



MEMORANDUM OF UNDERSTANDING

BETWEEN THE

CITY OF ORINDA

AND

TEAMSTERS LOCAL UNION NO. 856

(GENERAL EMPLOYEES' UNIT)

July 1, 2022 - June 30, 2025

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DEFINITIONS

City Manager: The City Manager, or any person or organization duly authorized by the City Manager.

Classification: The employee's position as reflected by their job title.

General Employees Unit: Bargaining Unit

Health and Welfare Benefits: Insurance coverage for medical, dental, long term disability and loss of life.

Introductory Period: The period following the hire date of a new employee as specified in the Letter of Appointment sent to each newly hired employee. This period gives the supervisor the opportunity to provide support and feedback to new employees so that they may successfully fully assume the responsibilities of the position. During the introductory period a new employee may be terminated without cause.

New Employee: A person who has not completed an introductory period with the City.

Union: Teamsters Local Union No. 856.

Regular Full-Time Employee: A person employed by the City for an unspecified duration who (1) is scheduled to work the standard work week as may be established by the City Manager and (2) has successfully completed the introductory period.

Regular Part-Time Employee: A person employed by the City for an unspecified duration who (1) is scheduled to work less than the standard work week as may be established by the City Manager but at least 20 hours per work week, and (2) has successfully completed the introductory period.

Regular Rate of Pay: Payments made by the employer to the employee including Standby Pay, Call Out Pay, and base salary as shown on Steps A through U of the appropriate salary schedule.

Working Out of Classification: A temporary assignment to a classification other than a regularly assigned classification, which pays more than the regularly assigned classification.

Personnel Officer: A person designated by the City Manager to administer this Memorandum of Understanding.

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(GENERAL EMPLOYEES' UNIT)

July 1, 2022-June 30, 2025

This Memorandum of Understanding is entered into pursuant to the provisions of section 3500, et. seq. of the Government Code of the State of California.

This Memorandum of Understanding shall be presented to the City Council as the joint recommendation of the City of Orinda and Teamsters Local Union No. 856.

1. RECOGNITION AND TERM

1.1. Acknowledgement: This Memorandum of Understanding is entered into by the City of Orinda, hereinafter referred to as "the City", and Teamsters Local Union No. 856, hereinafter referred to as "the Union", concerning conditions of employment to be in effect during the period of July 1, 2022-June 30, 2025, for those employees working in the General Employees' Unit referred to and further described in this section.

1.2. Bargaining Representatives: The City recognizes the Teamsters Local Union No. 856 as the exclusive bargaining organization for all full-time and part-time regular employees in the General Employees' Unit in the following classifications: Accountant, Accounting Technician I, II, & III, Administrative Assistant I & II, Senior Administrative Assistant, Assistant Engineer, Assistant Planner, Associate Engineer, Associate Planner, Facility Maintenance Worker I and II, Planning Technician, Office Assistant, Maintenance Worker I and II, & III, Community Service Officer, Recreation Supervisor I, Public Works Inspector and Recreation Coordinator, as well as any new related classifications as recognized in accordance with Resolution 45-97.

1.3. List of Representatives: The Union may select two (2) representatives to meet with the City from within the represented unit. The Union shall provide a current list of representative(s), regularly updated, to the City showing the name and classification of representative(s).

1.4. Duration: The Union recognizes its obligations to cooperate with the City to assure maximum service of the highest quality and efficiency to citizens of the City of Orinda together with its obligations to the employees represented by the Union.

2. SCOPE OF MEMORANDUM OF UNDERSTANDING

2.1. Definition: Except as otherwise specifically provided herein, this Memorandum of Understanding fully and completely incorporates the understanding of the parties hereto and constitutes the sole and entire understanding between the parties on any and all matters

contained herein; provided, however, that nothing herein shall prohibit the parties from changing the terms of this Memorandum by mutual agreement. However, neither party shall be required to meet and confer outside of the agreed upon calendar for renegotiation as specified in Section 22.

3. ORGANIZATIONAL RIGHTS

3.1. Meeting Locations and Times: The Union shall be granted reasonable access to conference or meeting rooms during non-work hours provided such access does not interfere with City business or work of any kind, including but not limited to City Commissions, Councils, City volunteers, City ad hoc committees, citizens groups, etc. The purpose of use of City resources shall be consistent with Section 13 of Resolution 45-97. The City reserves the right to relocate the Union meeting prior to the scheduled meeting time if the room becomes necessary for City business. The Union shall reimburse the City within thirty (30) days for any additional costs associated with use of facilities and equipment, and return all facilities to their pre-use condition.

3.2. Release Time for Union Stewards: The City will provide reasonable release time for the Union Officers for negotiations, and for grievance procedures in accordance with Section 19 of this Agreement.

3.2.1. Union Leave: With reasonable notice (no less than two (2) weeks) and subject to supervisor approval, Union Leave of up to 40 aggregate work hours per fiscal year will be available for attending labor-related training or Union conferences. Union-designated Stewards are eligible for Union Leave. The Union shall provide a list of Stewards to the City on July 1st of each year. The leave shall be with pay; however, the Union will reimburse the City for the costs of the employee's wages and benefits while on leave. The employee(s) shall continue to accrue seniority while on Union leave.

3.3. Bulletin Boards: The Union shall have the right to reasonable use of employee bulletin boards located in employee areas which are not generally visible to the public, mailboxes and email system outside of working hours.

3.4. Employee Copy of Memorandum of Understanding: Within thirty (30) calendar days after ratification of this contract by both parties, the City will print and provide five (5) copies of this Memorandum of Understanding to the Union Representatives.

3.5. Notification of Recognized Union: When a person is hired in any of the job classifications within the Bargaining Unit, the City shall notify the Union within three (3) working days of the employee's start date. The Union shall be responsible for notifying such person(s) that the Union is the recognized bargaining agent for those employees.

3.5.1. Classification Posted: The City shall post, within the employee work or rest area, a notice which sets forth the classifications within the General Employees' Unit and the name and address of the Union.

3.6. Union Dues:

3.6.1. Collection of Dues: The City, upon receipt of a certified written member list issued by a duly authorized Union official, shall deduct dues and voluntary deductions selected by members, as established by the Union from the salaries of its members. The Union shall

notify the City in writing as to the amount of such dues uniformly required of all members of the Union and the amounts of any Union sponsored benefit deductions for its members. The sums so withheld shall be remitted by the City, without delay, along with a list of employees and their respective dues and voluntary deductions. The Union bears responsibility for allocating dues and voluntary deductions pursuant to the employees' requests.

The employee's earnings must be regularly sufficient after other legal and required deductions are made to cover the amount of the dues or service fees check off authorized. When an employee is in a non-pay status for an entire pay period, no withholding will be made to cover the pay period of future earnings. In the case of an employee who is in a no-pay status during only part of the pay period, and the salary is not sufficient to cover the full withholding, no deductions shall be made. In this connection, all other legal and required deductions have priority over Union dues.

3.6.2.DRIVE Campaign: The City will implement a payroll process for voluntary deduction collection of dues for the Union's Democratic, Republican, Independent Voter Education (DRIVE).

3.6.3.Indemnification: Moneys withheld by the City shall be transmitted to the Treasurer (as identified in writing by the Union) at the address specified. The Union shall indemnify, defend and hold the City harmless against any claims made and against any suit instituted against the City on account of check off of employee organization dues or service fees. In addition, the Union shall refund to the City any amount paid to it in error upon presentation of supporting evidence.

3.7. Personnel Files: The City will maintain a file in which all personnel information and documents which the City wishes to keep regarding employees, and which are required by law, will be retained. An employee shall have the right to view his or her personnel file within a twenty-four (24) hour written request to the Personnel Officer. All such viewings shall be under the supervision of the Personnel Officer or her/his appointed representative. Should the employee wish copies of any documents located in the personnel file, the Personnel Officer will have the documents copied within seventy-two (72) hours of the request.

3.7.1. Employees shall be provided with a copy of, or the opportunity to review, documents which are placed in their files prior to or concurrent with placement. No document shall be entered into an employees' personnel file without the employee having first read, signed and dated the document, indicating that he or she is aware of such document entered into his or her file. If the employee, after reading the document, refuses to sign it, the fact shall be noted on the document and signed or initialed and dated by the person entering the document in the file.

3.7.2. An employee shall have thirty (30) calendar days in which to file a written response to any document entered into his or her personnel file. Such a written response shall be attached to, and shall accompany, the entered document.

3.8. New Employee Orientations: The City will provide a written statement to each new employee hired into a classification in the bargaining unit represented by the Union, that the employee's classification is represented by the Union and the name of a representative of the Union.

- 3.8.1. The City will provide written notice of new employee orientations (no matter how few participants, and whether in person, online or through other means or mediums) to the Union, not less than 10 days' notice in advance of an orientation, except that a shorter notice may be provided in a specific instance where there is an urgent need critical to the employer's operations that was not reasonably foreseeable. The new employee orientation notice provided to the Union will include the date, time and location of the orientation. If the Union Representative is unable to attend on the day of new employee orientation, another suitable date and time will be arranged in order that the Union may meet with the new employee as described in 3.8.2.
- 3.8.2. Representatives of the Union shall be permitted to meet with the employee for up to thirty (30) minutes, and present written materials, during a portion of the orientation. No representative of management shall be present during the Union's presentation.
- 3.8.3. Upon written request of the Union on a form provided by the City for such purposes, a bargaining unit Union Steward attending orientation as a Union representative shall be given paid time sufficient to cover the Union's presentation and travel time, not to exceed one (1) hour. The Union shall reimburse the City for the "total compensation" cost for the time the Steward employee is at the New Employee Orientation including travel time. "Total compensation" shall include the hourly cost of the employee's wages and benefits including retirement plan and medical costs. The Union will provide the names of an employee Union Steward who they wish to attend the New Employee Orientation by written request on the appropriate City form, at least 48 hours in advance to the Human Resources Manager.

4. MANAGEMENT RIGHTS

The City Council of the City of Orinda and its managers retain all of their powers and authority to manage municipal services and the work force performing those services. These rights include but are not limited to the following and shall remain solely a function of management except as may be limited by this MOU and/or by applicable state and federal law.

Organization: Determine and modify the mission and organization of City government and its constituent work units, commissions and boards.

Delivery of Services: Determine the nature, standards, levels, and mode of delivery of services to be offered to the public.

Personnel: Determine the methods, means, number, kinds, and selection of personnel by which services are to be provided.

Efficiency: Maintain the efficiency of governmental operations.

Goods and Services: Determine whether goods or services shall be made or provided by the City, or shall be purchased or contracted for.

Application of Technology: Exercise complete control and discretion over the City organization and the technology of performing its work.

Direction of Employees: Direct employees, including scheduling and assigning work, work hours and overtime.

Employee Performance Standards: Establish employee performance standards and to require compliance therewith.

Discipline Employees: Discharge, suspend, demote, reduce in pay, reprimand, withhold salary increases and benefits, or otherwise discipline employees, subject to the requirements of applicable laws and this MOU.

Relieve Employees: Relieve employees from duty because of lack of work or lack of funds or for other legitimate reasons.

Implementation: Implement rules, regulations, and directives consistent with law and the specific provisions of this MOU.

Protect the Public: Take all necessary actions to protect the public and carry out its mission in emergencies.

5. COMPLIANCE WITH FEDERAL AND STATE EMPLOYMENT LAWS

The City's policy is to recognize and follow Federal and State laws including, but not limited to:

- Discrimination
- Harassment
- Sexual Harassment
- Availability of Public Information
- Family Medical Leave Act (FMLA) CA Family Rights Act (CFRA)
- Americans with Disabilities Act (ADA)

6. HOURS OF WORK

6.1 Work Week: Regular full-time employees are scheduled to work a total of forty (40) hours during each workweek with the start and end days and times of such work week determined by the schedule of the employee.

Effective as soon as administratively possible, not later than September 24, 2022, the standard work and payroll period for full-time employees will be based on a 9-80 work schedule pursuant to the City of Orinda Administrative Regulations Flexible and Compressed Work Schedule Policy Guidelines.

6.2 Scheduled Work Hour for Employees: The workday for full-time employees is not less than eight (8) hours per day, excluding lunch breaks based on the Employee's regular schedule. Employees shall work a predetermined schedule of forty (40) hours per week plus unpaid lunch breaks. Flexible or compressed work schedules may be authorized consistent with this Agreement and in compliance with the City's Flexible and Compressed Work Schedule Policy Guidelines.

For City initiated schedule changes, following discussion with an affected employee, and upon written authorization of the Department Head or the City Manager, the work schedule may be modified. Except in cases of emergency, a change in work hours (start time or end time of the work day) requires two (2) weeks' notice.

- 6.3 Attendance:** Employees shall be in attendance at their work in accordance with the rules regarding hours of work, holiday and leaves. All employees shall keep daily attendance records which shall be approved by the department head and reported to the Finance Director in the form and on the dates he/she shall specify. An employee who fails to report to work after being absent for three (3) days without authorized leave may be subject to automatic dismissal. In such a case, the employee shall have automatically waived all his/her rights under this Memorandum of Understanding and the Personnel Rules of the City of Orinda.
- 6.4 Meal and Rest Periods:** Every employee shall be allowed one (1) fifteen (15) minute break for each four (4) hours worked. A full-time employee working an eight-hour day is, therefore, allowed one (1) fifteen-minute (15) break in the morning and one (1) fifteen-minute (15) break in the afternoon. Break schedules shall be arranged at the department level to best meet the needs of the department and the City. Every employee shall be allowed a thirty (30) minute to one (1) hour unpaid meal period each five (5) hours worked, except if the work period is no more than six (6) hours and the employee and the City agree to waive the meal period.
- 6.5 Overtime Approval:** All hours worked in excess of forty (40) hours in a workweek, unless performed as a result of emergency conditions, must receive prior approval of the Department Head or City Manager. In the case of overtime worked in an emergency situation, the Department Head or City Manager shall be notified of the overtime worked as soon as possible.
- 6.6 Overtime Calculation:** Overtime will be paid, or compensatory (comp) time granted per Section 6.7, for hours worked in excess of forty (40) hours during the workweek at the rate of one and one-half (1 ½) times the regular rate of pay. For purposes of calculating overtime, "hours worked" means the combination of both hours worked, paid holiday hours and paid general leave during the standard workweek.
- 6.7 Comp Time in Lieu of Overtime:** At the employees' discretion, comp time may be accrued in lieu of payment for overtime; provided however, that accrual of comp time shall not exceed sixty (60) hours at any point in time, [forty (40) overtime hours worked multiplied by 1.5 per the overtime rate calculation in Section 6.6]. Any hours worked which would otherwise result in the accrual of more than sixty (60) hours comp time will be recorded and paid as overtime.
- 6.8 Use of Comp Time:** Use of accrued comp time shall be subject to the rules for use of general leave contained in the "General Leave and Leaves of Absence" Section of this Memorandum of Understanding.
- 6.9 Cash Payment of Compensatory Time:** Cash payment for some or all of an employee's accrued comp time may be made with the written approval of the Department Head. Cash payment for accrued comp time shall be made upon termination of employment. Cash payment shall be based on the number of accrued comp time hours multiplied by the employee's regular rate of pay.
- 6.10 Acting Pay:** An employee assigned to work out of his/her regular classification for a period of at least ten (10) consecutive working days shall receive compensation equal to the next highest step of the new classification resulting in not less than five percent (5%) increase. Assignment shall be considered eligible only when the employee is substantially assuming

the duties out of classification. All such “out of classification” assignments require advance written approval, by the City Manager, prior to the assignment effective date. An employee shall return to his/her regular rate of pay when he/she returns to his/her regularly assigned classification.

6.10.1 No employee shall be assigned the duties of a classification other than his/her regularly assigned classification for more than ninety (90) working days in any twelve (12) month period.

6.10.2 Eligibility for overtime will be determined according to the exempt or non-exempt status of the position being assumed by the employee.

6.11 Premium Pay for Clerk to Commission or Council: The City will pay a premium of \$250 per month to an employee when assigned to work evenings and provide administrative support to a Commission or Council.

7. HOLIDAYS

7.1 The following shall be observed as paid holidays:

Independence Day
Labor Day
Veterans Day
Thanksgiving Day
Day after Thanksgiving
Christmas Eve- full day
Christmas Day
New Year's Day
Dr. Martin Luther King, Jr.'s Birthday
Presidents' Day
Memorial Day
Juneteenth

7.2 Floating Holidays: In addition to the holidays listed in Section 7.1, employees who are employed as of September 30th of the fiscal year are entitled to two (2) floating holidays. Employees hired on October 1st through March 31st are entitled to one (1) floating holiday. Employees hired after March 31st are not eligible for any floating holidays in the current fiscal year. Floating holidays may be used at any time during the fiscal year, upon approval of the employee's Department Head. Floating Holidays cannot be carried over to the next fiscal year.

7.3 Pay for Work on Holiday: Standard pay for work on a holiday shall be provided for work performed on the actual day of the holiday. If an employee is scheduled to work on a fixed holiday, the employee shall record actual hours worked on his/her time sheet, and receive either eight (8) hours of a floating holiday, or eight (8) additional hours of time worked on that day. This may result in overtime pay or compensatory time off if the total hours worked exceeds forty (40) hours per workweek. There shall be no premium pay for a floating holiday that is not taken.

7.4 End of Year Office Closure. For the term of this MOU, the majority of the City's offices will

be closed between the Christmas and New Year holidays. Observance of holidays surrounding this closure may be adjusted by the City Manager to limit number of days to three days in which employees may select as follows:

- Employees may use accrued leave for the time they are not at work. This includes general leave, floating holiday or compensatory leave.
- Employees may choose to take time unpaid if they do not have sufficient accrued leave time.
- Employees who do not want to take leave time during the closure or employees who do not have available leave time and do not want to be in unpaid status may continue to work if they develop a specific work plan with their supervisor prior to the end of year office closure.

8. RETIREMENT PLAN

8.1 Contributions to Money Purchase Plan 401(a):

8.1.1 The City shall continue to make monthly contributions to the International City Management Association Retirement Corporation (ICMA-RC) Money Purchase Plan 401(a), beginning the first day of employment, as follows: General Employees, thirteen percent (13%).

8.1.2 Funds shall be administered in accordance with the most current agreement between the City and ICMA-RC for the 401 (a) Money Purchase Plan.

8.2 Deferred Compensation Plan 457: Employees may contribute by payroll deduction, up to annual amounts limited by tax law, to the ICMA-RC Deferred Compensation Plan (475), and the City shall contribute, on a matching basis, up to three percent (3%) of base salary. This contribution shall be in addition to the contribution provided under Section 8.1.1 and shall commence with the first date of employment.

9. MEDICAL INSURANCE

The City shall continue participation in CalPERS medical insurance plans for employees and their dependents.

The City shall contribute on behalf of the employee the required CalPERS Employer Minimum Contribution amount for plan participants as determined by CalPERS. This amount is one hundred forty-nine dollars (\$149) for 2022 and is scheduled to be one hundred fifty-one dollars (\$151) for 2023.

For Active Members who have elected to enroll in Health Insurance, in addition to the PERS Minimum, the City shall contribute a supplemental / additional amount to be used to pay premiums for Health Insurance Coverage through an Internal Revenue Code Section 125 Plan (PLAN).

The Section 125 Plan shall include a provision for premium conversion and may also offer voluntary participation in pre-tax contributions for: health care reimbursements, dependent care reimbursements, and other eligible benefits.

Deductions are made in equal amounts on the first two paychecks issued in a month (24 times per year). Deductions are made in the month preceding the month of coverage (i.e., December deductions are based on premiums for January).

CalPERS establishes when benefits shall begin, which currently is on the first (1st) day of the month following the date of hire or the date the Human Resources Representative receives the completed enrollment form. Employees who do not elect coverage within 60 days of hire may be subject to review and approval by the health insurance company.

9.1 Medical Premium Contributions (Active Employees):

Effective January 1, 2022 – December 31, 2022, the City shall contribute monthly the following maximum “Total City Medical Contribution” amounts towards the employee’s monthly medical premium for the employee’s coverage level:

CITY CONTRIBUTION PLAN YEAR 2022			
COVERAGE LEVEL	CalPERS MINIMUM CONTRIBUTION	SUPPLEMENTAL BENEFIT	TOTAL CITY MEDICAL CONTRIBUTION
Employee	\$149.00	\$699.22	\$848.22
Employee +1	\$149.00	\$1,547.42	\$1,696.42
Employee +Family	\$149.00	\$2,056.35	\$2,205.35

Beginning with health plan premium rates effective January 1, 2021, the maximum Total City Medical Contribution shall adjust as follows. The City shall calculate the percentage increase in each coverage level of the new monthly Kaiser premium compared to the prior year’s monthly premium for Kaiser. If the increase is 4 percent or less, the full amount of the increase shall be added to the Total City Medical Contribution and paid by the City. If the increase is over 4 percent, the first four percent (4%) of increase in the Kaiser medical insurance monthly premium rate over the prior Plan Year’s Kaiser medical insurance monthly premium rate shall be paid by the City, but amounts over this shall be shared based on the following proportions between the City and the employee, with the City contributing sixty-five percent (65%) of the monthly Kaiser plan increase over four percent (4%) and the Employee paying thirty-five percent (35%) of the monthly Kaiser plan increase over four percent (4%) through an employee-authorized payroll deduction.

See Appendix B example for medical contribution calculation.

At no time shall the employee receive a City contribution amount more than the selected medical plan cost.

If an employee elects a medical plan offered by the City with premiums exceeding the Total City Medical Contribution, employee-authorized payroll deductions will be made for the difference in premiums, so the employee shall pay for the amount of the selected plan’s premium that is over the City contribution as calculated for the plan year. Any employee who is required to partially pay premiums shall be allowed to make these payments with pre-tax deductions through the flexible benefits plan.

- 9.2 Non-acceptance of Medical Insurance:** If an employee elects to not accept medical insurance coverage and demonstrates existing and continuing coverage under an alternative plan, the City will pay the employee \$474.93 per month,

with pro-rated compensation for part-time employees. This option is available to all employees irrespective of marital or family status. An election to re-enroll in medical coverage can occur only with the permission of the insurance provider.

9.3 Vision Insurance: The City shall contribute the full cost of the vision premium for employees.

9.4 Employment on Less Than Full-Time Basis (less than 40 hours): If an employee is assigned to a regular position in a capacity of less than 40 hours per week, the City contributions to health and vision insurance shall be prorated.

9.5 Retiree Medical Benefit: As allowed by PERS Medical Plans, retirees of the City will be eligible for a City contribution towards monthly medical premiums up to the PERS Minimum Monthly benefit, provided that the retiree:

- A) Has completed seven (7) years of service if beginning active employment on or before October 31, 2019, or fifteen (15) years of service if beginning active employment on or after November 1, 2019 with the City. A year of service is defined as one thousand (1,000) hours worked within an anniversary year in a regular position either part-time (twenty or more hours per week) or full time; and
- B) Has reached the age of 55 if beginning active employment on or before October 31, 2019, or age 60 if beginning active employment on or after November 1, 2019; and
- C) Is no longer employed by the City of Orinda; and
- D) Was actively enrolled in the City’s health insurance program at the time their City employment ended; and
- E) Elects to continue active enrollment in the City’s health insurance program upon leaving City employment;

The retiree is responsible for making timely payment to the City for monthly premium amounts which exceed the PERS Minimum.

10. DENTAL INSURANCE

10.1 Premium Contributions: The City shall continue participation in a dental insurance plan for employees and their dependents and shall contribute monthly the following maximum amounts toward the plan. The following rates are based on 2020 calendar year rates:

<u>Coverage</u>	<u>City Contribution</u>
Employee	Up to \$56.04 plus up to a 15% rate increase over the term of this Agreement to be implemented at annual insurance contract renewal.
Employee + Dependent	Up to \$103.43 plus up to a 15% rate increase over the term –of this Agreement to be implemented at annual insurance contract renewal.

Employee + Family

Up to \$136.94 plus up to a 15% rate increase over the term –of this Agreement to be implemented at annual insurance contract renewal.

In the event that an increase in premiums exceeds 15% over the term of this Agreement, that portion of the cumulative increase in premiums above 15% increase shall be paid for by the employee through payroll deductions.

11. LONG TERM DISABILITY/SDI

11.1 Contributions: The City shall continue participating in a long-term disability plan, the terms of which are contained in the Long-Term Disability Insurance Plan and govern this MOU. Benefits include but are not limited to, an unpaid sixty (60) calendar day waiting period and a covered monthly salary of up to \$7,000. The City shall contribute the full cost of premiums for said plan.

11.2 Commencement of Benefits: Benefits under this Section shall begin on the first (1st) day of the month following the date of employment.

11.3 SDI: The City participates in State Disability Insurance (SDI) paid for by the employees. Effective following Council adoption, the City shall cease to provide duplicative Short-Term Disability Insurance coverage.

12. LIFE INSURANCE

12.1 Contribution: The City shall contribute the full monthly premium toward a term life insurance policy for employees, the terms of which are contained in the Life Insurance Policy and govern this MOU.

12.2 Commencement of Benefits: Benefits under this Section shall begin on the first (1st) day of the month following the date of employment.

13. WORKERS' COMPENSATION

13.1 Salary Continuation Payment: An employee entitled to temporary disability payments under the workers' compensation laws will receive salary continuation payments at the applicable workers' compensation rate. Workers' compensation is not payable for the first three (3) calendar days of disability unless the disability lasts more than fourteen (14) calendar days. Hours of work missed due to medical appointments for work related injuries will be paid at the applicable wage loss rate.

13.2 Use of Accumulated General Leave: An employee receiving temporary disability payments under the workers' compensation laws may use accumulated general leave in excess of the workers' compensation benefit in order to maintain his/her regular income level. Under such circumstance the employees shall be paid the difference between his/her

full salary and the temporary disability payments received. Accumulated general leave shall be charged in proportion to the amount of his/her full salary paid by the City.

14. GENERAL LEAVE

- 14.1 Definition:** In lieu of vacation and sick leave, employees shall accrue general leave of nineteen (19) days during the first year of employment, increasing by one (1) day for each subsequent year of employment, up to a maximum accrual of twenty-five (25) days of general leave.
- 14.2 Maximum Accrual:** Employees accrue general leave up to 480 hours. After accruing 480 hours, the employee does not accrue additional general leave until the employee uses sufficient general leave to fall below the maximum accrual amount. Part-time employees hired by the City after July 1, 2013 shall accrue general leave up to a maximum of 240 hours, and do not accrue additional general leave until the employees uses sufficient general leave to fall below their maximum accrual amount of 240 hours. Upon termination, the accumulated general leave shall be paid to the employee at their current rate of regular pay.
- 14.3 Cash Payment of Accrual:** Once a year, employees who have accrued over 160 hours of general leave may elect to cash out a maximum of forty (40) hours of their accrued general leave. A balance of no less than 160 hours must remain after cash out.
- 14.4 Commencement of Accrual:** General leave shall begin accruing on the first (1st) day of the month following the date of employment
- 14.5 Request for Leave:** Except in the event of unforeseeable events, request for general leave must be submitted in writing to the Department Head or supervisor two (2) weeks prior to the beginning of the requested time off. All requests for time off are subject to department head approval. The department head has discretion to waive the two-week notification required.
- 14.6 Leave of Absence, Reduced Hours of Work:** The City Manager may grant leave or reduced hours of work, without pay and without benefits, for up to four (4) months. During any month in which the total hours worked is less than one-half (1/2) of a full-time schedule, that month shall not be included toward service credit. Such leave may be granted after five (5) years of service and only once following each five (5) years of employment with the City.
- 14.7 Family and Medical Leave:** The City shall grant, in accord with the Family Medical Leave Act, family and medical leave without pay for up to twelve (12) work weeks during any twelve (12) month period for one (1) or more of the following reasons:
- a. Birth of a child of the employee, and in order to care for such child.
 - b. Placement of a child with the employee for adoption or foster care.
 - c. To care for the employee's spouse, a child, or parent of the employee, if such spouse, child or parent has a serious health condition.

- d. A serious health condition that makes the employee unable to perform the functions of the position of such employment.
- e. Certain military family leave entitlements.

14.7.1 Utilize Accrued General Leave: The employee shall first utilize any remaining general leave accrued as of the date of the family and medical leave referenced in this subsection begins. The use of general leave does not extend the length of Family Medical Leave allowed.

14.7.2 Continuation of Benefits: An employee's eligibility for health and welfare benefits shall continue while on family or medical leave. If paid leave is taken, health and welfare benefits will continue to accrue or be paid by the City. If unpaid leave is taken, benefits do not accrue and insurance benefit, except for medical, cease. Medical benefits will continue on the same basis as if the employee were not taking Family Medical Leave. The employee is responsible for remitting to the City his/her usual share of premium payments on or before the last of the month prior to the month for which the benefits are received. During unpaid leave, benefits do not accrue.

14.8 Jury Duty Leave: An employee who has been summoned, or subsequently selected, to serve on a jury shall receive his or her regular rate of compensation for normal work home/days/shift during such absence from work; provided the employee remits to the City that compensation received by the employee for such jury duty service. This provision applies for a maximum of thirty (30) calendar days for each jury trial.

14.9 Bereavement Leave: The City agrees to provide any employee who experiences a death in the immediate family up to three (3) working days of paid leave for the purpose of attending the funeral or memorial service.

"Immediate family" is limited to spouse or domestic partner, mother, father, sister, brother, child, grandmother, grandfather, aunt, uncle, mother-in-law, father-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law, grandchild or dependent.

The department director, or in the case of department directors, the City Manager, may, within his or her discretion, grant the employee additional time off provided that all accrued leave shall be used prior to taking a leave of absence without pay for this purpose.

In special cases, the City Manager may grant bereavement leave within his or her discretion to allow an employee to attend a funeral or memorial services because of the death of persons not included within the definition of immediate family.

15. STANDBY DUTY

15.1 Weekly Standby Duty Definition: Regular Standby Duty will be scheduled and assigned on a weekly basis and paid at a daily rate. At the City's discretion, an employee may be placed on unscheduled standby status and be required to be available to respond to emergency call outs or other service. An employee who is placed on standby duty shall receive a standby pay of fifty-eight dollars (\$58) per day assigned. If an employee is placed on unscheduled standby duty, he/she will be paid at the premium daily rate of one hundred dollars (\$100.00) per day assigned. In addition, hours actually worked while on Standby Duty will be paid at one and one-half (1.5) times the regular hourly pay rate, with a minimum of three (3) hours paid work for each emergency call out or other service request it is at the employee's discretion to receive comp time in lieu of payment for overtime.

15.1.1 Employees will be reimbursed for mileage, at IRS rates, for their round-trip miles when actually called out.

15.2 Response Time -Failure to Respond: An employee who is assigned standby duty must respond to a phone call within ten (10) minutes and report to the City offices within forty-five (45) minutes of responding to the phone call. Failure to respond to a call-out nullifies employee's receipt of standby pay for that day. Repeated late arrivals may result in disciplinary action.

15.3 Call Out Pay: If an employee is contacted to return to work and has not been placed on standby status, he/she shall be compensated for minimum of two (2) hours work at one and one-half (1.5) times the regular rate of pay. Any time worked in addition to the two (2) hour minimum will be compensated at one and one half (1.5) times the regular rate of pay.

Employees will be reimbursed for mileage, at IRS rates, for their round-trip miles when called out.

15.4 Use of City Vehicle: On occasion where an employee does not have access to use of his/her own vehicle, the supervisor may assign a City vehicle to be used during the standby duty affected. If use of the City vehicle to fulfill standby and call out obligations required advance approval by the Department Head.

15.5 Rest Period: Employees may elect to flex their regular schedule hour-for-hour for call-out time worked between the hours of 11:00 p.m. and 5:00 a.m. Employees may or may not elect to take general leave, compensatory time or unpaid leave up to the equivalent number of call-out hours worked at either the start or end of their day if it is a regularly scheduled workday.

16. THE SALARY AND WAGE SCHEDULE

16.1 Effective the first full pay period after Council adoption, employees shall receive a general salary increase of five percent (5%). Effective the first full pay period in July 2023, employees shall receive a general salary increase of four percent (4%). Effective the first full pay period in July 2024, employees shall receive a general salary increase of three percent (3%). See **Appendix A** for the City of Orinda Salary and Wage Schedule. Wages are to be paid on a bi-weekly basis via direct deposit.

16.2 Market Study: The parties have established a list of agencies, benchmark classifications, and criteria for total compensation to be used in future comparability surveys, Appendix C.

16.3 Administration of the Pay for Performance System: To properly compensate an employee, adjustments in salary shall be based on a performance rating provided as part of a performance evaluation. Performance based salary advancements shall be made solely at the discretion of the City and shall not be subjected to grievance or appeal process.

16.4 Performance Based Salary Advancement: Effective upon ratification of this Agreement, rules for salary advancement within an established salary range are listed below:

16.4.1 Based on a performance evaluation and associated "rating" employees shall

advance 0 through 3 "steps" within the range. The rating system with corresponding salary step increases is as follows:

- Outstanding performance: three steps (3%)
- Exceeds expectations: two steps (2%)
- Meets expectations: one step (1%)
- Improvement needed: 0 step (0%)
- Unacceptable: No step advancement, with an admonition that job performance must improve or action may be taken to terminate employment.

16.4.2 Effective dates for the purpose of performance-based salary advancement are as follows:

16.4.2.1 For all employees, except those completing an introductory period, the effective date is the first (1st) full pay period following the date of the prior scheduled performance-based salary adjustment. The intent is to have a review on the first of the month every twelve (12) months.

(Note: This date is applicable even if no performance-based salary adjustment is provided either (1) due to a performance rated as "improvement needed" or "unacceptable" or (2) as result of an employee being at the top of his or her salary.

16.4.3 It is the intent of this MOU that performance evaluations be completed fifteen (15) days prior to the scheduled effective date of the performance-based salary advancement.

16.5 Performance Bonus: The City Manager may grant a one-time non-recurring performance bonus to any employee who demonstrates outstanding public service, provides significant cost-savings suggestions, or otherwise achieves outstanding performance standards.

17. PROFESSIONAL GROWTH/PARKS AND RECREATION DISCOUNT

17.1 Tuition Reimbursement: The City may reimburse an employee tuition and books for courses of study at an approved and accredited college or junior college in an off-duty status not to exceed \$1,200 per fiscal year if the subject matter content of the course is related to the employee's work assignment and promotional opportunities, or is a course required for the attainment of a degree or certificate program directly related to an employee's job responsibilities. To qualify, the employee must have been employed for one year prior to entering the study program.

17.2 Tuition Reimbursement Schedule: The employee must submit an application to his/her Department Head giving all information needed for an evaluation of the request. The Department Head shall recommend approval or disapproval and forward the request to the City Manager whose decision shall be final. Tuition reimbursement decisions are not grievable. The employee's application must be approved prior to enrolling in the course in order for such employee to be assured of reimbursement. Upon completion of this course, the employee must submit to his/her Department Head a copy of the grade sheet or certificate indicating a passing grade along with the appropriate receipts for books and tuition in order to be eligible for reimbursements.

17.3 Parks & Recreation Discount: The City allows represented employees and their dependents aged eighteen (18) and under to register for programs under the Parks and Recreation department for fifty percent (50%) of the resident fee. Participation in recreation programs is not part of the employee's work-related duties, is not required for continued employment and is not considered part of a City sponsored physical fitness program. The City shall not be liable for any injury that may arise out of an employee's participation in these programs. The portion of the program fees that is waived is subject to federal and state income tax withholding.

18. UNIFORM ALLOWANCE

18.1 The City shall pay the cost of employee uniforms and safety equipment as deemed appropriate by the City.

Each Facility Maintenance/Maintenance Worker shall be provided with six (6) shirts and six (6) pairs of pants as selected by the City. The City shall arrange for the laundering of these items once a week on a set schedule. It is the responsibility of each employee to make sure that these items are available at the designated location of the designated laundry pick-up day. In addition, each Facility Maintenance/Maintenance Worker shall receive one (1) regular jacket and one (1) rain jacket. Incumbents in the Facility Maintenance/Maintenance Worker classifications shall be provided rain boots as determined by the appropriate Department Head. The type of rain boots will depend upon the type of job the employee is assigned.

Each Community Services Officer shall receive uniforms consisting of two (2) pairs of pants, two (2) long sleeve shirts and two short sleeve shirts. All other employees will receive Uniforms as deemed necessary by their Department Head. In the event these uniforms are damaged in the course of work or are worn out as a result of normal wear and tear, the uniforms shall be replaced at no cost to the employee.

18.1.1 Laundering of Uniform: Excluding the Facility Maintenance/ Maintenance Workers, it shall be the employee's responsibility to launder/ dry clean such uniforms. Employees must wear such uniforms as assigned during working hours.

18.1.2 Safety Boots: Each Facility Maintenance/Maintenance Worker, Public Works Inspector and Community Services Officer are required to wear safety (steel toe) work boots during all hours of work. The City will provide a budgeted allowance of up to two hundred fifty dollars (\$250) once every calendar year for purchase of safety boots and up to one hundred dollars (\$100) in any consecutive twenty-four (24) month period for resoling of safety boots. Upon advance approval of the Supervisor, an employee may use the City issued purchase card for purchase or resoling of safety boots provided the charge does not exceed the amount of the allowance. Whether an employee uses the City issued purchase card or requests a reimbursement, an itemized receipt must be presented. Said purchase with a City issued purchase card or reimbursement shall be contingent upon the employee consulting with, and receiving prior approval from the Department Head as to the safety boot to be purchased. Reimbursements will be issued within twenty (20) days of submitting a complete request.

18.1.3 The following classifications are eligible to receive a safety boot allowance of up to two hundred fifty dollars (\$250) every two (2) calendar years: Assistant Planner,

Associate Planner, Planning Technician, Assistant Engineer, and Associate Engineer.

18.1.4 Safety equipment (i.e., a safety vest with reflective tape) will be replaced by the City as necessary, with approval from the appropriate supervisor.

19. GRIEVANCE PROCEDURE

19.1 Matters Subject to Grievance Procedure: A grievance, for purposes of this Section 19, shall be a claim, filed by an employee solely on his or her behalf; or by the Union on behalf of multiple, named employees, or the bargaining unit as a whole, contending that the City has violated or misapplied an obligation under this Memorandum of Understanding. Disciplinary actions, with the exception of counseling, are also subject to the grievance procedure. A grievance shall only apply to matters as specified herein.

An employee electing to grieve a disciplinary action under this Section is barred from filing an Appeal of Disciplinary Action as defined in Section 9.12 of the Orinda Personnel Rules.

19.2 Representative(s) Rights: The City will recognize the Union representative(s) in settling grievances concerning matters addressed in this MOU with the City Management. It is understood and agreed that the handling of any grievance will not interfere with the duties of the representative(s) as an employee. Accordingly, a representative(s) who is released by a supervisor to investigate or to meet with City officials shall return promptly to his/her assigned duties.

19.3 Representation: Employees shall have the right to professional representation at formal and informal grievances.

19.4 Meetings: A representative(s) shall be relieved from assigned work duties by the supervisor to attend meetings mutually arranged and agreed with management and to investigate and process grievances initiated by other employees within the same work area.

19.5 Rights to Investigate: The Union representative(s) shall be permitted reasonable time off from his/her regular duties to investigate and discuss grievances concerning violations of the MOU agreements during working hours on the City premises if prior approval is obtained from his/her immediate supervisor. The City will provide a reasonable number of employees time off, if required, to attend grievance resolution meetings. The City reserves the right to determine what constitutes a reasonable number of employees and reasonable time off based on the circumstance of the individual grievance.

19.6 Time Limitations: Employees must bring informal grievances to supervisor's attention within fifteen (15) calendar days after the occurrence of the grievance-causing events, or within fifteen (15) calendar days after the employee could be reasonably expected to be aware of them. Time is of the essence in resolving grievances and grievances not filed within fifteen (15) calendar days shall be deemed waived.

19.7 Engaging in informal resolution of a grievance shall be required prior to requesting formal resolution. The supervisor and the employee shall discuss the grievance collaboratively and mutually identify a resolution of the perceived

problem. This process shall take no more than three (3) working days.

19.8 If the employee does not feel that the grievance has been satisfactorily resolved by informal discussion, the employee may request formal resolution of the grievance.

19.8.1 Written Complaint: A written grievance shall be submitted to the Department Head with a copy to the employee's immediate supervisor. The grievance shall contain the following information: name of grievant; date the grievance was initiated; statement that the informal grievance procedure was not successful; statement of any previous action upon the grievance; a clear statement of the nature of the grievance; a proposed solution to the grievance; and the signature of the grievant. The grievance must be submitted within ten (10) working days from the date the informal grievance decision was received.

19.8.2 Department Hearing: The Department Head shall meet with the employee and the supervisor, separately or together, at the discretion of the Department Head, to resolve the subject of the grievance. No more than ten (10) working days after meeting with the employee and the supervisor, the Department Head shall issue a written decision concerning the grievance.

19.8.3 First Appeal: A written appeal shall be submitted to the Personnel Officer with copies to the employee's Department Head and supervisor.

The grievance shall contain the following information: name of grievant, date the grievance was initiated, statement that neither the informal nor the written complaint grievance procedure was successful; statement of any previous action upon the grievance, a clear statement of the nature of the grievance; a proposed solution to the grievance; and the signature of the grievant. The grievance must be submitted within ten (10) working days from the date the Department Head decision was received.

19.8.4 Personnel Hearing: The Personnel Office shall meet with the employee, Supervisor, and the Department Head, separately or together, at the discretion of the Personnel Officer, to resolve the subject of the grievance. No more than ten (10) working days after the Personnel Hearing, the Personnel Officer shall issue a written decision concerning the grievance. The decision of the Personnel Officer regarding a written reprimand may not be appealed further in the grievance process.

Advisory Arbitration: If the grievance is not resolved as set forth above, the grievant may appeal the grievance to an impartial arbitrator. The grievant shall file a written appeal within ten (10) working days after receipt of the written decision of the Personnel Officer as described in 19.8.6. In the event the grievant fails to file the appeal within ten (10) working days, then the matter shall have been deemed to be settled. An arbitrator shall be mutually agreed upon by the parties hereto from a list of five (5) arbitrators provided by the State Mediation and Conciliation Service (SMCS). If mutual agreement cannot be reached, the parties will

alternately strike names from the list until a single name remains. Priority in selection shall be determined by the flip of a coin. The arbitrator shall be selected within thirty (30) working days of receipt by the parties of the list of names from the SMCS.

The arbitrator shall not have the power to add or modify any of the terms, conditions or sections of this MOU. The decision of the arbitrator shall be advisory. His/her decision shall not go beyond what is necessary for interpretation and application of this MOU in the case of the specific grievance at issue. During the consideration and settlement of questions, disputes and controversies, as provided in this section there shall be no strike, slow-down, cessation of work or lock-out. The cost of the arbitrator shall be divided equally between the City and the Union, and each party shall bear the cost of their own representation and witnesses.

The parties may, by mutual agreement, request expedited arbitration. In an expedited arbitration proceeding, both parties shall waive the rights as to submission of any briefs and stenographic recordings. The arbitrator must render a bench decision following the close of the hearing, followed by a written decision within seven (7) calendar days of the close of the hearing.

The arbitrator's opinion shall be filed with the City Manager and shall set forth his/her findings and conclusions. At the same time, a copy shall be provided to the grievant and the Union.

19.9 Final Appeal Process: Either party may submit a written appeal to the City Manager if the decision of the arbitrator does not resolve the grievance to the City's or employee's satisfaction. The appeal must be presented within five (5) working days after receipt of the decision.

19.10 City Manager's Decision: Upon receipt of an appeal of a formal grievance, the City Manager shall discuss the grievance with the employee, any other involved parties deemed appropriate, and the employee's representative, if any. The City Manager will review the transcripts of the proceedings and based upon such review adopt, amend, modify or reject the opinion of the arbitrator. Within ten (10) working days, the City Manager shall render a formal decision in writing to the employee. Such a decision shall be considered as final.

20. REDUCTIONS IN FORCE

20.1 Definition: Layoff shall mean a termination of employment resulting from changes in duties or organization, abolition of position, shortage of work or funds or reorganization. The City's decision to reduce its workforce is a management right; thus, no grievance rights exist, and the decision is not subject to the meet and confer requirements.

20.2 Notification: In cases involving regular employees only, notice of layoff must be given to the employee and the Union at least thirty (30) calendar days prior to the effective date of layoff.

20.3 Order of Layoff: In each classification in which a layoff is to occur employees shall be laid off in the following order:

- 1 All temporary/seasonal employees
- 2 All introductory employees
- 3 All project employees
- 4 Regular employees in the order specified in Section 20.4

20.4 Order of Layoff of Regular Employees: In any case in which there are two (2) or more regular employees in a classification from which a layoff is to be made, the order of layoff shall be that the regular employee with the least seniority shall be laid off subject to the following conditions:

- (a) Seniority

For the purpose of this Article, seniority includes all periods of regular and introductory service at or above the classification level where layoff or displacement is to occur. Part-time service shall be counted toward seniority in the proportion that the employee's scheduled hours bear to the normal workweek for the position.

20.5 Bumping Rights of Full-Time Regular Employees: A full-time regular employee who is designated for layoff may elect, in lieu of layoff; to be reassigned to a position in a lateral or lower, related classification within his/her department, provided that in order to displace the employee with less seniority, the employee noticed for layoff must have held regular status in the classification into which he/she is bumping.

Employees who choose to bump into a position in a lateral or lower, related classification must accept the salary, hours and working conditions of that position.

An employee requesting to bump into a classification must make such request to the City Manager in writing within fourteen (14) calendar days after his/her receipt of written notice of layoff. Failure to comply with this deadline waives bumping rights.

20.6 Re-employment Rights and Full-Time Regular Employees: Full-time regular employees who are laid off have the right to be placed on a re-employment list in inverse order of seniority for a period of two (2) years from the date of layoff. The employee with the greatest seniority on the re-employment list shall be offered reinstatement when a vacancy occurs in a classification in which the employee held regular status and for which the employee maintains minimum qualifications.

A laid-off employee may refuse an offer of re-employment to a position for which he/she is qualified, however, refusal of one (1) offer of re-employment to the classification from which he/she was laid off shall cause removal of the name from the re-employment list and loss of any employment rights. An employee who accepts an offer of re-employment will be removed from the re-employment list.

Offers of re-employment shall be made via certified mail to the address listed the

re-employment list with a copy to the Union via regular mail, and shall include the specific position and/or hours being offered, the rate of pay, level of benefits, a current job description, and a place for the laid off employee's signature. Failure to deliver the signed employment offer to the City within ten (10) calendar days from the date of service of offer or re-employment shall be deemed a refusal of the offer of re-employment "Date of service" is defined as the date marked on the certified mail return card, or the date the notice is returned by the postal service as undeliverable.

Regular full-time employees appointed from a re-employment eligibility list shall have seniority restored. No laid off employee accrues benefits or seniority while on layoff status, however, this date does not undermine whatever eligibility they may have benefits under federal and states mandates.

21. BEGIN NEGOTIATIONS FOR SUBSEQUENT MOU

The parties agree to reopen negotiations on or about April 1, 2025, for the period beginning July 1, 2025 regarding wages and compensation, health and welfare benefits plus any additional items selected by either party.

22. CLOSING CLAUSE

22.1 The effective date of this Memorandum of Understanding shall be July 1, 2022, and shall remain in effect until June 30, 2025.

22.2 Memorandum of Understanding shall be in force after its expiration for thirty (30) days, by mutual agreement, where negotiations between the City and Union have not resulted in a new Memorandum of Understanding.

22.3 If any provision of this Memorandum of Understanding should be found invalid, unlawful, or unenforceable by reason of any existing or subsequent enacted legislation or by judicial authority, all other provisions of this Memorandum of Understanding shall remain in full force and effect for the duration of this Memorandum of Understanding. In the event of invalidation of any provision, the City and the Union agree to meet within thirty (30) calendar days for the sole purpose of arriving at a mutually satisfactory replacement or resolution for such provision.

IN WITNESS WHEREOF, the parties have executed this Memorandum of Understanding this

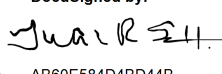
_____ day of _____, 2022.

TEAMSTERS LOCAL UNION NO. 856

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Peter Finn, Secretary-Treasurer

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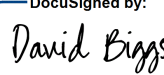
Juan Escobar, Business Agent

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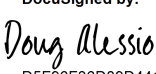
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Robbie Thompson, Union Committee

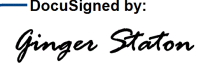
CITY OF ORINDA

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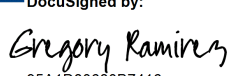
David Biggs, City Manager

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Doug Alessio, Admin. Services Director

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Ginger Staton, HR Manager

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Gregory Ramirez, Chief Negotiator

City of Orinda
 General Employee Unit Salary Schedule
 Effective July 2, 2022
Resolution 35-22
 Consolidated Salary Schedule Update

Prepared June 22, 2022

Position Title	Effective	Unit	Monthly Position		Step A	
			Minimum	Maximum	Monthly	Hourly
Accountant	7/2/2022	General	7,001.80	8,543.54	7,001.80	40.40
Accounting Technician I	7/2/2022	General	4,798.72	5,855.35	4,798.72	27.68
Accounting Technician II	7/2/2022	General	5,133.19	6,263.46	5,133.19	29.61
Accounting Technician III	7/2/2022	General	5,647.17	6,890.60	5,647.17	32.58
Administrative Assistant I	7/2/2022	General	4,521.08	5,516.58	4,521.08	26.08
Administrative Assistant II	7/2/2022	General	4,837.46	5,902.62	4,837.46	27.91
Assistant Engineer	7/2/2022	General	8,838.11	10,784.18	8,838.11	50.99
Assistant Planner	7/2/2022	General	7,752.08	9,459.01	7,752.08	44.72
Associate Engineer	7/2/2022	General	9,454.94	11,536.81	9,454.94	54.55
Associate Planner	7/2/2022	General	8,295.76	10,122.39	8,295.76	47.86
Community Services Officer	7/2/2022	General	5,469.42	6,673.73	5,469.42	31.55
Facility Maintenance Worker I	7/2/2022	General	5,218.43	6,367.46	5,218.43	30.11
Facility Maintenance Worker II	7/2/2022	General	5,585.16	6,814.96	5,585.16	32.22
Maintenance Worker I	7/2/2022	General	5,218.43	6,367.46	5,218.43	30.11
Maintenance Worker II	7/2/2022	General	5,585.16	6,814.96	5,585.16	32.22
Maintenance Worker III	7/2/2022	General	6,143.03	7,495.67	6,143.03	35.44
Office Assistant	7/2/2022	General	3,941.26	4,809.09	3,941.26	22.74
Planning Technician	7/2/2022	General	5,550.30	6,772.42	5,550.30	32.02
Public Works Inspector	7/2/2022	General	7,363.38	8,984.71	7,363.38	42.48
Recreation Coordinator	7/2/2022	General	5,519.30	6,734.61	5,519.30	31.84
Recreation Supervisor I	7/2/2022	General	6,112.05	7,457.87	6,112.05	35.26
Senior Administrative Assistant	7/2/2022	General	5,321.73	6,493.53	5,321.73	30.70

City of Orinda
 General Employee Unit Salary Schedule
 Effective July 2, 2022
Resolution 35-22
 Consolidated Salary Schedule Update

Prepared June 22, 2022

Position Title	Step B		Step C		Step D	
	Monthly	Hourly	Monthly	Hourly	Monthly	Hourly
Accountant	7,071.82	40.80	7,142.54	41.21	7,213.96	41.62
Accounting Technician I	4,846.71	27.96	4,895.16	28.24	4,944.12	28.52
Accounting Technician II	5,184.52	29.91	5,236.35	30.21	5,288.72	30.51
Accounting Technician III	5,703.62	32.91	5,760.66	33.23	5,818.26	33.57
Administrative Assistant I	4,566.29	26.34	4,611.96	26.61	4,658.07	26.87
Administrative Assistant II	4,885.83	28.19	4,934.70	28.47	4,984.04	28.75
Assistant Engineer	8,926.49	51.50	9,015.76	52.01	9,105.92	52.53
Assistant Planner	7,829.60	45.17	7,907.90	45.62	7,986.97	46.08
Associate Engineer	9,549.49	55.09	9,644.97	55.64	9,741.43	56.20
Associate Planner	8,378.71	48.34	8,462.50	48.82	8,547.11	49.31
Community Services Officer	5,524.10	31.87	5,579.35	32.19	5,635.14	32.51
Facility Maintenance Worker I	5,270.59	30.41	5,323.30	30.71	5,376.55	31.02
Facility Maintenance Worker II	5,641.02	32.54	5,697.42	32.87	5,754.39	33.20
Maintenance Worker I	5,270.59	30.41	5,323.30	30.71	5,376.55	31.02
Maintenance Worker II	5,641.02	32.54	5,697.42	32.87	5,754.39	33.20
Maintenance Worker III	6,204.46	35.79	6,266.52	36.15	6,329.18	36.51
Office Assistant	3,980.67	22.97	4,020.49	23.20	4,060.69	23.43
Planning Technician	5,605.79	32.34	5,661.86	32.66	5,718.49	32.99
Public Works Inspector	7,437.01	42.91	7,511.39	43.33	7,586.48	43.77
Recreation Coordinator	5,574.50	32.16	5,630.25	32.48	5,686.56	32.81
Recreation Supervisor I	6,173.17	35.61	6,234.89	35.97	6,297.24	36.33
Senior Administrative Assistant	5,374.95	31.01	5,428.69	31.32	5,482.97	31.63

City of Orinda
 General Employee Unit Salary Schedule
 Effective July 2, 2022
Resolution 35-22
 Consolidated Salary Schedule Update

Prepared June 22, 2022

Position Title	Step E		Step F		Step G	
	Monthly	Hourly	Monthly	Hourly	Monthly	Hourly
Accountant	7,286.10	42.04	7,358.96	42.46	7,432.55	42.88
Accounting Technician I	4,993.57	28.81	5,043.50	29.10	5,093.94	29.39
Accounting Technician II	5,341.62	30.82	5,395.03	31.13	5,448.98	31.44
Accounting Technician III	5,876.45	33.90	5,935.22	34.24	5,994.57	34.58
Administrative Assistant I	4,704.65	27.14	4,751.70	27.41	4,799.21	27.69
Administrative Assistant II	5,033.88	29.04	5,084.22	29.33	5,135.06	29.63
Assistant Engineer	9,196.98	53.06	9,288.95	53.59	9,381.86	54.13
Assistant Planner	8,066.85	46.54	8,147.51	47.00	8,229.00	47.48
Associate Engineer	9,838.85	56.76	9,937.23	57.33	10,036.61	57.90
Associate Planner	8,632.60	49.80	8,718.92	50.30	8,806.10	50.80
Community Services Officer	5,691.50	32.84	5,748.41	33.16	5,805.90	33.50
Facility Maintenance Worker I	5,430.32	31.33	5,484.61	31.64	5,539.45	31.96
Facility Maintenance Worker II	5,811.93	33.53	5,870.06	33.87	5,928.76	34.20
Maintenance Worker I	5,430.32	31.33	5,484.61	31.64	5,539.45	31.96
Maintenance Worker II	5,811.93	33.53	5,870.06	33.87	5,928.76	34.20
Maintenance Worker III	6,392.46	36.88	6,456.39	37.25	6,520.95	37.62
Office Assistant	4,101.30	23.66	4,142.30	23.90	4,183.73	24.14
Planning Technician	5,775.67	33.32	5,833.41	33.65	5,891.75	33.99
Public Works Inspector	7,662.36	44.21	7,738.98	44.65	7,816.38	45.09
Recreation Coordinator	5,743.42	33.14	5,800.84	33.47	5,858.86	33.80
Recreation Supervisor I	6,360.23	36.69	6,423.82	37.06	6,488.06	37.43
Senior Administrative Assistant	5,537.81	31.95	5,593.18	32.27	5,649.13	32.59

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Position Title	Step H		Step I		Step J	
	Monthly	Hourly	Monthly	Hourly	Monthly	Hourly
Accountant	7,506.88	43.31	7,581.95	43.74	7,657.77	44.18
Accounting Technician I	5,144.88	29.68	5,196.32	29.98	5,248.29	30.28
Accounting Technician II	5,503.47	31.75	5,558.51	32.07	5,614.09	32.39
Accounting Technician III	6,054.52	34.93	6,115.06	35.28	6,176.21	35.63
Administrative Assistant I	4,847.21	27.96	4,895.69	28.24	4,944.65	28.53
Administrative Assistant II	5,186.41	29.92	5,238.27	30.22	5,290.65	30.52
Assistant Engineer	9,475.66	54.67	9,570.41	55.21	9,666.11	55.77
Assistant Planner	8,311.28	47.95	8,394.38	48.43	8,478.33	48.91
Associate Engineer	10,136.96	58.48	10,238.33	59.07	10,340.73	59.66
Associate Planner	8,894.16	51.31	8,983.11	51.83	9,072.95	52.34
Community Services Officer	5,863.95	33.83	5,922.60	34.17	5,981.83	34.51
Facility Maintenance Worker I	5,594.86	32.28	5,650.80	32.60	5,707.32	32.93
Facility Maintenance Worker II	5,988.05	34.55	6,047.92	34.89	6,108.41	35.24
Maintenance Worker I	5,594.86	32.28	5,650.80	32.60	5,707.32	32.93
Maintenance Worker II	5,988.05	34.55	6,047.92	34.89	6,108.41	35.24
Maintenance Worker III	6,586.17	38.00	6,652.02	38.38	6,718.55	38.76
Office Assistant	4,225.57	24.38	4,267.83	24.62	4,310.50	24.87
Planning Technician	5,950.68	34.33	6,010.18	34.67	6,070.27	35.02
Public Works Inspector	7,894.54	45.55	7,973.49	46.00	8,053.22	46.46
Recreation Coordinator	5,917.44	34.14	5,976.63	34.48	6,036.40	34.83
Recreation Supervisor I	6,552.93	37.81	6,618.47	38.18	6,684.66	38.57
Senior Administrative Assistant	5,705.61	32.92	5,762.67	33.25	5,820.30	33.58

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Position Title	Step K		Step L		Step M	
	Monthly	Hourly	Monthly	Hourly	Monthly	Hourly
Accountant	7,734.35	44.62	7,811.65	45.07	7,889.79	45.52
Accounting Technician I	5,300.78	30.58	5,353.77	30.89	5,407.31	31.20
Accounting Technician II	5,670.24	32.71	5,726.93	33.04	5,784.21	33.37
Accounting Technician III	6,237.98	35.99	6,300.36	36.35	6,363.35	36.71
Administrative Assistant I	4,994.08	28.81	5,044.03	29.10	5,094.46	29.39
Administrative Assistant II	5,343.57	30.83	5,397.00	31.14	5,450.97	31.45
Assistant Engineer	9,762.77	56.32	9,860.40	56.89	9,959.02	57.46
Assistant Planner	8,563.12	49.40	8,648.75	49.90	8,735.23	50.40
Associate Engineer	10,444.12	60.25	10,548.57	60.86	10,654.07	61.47
Associate Planner	9,163.67	52.87	9,255.31	53.40	9,347.86	53.93
Community Services Officer	6,041.64	34.86	6,102.06	35.20	6,163.08	35.56
Facility Maintenance Worker I	5,764.37	33.26	5,822.02	33.59	5,880.23	33.92
Facility Maintenance Worker II	6,169.49	35.59	6,231.18	35.95	6,293.50	36.31
Maintenance Worker I	5,764.37	33.26	5,822.02	33.59	5,880.23	33.92
Maintenance Worker II	6,169.49	35.59	6,231.18	35.95	6,293.50	36.31
Maintenance Worker III	6,785.73	39.15	6,853.59	39.54	6,922.11	39.94
Office Assistant	4,353.60	25.12	4,397.14	25.37	4,441.10	25.62
Planning Technician	6,130.99	35.37	6,192.29	35.72	6,254.21	36.08
Public Works Inspector	8,133.74	46.93	8,215.08	47.39	8,297.25	47.87
Recreation Coordinator	6,096.75	35.17	6,157.73	35.53	6,219.30	35.88
Recreation Supervisor I	6,751.50	38.95	6,819.03	39.34	6,887.21	39.73
Senior Administrative Assistant	5,878.50	33.91	5,937.29	34.25	5,996.66	34.60

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Position Title	Step N		Step O		Step P	
	Monthly	Hourly	Monthly	Hourly	Monthly	Hourly
Accountant	7,968.71	45.97	8,048.39	46.43	8,128.87	46.90
Accounting Technician I	5,461.39	31.51	5,516.01	31.82	5,571.16	32.14
Accounting Technician II	5,842.03	33.70	5,900.46	34.04	5,959.47	34.38
Accounting Technician III	6,427.00	37.08	6,491.27	37.45	6,556.17	37.82
Administrative Assistant I	5,145.41	29.69	5,196.87	29.98	5,248.83	30.28
Administrative Assistant II	5,505.48	31.76	5,560.54	32.08	5,616.14	32.40
Assistant Engineer	10,058.60	58.03	10,159.19	58.61	10,260.79	59.20
Assistant Planner	8,822.58	50.90	8,910.81	51.41	8,999.92	51.92
Associate Engineer	10,760.61	62.08	10,868.21	62.70	10,976.88	63.33
Associate Planner	9,441.34	54.47	9,535.74	55.01	9,631.10	55.56
Community Services Officer	6,224.72	35.91	6,286.96	36.27	6,349.82	36.63
Facility Maintenance Worker I	5,939.04	34.26	5,998.44	34.61	6,058.43	34.95
Facility Maintenance Worker II	6,356.43	36.67	6,419.99	37.04	6,484.20	37.41
Maintenance Worker I	5,939.04	34.26	5,998.44	34.61	6,058.43	34.95
Maintenance Worker II	6,356.43	36.67	6,419.99	37.04	6,484.20	37.41
Maintenance Worker III	6,991.34	40.33	7,061.25	40.74	7,131.87	41.15
Office Assistant	4,485.53	25.88	4,530.38	26.14	4,575.69	26.40
Planning Technician	6,316.75	36.44	6,379.93	36.81	6,443.71	37.18
Public Works Inspector	8,380.22	48.35	8,464.03	48.83	8,548.65	49.32
Recreation Coordinator	6,281.49	36.24	6,344.30	36.60	6,407.75	36.97
Recreation Supervisor I	6,956.08	40.13	7,025.64	40.53	7,095.89	40.94
Senior Administrative Assistant	6,056.62	34.94	6,117.20	35.29	6,178.35	35.64

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Position Title	Step Q		Step R		Step S	
	Monthly	Hourly	Monthly	Hourly	Monthly	Hourly
Accountant	8,210.16	47.37	8,292.26	47.84	8,375.20	48.32
Accounting Technician I	5,626.89	32.46	5,683.15	32.79	5,739.96	33.12
Accounting Technician II	6,019.06	34.73	6,079.25	35.07	6,140.04	35.42
Accounting Technician III	6,621.73	38.20	6,687.95	38.58	6,754.83	38.97
Administrative Assistant I	5,301.31	30.58	5,354.34	30.89	5,407.88	31.20
Administrative Assistant II	5,672.30	32.72	5,729.03	33.05	5,786.31	33.38
Assistant Engineer	10,363.38	59.79	10,467.02	60.39	10,571.69	60.99
Assistant Planner	9,089.91	52.44	9,180.82	52.97	9,272.63	53.50
Associate Engineer	11,086.66	63.96	11,197.52	64.60	11,309.51	65.25
Associate Planner	9,727.41	56.12	9,824.69	56.68	9,922.93	57.25
Community Services Officer	6,413.33	37.00	6,477.46	37.37	6,542.24	37.74
Facility Maintenance Worker I	6,119.00	35.30	6,180.18	35.65	6,242.01	36.01
Facility Maintenance Worker II	6,549.04	37.78	6,614.53	38.16	6,680.68	38.54
Maintenance Worker I	6,119.00	35.30	6,180.18	35.65	6,242.01	36.01
Maintenance Worker II	6,549.04	37.78	6,614.53	38.16	6,680.68	38.54
Maintenance Worker III	7,203.19	41.56	7,275.22	41.97	7,347.98	42.39
Office Assistant	4,621.45	26.66	4,667.66	26.93	4,714.33	27.20
Planning Technician	6,508.15	37.55	6,573.25	37.92	6,638.98	38.30
Public Works Inspector	8,634.14	49.81	8,720.47	50.31	8,807.68	50.81
Recreation Coordinator	6,471.82	37.34	6,536.54	37.71	6,601.91	38.09
Recreation Supervisor I	7,166.85	41.35	7,238.51	41.76	7,310.91	42.18
Senior Administrative Assistant	6,240.15	36.00	6,302.55	36.36	6,365.57	36.72

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Position Title	Step T		Step U	
	Monthly	Hourly	Monthly	Hourly
Accountant	8,458.94	48.80	8,543.54	49.29
Accounting Technician I	5,797.37	33.45	5,855.35	33.78
Accounting Technician II	6,201.45	35.78	6,263.46	36.14
Accounting Technician III	6,822.39	39.36	6,890.60	39.75
Administrative Assistant I	5,461.95	31.51	5,516.58	31.83
Administrative Assistant II	5,844.17	33.72	5,902.62	34.05
Assistant Engineer	10,677.41	61.60	10,784.18	62.22
Assistant Planner	9,365.36	54.03	9,459.01	54.57
Associate Engineer	11,422.59	65.90	11,536.81	66.56
Associate Planner	10,022.17	57.82	10,122.39	58.40
Community Services Officer	6,607.65	38.12	6,673.73	38.50
Facility Maintenance Worker I	6,304.42	36.37	6,367.46	36.74
Facility Maintenance Worker II	6,747.49	38.93	6,814.96	39.32
Maintenance Worker I	6,304.42	36.37	6,367.46	36.74
Maintenance Worker II	6,747.49	38.93	6,814.96	39.32
Maintenance Worker III	7,421.46	42.82	7,495.67	43.24
Office Assistant	4,761.48	27.47	4,809.09	27.74
Planning Technician	6,705.35	38.68	6,772.42	39.07
Public Works Inspector	8,895.76	51.32	8,984.71	51.83
Recreation Coordinator	6,667.93	38.47	6,734.61	38.85
Recreation Supervisor I	7,384.02	42.60	7,457.87	43.03
Senior Administrative Assistant	6,429.22	37.09	6,493.53	37.46

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Position Title	Effective	Unit	Monthly Position		Step A	
			Minimum	Maximum	Monthly	Hourly
Accountant	7/1/2023	General	7,281.87	8,885.28	7,281.87	42.01
Accounting Technician I	7/1/2023	General	4,990.67	6,089.56	4,990.67	28.79
Accounting Technician II	7/1/2023	General	5,338.52	6,514.00	5,338.52	30.80
Accounting Technician III	7/1/2023	General	5,873.06	7,166.22	5,873.06	33.88
Administrative Assistant I	7/1/2023	General	4,701.92	5,737.24	4,701.92	27.13
Administrative Assistant II	7/1/2023	General	5,030.96	6,138.72	5,030.96	29.02
Assistant Engineer	7/1/2023	General	9,191.63	11,215.55	9,191.63	53.03
Assistant Planner	7/1/2023	General	8,062.16	9,837.37	8,062.16	46.51
Associate Engineer	7/1/2023	General	9,833.14	11,998.28	9,833.14	56.73
Associate Planner	7/1/2023	General	8,627.59	10,527.29	8,627.59	49.77
Community Services Officer	7/1/2023	General	5,688.20	6,940.68	5,688.20	32.82
Facility Maintenance Worker I	7/1/2023	General	5,427.17	6,622.16	5,427.17	31.31
Facility Maintenance Worker II	7/1/2023	General	5,808.57	7,087.56	5,808.57	33.51
Maintenance Worker I	7/1/2023	General	5,427.17	6,622.16	5,427.17	31.31
Maintenance Worker II	7/1/2023	General	5,808.57	7,087.56	5,808.57	33.51
Maintenance Worker III	7/1/2023	General	6,388.75	7,795.50	6,388.75	36.86
Office Assistant	7/1/2023	General	4,098.91	5,001.45	4,098.91	23.65
Planning Technician	7/1/2023	General	5,772.31	7,043.32	5,772.31	33.30
Public Works Inspector	7/1/2023	General	7,657.92	9,344.10	7,657.92	44.18
Recreation Coordinator	7/1/2023	General	5,740.07	7,003.99	5,740.07	33.12
Recreation Supervisor I	7/1/2023	General	6,356.53	7,756.18	6,356.53	36.67
Senior Administrative Assistant	7/1/2023	General	5,534.60	6,753.27	5,534.60	31.93

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Position Title	Step B		Step C		Step D	
	Monthly	Hourly	Monthly	Hourly	Monthly	Hourly
Accountant	7,354.69	42.43	7,428.24	42.86	7,502.52	43.28
Accounting Technician I	5,040.58	29.08	5,090.97	29.37	5,141.88	29.66
Accounting Technician II	5,391.90	31.11	5,445.80	31.42	5,500.27	31.73
Accounting Technician III	5,931.76	34.22	5,991.09	34.56	6,050.99	34.91
Administrative Assistant I	4,748.94	27.40	4,796.44	27.67	4,844.39	27.95
Administrative Assistant II	5,081.26	29.31	5,132.09	29.61	5,183.40	29.90
Assistant Engineer	9,283.55	53.56	9,376.39	54.09	9,470.16	54.64
Assistant Planner	8,142.78	46.98	8,224.22	47.45	8,306.45	47.92
Associate Engineer	9,931.47	57.30	10,030.77	57.87	10,131.09	58.45
Associate Planner	8,713.86	50.27	8,801.00	50.78	8,888.99	51.28
Community Services Officer	5,745.06	33.14	5,802.52	33.48	5,860.55	33.81
Facility Maintenance Worker I	5,481.41	31.62	5,536.23	31.94	5,591.61	32.26
Facility Maintenance Worker II	5,866.66	33.85	5,925.32	34.18	5,984.57	34.53
Maintenance Worker I	5,481.41	31.62	5,536.23	31.94	5,591.61	32.26
Maintenance Worker II	5,866.66	33.85	5,925.32	34.18	5,984.57	34.53
Maintenance Worker III	6,452.64	37.23	6,517.18	37.60	6,582.35	37.98
Office Assistant	4,139.90	23.88	4,181.31	24.12	4,223.12	24.36
Planning Technician	5,830.02	33.63	5,888.33	33.97	5,947.23	34.31
Public Works Inspector	7,734.49	44.62	7,811.85	45.07	7,889.94	45.52
Recreation Coordinator	5,797.48	33.45	5,855.46	33.78	5,914.02	34.12
Recreation Supervisor I	6,420.10	37.04	6,484.29	37.41	6,549.13	37.78
Senior Administrative Assistant	5,589.95	32.25	5,645.84	32.57	5,702.29	32.90

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Position Title	Step E		Step F		Step G	
	Monthly	Hourly	Monthly	Hourly	Monthly	Hourly
Accountant	7,577.54	43.72	7,653.32	44.15	7,729.85	44.60
Accounting Technician I	5,193.31	29.96	5,245.24	30.26	5,297.70	30.56
Accounting Technician II	5,555.28	32.05	5,610.83	32.37	5,666.94	32.69
Accounting Technician III	6,111.51	35.26	6,172.63	35.61	6,234.35	35.97
Administrative Assistant I	4,892.84	28.23	4,941.77	28.51	4,991.18	28.80
Administrative Assistant II	5,235.24	30.20	5,287.59	30.51	5,340.46	30.81
Assistant Engineer	9,564.86	55.18	9,660.51	55.73	9,757.13	56.29
Assistant Planner	8,389.52	48.40	8,473.41	48.89	8,558.16	49.37
Associate Engineer	10,232.40	59.03	10,334.72	59.62	10,438.07	60.22
Associate Planner	8,977.90	51.80	9,067.68	52.31	9,158.34	52.84
Community Services Officer	5,919.16	34.15	5,978.35	34.49	6,038.14	34.84
Facility Maintenance Worker I	5,647.53	32.58	5,703.99	32.91	5,761.03	33.24
Facility Maintenance Worker II	6,044.41	34.87	6,104.86	35.22	6,165.91	35.57
Maintenance Worker I	5,647.53	32.58	5,703.99	32.91	5,761.03	33.24
Maintenance Worker II	6,044.41	34.87	6,104.86	35.22	6,165.91	35.57
Maintenance Worker III	6,648.16	38.35	6,714.65	38.74	6,781.79	39.13
Office Assistant	4,265.35	24.61	4,307.99	24.85	4,351.08	25.10
Planning Technician	6,006.70	34.65	6,066.75	35.00	6,127.42	35.35
Public Works Inspector	7,968.85	45.97	8,048.54	46.43	8,129.04	46.90
Recreation Coordinator	5,973.16	34.46	6,032.87	34.81	6,093.21	35.15
Recreation Supervisor I	6,614.64	38.16	6,680.77	38.54	6,747.58	38.93
Senior Administrative Assistant	5,759.32	33.23	5,816.91	33.56	5,875.10	33.89

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Position Title	Step H		Step I		Step J	
	Monthly	Hourly	Monthly	Hourly	Monthly	Hourly
Accountant	7,807.16	45.04	7,885.23	45.49	7,964.08	45.95
Accounting Technician I	5,350.68	30.87	5,404.17	31.18	5,458.22	31.49
Accounting Technician II	5,723.61	33.02	5,780.85	33.35	5,838.65	33.68
Accounting Technician III	6,296.70	36.33	6,359.66	36.69	6,423.26	37.06
Administrative Assistant I	5,041.10	29.08	5,091.52	29.37	5,142.44	29.67
Administrative Assistant II	5,393.87	31.12	5,447.80	31.43	5,502.28	31.74
Assistant Engineer	9,854.69	56.85	9,953.23	57.42	10,052.75	58.00
Assistant Planner	8,643.73	49.87	8,730.16	50.37	8,817.46	50.87
Associate Engineer	10,542.44	60.82	10,647.86	61.43	10,754.36	62.04
Associate Planner	9,249.93	53.36	9,342.43	53.90	9,435.87	54.44
Community Services Officer	6,098.51	35.18	6,159.50	35.54	6,221.10	35.89
Facility Maintenance Worker I	5,818.65	33.57	5,876.83	33.90	5,935.61	34.24
Facility Maintenance Worker II	6,227.57	35.93	6,289.84	36.29	6,352.75	36.65
Maintenance Worker I	5,818.65	33.57	5,876.83	33.90	5,935.61	34.24
Maintenance Worker II	6,227.57	35.93	6,289.84	36.29	6,352.75	36.65
Maintenance Worker III	6,849.62	39.52	6,918.10	39.91	6,987.29	40.31
Office Assistant	4,394.59	25.35	4,438.54	25.61	4,482.92	25.86
Planning Technician	6,188.71	35.70	6,250.59	36.06	6,313.08	36.42
Public Works Inspector	8,210.32	47.37	8,292.43	47.84	8,375.35	48.32
Recreation Coordinator	6,154.14	35.50	6,215.70	35.86	6,277.86	36.22
Recreation Supervisor I	6,815.05	39.32	6,883.21	39.71	6,952.05	40.11
Senior Administrative Assistant	5,933.83	34.23	5,993.18	34.58	6,053.11	34.92

City of Orinda
 General Employee Unit Salary Schedu
 Effective July 1, 2023

Prepared June 22, 2022

Position Title	Step K		Step L		Step M	
	Monthly	Hourly	Monthly	Hourly	Monthly	Hourly
Accountant	8,043.72	46.41	8,124.12	46.87	8,205.38	47.34
Accounting Technician I	5,512.81	31.80	5,567.92	32.12	5,623.60	32.44
Accounting Technician II	5,897.05	34.02	5,956.01	34.36	6,015.58	34.71
Accounting Technician III	6,487.50	37.43	6,552.37	37.80	6,617.88	38.18
Administrative Assistant I	5,193.84	29.96	5,245.79	30.26	5,298.24	30.57
Administrative Assistant II	5,557.31	32.06	5,612.88	32.38	5,669.01	32.71
Assistant Engineer	10,153.28	58.58	10,254.82	59.16	10,357.38	59.75
Assistant Planner	8,905.64	51.38	8,994.70	51.89	9,084.64	52.41
Associate Engineer	10,861.88	62.66	10,970.51	63.29	11,080.23	63.92
Associate Planner	9,530.22	54.98	9,625.52	55.53	9,721.77	56.09
Community Services Officer	6,283.31	36.25	6,346.14	36.61	6,409.60	36.98
Facility Maintenance Worker I	5,994.94	34.59	6,054.90	34.93	6,115.44	35.28
Facility Maintenance Worker II	6,416.27	37.02	6,480.43	37.39	6,545.24	37.76
Maintenance Worker I	5,994.94	34.59	6,054.90	34.93	6,115.44	35.28
Maintenance Worker II	6,416.27	37.02	6,480.43	37.39	6,545.24	37.76
Maintenance Worker III	7,057.16	40.71	7,127.73	41.12	7,198.99	41.53
Office Assistant	4,527.74	26.12	4,573.03	26.38	4,618.74	26.65
Planning Technician	6,376.23	36.79	6,439.98	37.15	6,504.38	37.53
Public Works Inspector	8,459.09	48.80	8,543.68	49.29	8,629.14	49.78
Recreation Coordinator	6,340.62	36.58	6,404.04	36.95	6,468.07	37.32
Recreation Supervisor I	7,021.56	40.51	7,091.79	40.91	7,162.70	41.32
Senior Administrative Assistant	6,113.64	35.27	6,174.78	35.62	6,236.53	35.98

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Position Title	Step N		Step O		Step P	
	Monthly	Hourly	Monthly	Hourly	Monthly	Hourly
Accountant	8,287.46	47.81	8,370.33	48.29	8,454.02	48.77
Accounting Technician I	5,679.85	32.77	5,736.65	33.10	5,794.01	33.43
Accounting Technician II	6,075.71	35.05	6,136.48	35.40	6,197.85	35.76
Accounting Technician III	6,684.08	38.56	6,750.92	38.95	6,818.42	39.34
Administrative Assistant I	5,351.23	30.87	5,404.74	31.18	5,458.78	31.49
Administrative Assistant II	5,725.70	33.03	5,782.96	33.36	5,840.79	33.70
Assistant Engineer	10,460.94	60.35	10,565.56	60.96	10,671.22	61.56
Assistant Planner	9,175.48	52.94	9,267.24	53.46	9,359.92	54.00
Associate Engineer	11,191.03	64.56	11,302.94	65.21	11,415.96	65.86
Associate Planner	9,818.99	56.65	9,917.17	57.21	10,016.34	57.79
Community Services Officer	6,473.71	37.35	6,538.44	37.72	6,603.81	38.10
Facility Maintenance Worker I	6,176.60	35.63	6,238.38	35.99	6,300.77	36.35
Facility Maintenance Worker II	6,610.69	38.14	6,676.79	38.52	6,743.57	38.91
Maintenance Worker I	6,176.60	35.63	6,238.38	35.99	6,300.77	36.35
Maintenance Worker II	6,610.69	38.14	6,676.79	38.52	6,743.57	38.91
Maintenance Worker III	7,270.99	41.95	7,343.70	42.37	7,417.14	42.79
Office Assistant	4,664.95	26.91	4,711.60	27.18	4,758.72	27.45
Planning Technician	6,569.42	37.90	6,635.13	38.28	6,701.46	38.66
Public Works Inspector	8,715.43	50.28	8,802.59	50.78	8,890.60	51.29
Recreation Coordinator	6,532.75	37.69	6,598.07	38.07	6,664.06	38.45
Recreation Supervisor I	7,234.32	41.74	7,306.67	42.15	7,379.73	42.58
Senior Administrative Assistant	6,298.88	36.34	6,361.89	36.70	6,425.48	37.07

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Position Title	Step Q		Step R		Step S	
	Monthly	Hourly	Monthly	Hourly	Monthly	Hourly
Accountant	8,538.57	49.26	8,623.95	49.75	8,710.21	50.25
Accounting Technician I	5,851.97	33.76	5,910.48	34.10	5,969.56	34.44
Accounting Technician II	6,259.82	36.11	6,322.42	36.48	6,385.64	36.84
Accounting Technician III	6,886.60	39.73	6,955.47	40.13	7,025.02	40.53
Administrative Assistant I	5,513.36	31.81	5,568.51	32.13	5,624.20	32.45
Administrative Assistant II	5,899.19	34.03	5,958.19	34.37	6,017.76	34.72
Assistant Engineer	10,777.92	62.18	10,885.70	62.80	10,994.56	63.43
Assistant Planner	9,453.51	54.54	9,548.05	55.08	9,643.54	55.64
Associate Engineer	11,530.13	66.52	11,645.42	67.19	11,761.89	67.86
Associate Planner	10,116.51	58.36	10,217.68	58.95	10,319.85	59.54
Community Services Officer	6,669.86	38.48	6,736.56	38.86	6,803.93	39.25
Facility Maintenance Worker I	6,363.76	36.71	6,427.39	37.08	6,491.69	37.45
Facility Maintenance Worker II	6,811.00	39.29	6,879.11	39.69	6,947.91	40.08
Maintenance Worker I	6,363.76	36.71	6,427.39	37.08	6,491.69	37.45
Maintenance Worker II	6,811.00	39.29	6,879.11	39.69	6,947.91	40.08
Maintenance Worker III	7,491.32	43.22	7,566.23	43.65	7,641.90	44.09
Office Assistant	4,806.31	27.73	4,854.37	28.01	4,902.90	28.29
Planning Technician	6,768.48	39.05	6,836.18	39.44	6,904.54	39.83
Public Works Inspector	8,979.51	51.80	9,069.29	52.32	9,159.99	52.85
Recreation Coordinator	6,730.69	38.83	6,798.00	39.22	6,865.99	39.61
Recreation Supervisor I	7,453.52	43.00	7,528.05	43.43	7,603.35	43.87
Senior Administrative Assistant	6,489.76	37.44	6,554.65	37.82	6,620.19	38.19

City of Orinda
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Position Title	Step T		Step U	
	Monthly	Hourly	Monthly	Hourly
Accountant	8,797.30	50.75	8,885.28	51.26
Accounting Technician I	6,029.26	34.78	6,089.56	35.13
Accounting Technician II	6,449.51	37.21	6,514.00	37.58
Accounting Technician III	7,095.29	40.93	7,166.22	41.34
Administrative Assistant I	5,680.43	32.77	5,737.24	33.10
Administrative Assistant II	6,077.94	35.07	6,138.72	35.42
Assistant Engineer	11,104.51	64.06	11,215.55	64.71
Assistant Planner	9,739.97	56.19	9,837.37	56.75
Associate Engineer	11,879.49	68.54	11,998.28	69.22
Associate Planner	10,423.06	60.13	10,527.29	60.73
Community Services Officer	6,871.96	39.65	6,940.68	40.04
Facility Maintenance Worker I	6,556.60	37.83	6,622.16	38.20
Facility Maintenance Worker II	7,017.39	40.48	7,087.56	40.89
Maintenance Worker I	6,556.60	37.83	6,622.16	38.20
Maintenance Worker II	7,017.39	40.48	7,087.56	40.89
Maintenance Worker III	7,718.32	44.53	7,795.50	44.97
Office Assistant	4,951.94	28.57	5,001.45	28.85
Planning Technician	6,973.56	40.23	7,043.32	40.63
Public Works Inspector	9,251.59	53.37	9,344.10	53.91
Recreation Coordinator	6,934.65	40.01	7,003.99	40.41
Recreation Supervisor I	7,679.38	44.30	7,756.18	44.75
Senior Administrative Assistant	6,686.39	38.58	6,753.27	38.96

City of Orinda
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Position Title	Effective	Unit	Monthly Position		Step A	
			Minimum	Maximum	Monthly	Hourly
Accountant	7/13/2024	General	7,500.33	9,151.84	7,500.33	43.27
Accounting Technician I	7/13/2024	General	5,140.39	6,272.25	5,140.39	29.66
Accounting Technician II	7/13/2024	General	5,498.68	6,709.42	5,498.68	31.72
Accounting Technician III	7/13/2024	General	6,049.25	7,381.21	6,049.25	34.90
Administrative Assistant I	7/13/2024	General	4,842.98	5,909.36	4,842.98	27.94
Administrative Assistant II	7/13/2024	General	5,181.89	6,322.88	5,181.89	29.90
Assistant Engineer	7/13/2024	General	9,467.38	11,552.02	9,467.38	54.62
Assistant Planner	7/13/2024	General	8,304.02	10,132.49	8,304.02	47.91
Associate Engineer	7/13/2024	General	10,128.13	12,358.23	10,128.13	58.43
Associate Planner	7/13/2024	General	8,886.42	10,843.11	8,886.42	51.27
Community Services Officer	7/13/2024	General	5,858.85	7,148.90	5,858.85	33.80
Facility Maintenance Worker I	7/13/2024	General	5,589.99	6,820.82	5,589.99	32.25
Facility Maintenance Worker II	7/13/2024	General	5,982.83	7,300.19	5,982.83	34.52
Maintenance Worker I	7/13/2024	General	5,589.99	6,820.82	5,589.99	32.25
Maintenance Worker II	7/13/2024	General	5,982.83	7,300.19	5,982.83	34.52
Maintenance Worker III	7/13/2024	General	6,580.41	8,029.37	6,580.41	37.96
Office Assistant	7/13/2024	General	4,221.88	5,151.49	4,221.88	24.36
Planning Technician	7/13/2024	General	5,945.48	7,254.62	5,945.48	34.30
Public Works Inspector	7/13/2024	General	7,887.66	9,624.42	7,887.66	45.51
Recreation Coordinator	7/13/2024	General	5,912.27	7,214.11	5,912.27	34.11
Recreation Supervisor I	7/13/2024	General	6,547.23	7,988.87	6,547.23	37.77
Senior Administrative Assistant	7/13/2024	General	5,700.64	6,955.87	5,700.64	32.89

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Position Title	Step B		Step C		Step D	
	Monthly	Hourly	Monthly	Hourly	Monthly	Hourly
Accountant	7,575.33	43.70	7,651.09	44.14	7,727.60	44.58
Accounting Technician I	5,191.80	29.95	5,243.70	30.25	5,296.14	30.55
Accounting Technician II	5,553.66	32.04	5,609.17	32.36	5,665.28	32.68
Accounting Technician III	6,109.71	35.25	6,170.82	35.60	6,232.52	35.96
Administrative Assistant I	4,891.41	28.22	4,940.33	28.50	4,989.72	28.79
Administrative Assistant II	5,233.70	30.19	5,286.05	30.50	5,338.90	30.80
Assistant Engineer	9,562.06	55.17	9,657.68	55.72	9,754.26	56.27
Assistant Planner	8,387.06	48.39	8,470.95	48.87	8,555.64	49.36
Associate Engineer	10,229.41	59.02	10,331.69	59.61	10,435.02	60.20
Associate Planner	8,975.28	51.78	9,065.03	52.30	9,155.66	52.82
Community Services Officer	5,917.41	34.14	5,976.60	34.48	6,036.37	34.83
Facility Maintenance Worker I	5,645.85	32.57	5,702.32	32.90	5,759.36	33.23
Facility Maintenance Worker II	6,042.66	34.86	6,103.08	35.21	6,164.11	35.56
Maintenance Worker I	5,645.85	32.57	5,702.32	32.90	5,759.36	33.23
Maintenance Worker II	6,042.66	34.86	6,103.08	35.21	6,164.11	35.56
Maintenance Worker III	6,646.22	38.34	6,712.70	38.73	6,779.82	39.11
Office Assistant	4,264.10	24.60	4,306.75	24.85	4,349.81	25.10
Planning Technician	6,004.92	34.64	6,064.98	34.99	6,125.65	35.34
Public Works Inspector	7,966.52	45.96	8,046.21	46.42	8,126.64	46.88
Recreation Coordinator	5,971.40	34.45	6,031.12	34.79	6,091.44	35.14
Recreation Supervisor I	6,612.70	38.15	6,678.82	38.53	6,745.60	38.92
Senior Administrative Assistant	5,757.65	33.22	5,815.22	33.55	5,873.36	33.88

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Position Title	Step E		Step F		Step G	
	Monthly	Hourly	Monthly	Hourly	Monthly	Hourly
Accountant	7,804.87	45.03	7,882.92	45.48	7,961.75	45.93
Accounting Technician I	5,349.11	30.86	5,402.60	31.17	5,456.63	31.48
Accounting Technician II	5,721.94	33.01	5,779.15	33.34	5,836.95	33.67
Accounting Technician III	6,294.86	36.32	6,357.81	36.68	6,421.38	37.05
Administrative Assistant I	5,039.63	29.07	5,090.02	29.37	5,140.92	29.66
Administrative Assistant II	5,392.30	31.11	5,446.22	31.42	5,500.67	31.73
Assistant Engineer	9,851.81	56.84	9,950.33	57.41	10,049.84	57.98
Assistant Planner	8,641.21	49.85	8,727.61	50.35	8,814.90	50.86
Associate Engineer	10,539.37	60.80	10,644.76	61.41	10,751.21	62.03
Associate Planner	9,247.24	53.35	9,339.71	53.88	9,433.09	54.42
Community Services Officer	6,096.73	35.17	6,157.70	35.53	6,219.28	35.88
Facility Maintenance Worker I	5,816.96	33.56	5,875.11	33.89	5,933.86	34.23
Facility Maintenance Worker II	6,225.74	35.92	6,288.01	36.28	6,350.89	36.64
Maintenance Worker I	5,816.96	33.56	5,875.11	33.89	5,933.86	34.23
Maintenance Worker II	6,225.74	35.92	6,288.01	36.28	6,350.89	36.64
Maintenance Worker III	6,847.60	39.51	6,916.09	39.90	6,985.24	40.30
Office Assistant	4,393.31	25.35	4,437.23	25.60	4,481.61	25.86
Planning Technician	6,186.90	35.69	6,248.75	36.05	6,311.24	36.41
Public Works Inspector	8,207.92	47.35	8,290.00	47.83	8,372.91	48.31
Recreation Coordinator	6,152.35	35.49	6,213.86	35.85	6,276.01	36.21
Recreation Supervisor I	6,813.08	39.31	6,881.19	39.70	6,950.01	40.10
Senior Administrative Assistant	5,932.10	34.22	5,991.42	34.57	6,051.35	34.91

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Position Title	Step H		Step I		Step J	
	Monthly	Hourly	Monthly	Hourly	Monthly	Hourly
Accountant	8,041.37	46.39	8,121.79	46.86	8,203.00	47.33
Accounting Technician I	5,511.20	31.80	5,566.30	32.11	5,621.97	32.43
Accounting Technician II	5,895.32	34.01	5,954.28	34.35	6,013.81	34.70
Accounting Technician III	6,485.60	37.42	6,550.45	37.79	6,615.96	38.17
Administrative Assistant I	5,192.33	29.96	5,244.27	30.26	5,296.71	30.56
Administrative Assistant II	5,555.69	32.05	5,611.23	32.37	5,667.35	32.70
Assistant Engineer	10,150.33	58.56	10,251.83	59.15	10,354.33	59.74
Assistant Planner	8,903.04	51.36	8,992.06	51.88	9,081.98	52.40
Associate Engineer	10,858.71	62.65	10,967.30	63.27	11,076.99	63.91
Associate Planner	9,527.43	54.97	9,622.70	55.52	9,718.95	56.07
Community Services Officer	6,281.47	36.24	6,344.29	36.60	6,407.73	36.97
Facility Maintenance Worker I	5,993.21	34.58	6,053.13	34.92	6,113.68	35.27
Facility Maintenance Worker II	6,414.40	37.01	6,478.54	37.38	6,543.33	37.75
Maintenance Worker I	5,993.21	34.58	6,053.13	34.92	6,113.68	35.27
Maintenance Worker II	6,414.40	37.01	6,478.54	37.38	6,543.33	37.75
Maintenance Worker III	7,055.11	40.70	7,125.64	41.11	7,196.91	41.52
Office Assistant	4,526.43	26.11	4,571.70	26.38	4,617.41	26.64
Planning Technician	6,374.37	36.78	6,438.11	37.14	6,502.47	37.51
Public Works Inspector	8,456.63	48.79	8,541.20	49.28	8,626.61	49.77
Recreation Coordinator	6,338.76	36.57	6,402.17	36.94	6,466.20	37.31
Recreation Supervisor I	7,019.50	40.50	7,089.71	40.90	7,160.61	41.31
Senior Administrative Assistant	6,111.84	35.26	6,172.98	35.61	6,234.70	35.97

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Position Title	Step K		Step L		Step M	
	Monthly	Hourly	Monthly	Hourly	Monthly	Hourly
Accountant	8,285.03	47.80	8,367.84	48.28	8,451.54	48.76
Accounting Technician I	5,678.19	32.76	5,734.96	33.09	5,792.31	33.42
Accounting Technician II	6,073.96	35.04	6,134.69	35.39	6,196.05	35.75
Accounting Technician III	6,682.13	38.55	6,748.94	38.94	6,816.42	39.33
Administrative Assistant I	5,349.66	30.86	5,403.16	31.17	5,457.19	31.48
Administrative Assistant II	5,724.03	33.02	5,781.27	33.35	5,839.08	33.69
Assistant Engineer	10,457.88	60.33	10,562.46	60.94	10,668.10	61.55
Assistant Planner	9,172.81	52.92	9,264.54	53.45	9,357.18	53.98
Associate Engineer	11,187.74	64.54	11,299.63	65.19	11,412.64	65.84
Associate Planner	9,816.13	56.63	9,914.29	57.20	10,013.42	57.77
Community Services Officer	6,471.81	37.34	6,536.52	37.71	6,601.89	38.09
Facility Maintenance Worker I	6,174.79	35.62	6,236.55	35.98	6,298.90	36.34
Facility Maintenance Worker II	6,608.76	38.13	6,674.84	38.51	6,741.60	38.89
Maintenance Worker I	6,174.79	35.62	6,236.55	35.98	6,298.90	36.34
Maintenance Worker II	6,608.76	38.13	6,674.84	38.51	6,741.60	38.89
Maintenance Worker III	7,268.87	41.94	7,341.56	42.36	7,414.96	42.78
Office Assistant	4,663.57	26.91	4,710.22	27.17	4,757.30	27.45
Planning Technician	6,567.52	37.89	6,633.18	38.27	6,699.51	38.65
Public Works Inspector	8,712.86	50.27	8,799.99	50.77	8,888.01	51.28
Recreation Coordinator	6,530.84	37.68	6,596.16	38.05	6,662.11	38.44
Recreation Supervisor I	7,232.21	41.72	7,304.54	42.14	7,377.58	42.56
Senior Administrative Assistant	6,297.05	36.33	6,360.02	36.69	6,423.63	37.06

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Position Title	Step N		Step O		Step P	
	Monthly	Hourly	Monthly	Hourly	Monthly	Hourly
Accountant	8,536.08	49.25	8,621.44	49.74	8,707.64	50.24
Accounting Technician I	5,850.25	33.75	5,908.75	34.09	5,967.83	34.43
Accounting Technician II	6,257.98	36.10	6,320.57	36.46	6,383.79	36.83
Accounting Technician III	6,884.60	39.72	6,953.45	40.12	7,022.97	40.52
Administrative Assistant I	5,511.77	31.80	5,566.88	32.12	5,622.54	32.44
Administrative Assistant II	5,897.47	34.02	5,956.45	34.36	6,016.01	34.71
Assistant Engineer	10,774.77	62.16	10,882.53	62.78	10,991.36	63.41
Assistant Planner	9,450.74	54.52	9,545.26	55.07	9,640.72	55.62
Associate Engineer	11,526.76	66.50	11,642.03	67.17	11,758.44	67.84
Associate Planner	10,113.56	58.35	10,214.69	58.93	10,316.83	59.52
Community Services Officer	6,667.92	38.47	6,734.59	38.85	6,801.92	39.24
Facility Maintenance Worker I	6,361.90	36.70	6,425.53	37.07	6,489.79	37.44
Facility Maintenance Worker II	6,809.01	39.28	6,877.09	39.68	6,945.88	40.07
Maintenance Worker I	6,361.90	36.70	6,425.53	37.07	6,489.79	37.44
Maintenance Worker II	6,809.01	39.28	6,877.09	39.68	6,945.88	40.07
Maintenance Worker III	7,489.12	43.21	7,564.01	43.64	7,639.65	44.07
Office Assistant	4,804.90	27.72	4,852.95	28.00	4,901.48	28.28
Planning Technician	6,766.50	39.04	6,834.18	39.43	6,902.50	39.82
Public Works Inspector	8,976.89	51.79	9,066.67	52.31	9,157.32	52.83
Recreation Coordinator	6,728.73	38.82	6,796.01	39.21	6,863.98	39.60
Recreation Supervisor I	7,451.35	42.99	7,525.87	43.42	7,601.12	43.85
Senior Administrative Assistant	6,487.85	37.43	6,552.75	37.80	6,618.24	38.18

City of Orinda
 General Employee Unit Salary Schedule
 Effective July 13, 2024

Prepared June 22, 2022

Position Title	Step Q		Step R		Step S	
	Monthly	Hourly	Monthly	Hourly	Monthly	Hourly
Accountant	8,794.73	50.74	8,882.67	51.25	8,971.52	51.76
Accounting Technician I	6,027.53	34.77	6,087.79	35.12	6,148.65	35.47
Accounting Technician II	6,447.61	37.20	6,512.09	37.57	6,577.21	37.95
Accounting Technician III	7,093.20	40.92	7,164.13	41.33	7,235.77	41.74
Administrative Assistant I	5,678.76	32.76	5,735.57	33.09	5,792.93	33.42
Administrative Assistant II	6,076.17	35.05	6,136.94	35.41	6,198.29	35.76
Assistant Engineer	11,101.26	64.05	11,212.27	64.69	11,324.40	65.33
Assistant Planner	9,737.12	56.18	9,834.49	56.74	9,932.85	57.30
Associate Engineer	11,876.03	68.52	11,994.78	69.20	12,114.75	69.89
Associate Planner	10,420.01	60.12	10,524.21	60.72	10,629.45	61.32
Community Services Officer	6,869.96	39.63	6,938.66	40.03	7,008.05	40.43
Facility Maintenance Worker I	6,554.67	37.82	6,620.21	38.19	6,686.44	38.58
Facility Maintenance Worker II	7,015.33	40.47	7,085.48	40.88	7,156.35	41.29
Maintenance Worker I	6,554.67	37.82	6,620.21	38.19	6,686.44	38.58
Maintenance Worker II	7,015.33	40.47	7,085.48	40.88	7,156.35	41.29
Maintenance Worker III	7,716.06	44.52	7,793.22	44.96	7,871.16	45.41
Office Assistant	4,950.50	28.56	5,000.00	28.85	5,049.99	29.13
Planning Technician	6,971.53	40.22	7,041.27	40.62	7,111.68	41.03
Public Works Inspector	9,248.90	53.36	9,341.37	53.89	9,434.79	54.43
Recreation Coordinator	6,932.61	40.00	7,001.94	40.40	7,071.97	40.80
Recreation Supervisor I	7,677.13	44.29	7,753.89	44.73	7,831.45	45.18
Senior Administrative Assistant	6,684.45	38.56	6,751.29	38.95	6,818.80	39.34

City of Orinda
 General Employee Unit Salary Schedule
 Effective July 13, 2024

Prepared June 22, 2022

Position Title	Step T		Step U	
	Monthly	Hourly	Monthly	Hourly
Accountant	9,061.22	52.28	9,151.84	52.80
Accounting Technician I	6,210.14	35.83	6,272.25	36.19
Accounting Technician II	6,643.00	38.33	6,709.42	38.71
Accounting Technician III	7,308.15	42.16	7,381.21	42.58
Administrative Assistant I	5,850.84	33.75	5,909.36	34.09
Administrative Assistant II	6,260.28	36.12	6,322.88	36.48
Assistant Engineer	11,437.65	65.99	11,552.02	66.65
Assistant Planner	10,032.17	57.88	10,132.49	58.46
Associate Engineer	12,235.87	70.59	12,358.23	71.30
Associate Planner	10,735.75	61.94	10,843.11	62.56
Community Services Officer	7,078.12	40.84	7,148.90	41.24
Facility Maintenance Worker I	6,753.30	38.96	6,820.82	39.35
Facility Maintenance Worker II	7,227.91	41.70	7,300.19	42.12
Maintenance Worker I	6,753.30	38.96	6,820.82	39.35
Maintenance Worker II	7,227.91	41.70	7,300.19	42.12
Maintenance Worker III	7,949.87	45.86	8,029.37	46.32
Office Assistant	5,100.50	29.43	5,151.49	29.72
Planning Technician	7,182.77	41.44	7,254.62	41.85
Public Works Inspector	9,529.14	54.98	9,624.42	55.53
Recreation Coordinator	7,142.69	41.21	7,214.11	41.62
Recreation Supervisor I	7,909.76	45.63	7,988.87	46.09
Senior Administrative Assistant	6,886.98	39.73	6,955.87	40.13

APPENDIX B

Example: Medical Contribution Calculation

EXAMPLE:

The following is an example for explanation purposes only. This example will assume an increase in the 2023 Kaiser Rates, which may be more or less and will change the actual results once the rates are known.

SAMPLE CALCULATION

How change in Total City Medical Contribution is Determined

(Assuming an approximate 5% increase in Kaiser rate 2023 -- actual will vary)

CITY MONTHLY MEDICAL CONTRIBUTION IN EFFECT JANUARY 2022 - DECEMBER 2022:

(A)	(B)
Coverage Level	Total City Medical Contribution 12/31/2022
Employee	\$ 848.22
Employee + 1	\$ 1,696.42
Employee + 2 or more	\$ 2,205.35

(C)	(D)	(E)	(F)	(G)
Coverage Level	2022 Kaiser Actual	Example - % Increase	Example Assumed 2023 Kaiser (5% Increase)	Example 2023 Kaiser Additional Premium \$
Employee	\$ 857.06	5%	\$ 899.91	\$ 42.85
Employee + 1	\$ 1,714.12	5%	\$ 1,799.83	\$ 85.71
Employee + 2 or more	\$ 2,228.36	5%	\$ 2,339.78	\$ 111.42

(H)	(I)	(J)	(K)	(L)	(M)
Coverage Level	Example: 2023 Kaiser Addl Premium \$ (same as G)	First 4% (City Share) 4% of (B)	65% of Amount above 4% (City Share) I-J x 65%	Example: Total Increase 2023 City Contribution J + K	Example: 2023 Total City Medical Contribution B + L
Employee	\$ 42.85	\$ 33.93	\$ 5.80	\$ 39.73	\$ 887.95
Employee + 1	\$ 85.71	\$ 67.86	\$ 11.60	\$ 79.46	\$ 1,775.88
Employee + 2 or more	\$ 111.42	\$ 88.21	\$ 15.08	\$ 103.30	\$ 2,308.65

APPENDIX C
Market Study - Future Comparability Surveys

Criteria for Selection of Agencies Based on Best Compensation Practices: Geographic location; Similarity of Population and Budget; and Areas of Service Delivery.

Cities: Danville; Pleasant Hill; Saratoga; Hercules; Lafayette; Pinole; Albany; American Canyon; Moraga; Piedmont; San Pablo; and Los Altos

Benchmark Classifications (Journey-level):

Accountant
Accounting Technician II
Administrative Assistant II
Associate Engineer
Associate Planner
Community Services Officer
Maintenance Worker II
Office Assistant
Planning Technician
Public Works Inspector
Recreation Coordinator
Recreation Supervisor I
Senior Administrative Assistant

Total Compensation Components:

List A¹ (Priority category):
Annual Base Salary (Top Step)
Health Insurance including cash in-lieu
Dental Insurance
Vision Insurance
Retiree Medical
Social Security Retirement
Deferred Compensation

List B:

Life Insurance
Short/Long Term Disability
Holidays
Sick Leave
Vacation Leave
Bereavement
Cash Out
Tuition/Professional Development
Other Fringe Benefits
Work Week

¹ “List A” contains the components that represent the key or priority survey criteria to include in the survey; “List B” are additional criteria that will be included if relevant to negotiations.