $72,556 | $76,601 | $80,872 | **$85,381** |
| Administrative Assistant I | $52,723 | $55,632 | $58,683 | $61,912 | $65,318 | $68,960 | $72,804 | **$76,863** |
| Administrative Assistant II | $68,359 | $72,109 | $76,084 | $80,246 | $84,633 | $89,135 | $93,876 | **$98,869** |
| Air Quality Data Translator | $48,323 | $50,949 | $53,752 | $56,732 | $59,854 | $63,191 | $66,714 | **$70,433** |
| Building Supervisor | $73,798 | $77,878 | $82,171 | $86,677 | $91,431 | $96,528 | $101,910 | **$107,591** |
| Career Development Intern | $41,699 | $43,640 | $45,581 | | | | | |
| Contracts Assistant | $52,723 | $55,632 | $58,683 | $ 61,912 | $65,318 | $68,960 | $72,804 | **$76,863** |
| Data Technician | $55,561 | $58,612 | $61,841 | $ 65,212 | $68,831 | $72,667 | $76,719 | **$80,996** |
| Deputy Board Clerk I | $53,610 | $56,555 | $59,677 | $ 62,941 | $66,418 | $70,121 | $74,030 | **$78,157** |
| Deputy Board Clerk II | $63,685 | $67,172 | $70,889 | $ 74,797 | $78,897 | $83,295 | $87,939 | **$92,842** |
| District Storekeeper | $56,484 | $59,606 | $62,870 | $ 66,347 | $70,001 | $73,904 | $78,024 | **$82,374** |
| Facilities Services Specialist | $59,429 | $62,693 | $66,170 | $ 69,789 | $73,620 | $77,724 | $82,058 | **$86,632** |
| Facilities Services Tech | $64,963 | $68,547 | $72,308 | $ 76,281 | $80,503 | $84,992 | $89,730 | **$94,733** |
| Fiscal Assistant | $47,436 | $50,026 | $52,794 | $ 55,668 | $58,754 | $62,029 | $65,487 | **$69,138** |
| Fleet Services Supervisor | $60,777 | $64,147 | $67,660 | $ 71,385 | $75,323 | $79,522 | $83,956 | **$88,636** |
| Fleet Services Worker I | $45,591 | $48,110 | $50,736 | $ 53,539 | $56,484 | $59,632 | $62,957 | **$66,467** |
| Fleet Services Worker II | $52,084 | $54,958 | $57,974 | $ 61,167 | $64,502 | $68,098 | $71,895 | **$75,903** |
| General Maintenance Helper | $46,124 | $48,678 | $51,339 | $ 54,178 | $57,158 | $60,344 | $63,708 | **$67,260** |
| General Maintenance Worker | $68,334 | $72,095 | $76,068 | $ 80,255 | $84,655 | $89,374 | $94,357 | **$99,618** |
| Legislative Assistant | $73,946 | $78,034 | $82,308 | $ 86,846 | $91,533 | $96,401 | $101,528 | **106,928** |
| Mail / Subsc Serv Clerk | $45,591 | $48,110 | $50,736 | $ 53,539 | $56,484 | $59,632 | $62,957 | **$66,467** |
| Mail / Subsc Serv Supv | $56,377 | $59,464 | $62,764 | $ 66,205 | $69,824 | $73,716 | $77,826 | **$82,165** |
| Office Assistant | $45,591 | $48,110 | $50,736 | $ 53,539 | $56,484 | $59,632 | $62,957 | **$66,467** |
| Offset Press Operator | $54,426 | $57,442 | $60,599 | $ 63,934 | $67,447 | $71,207 | $75,177 | **$79,368** |
| Payroll Technician | $54,036 | $56,980 | $60,138 | $ 63,438 | $66,915 | $70,645 | $74,583 | **$78,741** |
| Principal Office Assistant | $62,160 | $65,567 | $69,185 | $ 72,982 | $76,991 | $81,283 | $85,814 | **$90,599** |

**APPENDIX B**

**OFFICE CLERICAL & MAINTENANCE**

**APPROXIMATE ANNUAL SALARIES, EFFECTIVE JULY 1, 2027**

*(Increase to step 8)*

| Position Title | Step 1 | Step 2 | Step 3 | Step 4 | Step 5 | Step 6 | Step 7 | Step 8 |
|---|---|---|---|---|---|---|---|---|
| Print Shop Duplicator | $47,436 | $50,026 | $52,794 | $55,668 | $58,754 | $62,029 | $65,487 | **$69,138** |
| Print Shop Supervisor | $64,502 | $68,050 | $71,811 | $75,749 | $79,900 | $84,354 | $89,057 | **$94,022** |
| Purchasing Assistant | $60,919 | $64,254 | $67,802 | $71,527 | $75,465 | $79,673 | $84,115 | **$88,804** |
| Purchasing Supervisor | $78,588 | $82,916 | $87,457 | $92,283 | $97,356 | $102,784 | $108,514 | **$114,564** |
| Senior Deputy Board Clerk | $69,854 | $73,686 | $77,747 | $82,039 | $86,522 | $91,346 | $96,438 | **$101,815** |
| Senior Fiscal Assistant | $52,723 | $55,632 | $58,683 | $61,912 | $65,318 | $68,960 | $72,804 | **$76,863** |
| Senior Office Assistant | $50,771 | $53,574 | $56,519 | $59,641 | $62,906 | $66,413 | $70,116 | **$74,025** |
| Staff Assistant | $54,603 | $57,619 | $60,777 | $64,112 | $67,660 | $71,432 | $75,414 | **$79,619** |
| Stock Clerk | $45,591 | $48,110 | $50,736 | $53,539 | $56,484 | $59,632 | $62,957 | **$66,467** |
| Supervising Office Assistant | $56,377 | $59,464 | $62,764 | $66,205 | $69,824 | $73,716 | $77,826 | **$82,165** |